

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**  
**August 11, 2020**  
**Civil Service Commission**  
**3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 7/21/20 regular meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (provided separately)
5. Establishment of Eligible Lists: None
6. Eligible Lists to Extend:
  - A. Custodian (2019) OC#20193
  - B. Head Custodian (2018) OC#66171
  - C. Human Services Examiner (2018) PPM#78190
  - D. Human Services Examiner (2019) OC#63752
  - E. Senior Custodian (2018) OC#62742
  - F. Senior Social Welfare Examiner (2019) PPM#73215
7. Eligible Lists to Expire:
  - A. Deputy Sheriff Corporal (2018) PPM#78574
  - B. Deputy Sheriff Sergeant (2018) PPM#78298
  - C. Detective (2018) PPM#78300
  - D. Detective Sergeant (2018) PPM#78301
  - E. Probation Officer/Probation Officer Trainee (2016) OC#69010
  - F. Probation Supervisor (2016) PPM#72265
  - G. Senior Probation Officer (2016) PPM#72284
8. Adoption of Class Specifications:
  - A. Law Associate – District Attorney – (X - JCP)
9. Amendment of Class Specifications: None
10. New Position Duties Statements:
  - A. Law Associate – District Attorney – (X - JCP)
  - B. Clerk – Moravia Central School – (C)
  - C. Advanced Life Support Technician – Village of Fair Haven – (C)

11. Exempt Class Review: None
12. Job/Position Reclassification Questionnaire: None
13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
  - A. Two (2) Section 75 proceedings in process.
14. Consideration of Appeals: None
15. Upcoming Examination Schedule: *(provided separately)*
16. Communications received:
  - A. Village of Aurora – abolished positions
17. HR Administrators Report:
  - A. Worked with IT to have an outline questionnaire process for the COVID daily questions and temperature checks for everyone.
  - B. QR code to make it easier to do on phones, bot an I-Pad set up in the CEMO room for COB employees to utilize if they cannot do it on their phone.
  - C. All offsite locations are set up with the necessary equipment especially as they bring staff back and reopen.
  - D. Our staff contacted all furloughed staff for their return to work and sent them follow up letters with the changes to the facility (Safety measures, upcoming Annual Mandatory trainings, etc.)
  - E. Working through more guidelines as things change with executive orders.
  - F. Set up Zoom and in-person Annual Mandatory training dates – most of the August dates are completed, September dates are being finalized to complete the training for everyone.
18. Unfinished Business:
  - A. Staff Social Worker – Status of limited permit research
  - B. Extend probation period request from the Department of Social Services
19. Set Date/Time for Next Commission Meeting: Tuesday, September 15, 2020 @ 3:30 p.m.
20. Adjournment: