

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

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 6/16/20 regular meeting and the 6/30/20 special meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (provided separately)
6. Establishment of Eligible Lists:
  - A. Emergency Services Dispatcher (2020) OC#69687 (17 candidates passed/2 failed – no provisional) – 1 year
  - B. Recreation Director (2020) OC#60281 (2 candidates passed including provisional) – 1 year
  - C. Sheriff Custody Officer (2020) OC#62032 (40 candidates – all passed) – 1 year
  - D. Veterans Services Assistant (2019) OC#60043 (4 candidates passed including provisional) – 1 year
  - E. Veterans Services Officer (2019) OC#61594 (3 candidates passed including provisional) – 1 year
  - F. WIC Program Coordinator OC#66036 (1 candidate – provisional passed) – 1 year
7. Eligible Lists to Extend:
  - A. Administrative Assistant (2018) OC#65501
  - B. Chief Tax & Assessment Data Analyst (2019) OC#62693
  - C. Computer Systems Technician (2018) (T&E Online) 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. School Transportation Dispatcher (2019) OC#60257
  - J. Senior Library Associate (2018) OC#64588
  - K. Senior Planner (2019) OC#60302
  - L. Staff Development Supervisor (2017) OC#60696
  - M. Staff Development Supervisor (2017) PPM#77512
  - N. Transportation Supervisor (2019) OC#60376
8. Eligible Lists to Expire:
  - A. School Transportation Dispatcher (MCS) (2019) PPM#78006

9. Adoption of Class Specifications:
  - A. Health Screening Assistant – Human Resources/Civil Service – (C)
10. Amendment of Class Specifications: None
11. New Position Duties Statements:
  - A. Health Screening Assistant (3) – Human Resources/Civil Service – (C)
  - B. Computer Technician – Cato-Meridian Central School – (C)
  - C. Clerk\* - Weedsport Central School – (NC)
12. Exempt Class Review:
  - A. Confidential Secretary to the Sheriff – Sheriff’s Department – PC#6476
13. Job/Position Reclassification Questionnaire: None
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. Notification from Public Health to end a Civil Service probation period early.
18. HR Administrators Report:
  - A. Completed Safety Plan and have implemented at the Cayuga County Office Building. In the process of starting process at offsite buildings. Tracking of daily HR metrics from new system.
  - B. Reference checks completed on Highway Superintendent candidates and follow up requests by legislative body for additional information.
  - C. Phone calls out and packets created/sent out to all staff currently on furlough that are expected to return August 3<sup>rd</sup>. Reactivation of key fobs, IT access and payroll have been notified.
  - D. Notice out to all employees regarding Travel Advisory and quarantines.
  - E. Working with IT to create secure online COVID questionnaire for staff to fill out daily.
  - F. Return of Chelsea back from furlough as of 7/13/20.
19. Unfinished Business:
  - A. Staff Social Worker – Status of limited permit research
20. Set Date/Time for Next Commission Meeting: Tuesday, August 11, 2020 @ 3:30 p.m.
21. Adjournment: