

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA
August 15, 2019
Civil Service Commission
3:30 p.m. Business Meeting

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 7/11/19 regular meeting
3. Adoption or Amendment of Civil Service Rules: none
4. Certification of Eligibles: *(provided separately)*
5. Establishment of Eligible Lists: *(provided separately)*
 - A. Chief Tax & Assessment Data Analyst (2019) OC#62693 (2 candidates passed – Provisional passed)
 - B. Data Collector (2019) OC#62693 (7 candidates passed/1 candidate failed – Provisional passed)
 - D. Motor Vehicle Bureau Supervisor (2019) PPM#76867 (1 candidate passed - no provisional)
 - E. Motor Vehicle Bureau Supervisor (2019) OC#66628 (3 candidates passed/2 candidates failed – no provisional)
 - F. Planner (2019) OC#60164 (1 candidate passed – no provisional)
 - G. School Transportation Dispatcher (MCS) (2019) PPM#78006 (1 candidate passed – provisional)
 - H. School Transportation Dispatcher (2019) OC#60257 (4 candidates passed – no provisional)
 - I. Senior Planner (2019) OC#60302 – (2 candidates passed – no provisional)
 - J. Transportation Supervisor (2019) OC#60376 (4 candidates passed/1 candidate failed – no provisional)
6. Eligible Lists to Extend:
 - 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. Head Custodian (2018) OC#66171
 - F. Human Services Examiner (2018) OC#65018
 - G. Human Services Examiner (2018) PPM#78190
 - H. Probation Officer/Probation Officer Trainee (2016) OC#69010
 - I. Probation Supervisor (2016) PPM#72265
 - J. Senior Custodian (2018) OC#62742
 - K. Senior Probation Officer (2016) PPM#72284
7. Eligible Lists to Expire: None

8. New Position Duties Statement:
 - A. Caseworker (2 positions) – Social Services – (C)
 - B. Head Bus Driver (1 position) – Southern Cayuga CSD – (NC)
 - C. Licensed Practical Nurse (School) (1 position) – Southern Cayuga CSD – (NC)
 - D. Messenger (1 position) – Southern Cayuga CSD – (NC-JCP)
 - E. Project Manager (1 position) – Mental Health – C
 - F. Veterans Services Officer (1 position) – Veterans Services Office – (NC-JCP)
9. Exempt Class Review: None
10. Adoption of Class Specifications:
 - A. Project Manager (Social Services) – (C)
 - B. Veteran’s Service Officer (Veteran’s Service Agency) – (NC – JCP)
11. Amendment of Class Specifications: None
12. Job/Position Reclassification Questionnaire: None
13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Request for Transfer – From Transportation Supervisor - Moravia CSD to Transportation Supervisor – Weedsport Central School
 - B. Request for Transfer – From Caseworker – Oswego County to Caseworker – Cayuga County Department of Social Services
 - C. Request for Transfer – From Corrections Lieutenant – Madison County to Sheriff Custody Officer – Cayuga County
14. Consideration of Appeals: None
15. Upcoming Examination Schedule: (*provided separately*)
16. Communications received:
 - A. Early probation period ending for employee in Mental Health
 - B. Explanation of early probation period ending for employee in Social Services
17. HR Administrators Report
18. Unfinished Business:
19. Set Date/Time for Next Commission Meeting: September 12, 2019 @ 3:30 p.m.
20. Adjournment