



**DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE**  
**REGULAR MEETING & PUBLIC HEARING**  
**COMMISSION MEETING MINUTES**  
**January 9, 2019 @ 3:30 p.m.**  
**Cayuga County Civil Service Commission Office**

**PRESENT:** Ronald J. Oughterson, Chairman  
Todd Delaney, Commissioner  
Bruce Sherman, Commissioner  
Michael Russell, Human Resources Administrator  
Laura Granger, Deputy Human Resources Administrator

**GUESTS:** Donald Oltz, Supervisor, Town of Fleming  
Lisa Schiminske, Bookkeeper, Town of Fleming

**1. ROLL CALL & OPENING OF REGULAR MEETING & PUBLIC HEARING:**

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to open the Regular Commission Meeting and Public Hearing at 3:32 p.m. ***MOTION APPROVED***

**2. READ & APPROVE MINUTES FROM 12/12/2018:**

Motion to waive the reading of the 12/12/2018 meeting minutes and approve the minutes as written was made by Commissioner Sherman and seconded by Chairman Oughterson. ***MOTION APPROVED***

**3. APPOINTMENT OF CHAIRMAN:** No action taken at this time; put on February agenda

**4. ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES:** None

**5. CERTIFICATION OF ELIGIBLES:**  
**COUNTY HIGHWAY**

Permanent appointment, Kayla Mayberry, Junior Accountant, effective 12/7/18

**MENTAL HEALTH**

Permanent appointment, Jennifer Coughlin, Deputy Dir. Community Mental Health Services, effective 12/17/18

**PUBLIC HEALTH**

Permanent appointment, Nancy Purdy, Director of Community Health Services, effective 12/13/18

**SOCIAL SERVICES**

Permanent appointment, Janet Parker, Principal Social Welfare Examiner, effective 12/1/18

Permanent appointment, Cassandra M. Dann, Senior Social Welfare Examiner, effective 12/3/18

Permanent appointment, Timothy Brennan, Social Services Attorney, effective 12/13/18

**PORT BYRON SCHOOL DISTRICT**

Permanent appointment, Jennifer Leader, Typist, effective 1/2/19

**6. ESTABLISHMENT OF ELIGIBLE LISTS:**

- A. Building Maintenance Supervisor OC#60551 (3 candidates) 1 year
- B. Detective Lieutenant PPM#78302 (2 candidates) 1 year
- C. Supervising Community Health Nurse OC#20191(T&E) (2 candidates) 1 year
- D. Workforce Development Program Specialist OC#60493 (9 candidates) 1 year
- E. Workforce Development Program Specialist PPM#78302 (2 candidates) 1 year

Motion to establish the eligible list for the year(s) indicated above was made by Commissioner Delaney and seconded by Chairman Oughterson. **MOTION APPROVED**

**7. ELIGIBLE LISTS TO EXTEND: (All Lists to be extended for 1 year)**

- A. Coding & Billing Specialist (2016) OC#62898
- B. Grant Assistant (2017) OC#62263
- C. Motor Vehicle Cashier (2016) OC#64814
- D. Senior Office Machine Operator (2017) OC#66101
- E. Sheriff Custody Captain (2016) PPM#71146
- F. Sheriff Custody Corporal (2016) PPM#71149
- G. Sheriff Custody Lieutenant (2016) PPM#71151
- H. Sheriff Custody Sergeant (2016) PPM#71154

Motion to extend the eligible list for the year(s) indicated above was made by Chairman Oughterson and seconded by Commissioner Sherman. **MOTION APPROVED**

**8. ELIGIBLE LISTS TO EXPIRE:**

- A. Coordinator of Services for Children-Special Health Care Needs OC#63437

**9. NEW POSITION DUTY STATEMENTS:**

- A. Administrative Assistant to the County Administrator: Co. Admin (Non-competitive-PJC)
- B. Case Supervisor Grade B: Social Services (C)
- C. Cleaner (15 positions): Port Byron School District (L)
- D. Clerk PT (3 positions): Port Byron School District (NC)
- E. Custodian PT (2 positions): Port Byron School District (NC)
- F. Food Service Helper (4 positions): Port Byron School District (L)
- G. Laborer (3 positions): Village of Weedsport (L)
- H. Motor Equipment Operator (2 positions): Village of Weedsport (NC)
- I. Registered Professional Nurse (2 positions): Port Byron School District (NC)
- J. Staff Social Worker (CMH) 1 position: Mental Health (C)
- K. Teacher Aide (25 positions): Port Byron School District (NC)
- L. Typist PT (2 positions): Port Bryon School District (NC)
- M. Water Treatment Plant Operator: Village of Weedsport (NC)

Motion was made by Commissioner Delaney and seconded by Chairman Oughterson to approve the classification of the positions as indicated above and directed staff to notify appointing authorities. **MOTION APPROVED**

**10. ADOPTION OF CLASS SPECIFICATIONS: None**

**11. AMENDMENT OF CLASS SPECIFICATIONS:**

- AMEND: Administrative Assistant to the County Administrator
- AMEND: Zoning Inspector

Motion was made by Commissioner Delaney and seconded by Chairman Oughterson to AMEND the job specifications as indicated above and directed staff to notify appointing authorities. **MOTION APPROVED**

12. **JOB/POSITION RECLASSIFICATION QUESTIONNAIRE:** None

13. **DISCIPLINARY ACTIONS, DISMISSALS, JOB ABOLISHMENT, LEAVES OF ABSENCE, REINSTATEMENTS, AND TRANSFERS:**

- A. Reinstatement Request: Brandy Quigley from Police Officer, City of Auburn, to Police Officer, Village of Weedsport assigned to Weedsport Central School District.
- B. Transfer Request: Melissa Reeves from Administrative Assistant (ES) to Clerk at Social Services
- C. Transfer Request: Julie Delaney-Knight: The Commission noted that they are willing to consider any transfer requests but would prefer if a specific title was identified for consideration.

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to approve the actions of (A) and (B) as indicated above and directed staff to notify appointing authorities. **MOTION APPROVED**

14. **CONSIDERATION OF APPEALS:** None

15. **UPCOMING EXAMINATION SCHEDULE:** (All fees are \$15)

<b><u>EXAM DATE</u></b>	<b><u>TITLE</u></b>	<b><u>EXAM #</u></b>	<b><u>Last Filing Date</u></b>
<b>Jan. 19, 2019:</b>	Emergency Services Dispatcher	OC#63704	Wed. 11/14
	Supervising Emergency Services Dispatcher OC	OC#60596	Wed. 11/14
	Supervising Emergency Services Dispatcher PROM	PPM#79828	Wed. 11/28
<b>Feb. 2, 2019:</b>	Sheriff Custody Officer	OC#62186	Wed. 12/12
<b>Mar. 2, 2019:</b>	Mobile Work Crew Supervisor	OC#68223	Wed. 1/9
	School Security Guard	OC#64097	Wed. 1/9
	Victim Witness Program Coordinator	OC#63999	Wed. 1/9
<b>Mar. 16, 2019:</b>	Accountant	OC#61495	Wed. 1/23
	Junior Accountant	OC#62719	Wed. 1/23
	Public Health Educator	OC#65803	Wed. 1/23
	Senior Human Resources Associate	PPM#74395	Wed. 1/23
	Senior Public Health Educator	OC#65288	Wed. 1/23
	Watershed Conservation Specialist	OC#60855	Wed. 1/23
	<b>May 11, 2019:</b>	Highway Supervisor	OC#62855
<b>June 1, 2019:</b>	Motor Vehicle Bureau Supervisor (OC)	OC#66628	Wed. 3/20
	Motor Vehicle Bureau Supervisor (Prom)	PPM#76867	Wed. 3/20
	Planner	OC#60164	Wed. 4/10
<b>June 22, 2019:</b>	School Transportation Dispatcher (OC)	OC#60257	Wed. 4/10
	School Transportation Dispatcher (PPM – Moravia School)	PPM#78006	Wed. 4/10
	School Transportation Dispatcher (PPM – SCCS)	PPM#77031	Wed. 4/10
	Senior Planner (OC)	OC#60302	Wed. 4/10
	Senior Planner (PPM)	PPM#76060	Wed. 4/10
<b>June 22, 2019:</b>	Transportation Supervisor	OC#60376	Wed. 4/10
	Human Services Examiner	OC#63752	Wed. 5/1

16. **COMMUNICATIONS RECEIVED:**

- A. Early probation period ending for employee in Social Services: Robert Janas, Supervising Social Services Investigator
- B. Received Section 211 Waiver for Fred Whitsett Jr. approved by NYS

17. **HR ADMINISTRATOR'S REPORT:** None

18. **UNFINISHED BUSINESS:** None

19. **NEXT REGULAR MEETING:** February 13, 2019 @ 3:30 p.m.

20. **ADJOURNMENT:**

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to adjourn the CSC meeting at 4:11 p.m. ***MOTION APPROVED***

ATTEST Michael Russell  
HR Administrator  
1/9/19