

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**January 21, 2020****Civil Service Commission****3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 12/17/19 regular meeting
3. Appointment of Chairman
4. Adoption or Amendment of Civil Service Rules: none
5. Certification of Eligibles: *(provided separately)*
6. Establishment of Eligible Lists:
 - A. Audit Clerk (2019) OC#20197 (2 candidates passed/3 failed – no provisional) – 1 year
7. Eligible Lists to Extend:
 - A. Coding and Billing Specialist (2016) OC#62898
 - B. Day Care Specialist (2018) OC#61951
 - C. Early Intervention Services Coordinator (2018) OC#61828
 - D. Grant Assistant (2017) OC#62263
 - E. Motor Vehicle Cashier (2016) OC#64814
 - F. Principal Computer Systems Technician OC#64845
 - G. Public Health Assistant (2018) OC#62229
 - H. Safety Officer (2018) OC#65291
 - I. Senior Clerk (2018) OC#67354
 - J. Senior Motor Vehicle Cashier (2018) PPM#76873
 - K. Senior Office Machine Operator (2017) OC#66101
 - L. Sheriff Custody Captain (2016) PPM#71146
 - M. Sheriff Custody Corporal (2016) PPM#71149
 - N. Sheriff Custody Lieutenant (2016) PPM#71151
 - O. Sheriff Custody Sergeant (2016) PPM#71154
8. Eligible Lists to Expire:
 - A. Senior Clerk (2018) (County Clerk) NCP#75480
9. Adoption of Class Specifications: None
10. Amendment of Class Specifications:
 - A. Records Retention Manager – County Clerk
 - B. Health Home Care Manager – Mental Health
 - C. Staff Social Worker (CMH) – Mental Health
 - D. Public Health Engineer – Public Health
 - E. Personnel Clerk – Cato-Meridian Central School – (C)

- 11. New Position Duties Statements:
 - A. Community Mental Health Professional – Mental Health – (C)
 - B. Public Health Engineer – Public Health – (C)
 - C. Public Health Sanitarian – Public Health – (C)
 - D. Accountant – Social Services – (C)
 - E. Mental Health Therapist (School) – BOCES – (C)
 - F. Office Machine Operator (2) – Cayuga Community College – (NC)
 - G. Building Maintenance Helper – Cayuga Community College – (NC)
 - H. Custodian (5) – Cato-Meridian School – (C)
 - I. Personnel Clerk – Cato-Meridian School – (NC)
 - J. Deputy Town Supervisor (2) – Town of Owasco – (X-JCP)

- 12. Exempt Class Review: None

- 13. Job/Position Reclassification Questionnaire:
 - A. Typist to Senior Typist – Mental Health
 - B. Clerk to Senior Clerk – Social Services
 - C. Senior Social Welfare Examiner to Principal Social Welfare Examiner – Social Services

- 14. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers: None

- 15. Consideration of Appeals: None

- 16. Upcoming Examination Schedule: *(provided separately)*

- 17. Communications received:
 - A. Request to have New York State Labor Services Representative Trainee 1 score used for permanent appointment to the title of Senior Employment and Training Specialist.

- 18. HR Administrators Report:
 - A. Moving forward with the community outreach items we need to purchase.
 - B. Increasing number of community groups receiving notices of exams/vacancies.
 - C. Continuing updates for Compensation Plan for Non-Bargaining per new Chairperson of the Legislature.
 - D. Preparations for FIN process for DSPA (negotiations start end of January) and SEACC (negotiations start end of February).
 - E. Hired Senior Typist as of 1/21/20.
 - F. Starting outreach to agencies and organizations about Job Fairs for the spring and summer.
 - G. Continue to audit and purge files in Laura’s and Mike’s offices.
 - H. Working on Legalized and Medical Marijuana Policies with BS&K.

- 19. Unfinished Business: None

- 20. Set Date/Time for Next Commission Meeting: _____, February _____, 2020 @ 3:30 p.m.

- 21. Adjournment: