

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

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 9/17/19 regular meeting
3. Guest: Sheriff Brian Schenck
4. Adoption or Amendment of Civil Service Rules: none
5. Certification of Eligibles: *(provided separately)*
6. Establishment of Eligible Lists: *(provided separately)*
 - A. Supervising Public Health Nurse (T&E) (2019) OC#20196 (1 candidate-provisional passed) - 1 Year
 - B. Senior Typist (2019) OC#20194 (12 candidates passed/4 candidates failed – provisional passed) – 1 year
7. Eligible Lists to Extend:
 - A. Deputy Sheriff (2018) OC#65487
 - B. School Receptionist (2018) OC#20185
8. Eligible Lists to Expire:
 - A. Senior Typist (2018) OC#20186
 - B. Cayuga County EMS Medical Director (T&E) (2018) OC#20188
9. New Position Duties Statement:
 - A. Junior Accountant – Social Services – (C)
 - B. Veterans Services Assistant – Veterans Services Agency – (C)
10. Exempt Class Review: None
11. Adoption of Class Specifications:
 - A. Veterans Services Assistant (Veterans Services Agency) – (C)
12. Amendment of Class Specifications: None
13. Job/Position Reclassification Questionnaire:
 - A. Clerk to Senior Clerk – Social Services Cayuga County

14. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Request for Transfer – From University Police Officer (SUNY Oneonta) to Deputy Sheriff (Cayuga County)
 - B. Request by the Department of Social Services to remove an employee, reinstate her to the Caseworker eligible list and appoint her from said eligible list per Rule XIV, Section 6
15. Consideration of Appeals: None
16. Upcoming Examination Schedule: (*provided separately*)
17. Communications received:
 - A. End probationary period after 42 weeks – Social Services
 - B. Request for Competitive status reinstatement
 - C. E-mail from Port Byron School regarding the Commission contacting the Superintendent directly regarding correcting items from the NYS Civil Service TAR review
 - D. E-mail from the Highway Department regarding the definition of “at the time of employment” on the Automotive Mechanic (Diesel) job specification
18. HR Administrators Report:
 - A. Interviews for Director of Emergency Services are in progress.
 - B. Administrator will be attending the 2019 Civil Service Institute from 10/21/19 to 10/24/19.
 - D. Principal Typist interviews for Human Resources and Civil Service are continuing.
19. Unfinished Business:
20. Set Date/Time for Next Commission Meeting: Tuesday, November 19, 2019 @ 3:30 p.m.
21. Adjournment: