

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING**  
**October 18, 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 9/20/2022 regular meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
  - A. Account Clerk (2022) OC#20225 – 1 year
  - B. Account Clerk Typist (2022) OC#20226 – 1 year
  - C. Audit Clerk (2022) NCP#20227 – 1 year
  - D. Network Administrator (2022) OC#22270 – 1 year
  - E. Occupational Therapist (Oct. 2022) OC#202213 – 1 year
6. Eligible Lists to Extend:
  - A. Business Manager (2021) OC#61899 – 1 year
  - B. Librarian I (T&E Online) (2019) OC#63975 – 1 year
  - C. Librarian III (T&E Online) (Nov. 2021) OC#66861 – 1 year
  - D. Library Assistant (2019) PPM#72547 – 1 year
  - E. Purchasing Clerk (2021) OC#68210 – 1 year
  - F. Transportation Supervisor (2021) OC#65958 – 1 year
7. Eligible Lists to Expire:
  - A. Account Clerk (2020) OC#20205
  - B. Audit Clerk (2020) OC#20202
  - C. Typist (2020) OC#20207
8. Adoption of Class Specifications:
  - A. Records Retention Administrator – County Clerk – (C)
  - B. Records Retention Specialist – County Clerk – (C)
  - C. Code Enforcement Officer Trainee\* - Town of Sterling – (NC – JCP)
9. Amendment of Class Specifications:
  - A. Supervising Nutritionist – Public Health – (C)
10. New Position Duties Statements:
  - A. Assistant Payroll Systems Specialist – Social Services - (C)
  - B. Student Aide (4) – Moravia Central School – (NC)
  - C. Motor Vehicle Operator – Union Springs Central School – (NC)
  - D. Deputy Tax Collector – Town of Mentz – (X-JCP)

11. Exempt Class Review: None
12. Job/Position Reclassification Questionnaire: None
13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
  - A. Request for reinstatement from the Sheriff's Department.
14. Consideration of Appeals: None
15. Upcoming Examination Schedule: *(provided separately)*
16. Communications received:
  - A. End Civil Service Probation notification from County Attorney's Office.
  - B. Request to extend Sheriff Custody Officer (2021) OC#60325 eligible list.
17. Miscellaneous: None
18. HR Administrators Report:
  - A. We are working with various departments on their recruitment and hiring needs;
  - B. We started negotiations with the Road Patrol (DSPA);
  - C. We are working with Comp Alliance to schedule the Annual Training sessions for all employees in November;
  - D. We are preparing for negotiations with CSEA starting in November;
  - E. We offered a learning session on Civil Service 101 to Department Heads;
  - F. We are continuing to review and update several county policies;
  - G. Interviews have started for Director of Finance;
  - H. We are continuing to recruit for Grant Manager.
19. Unfinished Business: None
20. Set Date/Time for Next Commission Meeting: Tuesday, November 15, 2022 @ 3:30 p.m.
21. Adjournment of Commission Meeting: