

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**  
**July 12, 2022**  
**Civil Service Commission**  
**3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting:
2. Read and approve minutes from the 5/17/2022 (tabled at 6/27/22 meeting) and 6/27/2022 regular meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
  - A. Senior Network Administrator OC#22123 – 1 year
  - B. Senior Systems Administrator OC#22124 – 1 year
6. Eligible Lists to Extend:
  - A. Data Collector (2019) OC#62766
  - B. Deputy Sheriff (2021) OC#67193
  - C. Library Associate (2018) OC#63772
  - D. Motor Vehicle Bureau Supervisor (2019) OC#66628
  - E. Planner (2019) OC#60164
  - F. Research Aide (2018) OC#65510
  - G. School Transportation Dispatcher (2019) OC#60257
  - H. Senior Planner (2019) OC#60302
7. Eligible Lists to Expire:
  - A. Administrative Assistant (2018) OC#65501
  - B. Chief Tax & Assessment Data Analyst (2019) OC#62693
  - C. Motor Vehicle Bureau Supervisor (2019) PPM#76867
  - D. Police Officer (2021) OC#66838
  - E. Senior Computer Systems Technician (2021) OC#21458
  - F. Senior Library Associate (2018) OC#64588
8. Adoption of Class Specifications:
  - A. Purchasing, Receiving, and Supply Associate – BOCES - (C)
9. Amendment of Class Specifications:
  - A. School Security Guard - Schools - (C)
  - B. Account Clerk Typist - All Jurisdictions - (C)
  - C. Typist - All Jurisdictions - (C)
  - D. Deputy Human Resources Administrator – HR/Civil Service and BOCES - (C)
  - E. Director Emergency Services – Emergency Management - (X)

10. New Position Duties Statements:
  - A. Deputy Sheriff Sergeant – Sheriff - (C)
  - B. Principal Social Welfare Examiner - Social Services - (C)
  - C. Psychiatric Nurse Practitioner - Mental Health - (C)
  - D. Purchasing, Receiving, and Supply Associate – BOCES - (C)
  
11. Exempt Class Review: None
  
12. Job/Position Reclassification Questionnaire: None
  
13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
  - A. Reinstatement request from E911
  
14. Consideration of Appeals: None
  
15. Upcoming Examination Schedule: *(provided separately)*
  
16. Communications received:
  - A. Request by candidate for reinstatement to Sheriff Custody Corporal eligible list (tabled at 6/27/22 meeting)
  - B. Request by Sheriff to amend promotional qualifications for the Deputy Sheriff Lieutenant exam
  
17. Miscellaneous: None
  
18. HR Administrators Report:
  - A. We are working with various departments on their recruitment and hiring needs;
  - B. We are preparing for the upcoming Union Negotiations;
  - C. Currently working on several employee and Union issues with Counsel;
  - D. We are continuing to work on several job specifications for submission to NYS for approval;
  - E. Currently reviewing and updating several county policies;
  - F. In collaboration with Sheriff Schenck and others provided active shooter training video to employees
  
19. Unfinished Business: None
  
20. Set Date/Time for Next Commission Meeting: Tuesday, August 23, 2022 @ 3:30 p.m.
  
21. Adjournment: