



DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE
REGULAR MEETING
COMMISSION MEETING MINUTES
February 18, 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
Chelsea Heath – Senior Typist

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 3:35 p.m. ***MOTION APPROVED***

2. READ & APPROVE MINUTES FROM THE 1/21/20 REGULAR MEETING:

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

3. APPOINTMENT OF CHAIRMAN: TABLED

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

4. ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES: None

5. CERTIFICATION OF ELIGIBLES:

CAYUGA COUNTY DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE COMMISSION

Permanent appointment, Chelsea Heath, Senior Typist, effective 1/27/20

CAYUGA COUNTY SHERIFF'S DEPARTMENT

Permanent appointment, Danielle Powers, Clerk, effective 1/3/20

Permanent appointment, Brian Kelly, Deputy Sheriff, effective 2/7/20

Permanent appointment, Donald Helmer II, Deputy Sheriff, effective 2/7/20

Contingent-Permanent appointment, Abby Andrews, Deputy Sheriff, effective 2/7/20

Contingent-Permanent appointment, Joshua Green, Deputy Sheriff, effective 2/7/20

CAYUGA COUNTY DEPARTMENT OF SOCIAL SERVICES

Permanent appointment, Ashley Pettigrass, Human Services Examiner, effective 1/13/20

Permanent appointment, Tracy Davis, Junior Accountant, effective 1/27/20

6. **ESTABLISHMENT OF ELIGIBLE LISTS:**

- A. Human Resources Associate (2019) OC#69349 - 1 year
- B. Motor Vehicle Cashier (2019) OC#68513 – 1 year

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

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

- A. Librarian III (T&E Online) (2018) PPM#79311
- B. Social Work Assistant (Mental Health) (2018) OC#62859
- C. Transition Coordinator (Jail) (2018) OC#61843
- D. Workforce Development Program Assistant (2016) OC#64783

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. Community Mental Health Professional (2018) OC#62508
- B. Health Home Care Manager (2018) OC#64552
- C. Mental Health Therapist (School) (2018) OC#68106
- D. Staff Social Worker (CMH) (2018) OC#66999
- E. Watershed Inspector (2016) OC#60642

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:**

- A. 911 Data Analyst – E911 (C)
- B. Supervisor of Family Services – Social Services (C)
- C. Technical Assistance Coordinator – Mental Health (C)

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

10. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. Case Supervisor Grade B – Social Services
- B. Heavy Motor Equipment Operator – Highway Department
- C. Motor Equipment Operator (Light) – Highway Department
- D. Motor Equipment Operator (Medium) – Highway Department
- E. Motor Equipment Operator – All jurisdictions with the exception of the Highway Department (TABLED)

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

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to TABLE the job specification for E as indicated above and directed staff to notify appointing authorities that the minimum qualifications for the class specification will be amended with no opportunity for appeal. **MOTION APPROVED**

11. NEW POSITION DUTIES STATEMENTS:

- A. 911 Data Analyst – E911 – (C)
- B. Supervisor of Family Services – Social Services – (C)
- C. Technical Assistance Coordinator – Mental Health – (C)
- D. Case Supervisor Grade B – Social Services – (C)
- E. Senior Social Welfare Examiner – Social Services – (C)
- F. Automotive Mechanic – Union Springs School - (NC)
- G. School Security Guard – Union Springs School – (C)
- H. Recycling Attendant – Town of Aurelius – (L)
- I. Recycling Attendant – Town of Fleming – (L)

Motion was made by Commissioner Sherman 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: None

14. DISCIPLINARY ACTIONS, DISMISSALS, JOB ABOLISHMENT, LEAVES OF ABSENCE, REINSTATEMENTS, AND TRANSFERS:

- A. Abolish temporary Administrative Officer (Emergency Services) positions

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to approve the actions of A as indicated above and directed staff to abolish position in control file. ***MOTION APPROVED***

- B. Leave of Absence request – Senior Human Resources Associate
- C. Request to temporarily appoint a Deputy Human Resources Administrator

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to approve the actions of B and C as indicated above and directed staff to notify appointing authority. ***MOTION APPROVED***

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. 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
	Senior Account Clerk	OC#63592	Wed. 1/8
	Water Maintenance Person	OC#68332	Wed. 1/8
Mar. 14, 2020	Deputy Human Resources Administrator	OC#62920	Wed. 1/22
	Sheriff Custody Captain	PPM#73202	Wed. 1/22
	Sheriff Custody Lieutenant	PPM#73191	Wed. 1/22
	Clerk (Decentralized)	OC#20201	Wed. 2/19

UPCOMING EXAMINATION SCHEDULE: continued

Mar. 28, 2020	Audit Clerk (Decentralized)	OC#20202	Wed. 3/11
	Care Manager	OC#61862	Wed. 3/11
	Case Supervisor Grade B	PPM#74670	Wed. 3/11
	Grand Jury Reporter	OC#61419	Wed. 2/5
	Principal Typist	OC#66889	Wed. 2/5
	Senior Caseworker	PPM#73558	Wed. 3/11
Apr. 25, 2020	Health Programs Coordinator	OC#62126	Wed. 3/4
	Rabies Coordinator PT	OC#63499	Wed. 3/4
May 16, 2020	GIS Analyst	PPM#76479	Wed. 3/25
	Purchasing Clerk	OC#68210	Wed. 3/25
	Records Retention Coordinator	OC#69462	Wed. 3/25
	Records Retention Coordinator	PPM#73010	Wed. 3/25
	Senior GIS Specialist	OC#63182	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: None

18. HR ADMINISTRATOR'S REPORT:

- A. DSPA contract negotiated and approved by union. Legislative body still needs to ratify.
- B. SEACC – working on FIN prep process that is to take place at the end of February.
- C. Ordered table cloth for outreach events. Trifold will be ordered in next Staples order.
- D. Working on several required audit reports.
- E. Meeting with CSEA on Labor Management issues.
- F. Interviewing for Deputy HR position.
- G. Utilizing ZipRecruiter and NY DOL job bank for all currently open County jobs.

Motion made by Commissioner Delaney and seconded by Commissioner Sherman to go into Executive Session at 4:35 to discuss the employment of particular persons. ***MOTION APPROVED***

Motion made by Commissioner Delaney and seconded by Commissioner Sherman to go out of Executive Session at 4:47, no action taken. ***MOTION APPROVED***

19. UNFINISHED BUSINESS: None

20. NEXT REGULAR MEETING: Tuesday, March 17, 2020 @ 9:00 a.m.

21. ADJOURNMENT:

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to adjourn the CSC meeting at 4:50 p.m. ***MOTION APPROVED***

ATTEST Denise M. Prieto
Senior Human Resources Associate
2/18/2020