

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**October 17, 2023****Civil Service Commission****3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting:
2. Read and approve minutes from the 9/19/23 regular meeting and the 9/29/23 special meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
 - A. Case Supervisor Grade B (2023) PPM#74670 – 1 year
 - B. Computer Technician (2023) OC#64563 – 1 year
 - C. Principal Supervising Real Property Tax Services Specialist (2023) OC#65426 – 1 year
 - D. Public Health Engineer (2023) OC#65740 – 1 year
 - E. Public Health Sanitarian (2023) OC#63359 – 1 year
 - F. Real Property Clerk (2023) OC#63438 – 1 year
 - G. Special Patrol Officer (2023) OC#65671 – 1 year
 - H. Supervisor of Family Services (2023) PPM#76144 – 1 year
6. Eligible Lists to Extend or Expire:
 - A. Administrative Officer (Emergency Services) (2022) OC#64826
 - B. Business Manager (2021) OC#61899
 - C. Child Support Enforcement Coordinator (2022) OC#65883
 - D. Child Support Enforcement Coordinator (2022) PPM#76684
 - E. Clerk (2022) OC#202210
 - F. Director of Community Health Services (2022) OC#63075
 - G. Librarian III (T&E) (Nov. 2021) OC#66861
 - H. Library Assistant (Online T&E) (2019) PPM#72547
 - I. Psychiatric Nurse Practitioner (T&E) (2022) OC#202214
 - J. Purchasing Clerk (2021) OC#68210
 - K. Resource Assistant (2022) PPM#73923
 - L. Resource Consultant (2022) NCP#74971
 - M. Senior Support Investigator (2022) PPM#71462
 - N. Senior Typist (2022) OC#20229
 - O. Systems Administrator (2022) OC#22265
 - P. Technical Assistance Coordinator (2022) OC#63102
 - Q. Transportation Supervisor (2021) OC#65958
7. Adoption of Class Specifications:
 - A. Library Director III – Seymour Library – (C)
 - B. Senior Office Manager – Water & Sewer Authority – (C)
8. Amendment of Class Specifications:
 - A. Veterans Services Assistant – Veterans Services Office – (C)
 - B. Veterans Services Officer – Veterans Services Office – (C)

- 9. New Position Duties Statements:
 - A. Working Foreperson (2) – Buildings & Grounds – (NC)
 - B. Assistant District Attorney II (3) – District Attorney – (X – JCP)
 - C. Staff Social Worker (CMH) – Mental Health – (C)
 - D. Senior Office Manager – Water & Sewer Authority – (C)

- 10. Exempt Class Review:
 - A. School District Treasurer (Position #1089) – Southern Cayuga Central School
 - B. Deputy Village Clerk (Position #6917) – Village of Port Byron
 - C. Village Treasurer (Position #0686) – Village of Port Byron

- 11. Job/Position Reclassification Questionnaire: None

- 12. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers: None

- 13. Consideration of Appeals: None

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

- 15. Communications received:
 - A. Request to remove candidate from Sheriff’s Department
 - B. Request to change candidate status from Social Services
 - C. Request from candidate to have name reinstated to eligible list
 - D. Recommendation from NYS Civil Service to promote candidate under CS Law 52.7

- 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 Cayuga Gold on planning for the Wellness Fair and United Way Campaign;
 - C. We are scheduling interviews for the Director of Probation;
 - D. Currently working on several employee and Union issues with Counsel;
 - E. We continue to work on payroll certifications for outside jurisdictions.
 - F. We will be attending the Sheriff’s Open House on October 24th;
 - G. Participated in interviews for the Deputy County Fire/EMS Coordinator positions;
 - H. We are participating in Student Government Day.

- 18. Unfinished Business: None

- 19. Set Date/Time for Next Commission Meeting: Tuesday, November _____, 2023 @ 3:30 p.m.

- 20. Adjournment of Commission Meeting: