



DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE
REGULAR MEETING
COMMISSION MEETING MINUTES
April 20, 2021 @ 3:30 p.m.

PRESENT: Bruce Sherman, Commissioner
Todd Delaney, Commissioner
Lisa Lippoldt, Human Resources Administrator
Denise Prieto, Sr. Human Resources Associate
Guest: Jennifer Marshall, Staff Development Supervisor, Social Services

1. ROLL CALL & OPENING OF REGULAR MEETING:

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to open the Regular Commission Meeting at 3:37 p.m. ***MOTION APPROVED***

2. READ & APPROVE MINUTES FROM THE 3/16/21 REGULAR MEETING:

Motion to waive the reading of the 3/16/21 regular meeting minutes and approve the minutes as written was made by Commissioner Sherman and seconded by Commissioner Delaney. ***MOTION APPROVED***

3. ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES: None

4. CERTIFICATION OF ELIGIBLES:

Social Services

Permanent appointment, Erica Sokernyk, Human Services Examiner, effective 4/5/21

Permanent appointment, Brian Clare, Human Services Examiner, effective 4/5/21

Permanent appointment, Carolyn Bohall, Senior Caseworker, effective 4/5/21

Permanent appointment, Rebecca Roloson, Senior Caseworker, effective 4/5/21

Permanent appointment, Jannette Elster, Senior Typist, effective 4/5/21

Jail

Permanent appointment, Kent Krul, Sheriff Custody Officer, effective 4/5/21

Permanent appointment, Thomas Dunham, Sheriff Custody Officer, effective 4/5/21

Permanent appointment, Julie Hewitt, Sheriff Custody Officer, effective 4/5/21

Highway

Permanent appointment, Melissa Deyo, Senior Account Clerk, effective 4/19/21

5. ESTABLISHMENT OF ELIGIBLE LISTS:

A. Emergency Medical Technician (2021) (T&E) OC#20211 – 1 year

6. ELIGIBLE LISTS TO EXTEND:

- A. Supervising Emergency Services Dispatcher (2019) OC#60596 – 1 year
- B. Principal Typist (2018) OC#61610 – 1 year
- C. Confidential Administrative Assistant to Provost & VP of Academic Affairs (2018) OC#66237 – 1 year
- D. Confidential Administrative Assistant to the VP for Student Affairs (2018) OC#66238 – 1 year
- E. Confidential Secretary to CSE Chair (2018) OC#61052 – 1 year
- F. Public Safety Officer I (2018) OC#65204
- G. Library Historian (2018) OC#65714

Motion to extend the eligible lists for the exams indicated above was made by Commissioner Sherman and seconded by Commissioner Delaney. **MOTION APPROVED**

7. ELIGIBLE LISTS TO EXPIRE:

- A. Emergency Services Dispatcher (2019) OC#63704

Motion to expire the eligible lists for the exams indicated above was made by Commissioner Sherman and seconded by Commissioner Delaney. **MOTION APPROVED**

8. ADOPTION OF CLASS SPECIFICATIONS:

- A. Director of Finance – Finance Department – (NC# - JCP)

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to ADOPT the class specification as indicated above with changes made to the minimum qualifications and direct staff to notify appointing authority. **MOTION APPROVED**

9. AMENDMENT OF CLASS SPECIFICATIONS:

- A. Activities Worker Aide – County Departments – (L - JCP)
- B. Clerical Aide – County Departments, County Schools – (L – JCP)
- C. Food Service Aide – County Departments, County Schools – (L – JCP)
- D. Health Screening Assistant – Public Health – (NC- JCP)
- E. Secretary to the Chairman, Board of Legislators – Legislature – (X)

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

10. NEW POSITION DUTIES STATEMENTS:

- A. Laborer (4) – Buildings & Grounds - (L)
- B. Director of Finance – Finance Department - (NC# - JCP)
- C. Staff Social Worker – Mental Health – (C)
- D. Principal Account Clerk – Office for the Aging – (C)
- E. Clerical Aide – BOCES – (L – JCP)
- F. Motor Equipment Operator – Town of Venice – (NC)

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to approve the classifications as indicated above and directed staff to notify the appointing authorities. **MOTION APPROVED**

11. EXEMPT CLASS REVIEW: None

- 12. **JOB/POSITION RECLASSIFICATION QUESTIONNAIRE:** None
- 13. **DISCIPLINARY ACTIONS, DISMISSALS, JOB ABOLISHMENT, LEAVES OF ABSENCE, REINSTATEMENTS, AND TRANSFERS:** None
- 14. **CONSIDERATION OF APPEALS:** None
- 15. **UPCOMING EXAMINATION SCHEDULE:** (All fees are \$15 – except Law Enforcement Series \$25.00)

<u>EXAM DATE</u>	<u>TITLE</u>	<u>EXAM #</u>
May 15, 2021	Deputy Sheriff	OC#67193
	Police Officer	OC#66838
Jun. 5, 2021	Deputy Sheriff Corporal	PPM#75922
	Deputy Sheriff Sergeant	PPM#70993
	Detective	PPM#71010
	Detective Sergeant	PPM#71019
	Identification Officer (PPM)	PPM#75086
	Sheriff Custody Officer	OC#60325
June 26, 2021	Human Services Examiner (OC)	OC#68426
	Senior Social Welfare Examiner (PPM)	PPM#71052
	Probation Officer I	OC#68525
	Probation Officer II	PPM#71106
Jul. 17, 2021	Probation Supervisor I	PPM#71162
	Business Manager	OC#61899
	Purchasing Clerk	OC#68210
	Supervising Billing Specialist (OC)	OC#66193
	Supervising Billing Specialist (PPM)	PPM#76189
	Transportation Supervisor	OC#61614

- 16. **COMMUNICATIONS RECEIVED:** None
- 17. **HR ADMINISTRATOR'S REPORT:**
 - A. EMO Director hire completed.
 - B. Working on job description draft for Director of Finance and comp analysis.
 - C. Screening CIO applications for steering committee, start review of acceptable candidates with committee.
 - D. Analysis and review of comp plan grades and entering new job titles in grading system. Calculations for various percentages to market analysis.
 - E. Continue to update staff regarding changes to guidelines and COVID related paid leave.
 - F. Final steps for interviews with Deputy HR candidates.
 - G. Larger than normal orientations, therefore splitting into am and afternoon sessions for social distancing and safety in accordance with COVID. Thanks to our staff.
 - H. Participated in virtual job fair at CCC and recruitment night with the Sheriff's Department on two occasions with the help of our staff.
 - I. Still at 99.99% - 1 person still outstanding for training for 2020.
 - J. Completed three investigations, working on finalizing several grievances.
- 18. **UNFINISHED BUSINESS:** None

19. **NEXT REGULAR MEETING:** Wednesday, May 19, 2021 @ 3:30 p.m.

20. **ADJOURNMENT:**

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to adjourn the CSC meeting at 4:30 p.m. ***MOTION APPROVED***

ATTEST Denise M. Prieto _____

Senior Human Resources Associate

4/20/21