

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**November 26, 2019****Civil Service Commission****3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 10/15/19 regular meeting
3. Adoption or Amendment of Civil Service Rules: none
4. Certification of Eligibles: *(provided separately)*
5. Establishment of Eligible Lists:
 - A. Library Assistant (2019) PPM#72547 – T&E Online – 1 candidate/passed (Section 66.3 waiver) – 1 year
 - B. Librarian I (2019) OC#3975 – T&E Online – 3 candidates/passed (Section 66.3 waiver) – 1 year
6. Eligible Lists to Extend:
 - A. Deputy Sheriff Lieutenant (2017) PPM#78299
 - B. Director of Services (2017) PPM#78253
 - C. Senior Public Health Sanitarian (2018) PPM#75441
 - D. Social Services Attorney (T&E) (2018)
7. Eligible Lists to Expire:
 - A. Administrative Officer (Emergency Services) (2018) OC#60541
 - B. Deputy Director of Community Mental Health Services (2018) OC#65688
 - C. Director of Community Health Services (2018) OC#64947
 - D. Public Health Sanitarian (2018) OC#60923
 - E. Senior Typist (CCC) (2015) PPM#2015-08
 - F. Senior Typist (DSS) PPM#2015-06
 - G. Senior Typist (Mental Health) PPM#2015-05
8. Adoption of Class Specifications:
 - A. Assessment Administration Specialist – Real Property – (C)
 - B. Records Retention Manager – County Clerk – (C)
 - C. Senior Employment & Training Specialist – Employment & Training – (C)
 - D. Senior Planner/GIS Analyst – Planning – (C)
9. Amendment of Class Specifications:
 - A. Custodian – County Schools/CCC
 - B. Probation Officer – Probation Department
 - C. Probation Supervisor – Probation Department
 - D. Senior Probation Officer – Probation Department
 - E. Supervising Nutritionist – County

10. New Position Duties Statements:

- A. Assessment Administration Specialist – Real Property – (C)
- B. Records Retention Manager – County Clerk – (C)
- C. Senior Employment & Training Specialist – Employment & Training – (C)
- D. Senior Planner/GIS Specialist – Planning – (C)
- E. Custodian – BOCES – (C)
- F. Registered Professional Nurse (School) (2) – BOCES - (NC)
- G. Clerk* (3) – Port Byron Central School – (C)
- H. Cleaner (15) – Port Byron Central School - (L)
- I. Food Service Helper (2) – Port Byron Central School – (L)
- J. Registered Professional Nurse (3) – Port Byron Central School – (NC)
- K. Teacher Aide (25) – Port Byron Central School – (NC)
- L. Typist* (2) – Port Byron Central School – (C)
- M. Cleaner (11) – Union Springs Central School – (L)
- N. Clerk* (3) – Union Springs Central School – (C)
- O. Food Service Helper (4) – Union Springs Central School – (L)
- P. Licensed Practical Nurse (School) – Union Springs Central School – (NC)
- Q. Registered Professional Nurse (School) (3) – Union Springs Central School – (NC)
- R. School Bus Driver (5) – Union Springs Central School – (NC)
- S. Senior Typist* (2) – Union Springs Central School – (C)
- T. Student Worker (4) – Union Springs Central School – (NC)
- U. Custodian Worker (5) – Weedsport Central School – (NC)
- V. Registered Professional Nurse (School) (4) – Weedsport Central School – (NC)
- W. School Bus Driver (3) – Weedsport Central School – (NC)
- X. Senior Typist* (2) – Weedsport Central School – (NC)
- Y. Teacher Aide (24) – Weedsport Central School – (NC)
- Z. Clerk* - Village of Cayuga – (NC)
- AA. Deputy Village Clerk – Village of Cayuga – (X-JCP)

11. Exempt Class Review: None12. Job/Position Reclassification Questionnaire:

- A. Account Clerk to Senior Account Clerk – Social Services
- B. Account Clerk to Senior Account Clerk – Social Services

13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements,Transfers:

- A. Request for Transfer – From Victim Witness Program Coordinator (Cayuga County District Attorney's Office) to Clerk (Cayuga County Sheriff's Department)

14. Consideration of Appeals: None15. Upcoming Examination Schedule: (*provided separately*)16. Communications received:

- A. Request by the Sheriff's Department to accept the Deputy Sheriff physical agility results for candidates which were administered by other jurisdictions.
- B. Change Motor Equipment Operator class specifications (all) to read "AND possession of license at the time of application".

- 17. HR Administrators Report:
 - A. Administrator will be attending the 2019 Civil Service Institute from 12/3/19 to 12/5/19.
 - B. Principal Typist interviews for Human Resources and Civil Service have concluded. A suitable candidate was not located. The Senior Typist eligible list has been canvassed, as there is a vacant Senior Typist position available within the department.

- 18. Unfinished Business: None

- 19. Set Date/Time for Next Commission Meeting: _____, December _____, 2019 @ 3:30 p.m.

- 20. Set Date/Time for Public Hearing: _____, December _____, 2019 @ (Time)_____. Meeting to be held at (Place)_____, (Room)_____.

- 21. Adjournment: