

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**  
**November 21, 2023**  
**Civil Service Commission**  
**3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting:
2. Read and approve minutes from the 10/17/23 regular meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
  - A. Senior Typist CR#40015 – Continuous Recruitment
  - B. Deputy Sheriff (2023) OC#60555 – 1 year
  - C. Probation Officer I (2023) OC#64136 – 1 year
  - D. Technology Coordinator (Dec. 2023) (BOCES) PPM#23108 – 1 year
  - E. Technology Coordinator (Dec. 2023) OC#23107 – 1 year
6. Eligible Lists to Extend or Expire:
  - A. Computer Systems Technician (T&E) (Dec. 2022) OC#22425
  - B. Confidential Secretary to the District Attorney II (2022) OC#64984
  - C. Deputy Sheriff (2022) OC#62325
  - D. Human Services Examiner (2022) OC#66316
  - E. Librarian I (T&E Online) (2022) OC#64677
  - F. Motor Vehicle Bureau Supervisor (2022) PPM#72250
  - G. Motor Vehicle Bureau Supervisor (2022) OC#62477
  - H. Public Safety Officer II (2021) OC#63181
  - I. Senior Social Welfare Examiner (2022) PPM#76790
7. Adoption of Class Specifications:
  - A. Assistant District Attorney II – District Attorney – (X-JCP)
8. Amendment of Class Specifications:
  - A. Cataloging Assistant – County Historian – (C)
  - B. Rabies Coordinator (PT) – Public Health – (C)
  - C. Superintendent of Public Works – Village of Fair Haven – (NC\*\*\*)
  - D. **[Tabled from October]** Veterans Services Assistant – Veterans Services Office – (C)
  - E. **[Tabled from October]** Veterans Services Officer – Veterans Services Office – (C)
9. New Position Duties Statements:
  - A. Water Maintenance Worker\*\*\* (2) – Town of Locke – (NC\*\*\*)
  - B. Registered Professional Nurse (School) – Moravia Central School – (NC)
  - C. Student Aide – Moravia Central School – (NC)

10. Exempt Class Review:
  - A. Deputy County Treasurer II (Position #7410) – County Treasurer
  - B. Assistant District Attorney (Position #3095) – District Attorney
  - C. Assistant District Attorney (Position #7716) – District Attorney
  - D. Assistant District Attorney (Position #8728) – District Attorney
  
11. Job/Position Reclassification Questionnaire: None
  
12. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
  - A. Abolish Typist\* - Position #2343 – County Historian
  - B. Abolish Chief Assistant District Attorney EFPP – Position #4891 – District Attorney
  - C. Abolish Assistant District Attorney EFPP – Position #4892 – District Attorney
  - D. Abolish Assistant District Attorney EFPP – Position #4893 – District Attorney
  - E. Abolish Assistant District Attorney VAW EFPP – Position #4894 – District Attorney
  - F. Abolish Assistant District Attorney EFPP – Position #4895 – District Attorney
  - G. Abolish Assistant District Attorney EFPP – Position #4896 – District Attorney
  - H. Abolish Assistant District Attorney EFPP – Position #5252 – District Attorney
  
13. Consideration of Appeals: None
  
14. Upcoming Examination Schedule: (*provided separately*)
  
15. Communications received:
  - A. BOCES/Civil Service collaboration update
  - B. Request to waive probation period from County Treasurer’s Office
  - C. Policy Advisory Report PAR-13-23 – Provisional Service & Probation – from NYS Civil Service
  
16. Miscellaneous: None
  
17. HR Administrators Report:
  - A. We are working with various departments on their recruitment and hiring needs;
  - B. We participated in the Wellness Fair on November 2<sup>nd</sup>;
  - C. We are collaborating on the United Way Campaign and have scheduled several information sessions with departments to help increase participation;
  - D. We are making preparations to do the 2024 salary increases for Union employees;
  - E. We are completing the 2023 Annual Training for employees;
  - F. We have had 34 new employees participate in our last four (4) orientation sessions;
  - G. We have issued new parking tags to all employees;
  - H. Working with Counsel to review negotiated revisions for CSEA contract;
  - I. Currently working on several employee and Union issues with Counsel;
  - J. Participated in the quarterly Safety Committee meeting.
  
18. Unfinished Business: None
  
19. Set Date/Time for Next Commission Meeting: Tuesday, December 19, 2023 @ 3:30 p.m.
  
20. Adjournment of Commission Meeting: