

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**September 19, 2023****Civil Service Commission****3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting:
2. Read and approve minutes from the 8/15/23 regular meeting and the 9/9/23 special meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
 - A. Administrative Assistant (2023) (PHD) NCP#74760 – 1 year
 - B. Administrative Assistant (2023) OC#64830 – 1 year
 - C. Cataloging Assistant (2023) OC#65588 – 1 year
 - D. Library Associate (2023) OC#63468 – 1 year
 - E. Probation Director A (2023) PPM#74184 – 1 year
 - F. Probation Director A (2023) OC#64455 – 1 year
 - G. Probation Officer II (2023) PPM#73974 – 1 year
 - H. Probation Officer II (2023) OC#64178 – 1 year
 - I. Probation Supervisor I (2023) PPM#73981 – 1 year
 - J. Senior Caseworker (2023) PPM#73691 – 1 year
 - K. Senior Library Associate (2023) PPM#78187 – 1 year
 - L. Senior Library Associate (2023) OC#63054 – 1 year
 - M. Staff Development Supervisor (2023) PPM#78121 – 1 year
 - N. Staff Development Supervisor (2023) OC#60107 – 1 year
6. Eligible Lists to Extend or Expire:
 - A. Account Clerk (2022) OC#20225
 - B. Account Clerk Typist (2022) OC#20226
 - C. Audit Clerk (Oct. 2022) (DSS) NCP#20227
 - D. Deputy School District Treasurer (2020) OC#68983
 - E. Network Administrator (2022) OC#22270
 - F. Occupational Therapist (Oct. 2022) OC#202213
 - G. School Receptionist (2021) OC#20216
7. Adoption of Class Specifications:
 - A. Senior Court Reporter – District Attorney – (C)
 - B. Fiscal Supervisor – Public Health – (C)
8. Amendment of Class Specifications:
 - A. Cataloging Assistant – County Clerk and Seymour Library – (C)
 - B. Deputy County Treasurer – County Treasurer – (X)
 - C. Senior Account Clerk Typist – County Departments, County Schools, Cayuga Community College and BOCES – (C)
 - D. Day Care Specialist – BOCES – (C)
 - E. Computer Technician – BOCES and County Schools – (C)
 - F. Technology Coordinator – BOCES and County Schools – (C)

9. New Position Duties Statements:
 - A. Cataloging Assistant – County Clerk – (C)
 - B. Senior Court Reporter – District Attorney – (C)
 - C. Fiscal Supervisor – Public Health – (C)
 - D. Building Maintenance Mechanic – Cayuga Community College – (NC)
 - E. Computer Technician – Southern Cayuga School – (C)

10. Exempt Class Review:
 - A. Deputy Town Clerk – Town of Sterling
 - B. Deputy Town Clerk – Town of Victory

11. Job/Position Reclassification Questionnaire: None

12. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Reinstatement request from E911
 - B. Reinstatement request from Cayuga Community College

13. Consideration of Appeals: None

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

15. Communications received:
 - A. Request to end probationary period from Human Resources/Civil Service Commission
 - B. Request to waive probationary period from the Sheriff’s Department
 - C. Communication from New York State Civil Service regarding pending examination requests

16. Miscellaneous: None

17. HR Administrators Report:
 - A. We are working with various departments on their recruitment and hiring needs;
 - B. We are collaborating with Corporate Care (EAP Provider) to offer a session in October;
 - C. Currently working on several employee and Union issues with Counsel;
 - D. We are continuing to review and update several county policies;
 - E. Attended Labor/Management meeting;
 - F. Our office has conducted interviews for the Human Resources Associate opening;
 - G. A member of our team is participating in the Leadership Cayuga Program;
 - H. Attended Cayuga Gold meeting to discuss the Wellness Fair, United Way Campaign and Selection of quarterly Cayuga Gold award;
 - I. Our office is attending a job fair at Syracuse University on September 26th;
 - J. Started continuous recruitment for Senior Typist;
 - K. Accepting applications for Sheriff Custody Officer – T & E questionnaire online.

18. Unfinished Business: None

19. Set Date/Time for Next Commission Meeting: Tuesday, October 17, 2023 @ 3:30 p.m.

20. Adjournment of Commission Meeting: