

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING**  
**September 20, 2022**  
**Civil Service Commission**  
**3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting/Public Hearing:
2. Read and approve minutes from the 8/23/2022 regular meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
  - A. Occupational Therapist (2022) OC#202212 – 1 year
  - B. Public Health Educator (2022) OC#66810 – 1 year
  - C. Senior Public Health Educator (2022) OC#64941 – 1 year
  - D. Sheriff Custody Officer (2022) OC#62671 – 1 year
6. Eligible Lists to Extend:
  - A. Deputy School District Treasurer (2020) OC#68983 – 1 year
  - B. School Receptionist (2021) OC#20216 – 1 year
7. Eligible Lists to Expire:
  - A. Clerk (2021) OC#20215
  - B. Custodian (2021) OC#20213
  - C. Senior Typist (2021) OC#20214
  - D. Sheriff Custody Officer (2021) OC#60325
8. Adoption of Class Specifications: None
9. Amendment of Class Specifications:
  - A. Working Foreperson – Parks & Trails – (NC)
  - B. Motor Equipment Operator – Soil & Water – (NC)
10. New Position Duties Statements:
  - A. Senior Clerk\* (2) – County Clerk - (NC)
  - B. Licensed Practical Nurse – Jail – (NC)
  - C. Building Maintenance Mechanic – Parks & Trails – (NC)
  - D. Veterans Services Officer – Veterans – (C)
11. Exempt Class Review:
  - A. Director of Emergency Services – Emergency Management
  - B. Confidential Secretary to the Sheriff – Sheriff’s Department

12. Job/Position Reclassification Questionnaire: None
13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
  - A. Request for reinstatement from Social Services.
  - B. Request to remove candidate from Emergency Services Dispatcher eligible list – No response received.
14. Consideration of Appeals: None
15. Upcoming Examination Schedule: *(provided separately)*
16. Communications received:
  - A. New York State Association of Personnel and Civil Service Officers – 2022 Annual Civil Service Training Conference.
17. Miscellaneous: None
18. HR Administrators Report:
  - A. We are working with various departments on their recruitment and hiring needs;
  - B. We are preparing for upcoming negotiations in October;
  - C. We collaborated with Corporate Care (EAP Provider) to offer a session on Effective Communication;
  - D. We are working with Comp Alliance to schedule the Annual Training sessions for all employees;
  - E. Currently working on several employee and Union issues with Counsel;
  - F. We are continuing to review and update several county policies;
  - G. Interviews have started for Youth Bureau Director;
  - H. We are recruiting for Director of Finance and Grant Manager.
19. Unfinished Business: None
20. Set Date/Time for Next Commission Meeting: Tuesday, October 18, 2022 @ 3:30 p.m.
21. Adjournment of Commission Meeting: