

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**September 21, 2021****Civil Service Commission****3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting:
2. Read and approve minutes from the 8/10/21 regular meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
 - A. Deputy Sheriff Sergeant (2021) PPM#70993 (7 passed - including provisional/1 failed) – 1 year
 - B. Detective (2021) PPM#71010 (7 passed - including provisional)/0 failed) – 1 year
 - C. Detective Sergeant (2021) PPM#71019 (1 passed/0 failed – no provisional) – 1 year
 - D. Human Services Examiner (2021) OC#68426 (17 passed/1 failed – no provisional) – 1 year
 - E. Identification Officer (2021) PPM#75086 (2 passed – including provisional/0 failed) – 1 year
 - F. Probation Officer I (2021) OC#68525 (30 passed/1 failed – no provisional) – 1 year
 - G. Probation Officer II (2021) PPM#71106 (4 passed/0 failed – no provisional) – 1 year
 - H. Probation Supervisor I (2021) PPM#71162 (2 passed/0 failed – no provisional) – 1 year
 - I. Senior Social Welfare Examiner (2021) PPM#71052 (7 passed/0 failed – no provisional) – 1 year
6. Eligible Lists to Extend:
 - A. Account Clerk Typist (2018) OC#20183 – 1 year
 - B. Deputy School District Treasurer (2020) OC#68983 – 1 year
 - C. Principal Account Clerk Typist (2020) OC#61827 – 1 year
 - D. Senior Account Clerk (2020) OC#63592 – 1 year
7. Eligible Lists to Expire:
 - A. Library Director II (2017) PPM#78602
8. Adoption of Class Specifications:
 - A. Senior Network Administrator – Information Technology – (C)
 - B. Network Administrator – Information Technology – (C)
 - C. Senior Systems Administrator – Information Technology – (C)
 - D. Systems Administrator – Information Technology – (C)
 - E. Junior Systems Administrator – Information Technology – (C)
 - F. Vaccination Clinic Support Specialist – Public Health – (NC – JCP)
9. Amendment of Class Specifications:
 - A. Accountant – County Treasurer, Finance Department, Mental Health, Social Services – (C)
 - B. Early Intervention Services Coordinator – Public Health – (C)
 - C. Junior Accountant – All Jurisdictions – (C)
 - D. Recreation Attendant* – Cayuga Community College – (NC – JCP)
 - E. Assistant Superintendent of Public Works*** - Town of Owasco – (NC – JCP)

- 10. New Position Duties Statements:
 - A. Senior Network Administrator – Information Technology – (C)
 - B. Network Administrator – Information Technology – (C)
 - C. Senior Systems Administrator – Information Technology – (C)
 - D. Systems Administrator – Information Technology – (C)
 - E. Junior Systems Administrator – Information Technology – (C)
 - F. CCDC Acting Secretary/Treasurer – CFO – Planning Board – (U)
 - G. Vaccination Clinic Support Specialist (15) – Public Health – NC – JCP)
 - H. Senior Account Clerk – Sheriff’s Department – (C)
 - I. Social Worker – BOCES – (C)
 - J. Clerk – Southern Cayuga Central School – (C)
 - L. Assistant Superintendent of Public Works*** - Town of Owasco - (NC)

- 11. Exempt Class Review:
 - A. Human Resources Administrator – Department of Human Resources and Civil Service Commission

- 12. Job/Position Reclassification Questionnaire: None

- 13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Transfer Request – Cayuga Community College. Transfer of Competitive Class Status from Village of Palmyra (Police Officer) to Cayuga Community College (Public Safety Officer II).
 - B. Transfer Request – Cayuga Community College. Transfer of Competitive Class Status from the City of Auburn (Police Officer) to Cayuga Community College (Public Safety Officer II)
 - C. Transfer Request – Union Springs Central School. Transfer from Waterloo Central School (School Secretary I) to Union Springs Central School (Senior Typist)

- 14. Consideration of Appeals: None

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

- 16. Communications received:
 - A. Request for temporary salary increase.

- 17. Miscellaneous: None

- 18. Deputy HR Administrators Report:
 - A. Prepared Authorization to Fill for Human Resources Administrator;
 - B. COVID Pandemic Preparedness meetings reviewing current COVID Operations Plan for effectiveness, improvement if necessary;
 - C. Attended Labor/Management meeting;
 - D. Met with member of staff from County Attorney’s Office regarding current employee issues and grievances;

- . Deputy HR Administrators Report (continued):
 - E. Mike Russell has been hired, on a contract basis, to assist during the HR/Civil Service Commission Departmental transition focusing on:
 - a) Recruiting;
 - b) Hiring for four (4) director positions;
 - c) Compensation Plan completion;
 - d) Various department restructures within Cayuga County;
 - e) Assisting Deputy HR Administrator with governmental and Civil Service protocols and procedures training and mentorship;
 - F. Budgeting for 2022;
 - G. Attended SHRM 2021 Virtual Conference (9/9-12/2021)
 - H. Enrolled in SHRM Certification Classes (9/14-11/30/21)
 - I. Discussions with IT regarding electronic filing of all County Personnel files;
 - J. Discussions with IT regarding electronic onboarding of new hire paperwork.
- 19. Unfinished Business: None
- 20. Set Date/Time for Next Commission Meeting: Tuesday, October 19, 2021 @ 3:30 p.m.
- 21. Adjournment: