



DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE
REGULAR MEETING
COMMISSION MEETING MINUTES
February 13, 2019 @ 3:30 p.m.
Cayuga County Civil Service Commission COB Caucus Room 1

PRESENT: Ronald J. Oughterson, Chairman
Todd Delaney, Commissioner
Bruce Sherman, Commissioner
Michael Russell, Human Resources Administrator
Jennifer Marshall, Staff Development Supervisor
Richard Graham, Deputy Chief County Attorney

GUESTS: J. Justin Woods, County Administrator
Charles Ripley, Legislator
Douglas Kierst, Executive Director SWCD

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

2. READ & APPROVE MINUTES FROM 01/09/19:

Motion to waive the reading of the 01/09/19 meeting minutes and approve the minutes as written was made by Commissioner Delaney and seconded by Chairman Oughterson. ***MOTION APPROVED***

3. APPOINTMENT OF CHAIRMAN: Motion by Commissioner Delaney and seconded by Commissioner Sherman to appoint Commissioner Oughterson to the position of Chairman for 2019. ***MOTION APPROVED***

4. ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES: State Civil Service Commission met on 1/9/19 and Approved the Exempt Classification of Senior Assistant District Attorney (3) and disapproved Executive Assistant to the District Attorney. Commission directed staff to update the Cayuga County Rules Regulations and Appendices to reflect the State ruling, and to notify the District Attorney.

5. CERTIFICATION OF ELIGIBLES:

CAYUGA COUNTY SHERIFF

Permanent appointment, Justin Leszczynski, Detective, effective 01/01/19

Contingent permanent appointment, Robert Franklin, Detective Sergeant, effective 01/01/19

Permanent appointment, Frederick Cornelius, effective 01/01/19

SOCIAL SERVICES

Permanent appointment, Kimberly Patch, Human Services Examiner, effective 12/03/18

Permanent appointment, Daniel Pelletier, Human Services Examiner, effective 10/24/18

Permanent appointment, Rebecka Jones, Human Services Examiner, effective 11/19/18

Permanent appointment, Michelle Wilmot, Human Services Examiner, effective 12/03/18

WEEDSPORT SCHOOL DISTRICT

Permanent appointment, Bethany Tomandl, School Receptionist, effective 01/07/19

SOUTHERN CAYUGA SCHOOL DISTRICT

Permanent appointment, Jenna Hoellerer, Senior Typist, effective 01/15/19

CATO-MERIDIAN SCHOOL DISTRICT

Permanent appointment, Zachery Rice, Custodian, effective 01/15/19

Permanent appointment, Erin Barnhart, Senior Typist, effective 12/26/18

BOCES

Permanent appointment, Elizabeth Romeo, Senior Account Clerk Typist, effective 12/10/18

6. ESTABLISHMENT OF ELIGIBLE LISTS:

- A. Day Care Specialist OC#61951 (4 candidates passed, including 3 provisional) 1 year
- B. Early Intervention Services Coordinator OC#61828 (12 candidates) 1 year
- C. Safety Officer OC#65291 (2 candidates passed, including 1 provisional) 1 year
- D. Principal Computer Systems Technician OC#64845 1 year
- E. Senior Motor Vehicle Cashier PPM# 1 year
- F. Senior Clerk NCP#75480 1 year
- G. Public Health Assistant OC#62229 1 year
- H. Senior Clerk OC#67354 1 year

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

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

- A. Librarian II (2018) PPM#79311
- B. Watershed Inspector (2016) OC#60642
- C. Workforce Development Program Specialist (2017) OC#64783

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

8. ELIGIBLE LISTS TO EXPIRE: none

9. NEW POSITION DUTY STATEMENTS:

- A. Senior Account Clerk: Social Services Cayuga County
- B. Deputy School District Treasurer: Union Springs Central School (All Schools)
- C. Administrative Assistant: Emergency Management Cayuga County
- D. Principal Account Clerk: HR/CS Cayuga County
- E. Custodian PT (5 positions): Cato- Meridian CSD
- F. Cleaner (10 positions): Cato-Meridian CSD- Labor Class
- G. Licensed Practical Nurse (School) (1 position) - Cato-Meridian CSD- NC
- H. Registered Professional Nurse (Schools) (1 position) - Cato Meridian CSD-NC
- I. School Bus Driver (10 positions) - Cato Meridian CSD- NC
- J. Teacher Aide (13 positions) - Cato Meridian CSD-NC
- K. Cleaner (11 positions) – Moravia CSD Labor
- L. Clerk PT (3 positions) Moravia CSD NC
- M. Licensed Practical Nurse (School) (3 positions) Moravia- NC
- N. Registered Professional Nurse (School) (2 positions) Moravia- NC
- O. School Bus Attendant (4 positions) Moravia CSD- Labor
- P. School Bus Driver (3 positions) Moravia CSD- NC
- Q. Senior Typist PT (7 positions) Moravia CSD- NC

- R. Teacher Aide (30 positions) Moravia CSD- NC
- S. School Lunch Cashier (1 position) Moravia CSD
- T. Food Service Helper (10 positions) Moravia CSD- Labor

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney 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:

- A. Amend: WIC Program Coordinator- Cayuga County Health Department
- B. Amend: Senior Human Resources Associate- HR/CS
- C. Amend: Deputy County Fire Coordinator- EMO
- D. Amend: Deputy County Fire/EMS Coordinator- EMO
- E. Amend: Associate Psychologist I- Mental Health
- F. Amend: Navigational Assistant- Seasonal- County
- G. Amend: Deputy Sheriff (Navigation) Seasonal- County
- H. Amend: All Exempt job specifications to Suggested Minimum Qualifications
- I. Amend: Supervising Social Services Attorney- County

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney 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: None

14. CONSIDERATION OF APPEALS: None

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

| <u>EXAM DATE</u> | <u>TITLE</u> | <u>EXAM #</u> | <u>Last Filing Date</u> |
|-----------------------|---|-------------------------|-------------------------|
| Mar. 2, 2019: | 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 |
| Mar. 16, 2019: | 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 |
| | May 11, 2019: | Highway Supervisor | OC#62855 |
| | Motor Vehicle Bureau Supervisor (OC) | OC#66628 | Wed. 3/20 |
| | Motor Vehicle Bureau Supervisor (Prom) | PPM#76867 | Wed. 3/20 |
| | June 1, 2019: | Planner | OC#60164 |
| | 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 |
| | Transportation Supervisor | OC#60376 | Wed. 4/10 |
| | June 22, 2019: | Human Services Examiner | OC#63752 |

16. **COMMUNICATIONS RECEIVED:**

- A. Unsuccessful completion of probation period for Social Service Employee
- B. Request for reinstatement to Sr. Typist Eligibility list, approved
- C. Request for alternate test date for Sr. Human Resources Associate Exam, approved
- D. Request for out of state employee with community roots to take the Watershed Conservation Specialist exam on 03/16/19 approved.

17. **HR ADMINISTRATOR'S REPORT:** Michael Russell announced he will be retiring effective March 30, 2019. A search for a new HR Administrator will commence ASAP. Discussion of the TAR report from the State Civil Service Department, and the need to address the issues timely with limited staff. Deputy Chief County Attorney said he has scheduled a meeting with representatives from BOCES to discuss and put a game plan together for accomplishing the requests.

Motion made by Commissioner Sherman and seconded by Commissioner Delaney to go into Executive Session at 4:49 to discuss the employment of a person. ***MOTION APPROVED***

Motion made by Commissioner Sherman and seconded by Commissioner Delaney to go out of Executive Session at 5:01, no action taken. ***MOTION APPROVED***

18. **UNFINISHED BUSINESS:** None

19. **NEXT REGULAR MEETING:** March 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 5:03 p.m. ***MOTION APPROVED***

ATTEST Jennifer L. Marshall

Staff Development Supervisor
2/13/19