



**DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE**  
**REGULAR MEETING**  
**COMMISSION MEETING MINUTES**  
**January 19, 2021 @ 3:30 p.m.**

**PRESENT:** Bruce Sherman, Commissioner  
Todd Delaney, Commissioner  
Lisa Lippoldt, Human Resources Administrator  
Denise Prieto, Sr. Human Resources Associate  
Rachel Reis, Human Resources Associate

**GUEST:** Kelly King, Employment & Training Director II

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

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to open the Regular Commission Meeting at 3:35 p.m. ***MOTION APPROVED***

**2. READ & APPROVE MINUTES FROM THE 12/15/20 REGULAR MEETING AND THE 1/8/21 AND 1/15/21 SPECIAL MEETINGS:**

Motion to waive the reading of the 12/15/20 regular meeting minutes and the 1/8/21 and 1/15/21 special meeting minutes and approve the minutes as written was made by Commissioner Delaney and seconded by Commissioner Sherman. ***MOTION APPROVED***

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to move items 9B and 16A from below to discuss the items with Kelly King, Employment & Training Director II at this time. ***MOTION APPROVED***

**9. AMENDMENT OF CLASS SPECIFICATIONS:**

B. Workforce Development Program Assistant – Employment & Training – (C)

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

**16. COMMUNICATIONS RECEIVED:**

A. Request from Employment & Training to expire Workforce Development Program Assistant eligible list prior to expiration date.

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to grant the above request as noted and directed staff to make the change to the eligible list. ***MOTION APPROVED***

3. **ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES:**

- A. Received notification from the NYS Department of Civil Service that the following titles were approved in the Non-competitive Class – Recreation Attendant(s)\* and Recreation Leader(s)\* (Village of Cayuga); Recreation Attendant(s)\* (Weedsport Central School)

Motion to ADOPT changes to the Cayuga County Civil Service Rules as stated above was made by Commissioner Delaney and seconded by Commissioner Sherman. **MOTION APPROVED**

4. **CERTIFICATION OF ELIGIBLES:**

E911

Permanent appointment, Sara Myers, Emergency Services Dispatcher, effective 1/11/21

EMPLOYMENT & TRAINING

Permanent appointment, Jaime Squires, Principal Account Clerk Typist, effective 1/2/21

5. **ESTABLISHMENT OF ELIGIBLE LISTS:** None

6. **ELIGIBLE LISTS TO EXTEND:**

- A. Day Care Specialist (2018) OC#61951 – 1 year
- B. Early Intervention Services Coordinator (2018) OC#61828 – 1 year
- C. Grant Assistant (2017) OC#62263 – 1 year
- D. Human Resources Associate (2019) OC#69349 – 1 year
- E. Motor Vehicle Cashier (2019) OC#68513 – 1 year
- F. Principal Computer Systems Technician OC#64845 – 1 year
- G. Public Health Assistant (2018) OC#62229 – 1 year
- H. Safety Officer (2018) OC#65291 – 1 year
- I. Senior Clerk (2018) OC#67354 – 1 year
- J. Senior Motor Vehicle Cashier (2018) PPM#76873 – 1 year
- K. Senior Office Machine Operator (2017) OC#66101 – 1 year

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. Coding & Billing Specialist (2016) OC#62898
- B. Sheriff Custody Captain (2016) PPM#71146
- C. Sheriff Custody Lieutenant (2016) PPM#71151

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. Deputy Chief Assistant District Attorney – District Attorney – (X-JCP)

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to ADOPT the class specification as indicated in 8A above and direct staff to notify appointing authority. **MOTION APPROVED**

- B. Assistant Director of Facilities II – BOCES – (C) **TABLED**

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to TABLE the adoption of the class specification as indicated in 8B above pending receipt of additional information regarding this request. Staff was directed to notify appointing authority that the class specification requires additional review. **MOTION APPROVED**

9. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. Special Patrol Officer – Sheriff’s Department – (C)

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to AMEND the job specification as indicated in 9A above and directed staff to notify the appointing authority. **MOTION APPROVED**

- B. Workforce Development program Assistant – Employment & Training – (C) **Item was moved to beginning of meeting.**

10. **NEW POSITION DUTIES STATEMENTS:**

- A. Deputy Chief Assistant District Attorney – District Attorney - (X - JCP)
- B. Assistant Director of Facilities II – BOCES – (C) **TABLED**
- C. Account Clerk Typist – Southern Cayuga Central School – (C)
- D. Bookkeeper to the Town Supervisor - Town of Aurelius – (X)

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to TABLE the classification of B as indicated above and directed staff to notify appointing authority that additional information is required prior to review and approval. **MOTION APPROVED**

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to approve the classification of A, C and D 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:**

- A. Abolish Mental Health positions – Clinic Director (PC#6813); Social Work Assistant (Mental Health) (PC#2117); Social Work Assistant (Mental Health) (PC#5165); Social Work Assistant (Mental Health) (PC#2120) (Notify Only)
- B. Abolish Cayuga Community College Custodian Sub positions to satisfy TAR Review by New York State Civil Service – Custodian Sub (PC#226); Custodian Sub (PC#6181) (Notify Only)

14. **CONSIDERATION OF APPEALS:** None

15. **UPCOMING EXAMINATION SCHEDULE: (All fees are \$15 – except Law Enforcement Series \$25.00)**

<b>EXAM DATE</b>	<b>TITLE</b>	<b>EXAM #</b>
<b>Jan. 16, 2021</b>	Supervising Emergency Services Dispatcher	OC#62148
	Supervising Emergency Services Dispatcher	PPM#75119
<b>Feb. 6, 2021</b>	Grand Jury Reporter	OC#61419
	Principal Typist	OC#66889
<b>Mar. 6, 2021</b>	Library Associate	OC#63772
	Senior GIS Specialist	OC#63182
	Supervising GIS Specialist	PPM#73408

**UPCOMING EXAMINATION SCHEDULE (continued)**

<b>Mar. 20, 2021</b>	Deputy Human Resources Administrator Sheriff Custody Captain Sheriff Custody Lieutenant	OC#65295 PPM#70942 PPM#70884
<b>May 15, 2021</b>	Police Officer	OC#66838
<b>Jun. 5, 2021</b>	Deputy Sheriff Corporal Deputy Sheriff Sergeant Detective Detective Sergeant Identification Officer (PPM) Sheriff Custody Officer	PPM#75922 PPM#73203 PPM#73204 PPM#75436 PPM#75086 OC#60325
<b>June 26, 2021</b>	Probation Officer I Probation Officer II Probation Officer II Probation Supervisor I Probation Supervisor I	OC#64451 OC#64597 PPM#75498 OC#64617 PPM#75506
<b>Jul. 17, 2021</b>	Business Manager Purchasing Clerk Transportation Supervisor	OC#61899 OC#68210 OC#65958

**16. COMMUNICATIONS RECEIVED:**

- A. Request from Employment & Training to expire the eligible list for Workforce Development Program Assistant prior to expiration date. ***Item was moved to beginning of meeting.***

**17. HR ADMINISTRATOR'S REPORT:**

- A. EEOC Annual Report – 2020 (provided separately)
- B. Working closely with Public Health/EMO to add staffing quickly for Vaccination and Testing Clinics – 40+ people in less than a week. Communicating with supervisory staff on COVID-related HR issues. Answering COVID-related HR questions and concerns of employees.
- C. Annual Mandatory Training 99.21% completed.
- D. Finalizing candidate for EMO Director with steering Committee.
- E. Analysis for Pandemic Plan for the Governor in process. Working with Department Heads on staffing reporting for the plan.
- F. We continue to have exams within all COVID protocols at the current time.
- G. Staff predominately working remotely – keeping department level at 50%.
- H. Pulling data for 2 legal cases and 3 grievances.

**18. UNFINISHED BUSINESS:**

- A. Staff Social Worker – Status of limited permit research – Contact Director of Community Services to determine if he wishes staff to continue to try to obtain opinion on situation from New York State Civil Service – Mental Health no longer pursuing this issue.

**19. NEXT REGULAR MEETING: Tuesday, February 16, 2021 @ 3:30 p.m.**

**20. ADJOURNMENT:**

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to adjourn the CSC meeting at 4:15 p.m. ***MOTION APPROVED***

**ATTEST** Denise M. Prieto

Senior Human Resources Associate

1/19/21