



DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE
REGULAR MEETING
COMMISSION MEETING MINUTES
January 21, 2020 @ 3:30 p.m.
Cayuga County Civil Service Commission Conference Room

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

GUEST: Maureen Riester, Employment & Training Director II

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 3:30 p.m. ***MOTION APPROVED***

2. READ & APPROVE MINUTES FROM THE 12/17/19 REGULAR MEETING:

Motion to waive the reading of the 12/17/19 meeting minutes and approve the minutes as written was made by Commissioner Delaney and seconded by Commissioner Sherman. ***MOTION APPROVED***

3. APPOINTMENT OF CHAIRMAN: TABLED

Motion to table the appointment of Chairman, Civil Service Commission was made by Commissioner Delaney and seconded by Commissioner Sherman. ***MOTION APPROVED***

4. ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES: None

5. CERTIFICATION OF ELIGIBLES:

CAYUGA COUNTY DEPARTMENT OF SOCIAL SERVICES

Permanent appointment, Michelle McAllister, Human Services Examiner, effective 10/18/19

MORAVIA CENTRAL SCHOOL

Permanent Appointment, Lisa Torok, Senior Typist, effective 10/16/19

6. ESTABLISHMENT OF ELIGIBLE LISTS:

A. Audit Clerk (2019) OC#20197 - 1 year

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

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

- A. Coding and Billing Specialist (2016) OC#62898
- B. Day Care Specialist (2018) OC#61951
- C. Early Intervention Services Coordinator (2018) OC#61828
- D. Grant Assistant (2017) OC#62263
- E. Motor Vehicle Cashier (2016) OC#64814
- F. Principal Computer Systems Technician OC#64845
- G. Public Health Assistant (2018) OC#62229
- H. Safety Officer (2018) OC#65291
- I. Senior Clerk (2018) OC#67354
- J. Senior Motor Vehicle Cashier (2018) PPM#76873
- K. Senior Office Machine Operator (2017) OC#66101
- L. Sheriff Custody Captain (2016) PPM#71146
- M. Sheriff Custody Corporal (2016) PPM#71149
- N. Sheriff Custody Lieutenant (2016) PPM#71151
- O. Sheriff Custody Sergeant (2016) PPM#71154

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

8. ELIGIBLE LISTS TO EXPIRE:

- A. Senior Clerk (2018) (County Clerk) NCP#75480

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

9. ADOPTION OF CLASS SPECIFICATIONS: None

10. AMENDMENT OF CLASS SPECIFICATIONS: None

- A. Records Retention Manager – County Clerk
- B. Care Manager – Mental Health
- C. Staff Social Worker (CMH) – Mental Health
- D. Public Health Engineer – Public Health
- E. Personnel Clerk – All Schools

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

11. NEW POSITION DUTIES STATEMENTS:

- A. Community Mental Health Professional – Mental Health – (C)
- B. Public Health Engineer – Public Health – (C)
- C. Public Health Sanitarian – Public Health – (C)
- D. Accountant – Social Services – (C)
- E. Mental Health Therapist (School) – BOCES – (C)
- F. Office Machine Operator (2) – Cayuga Community College – (NC)
- G. Building Maintenance Helper – Cayuga Community College – (NC)
- H. Custodian (5) – Cato-Meridian School – (C)
- I. Personnel Clerk – Cato-Meridian School – (C)
- J. Deputy Town Supervisor – Town of Owasco – (X- JCP)

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

12. **EXEMPT CLASS REVIEW:** None

13. **JOB/POSITION RECLASSIFICATION QUESTIONNAIRE:**

- A. Typist to Senior Typist – Mental Health
- B. Clerk to Senior Typist – Social Services
- C. Senior Social Welfare Examiner to Principal Social Welfare Examiner – Social Services

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to reclassify the above titles, and directed staff to notify appointing authority. **MOTION APPROVED**

14. **DISCIPLINARY ACTIONS, DISMISSALS, JOB ABOLISHMENT, LEAVES OF ABSENCE, REINSTATEMENTS, AND TRANSFERS:** None

15. **CONSIDERATION OF APPEALS:** None

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

<u>EXAM DATE</u>	<u>TITLE</u>	<u>EXAM #</u>	<u>Last Filing Date</u>
Feb 1, 2020	Sheriff Custody Officer	OC#62032	Wed. 12/11
Feb. 29, 2020	Deputy School District Treasurer	OC#68983	Wed. 1/8
	Principal Account Clerk Typist	OC#61827	Wed. 1/8
	Recreation Director	OC#60281	Wed. 1/8
	Water Maintenance Person	OC#68332	Wed. 1/8
	Deputy Human Resources Administrator	OC#62920	Wed. 1/22
Mar. 14, 2020	Sheriff Custody Captain	PPM#73202	Wed. 1/22
	Sheriff Custody Lieutenant	PPM#73191	Wed. 1/22
	Clerk (Decentralized)	OC#20201	Wed. 2/19
Mar. 28, 2020	Grand Jury Reporter	OC#61419	Wed. 2/5
	Principal Typist	OC#66889	Wed. 2/5
Apr. 25, 2020	Rabies Coordinator PT	OC#63499	Wed. 3/4
May 16, 2020	GIS Analyst	PPM#76479	Wed. 3/25
	Supervising GIS Specialist	PPM#73408	Wed. 3/25
June 13, 2020	Deputy Sheriff Sergeant	PPM#73203	Wed. 4/22
	Detective	PPM#73204	Wed. 4/22
	Executive Assistant to the District Attorney	OC#60570	Wed. 4/22
	Executive Assistant to the District Attorney	NCP#70869	Wed. 4/22

17. **COMMUNICATIONS RECEIVED:**

- A. Request to have New York State Labor Services Representative Trainee 1 score used for permanent appointment to the title of Senior Employment and Training Specialist

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to send the MUN 440 request to New York State Department of Civil Service once the scopes for the Senior Employment and Training Specialist have been released by the State. The Commission directed staff to notify Employment & Training. **MOTION APPROVED**

18. HR ADMINISTRATOR'S REPORT:

- A. Moving forward with the community outreach items we need to purchase.
- B. Increasing number of community groups receiving notices of exams/vacancies.
- C. Continuing updates for Compensation Plan for Non-Bargaining per new Chairperson of the Legislature.
- D. Preparations for FIN process for DSPA (negotiations start end of January) and SEACC (negotiations start end of February).
- E. Hired Senior Typist as of 1/21/20.
- F. Starting outreach to agencies and organizations about Job Fairs for the spring and summer.
- G. Continue to audit and purge files in Laura's and Mike's offices.
- H. Working on Legalized and Medical Marijuana Policies with BS&K.

19. UNFINISHED BUSINESS: None

20. NEXT REGULAR MEETING: Tuesday, February 18, 2020 @ 3:30 p.m

21. ADJOURNMENT:

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to adjourn the CSC meeting at 4:34 p.m. **MOTION APPROVED**

ATTEST Denise M. Prieto

Senior Human Resources Associate

1/21/2020