

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA

December 17, 2019

Civil Service Commission

3:30 p.m. Business Meeting

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 11/26/19 regular meeting
3. Read and approve minutes from the 12/14/19 special meeting
4. Adoption or Amendment of Civil Service Rules: none
5. Certification of Eligibles: *(provided separately)*
6. Establishment of Eligible Lists:
 - A. Deputy Sheriff (2019) OC#63333 (180 candidates passed/3 candidates failed) – 1 year
 - B. Library Assistant (2019) (T & E Online) OC#61040 (4 candidates passed) – 1 year
7. Eligible Lists to Extend:
 - A. Building Maintenance Supervisor (2018) OC#60551
 - B. Community Services Coordinator (2016) OC#68163
 - C. Detective Lieutenant (2018) PPM#78302
 - D. Grant Program Coordinator (2016) OC#59142
 - E. Senior Support Investigator (2017) PPM#77639
 - F. Senior Support Investigator (2017) OC#61997
 - G. Supervising Community Health Nurse (T&E) (2019) OC#20191
 - H. Workforce Development Program Specialist (2018) OC#60493
 - I. Workforce Development Program Specialist (2018) PPM#76150
8. Eligible Lists to Expire:
 - A. Assistant Payroll Systems Specialist (2015) OC#62152
 - B. Nutritionist (2017) OC#62356
9. Adoption of Class Specifications:
 - A. Public Health Engineer – Public Health – (C)
10. Amendment of Class Specifications:
 - A. Public Health Sanitarian – Public Health
 - B. Supervising Nutritionist – Public Health
 - C. Senior GIS Specialist – Real Property
11. New Position Duties Statements: None
12. Exempt Class Review: None

13. Job/Position Reclassification Questionnaire: None
14. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Request for Transfer – From Deputy Sheriff (Onondaga County) to Public Safety Officer II (Cayuga Community College)
15. Consideration of Appeals: None
16. Upcoming Examination Schedule: (*provided separately*)
17. Communications received:
 - A. Request by the Sheriff's Department to plan and schedule the Deputy Sheriff physical agility results. Academy is scheduled for 2/10/20.
18. HR Administrators Report:
 - A. Staff has completed follow up training with Towns, Villages and new supervisory staff on the Human Resources and Civil Service websites to move toward going paperless in the new year.
 - B. Mandatory training completed is at 98.18%.
 - C. Held several additional training sessions during the month to capture those who had missed the previous sessions.
 - D. Concluded meetings regarding Compensation Analysis with legislative members. After review with the members and Department heads with final product, we are looking at certain key factors.
 - E. Meetings with CSEA over Plow Schedule financial impact MOU.
 - F. Guest Panel Speaker at Cayuga Community College – for the College and BOCES Students and alumni on Civil Service to increase number of individuals applying for positions within the County.
 - G. CSEA Compensation Plan reviewed by team and sent back by the Union for final analysis.
 - H. Starting FIN process for SEACC and preparation process for DSPA FIN in the new year.
 - I. Interviewing for Senior Typist position to fill.
19. Unfinished Business: None
20. Set Date/Time for Next Commission Meeting: _____, January _____, 2020 @ 3:30 p.m.
21. Adjournment: