

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**August 10, 2021****Civil Service Commission****3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting:
2. Read and approve minutes from the 7/15/21 regular meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
 - A. Deputy Sheriff (2021) – OC#67193 (93 candidates passed/1 failed – no provisional) – 1 year
 - B. Library Associate (2021) – OC#63772 (1 candidate passed/0 failed – no provisional) – 1 year
 - C. Police Officer (2021) – OC#66838 (16 candidates passed/0 failed – no provisional) – 1 year
 - D. Senior Computer Systems Technician (2021) – OC#21458 (4 candidates passed including provisional/0 failed) – 1 year
6. Eligible Lists to Extend:
 - A. Head Custodian (2018) OC#66171 – 1 year
 - B. Human Services Examiner (2018) PPM#78190 – 1 year
 - C. Human Services Examiner (2019) OC#63752 – 1 year
 - D. Senior Custodian (2018) OC#62742 – 1 year
 - E. Senior Social Welfare Examiner (2019) PPM#73215 – 1 year
7. Eligible Lists to Expire: None
8. Adoption of Class Specifications: None
9. Amendment of Class Specifications:
 - A. Administrative Assistant – County Departments, County Schools, Cayuga Community College, BOCES, Seymour Library – (C)
 - B. Human Resources Administrative Associate – HR & Civil Service Commission – (C)
10. New Position Duties Statements:
 - A. Human Resources Administrative Associate – HR & Civil Service Commission – (C)
 - B. Account Clerk Typist* - BOCES – (NC)
 - C. Licensed Practical Nurse (School) (5) – BOCES – (NC)
 - D. Laborer (2) – Water & Sewer Authority – (L)
 - E. School Receptionist – Weedsport Central School – (C)
11. Exempt Class Review: None
12. Job/Position Reclassification Questionnaire: None

13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Transfer Request – Cayuga County Jail. Transfer from Onondaga County (Corrections Officer) to Cayuga County Jail (Sheriff Custody Officer).
14. Consideration of Appeals: None
15. Upcoming Examination Schedule: *(provided separately)*
16. Communications received:
 - A. Request for out-of-title pay adjustment.
17. Miscellaneous: None
18. Deputy HR Administrators Report:
 - A. COVID Pandemic Preparedness meetings - Review current COVID Pandemic Operations Plan for effectiveness, improvement if necessary;
 - B. Attended Labor/Management meeting;
 - C. Met with member of Payroll Department for clarification of related issues and current procedures;
 - D. Met with member of staff from County Attorney's Office regarding current employee issues and grievances;
 - E. Begin preparations for yearly mandatory employee trainings;
 - F. Discussions with various departments regarding updated/expanded New Employee Orientation process;
 - G. Looking into possible Career Day dates with Cayuga Community College;
 - H. Taking necessary steps to put Exit Interview process into place through Survey Monkey;
 - I. Investigating possibility of using Survey Monkey for other employee-related functions;
 - J. Observed Administrative Professionals' Day with staff on Monday 8/9/21, as staff was unable to celebrate in April.
 - K. Made arrangements to deliver Certificate, pin and gift for former Chairman of the Commission to commemorate his over 30 years of service to Cayuga County.
19. Unfinished Business: None
20. Set Date/Time for Next Commission Meeting: Tuesday, September 21, 2021 @ 3:30 p.m.
21. Adjournment: