

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING
May 16, 2023
Civil Service Commission
3:30 p.m. Business Meeting**

PRESENT: Bruce D. Sherman, Chairman, Cayuga County Civil Service Commission
Ryan M. Foley, Commissioner
Timothy C. Lattimore, Commissioner
Diann Ferris, Human Resources Administrator
Denise M. Prieto, Deputy Human Resources Administrator

GUESTS: Jennifer L. Marshall, Deputy Director for Social Services
Riley G. Shurtleff, Director of Emergency Services
Christopher M. Palermo, County Attorney
Chelsea Heath, Human Resources Associate

1. **ROLL CALL & OPENING OF REGULAR MEETING:**
Motion was made by Chairman Sherman and seconded by Commissioner Foley to open the Regular Commission Meeting at 3:33 p.m.; all in favor, none opposed. **MOTION APPROVED**
2. **READ & APPROVE MINUTES FROM THE 4/18/23 REGULAR MEETING and the 4/28/23 SPECIAL MEETING:**
Motion was made to waive reading and approve the 4/18/23 regular meeting minutes and the 4/28/23 special meeting minutes as written was made by Chairman Sherman and seconded by Commissioner Foley; all in favor, none opposed. **MOTION APPROVED**
3. **ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES:** None
4. **CERTIFICATION OF ELIGIBLES:**
INFORMATION TECHNOLOGY
Permanent Appointment, Nicolas Matthews, Computer Systems Technician, effective 4/27/23
5. **ESTABLISHMENT OF ELIGIBLE LISTS:**
 - A. Accountant (2023) NCP#74615 – 1 year
 - B. Accountant (2023) OC#61585 – 1 year
 - C. Aging Services Assistant (2022) OC#66791 - 1 year
 - D. Aging Services Coordinator (2022) OC#64280 – 1 year
 - E. Aging Services Specialist (2022) OC#63542 – 1 year
 - F. Director of Administrative Services (2023) OC#65838 – 1 year
 - G. Fiscal Officer (2023) OC#62138 – 1 year
 - H. Junior Accountant (2023) OC#62491 – 1 year
 - I. Principal Social Welfare Examiner (2023) PPM#75415 – 1 year
 - J. Records Retention Manager (2023) OC#64293 – 1 year
 - K. Senior Typist (2023) OC#20234 – 1 year

6. **ELIGIBLE LISTS TO EXTEND:**

- A. Emergency Services Dispatcher (2022) OC#64738 – 1 year
- B. Nutritionist (2019) OC#62201 – 1 year
- C. Principal Account Clerk (2022) OC#62965 – 1 year
- D. Principal Account Clerk Typist (2022) OC#62665 – 1 year
- E. Senior Account Clerk (2022) OC#67781 – 1 year
- F. Senior Account Clerk Typist (2022) OC#61266 – 1 year
- G. Senior Audit Clerk (2022) OC#61422 – 1 year
- H. Supervisor of Protective Services (2022) PPM#71591 – 1 year

Motion to EXTEND the eligible lists for the exams indicated above was made by Chairman Sherman and seconded by Commissioner Foley; all in favor, none opposed. **MOTION APPROVED.**

7. **ELIGIBLE LISTS TO EXPIRE:**

- A. Assessment Administration Specialist (2022) OC#66112
- B. Data Entry Machine Operator (2022) OC#20224
- C. Executive Assistant to the District Attorney (2022) NCP#70869
- D. Principal Supervising Real Property Tax Services Specialist (2022) OC#60264
- E. School Security Guard (2019) OC#64097
- F. Senior Human Resources Associate (2019) PPM#74395
- G. Victim Witness Program Coordinator (2019) OC#63999
- H. Watershed Conservation Specialist (2019) OC#60855

Motion to EXPIRE the eligible list for the exam indicated above was made by Commissioner Foley and seconded by Chairman Sherman; all in favor, none opposed. **MOTION APPROVED.**

8. **ADOPTION OF CLASS SPECIFICATIONS:**

- A. Assistant Director of Emergency Medical and Training Services – Emergency Mgmt – (C)

Motion was made by Commissioner Foley and seconded by Commissioner Lattimore to ADOPT the class specification as indicated above and directed staff to notify the appointing authority; all in favor, none opposed. **MOTION APPROVED**

9. **AMENDMENT OF CLASS SPECIFICATIONS:** None

10. **NEW POSITION DUTIES STATEMENTS:**

- A. Assistant District Attorney – District Attorney – (X)
- B. Assistant Director of Emergency Medical and Training Services – Emergency Mgmt – (C)
- C. Automotive Mechanic – Highway Department – (NC)
- D. Technology Coordinator – BOCES – (C)
- E. Cleaner – Cayuga Community College – (L)
- F. Building Maintenance Person – Union Springs School – (NC)
- G. Custodial Worker (2) – Union Springs School – (NC)
- H. Motor Vehicle Operator (2) – Union Springs School – (NC)
- I. Code Enforcement Operator* - Town of Ira – (NC)

Motion was made by Chairman Sherman and seconded by Commissioner Foley to APPROVE the New Position Duties Statements as indicated above and directed staff to notify the appointing authorities; all in favor, none opposed. **MOTION APPROVED**

- 11. **EXEMPT CLASS REVIEW:**
 - A. Senior Assistant District Attorney – District Attorney’s Office
- 12. **JOB/POSITION RECLASSIFICATION QUESTIONNAIRE:** None
- 13. **DISCIPLINARY ACTION, DISMISSALS, JOB ABOLISHMENT, LEAVES OF ABSENCE, REINSTATEMENTS, TRANSFERS:**
 - A. Request for Transfer from Social Services
 - B. Request for Removal from Eligible List

Motion was made by Commissioner Foley and seconded by Commissioner Lattimore to go into Executive Session at 4:04 p.m. to discuss the employment of persons; all in favor, none opposed. **MOTION APPROVED**

Motion was made by Commissioner Foley and seconded by Commissioner Lattimore to leave Executive Session at 4:12 p.m.; all in favor, none opposed. **MOTION APPROVED**

Actions taken from Executive Session:

Motion was made by Commissioner Foley and seconded by Commissioner Lattimore to APPROVE the items listed in A and B above and directed the staff to notify the appointing authorities; all in favor, none opposed. **MOTION APPROVED**

- 14. **CONSIDERATION OF APPEALS:** None
- 15. **UPCOMING EXAMINATION SCHEDULE:**

Exam Date	Exam Title	Exam Number
6/1/23	Library Assistant (Online Exam – ATAP)	68780
	Library Assistant (Online Exam – ATAP)	75308
6/10/23	Case Supervisor Grade B (Prom.)	74670
	Chief Tax & Assessment Data Analyst	62877
	Computer Technician	64563
	Deputy Sheriff Corporal	77562
	Deputy Sheriff Sergeant	77572
	Detective	77609
	Detective Sergeant	77616
	Fiscal Officer I	61685
	Identification Officer	78053
	Principal Supervising Real Property Tax Services Specialist	65426

	Public Health Engineer	65740
	Public Health Sanitarian	63359
	Senior Caseworker	73691
	Staff Development Supervisor	60107
	Staff Development Supervisor (PPM – DSS)	78121
	Supervisor of Family Services (Prom.)	76144
6/20/23	Supervising Social Services Attorney (T&E)	20237
6/24/23	Probation Director A (OC)	64455
	Probation Director A (Promotional)	74184
	Probation Officer I	64136
	Probation Officer II (OC)	64178
	Probation Officer II (Promotional)	73974
	Probation Supervisor I (OC)	64231
	Probation Supervisor I (Promotional)	73981
7/15/23	Real Property Clerk	63438
	Special Patrol Officer	65671
	Special Patrol Officer (Schools)	65732
10/21/23	Public Health Assistant	65529
	Records Retention Specialist (NCP)	74771
	Senior Clerk	68074
12/2/23	Deputy Director of Operations Water & Sewer Authority	64465

16. **COMMUNICATIONS RECEIVED:**

- A. Recommendation from NYSCS to deem the Deputy Human Resources Administrator eligible list appropriate to fill vacancies in the title of Senior Human Resources Associate

17. **MISCELLANEOUS:** None

18. **HR ADMINISTRATORS REPORT:**

- A. A candidate for the Director of Purchasing was selected and a resolution submitted for Legislature for approval;
- B. We are working with various departments on their recruitment and hiring needs;
- C. Negotiations with CSEA continue;
- D. Lieutenant’s negotiations are scheduled to start this month;
- E. We are currently interviewing for the Grant Manager position;
- F. Currently working on some employee and Union issues with counsel;
- G. We are reviewing and updating policies;
- H. We have scheduled 2023 Annual Training sessions with Comp Alliance. The first sessions begin on May 18, 2023;
- I. Denise and I attended an all day seminar presented by Bond, Schoeneck, and King;
- J. Chelsea and Rachel attended Civil Service Institute workshop;
- K. We welcomed our newest team member, Aaron Forjone.

19. **UNFINISHED BUSINESS:** None

20. **SET DATE/TIME FOR SPECIAL MEETING AND SET DATE/TIME FOR NEXT COMMISSION MEETING:**

- A. Special Meeting - Friday, May 19, 2023 @ 8:00 a.m.
- B. Next Commission Meeting – Tuesday, June 20, 2023 @ 3:30 p.m.

21. **ADJOURNMENT:**

Motion was made by Chairman Sherman and seconded by Commissioner Foley to adjourn the Civil Service Commission meeting at 4:18 p.m.; all in favor, none opposed. ***MOTION APPROVED***

ATTEST: Denise M. Prieto

Denise M. Prieto
Deputy Human Resources Administrator