

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA****July 15, 2021****Civil Service Commission****3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting:
2. Read and approve minutes from the 6/15/21 regular meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
  - A. Deputy Human Resources Administrator (2021) OC#65295 (8 candidates passed, including provisional)
  - B. Grand Jury Reporter (2021) OC#61419 (1 candidate – provisional passed)
  - C. Principal Typist (2021) OC#66889 (6 candidates passed – no provisional)
  - D. Senior GIS Specialist (2021) OC#63182 (1 candidate – provisional passed)
  - E. Supervising GIS Specialist (2021) PPM#73408 (1-candidate passed – provisional)
6. Eligible Lists to Extend:
  - A. Administrative Assistant (2018) OC#65501
  - B. Chief Tax & Assessment Data Analyst (2019) OC#62693
  - C. Computer Systems Technician (T&E Online) (2018) OC#19465
  - D. Data Collector (2019) OC#62766
  - E. Library Associate (2018) OC#64506
  - F. Motor Vehicle Bureau Supervisor (2019) OC#66628
  - G. Motor Vehicle Bureau Supervisor (2019) PPM#76867
  - H. Planner (2019) OC#60164
  - I. Research Aide (2018) OC#65510
  - J. School Transportation Dispatcher (2019) OC#60257
  - K. Senior Library Associate (2018) OC#64588
  - L. Senior Planner (2019) OC#60302
  - M. Transportation Supervisor (2019) OC#60376
7. Eligible Lists to Expire:
  - A. Case Supervisor Grade B (2018) OC#68020
  - B. Case Supervisor Grade B (2018) PPM#78177
  - C. Senior Caseworker (2018) OC#68018
  - D. Staff Development Supervisor (2017) OC#60696
  - E. Staff Development Supervisor (2017) PPM#77512
8. Adoption of Class Specifications: None
9. Amendment of Class Specifications:
  - A. Director, Veteran's Service Agency – Veteran's Service Agency – (NC)
10. New Position Duties Statements:
  - A. Licensed Practical Nurse - Temporary, Part-Time (6) – Cayuga County Jail (NC)
  - B. Assistant Superintendent of Public Works – (1) – Town of Owasco Water & Sewer Dist. (NC)

- C. Student Worker – (2) – Cato-Meridian School District (NC)
  - D. Administrative Assistant – (1) – Cayuga-Onondaga BOCES (C)
  - E. Water and Sewer Maintenance Mechanic – (1) – Town of Fleming (NC)
  - F. Administrative Assistant – (1) – Cayuga County Water & Sewer Authority (C)
  - G. Recreation Attendance – (3) – Weedsport CSD (NC)
11. Exempt Class Review: None
12. Job/Position Reclassification Questionnaire: None
13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
- A. Job Abolishment of Senior Typist position (#006617) for Office for Aging
  - B. Lateral Transfer of Custody Officer from Onondaga County Jamesville Correctional Facility to Cayuga County Sheriff’s Office Custody Division
  - C. Lateral Transfer of Custody Officer from Onondaga County Office Corrections Department to Cayuga County Sheriff’s Office Custody Division
  - D. Dismissal of RN - Cayuga County Health Department
  - E. Resignation of Part-Time RN – Cayuga County Health Department
14. Consideration of Appeals: None
15. Upcoming Examination Schedule: *(provided separately)*
16. Communications received:
- A. Per NYS Department of Civil Service email (June 16, 2021), *“Also, the Fall 2021-Spring 2022 schedule is still in development and we do not have any further information about when we will be able to release the schedule. We appreciate your patience.”*
17. Miscellaneous: None
18. HR Administrators Report:
- A. Continuing training of Deputy
  - B. Working on four Section 75s with various departments
  - C. Starting the process with the new Steering Committee on the Director of Weights and Measures position
  - D. Reviewing the applicant pool of the Director of Veterans Services position with Steering Committee
  - E. Continue to work on revised Comp Plan with Legislative Team
  - F. One investigation in process
  - G. Consulting with several department heads regarding disciplinary issues with their employees
  - H. Preparing for the reopening of the buildings – employees have returned 100% and the public is allowed to enter premises
  - I. Staff worked on researching information for the County Attorney’s Office that was in-depth and completed.
19. Unfinished Business: None
20. Set Date/Time for Next Commission Meeting: Tuesday, August 17, 2021 @ 3:30 p.m.
21. Adjournment: