

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**August 15, 2023****Civil Service Commission****3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting:
2. Read and approve minutes from the 7/18/23 regular meeting:
3. Adoption or Amendment of Civil Service Rules:
 - A. Approved Rules Changes by NYS Civil Service
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
 - A. Assistant Director of Facilities II (2023) NCP#75569 – 1 year
 - B. Assistant Director of Facilities II (2023) OC#63655 – 1 year
 - C. Building Maintenance Supervisor (2023) OC#65514 – 1 year
 - D. Deputy Sheriff Corporal (2023) PPM#77562 – 1 year
 - E. Deputy Sheriff Sergeant (2023) PPM#77572 – 1 year
 - F. Detective (2023) PPM#77609 – 1 year
 - G. Identification Officer (2023) PPM#78053 – 1 year
 - H. Veterans Services Assistant (2023) OC#64958 – 1 year
 - I. Veterans Services Officer (2023) OC#64659 – 1 year
6. Eligible Lists to Extend:
 - A. Probation Officer I (2021) OC#68525 – 1 year
 - B. Probation Officer II (2021) PPM#71106 – 1 year
 - C. Probation Supervisor I (2021) PPM#71162 – 1 year
 - D. Public Health Educator (2022) OC#66810 – 1 year
 - E. Senior Public Health Educator (2022) OC#64941 – 1 year
7. Eligible Lists to Expire:
 - A. Deputy Sheriff Sergeant (2021) PPM#70993
 - B. Detective (2021) PPM#71010
 - C. Detective Sergeant (2021) PPM#71019
 - D. Occupational Therapist (Aug. 2022) OC#202212
 - E. Sheriff Custody Officer (2022) OC#62671
8. Adoption of Class Specifications: None
9. Amendment of Class Specifications:
 - A. Employment and Training Director II – Employment & Training – (NC)
 - B. Deputy Sheriff Corporal (Police) – Sheriff’s Department – (C)
 - C. Deputy Sheriff Identification Officer (Police) – Sheriff’s Department – (C)
 - D. Deputy Sheriff Lieutenant (Police) – Sheriff’s Department – (C)
 - E. Deputy Sheriff Sergeant (Police) – Sheriff’s Department – (C)
 - F. Supervising Social Services Attorney – Social Services – (C)

10. New Position Duties Statements:
 - A. Motor Equipment Operator (Medium) (6) – Highway Department – (NC)
 - B. Probation Officer I – Probation – (C)
 - C. Licensed Practical Nurse (3) – Jail – (NC)
 - D. Library Director III – Seymour Library – (C)
 - E. Senior Typist – Moravia Central School – (C)
 - F. Laborer (2) – Village of Fair Haven – (L)
 - G. Water Treatment Plant Operator*** – Village of Fair Haven – (NC)

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 the County Treasurer’s Office

14. Consideration of Appeals: None

15. Upcoming Examination Schedule: *(provided separately)*

16. Communications received:
 - A. Request from provisional candidate to have both opportunities to sit for exam reinstated.
 - B. PAR-09-23 – Changes to Section 57 of the Civil Service Law – Continuous Recruitment.

17. Miscellaneous: None

18. HR Administrators Report:
 - A. We are working with various departments on their recruitment and hiring needs;
 - B. We are providing Annual Training for Highway & Municipalities on August 17, 2023;
 - C. We are working on ordering and issuing new parking tags to employees;
 - D. We have ordered exam materials for several Civil Service positions;
 - E. An employee participated in the United Way Day of Caring;
 - F. The Safety Committee had its quarterly meeting;
 - G. Year-to-date we have conducted orientation for 148 new employees;
 - H. We have completed all of the 2023 CSEA salary changes;
 - I. We are continuing to work on completing the 2023 payroll certifications;
 - J. Currently working on some employee and Union issues with Counsel.

19. Unfinished Business: None

20. Set Date/Time for Next Commission Meeting: Tuesday, September 19, 2023 @ 3:30 p.m.

21. Adjournment of Commission Meeting: