

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING MINUTES
March 15, 2022
Civil Service Commission
3:30 p.m. Business Meeting**

PRESENT: Bruce Sherman, Chairman-Cayuga County CSC
Todd Delaney, Commissioner
Diann Ferris, HR Administrator and Secretary of the Commission
Colleen Lombardi, Deputy HR Administrator

ABSENT: Tim Lattimore, Commissioner

GUESTS: Kathleen Cuddy, Cayuga County Health Department
Nancy Purdy, Cayuga County Health Department

1. Roll Call & Opening of Meeting:
Motion was made by Chairman Sherman and seconded by Commissioner Delaney to open the Regular Commission Meeting at 3:34 p.m. **MOTION APPROVED**

2. Read and approve minutes from the 02/16/2022 regular meeting:
Motion was made to waive reading and approve the 02/16/22 minutes as written was made by Commissioner Delaney and seconded by Chairman Sherman. **MOTION APPROVED**

3. Adoption or Amendment of Civil Service Rules: None

4. Certification of Eligibles:
COUNTY HIGHWAY
Permanent appointment, Alan Simmons, General Highway Supervisor, effective 02/18/22
Permanent appointment, James Axton, General Highway Supervisor, effective 02/18/22
DEPARTMENT OF SOCIAL SERVICES
Permanent appointment, Michelle Novak, Human Services Examiner, effective 01/24/22
Permanent appointment, Abbie Paoff, Human Services Examiner, effective 2/7/22

5. Establishment of Eligible Lists:
A. Personnel Clerk (2021) OC#62066 – 1 year

6. Eligible Lists to Extend:
A. Index and Recording Clerk (2019) OC#65752 – 1 year
B. Records Retention Clerk (2019) OC#68908 – 1 year
C. WIC Assistant (2019) OC#63930 – 1 year

Motion to extend the eligible lists for the positions indicated above was made by Chairman Sherman and seconded by Commissioner Delaney. **MOTION APPROVED**

7. Eligible Lists to Expire:
A. Emergency Medical Technician (T&E) (2021) OC#20211

Motion to expire position A on the eligible list was made by Commissioner Delaney and seconded by Chairman Sherman. **MOTION APPROVED.**

8. Adoption of Class Specifications:

- A. Supervising Coding and Billing Specialist – Mental Health – (C)
- B. Competent Professional Authority (CPA) – Public Health – (C)
- C. Teacher Aide-Driver – BOCES – (NC – JCP)

Motion was made by Chairman Sherman to approve the adoption of the class specification of B: Competent Professional Authority and seconded by Commissioner Delaney. **MOTION APPROVED.**

Motion was made by Commissioner Delaney to approve the adoption of class specifications of “A” and “C” and seconded by Chairman Sherman. **MOTION APPROVED.**

9. Amendment of Class Specifications:

- A. Senior Human Resources Associate – HR/Civil Service – (C)
- B. Deputy Director of Community Health Services – Mental Health – (C)
- C. Maintenance Crew Leader** - Parks and Trails – (NC – seasonal)
- D. Assistant Superintendent of Public Works – Town of Owasco – (NC*** - JCP)
- E. Public Works Utility Worker I – Village of Moravia - (NC)
- F. Public Works Utility Worker II – Village of Moravia – (NC)

Motion made to approve the amended class specifications indicated above by Chairman Sherman and seconded by Commissioner Delaney. **MOTION APPROVED**

10. New Position Duties Statements:

- A. Village Clerk – Village of Moravia – (U)
- B. Public Works Utility Worker I – Village of Moravia – (NC)
- C. Wastewater Treatment Plant Operator Trainee*** – Village of Moravia – (NC)
- D. Confidential Investigator# - District Attorney – (NC# - JCP)
- E. Supervising Coding and Billing Specialist – Mental Health – (C)
- F. Competent Professional Authority – Public Health – (C)
- G. Clerk – Sheriff’s Department – (C)

Motion was made by Chairman Sherman and seconded by Commissioner Delaney to approve the New Position Duties Statements as indicated above and directed staff to notify the appointment authorities. **MOTION APPROVED**

11. Exempt Class Review: None.

12. Job/Position Reclassification Questionnaire: None

13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:

- A. Final determination – Remove candidate from eligible list – No appeal received

14. Consideration of Appeals: None.

15. Upcoming Examination Schedule:

Exam Date	Exam Title	Exam Number
04/02/22	Public Health Educator	66810
	Senior Public Health Educator	64941
	Sheriff Custody Captain	73020
	Supervising Public Health Administrator (Prom.)	71328
	Workforce Development Program Specialist	63227
04/30/22	Administrative Officer (Emergency Services)	64826
	Audit Clerk (OC) (Decentralized)	20221
	Audit Clerk (NCP for DSS) (Decentralized)	20223
	Custodian (Decentralized)	20222
	Deputy Director of Community Mental Health Svcs (NCP)	76842
	Director of Community Health Services	63075
	Technical Assistance Coordinator	63102
05/14/22	Administrative Assistant	61040
	Administrative Assistant (NCP for Mental Health)	72552
	Automotive Mechanic (Diesel)	62054
	Child Support Enforcement Coordinator (OC)	65883
	Child Support Enforcement Coordinator (PPM for DSS))	76684
	Motor Vehicle Bureau Supervisor	62477
	Motor Vehicle Bureau Supervisor (Prom.)	72250
	Resource Assistant (PPM for DSS)	73923
	Resource Consultant (NCP for DSS)	74971
	Senior Support Investigator (Prom.)	71462
05/21/22	Data Entry Machine Operator (Decentralized)	20224
06/11/22	Confidential Secretary to CSE Chair	69302
	Confidential Secretary to the District Attorney II	64984
06/25/22	Human Services Examiner	66316
	Senior Social Welfare Examiner	76790
	Sheriff Custody Officer	62671
07/16/22	Human Services Paraprofessionals Series	
	IT Managers Series	
08/13/22	Aging Services Assistant	66791
	Aging Services Coordinator	64280
	Aging Services Specialist	63542

16. Communications received:

- A. The 2021 Municipal Examination Fee Billing has been approved by NYS Civil Service
- B. MSD Annual Report Submission Confirmation

17. Miscellaneous: None.

18. HR Administrators Report:

- A. Annual Report was completed and submitted to NYS Civil Service Commission
- B. Payroll Certification for 2022 is currently in process
- C. Training for New Department Directors is being planned
- D. Several employee and Union issues are being addressed with Counsel
- E. Recruitment for an Operations Officer is continuing
- F. Recruitment for a County Auditor has started
- G. Participating in SUNY Canton’s Virtual Job Fair on March 23rd

19. Unfinished Business: None

20. Set Date/Time for Next Commission Meeting: Tuesday, April 19, 2022 @ 3:30 p.m.

21. Adjournment:

Motion was made by Commissioner Delaney and seconded by Chairman Sherman to adjourn the Civil Service Commissioner meeting, following the Executive Session, at 4:40 p.m. **MOTION APPROVED**

ATTEST: Colleen J. Lombardi

Colleen J. Lombardi
Deputy HR Administrator