

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING
November 15, 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 10/18/2022 regular meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
 - A. Administrative Officer (Emergency Services) (2022) OC#64826 – 1 year
 - B. Child Support Enforcement Coordinator (2022) PPM#76684 – 1 year
 - C. Child Support Enforcement Coordinator (2022) OC#65883 – 1 year
 - D. Clerk (2022) OC#202210 – 1 year
 - E. Psychiatric Nurse Practitioner (T&E) (2022) OC#202214 – 1 year
 - F. Director of Community Health Services (2022) OC#63075 – 1 year
 - G. Resource Assistant (2022) PPM#73923 – 1 year
 - H. Resource Consultant (2022) NCP#74971 – 1 year
 - I. Senior Support Investigator (2022) PPM#71462 – 1 year
 - J. Senior Typist (2022) OC#20229 – 1 year
 - K. Systems Administrator (2022) OC#22265 – 1 year
 - L. Technical Assistance Coordinator (2022) OC#63102 – 1 year
6. Eligible Lists to Extend:
 - A. Library Assistant (2019) OC#61040 – 1 year
 - B. Public Safety Officer II (2021) OC#63181 – 1 year
7. Eligible Lists to Expire:
 - A. Account Clerk Typist (2021) OC#20217
 - B. Senior Public Health Sanitarian (2018) PPM#75441
 - C. Social Services Attorney (T&E) (2018) OC#20189
8. Adoption of Class Specifications: None
9. Amendment of Class Specifications:
 - A. Director of Finance – Finance Department – (NC – JCP)
 - B. Head Social Welfare Examiner – Social Services – (C)
 - C. Nutritionist – Public Health – (C)
 - D. Working Foreperson – Parks & Trails – (NC)
 - E. **[TABLED FROM OCTOBER]** Supervising Nutritionist – Public Health – (C)

10. New Position Duties Statements:
 - A. Records Retention Administrator – County Clerk – (C)
 - B. Records Retention Specialist – County Clerk – (C)
 - C. Fiscal Officer I – Office for the Aging – (C)
 - D. Food Service Helper – Office for the Aging – (L)
 - E. Clerk – Social Services – (C)
 - F. Veterans Services Officer (4) – Veterans – (C)
 - G. Accountant – Cayuga Community College – (C)
 - H. Guard (10) – Cayuga Community College – (NC – JCP)
 - I. Deputy Superintendent Cemetery – Town of Mentz – (NC – JCP)
 - J. Wastewater Treatment Plant Operator – Village of Moravia – (NC)
 - K. **[TABLED FROM OCTOBER]** Deputy Tax Collector – Town of Mentz – (X – JCP)

11. Exempt Class Review:
 - A. Deputy Town Clerk – Town of Mentz

12. Job/Position Reclassification Questionnaire: None

13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Reinstatement request from Cayuga Community College.
 - B. Reinstatement request from Cayuga Community College.
 - C. Reinstatement request from Cayuga Community College.
 - D. **[TABLED FROM OCTOBER]** 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 Mental Health.
 - B. Request for Alternate Test Date for 11/19/22 physical fitness exam.
 - C. Request for Alternate Test Date for 11/19/22 physical fitness exam.
 - D. Request for Alternate Test Date for 11/19/22 physical fitness exam.

17. Miscellaneous:
 - A. Review Commission Meeting schedule for 2023.
 - B. Review Alternate Test Date Policy.
 - C. Discuss possibility of paperless applications only.

18. HR Administrators Report:
 - A. We are working with various departments on their recruiting and hiring needs;
 - B. We started negotiations with CSEA;
 - C. We are scheduled to resume negotiations with DSPA on November 30, 2022;
 - D. We conducted six (6) In-Person Annual Training Sessions with Comp Alliance;
 - E. We have scheduled a session with Corporate Care (EAP Provider) on Stress Management which will be offered to employees on November 17, 2022;
 - F. We are continuing to review and update several county policies;
 - G. We are continuing to recruit for the Director of Finance and Grant Manager.

19. Unfinished Business: None
20. Set Date/Time for Next Commission Meeting: Tuesday, December 20, 2022 @ 3:30 p.m.
21. Adjournment of Commission Meeting: