



DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE
REGULAR MEETING
COMMISSION MEETING MINUTES
February 16, 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: Doug Tomandl, Assistant Superintendent of Business and Finance, BOCES

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 3:34 p.m. **MOTION APPROVED**

2. READ & APPROVE MINUTES FROM THE 1/19/21 REGULAR MEETING:

Motion to waive the reading of the 1/19/21 regular 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 8E and 10E from below to discuss the items with Doug Tomandl, Assistant Superintendent of Business and Finance, Cayuga – Onondaga BOCES at this time. **MOTION APPROVED**

8. ADOPTION OF CLASS SPECIFICATIONS:

E. Assistant Director of Facilities II – BOCES – (C)

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

10. NEW POSITION DUTIES STATEMENT:

A. Assistant Director of Facilities II – BOCES (C)

Guest, Doug Tomandl, Assistant Superintendent of Business and Finance for Cayuga – Onondaga BOCES wished to discuss the classification of the Assistant Director of Facilities II position and to clarify that the position, once classified will be directly supervised by his position, Assistant Superintendent of Business and Finance rather than a Director of Facilities II. Mr. Tomandl gave as evidence the same situation existing and approved within the Skaneateles Central School District.

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to approve the classification as indicated above. **MOTION APPROVED**

3. ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES: None

4. **CERTIFICATION OF ELIGIBLES:**

Sheriff's Department
Permanent appointment, Marc Dushatinski, Deputy Sheriff, effective 2/1/21
Permanent appointment, Jorge Diaz-Lafaver, Deputy Sheriff, effective 1/29/21

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

6. **ELIGIBLE LISTS TO EXTEND:**

- A. Deputy Sheriff Lieutenant (2019) PPM#73166 – 1 year
- B. Librarian III (T & E Online) (2018) PPM#79311 – 1 year
- C. Transition Coordinator (Jail) (2018) OC#61843 – 1 year
- D. Youth Services Assistant (2019) OC#67383 – 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. Social Work Assistant (Mental Health) (2018)

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. Confidential Secretary to the Chairperson of the Legislature – Legislative Board – (X-JCP)
- B. Operations Officer – Legislative Board – (U – JCP)
- C. Supervising Public Health Administrator – Public Health – (C)
- D. Supervisor of Services for Children with Special Health Care Needs – Public Health – (C)
- E. Assistant Director of Facilities II – BOCES – (C) **Item was moved to beginning of meeting**

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

9. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. Chief Information Officer (CIO) – Information Technology – (NC)
- B. Care Manager – Mental Health – (C)

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

10. **NEW POSITION DUTIES STATEMENTS:**

- A. Confidential Secretary to the Chairperson of the Legislature – Legislative Board - (X - JCP)
- B. Operations Officer – Legislative Board – (U - JCP)
- C. Supervising Public Health Administrator – Public Health – (C)
- D. Supervisor of Services for Children with Special Health Care Needs – Public Health – (C)
- E. Assistant Director of Facilities II – BOCES – (C) **Item moved to beginning of meeting**
- F. Senior Typist* - Weedsport Central School – (NC)

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to approve the classification of A - D and F 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. Transfer request from Cayuga County Jail

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to grant the above transfer request as noted and directed staff to notify appointing authority. **MOTION APPROVED**

- 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>
Mar. 1-31, 2021	LAN Technical Support Specialist	OC#21259
Mar. 6, 2021	Library Associate	OC#63772
	Senior GIS Specialist	OC#63182
	Supervising GIS Specialist	PPM#73408
Mar. 16, 2021	Emergency Medical Technician (T&E)	OC#20211
Mar. 20, 2021	Deputy Human Resources Administrator	OC#65295
	Sheriff Custody Captain	PPM#70942
	Sheriff Custody Lieutenant	PPM#70884
May 15, 2021	Deputy Sheriff	OC#67193
	Police Officer	OC#66838
Jun. 5, 2021	Deputy Sheriff Corporal	PPM#75922
	Deputy Sheriff Sergeant	PPM#73203
	Detective	PPM#73204
	Detective Sergeant	PPM#75436
	Identification Officer (PPM)	PPM#75086
	Sheriff Custody Officer	OC#60325
June 26, 2021	Probation Officer I	OC#64451
	Probation Officer II	OC#64597
	Probation Officer II	PPM#75498
	Probation Supervisor I	OC#64617
	Probation Supervisor I	PPM#75506
Jul. 17, 2021	Business Manager	OC#61899
	Purchasing Clerk	OC#68210
	Transportation Supervisor	OC#65958

- 16. **COMMUNICATIONS RECEIVED:**
 - A. Request from Sheriff’s Department for 105 hour minimum overlapping cross-training period for Fiscal Officer position.

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to grant the above request as noted and directed staff to notify appointing authority. **MOTION APPROVED**

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

- A. Completed Governor's Pandemic Plan, given to unions for review.
- B. Onboarding for Vaccinators/Vaccine Medical Consultants – 35 completed.
- C. Updated COVID-19 Vacation guidelines for employees.
- D. Mandatory Annual Training completed at 99.53%.
- E. Staff working on Annual Report and preparing resolutions for public hearing in the near future to be sent to New York State Commission for review.
- F. Staff still working remotely.

18. **UNFINISHED BUSINESS:** None

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

20. **ADJOURNMENT:**

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to adjourn the CSC meeting at 4:17 p.m. ***MOTION APPROVED***

ATTEST Denise M. Prieto

Senior Human Resources Associate

2/16/21