

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA
June 16, 2020
Civil Service Commission
3:30 p.m. Business Meeting

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 5/19/20 regular meeting
3. Appointment of Chairman:
4. Adoption or Amendment of Civil Service Rules:
 - A. Approved Rules Change by NYS
5. Certification of Eligibles: (provided separately) None
6. Establishment of Eligible Lists:
 - A. Nutritionist OC#62201 (1 candidate passed – no provisional)
 - B. Sheriff Custody Corporal PPM#73181 (9 candidates passed – no provisional)
 - C. Sheriff Custody Sergeant PPM# (2 candidates passed – no provisional)
7. Eligible Lists to Extend:
 - A. Head Social Welfare Examiner (2017) PPM#77391
 - B. Highway Supervisor (2019) OC#62855
 - C. Principal Social Welfare Examiner (2017) PPM#72361
 - D. Social Services Investigator (2018) OC#64958
 - E. Supervising Social Services Investigator (2018) OC#66597
8. Eligible Lists to Expire:
 - A. Clerk (2016) OC#2016-03
9. Adoption of Class Specifications: None
10. Amendment of Class Specifications:
 - A. Identification Officer – Sheriff’s Department – (C)
11. New Position Duties Statements:
 - A. Identification Officer – Sheriff’s Department – (C)
 - B. Local Area Network Technical Support Specialist – Moravia Central School – (C)
 - C. Senior Computer Systems Technician (IT) – Moravia Central School – (C)
 - D. Recycling Attendant – Town of Ira – (L)
 - E. Laborer – Village of Moravia – (L)

12. Exempt Class Review:
 - A. Deputy County Clerk – County Clerk’s Office – PC#1832
13. Job/Position Reclassification Questionnaire: None
14. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Abolish Director of Public Works – Public Works – PC#8109
 - B. Abolish Deputy Director of Public Works – Public Works – PC#8124
15. Consideration of Appeals: None
16. Upcoming Examination Schedule: *(provided separately)*
17. Communications received:
 - A. New York State Civil Service approval of Section 211 Waiver for Daniel J. Emmi.
 - B. New York State Civil Service approval of Section 211 Waiver for Donald G. Langtry
 - C. Request for reinstatement to the Deputy Sheriff eligible list – OC#63333
18. HR Administrators Report:
 - A. As part of the Steering committee, we are currently interviewing candidates for the County Highway Superintendent position this week and next week. I am the point person for these activities and organization.
 - B. Furloughed individuals are being assessed for return work dates as the County begins to reopen based on the Governor’s guidelines. I have been working with the Chairperson and Department heads to assess the best course of action and safety with walk through by DOH. We have been calling with follow up letters to any staff members we have been given the go ahead to bring back.
 - C. Notifications have been sent to all employees requesting updated contact and emergency information to better communicate with staff – updates are being input into the system.
 - D. Working with departments that have approved hiring needs for focused recruitment efforts for hard to fill positions.
 - E. Human Resources and Civil Staff are still working predominantly remotely to maintain the less than 50% occupancy in the building without interruption.
 - F. CSEA contract has now been signed by all parties and is in the process of being printed by the union.
 - G. Final review of the updated DSPA and SEACC contractual agreements changes and compensation plans are in final stages.
 - H. Working with the Review of Hiring Committee on insuring information is complete and setting agenda items for review with the committee as advisor.
19. Unfinished Business: None
20. Set Date/Time for Next Commission Meeting: Tuesday, July ____, 2020 @ 3:30 p.m.
21. Adjournment: