



**DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE**  
**REGULAR MEETING**  
**COMMISSION MEETING MINUTES**  
**June 12, 2019 @ 3:30 p.m.**  
**Cayuga County Caucus Room 1**

**PRESENT:** Todd Delaney, Commissioner  
Bruce Sherman, Commissioner  
Michael Russell, Human Resources Administrator  
Lisa Lippoldt, Human Resources Administrator  
Denise Prieto, Sr. Human Resources Associate

**GUESTS:** Lisa Carr, Library Director  
Doug Kierst, Executive Director of Soil and Water Conservation District  
Fallon Lynn, Student – Skaneateles School District

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 3:33 p.m. ***MOTION APPROVED***
2. **READ & APPROVE MINUTES FROM 05/08/19 and 06/01/19:**  
Motion to waive the reading of the 05/08/19 meeting minutes and approve the minutes as written was made by Commissioner Delaney and seconded by Commissioner Sherman. ***MOTION APPROVED***  
  
Motion to waive the reading of the 06/01/19 special meeting minutes and approve the minutes as written was made by Commissioner Delaney and seconded by Commissioner Sherman. ***MOTION APPROVED***
3. **ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES:** None
4. **CERTIFICATION OF ELIGIBLES:**  
**CAYUGA COUNTY DEPARTMENT OF BUILDINGS AND GROUNDS**  
Permanent appointment, Jeffrey King, Mobile Work Crew Supervisor, effective 5/9/19  
  
**CAYUGA COUNTY DEPARTMENT OF MENTAL HEALTH**  
Permanent appointment, Linda Hetherington, Grant Assistant, effective 5/20/19  
Permanent appointment, Colleen Curr, Supervising Psychiatric Nurse Practitioner, effective 5/20/19  
  
**SEYMOUR LIBRARY**  
Permanent appointment, Collin Sullivan, Research Aide, effective 4/10/19

**CAYUGA COUNTY SHERIFF'S DEPARTMENT**

Permanent appointment, Jacob Slobe, Deputy Sheriff, effective 5/3/19

Permanent appointment, Glen Dudley, Deputy Sheriff Sergeant, effective 5/19/19

**SOCIAL SERVICES**

Permanent appointment, Lisa Blair, Supervising Social Services Attorney, effective 4/15/19

**5. ESTABLISHMENT OF ELIGIBLE LISTS:**

- A. Senior Human Resources Associate – 3 candidates – established for 1 year
- B. Junior Accountant – 5 candidates – established for 1 year
- C. Accountant – 2 candidates – established for 1 year
- D. Senior Public Health Educator – 1 candidate – established for 1 year
- E. Public Health Educator – 5 candidates – established for 1 year
- F. School Security Guard – 6 candidates – established for 1 year
- G. Victim Witness Program Coordinator – 5 candidates – established for 1 year
- H. Watershed Conservation Specialist – 3 candidates – established for 1 year
- I. Occupational Therapist – 2 candidates – established for 1 year

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

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

- A. Clerk (2016) OC#2016-03
- B. Head Social Welfare Examiner (2017) PPM#77301
- C. Principal Social Welfare Examiner (2017) PPM#72361
- D. Social Services Investigator (2018) OC#64958
- E. Supervising Social Services Investigator (2018) OC#66597

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

**7. ELIGIBLE LISTS TO EXPIRE:**

- A. Benefits and Tax Collection Associate (2015) – 4 years

Motion to expire eligible list indicated above was made by Commissioner Delaney and seconded by Commissioner Sherman. **MOTION APPROVED**

**8. NEW POSITION DUTY STATEMENTS:**

- A. Custodian (PT): (12 positions) - Cayuga Community College – NC
- B. Laborer: (1 position) - Village of Weedsport – L
- C. Principal Account Clerk: (1 position) - Moravia Central School – C
- D. Purchasing Clerk: (1 position) - Cayuga Onondaga BOCES – C
- E. Senior Clerk: (1 position) - Mental Health – C
- F. Student Worker: (15 positions) – Cayuga Onondaga BOCES – NC
- G. Student Worker: (1 position) – Weedsport Central School – NC

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to approve the classification of the position as indicated above and directed staff to notify appointing authorities. **MOTION APPROVED**

- H. Treasurer: (1 position) – Seymour Library – NC# JCP) **TABLED**

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to table (Treasurer) for further review and directed staff to notify appointing authorities. **MOTION APPROVED**

9. **EXEMPT CLASS REVIEW**

- A. Assistant District Attorney – PC#7716

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to accept the Exempt Classification Review as stated above. **MOTION APPROVED**

10. **ADOPTION OF CLASS SPECIFICATIONS:** None

11. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. Amend: Senior Typist – All jurisdictions

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

- B. Amend: Watershed Conservation Assistant – Soil & Water

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

- C. Adopt: Treasurer – Seymour Library **TABLED**

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to table (Treasurer) for further review 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:**

- A. Abolish Acting Deputy County Treasurer – PC#8050 – County Treasurer (notify only)  
B. Abolish Data Entry Machine Operator – PC#1822 – Real Property (notify only)  
C. Abolish Supervising Real Property Tax Services Specialist – PC#6404 – Real Property (notify only)

- D. Abolish positions at Cayuga County Soil & Water  
Assistant Watershed Inspector - #6712, #7176  
Laborer Americorps - #3409, #3410, #3411, #3412, #3413, #3414, #3415, #3416, #3417, #3418, #3419, #3420, #3421, #3422, #3423, #3424, #3425, #3426, #3427, #3428, #3429, #3430, #3431, #3432, #3433, #3434, #3438, #3439, #3440, #3478, #4375, #4653, #5158, #5159  
Stenographer - #166  
Watershed Specialist - #7507  
Watershed Conservation Assistant - #5410, #5411, #5412, #5413, #5414, #5415, #5416, #5417, #5418, #5419, #5420, #5421, #5422, #5423, #5424, #5425, #5426, #5427, #5428, #5429, #5430, #5435, #5436, #5437, #5438, #5439, #5440, #5441, #5442, #5443, #5444, #5445, #5446, #5447

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to ABOLISH positions indicated above (D). **MOTION APPROVED**

14. **CONSIDERATION OF APPEALS:** None

15. **UPCOMING EXAMINATION SCHEDULE:** (All fees are \$15 – except Deputy Sheriff \$25.00)

<b>EXAM DATE</b>	<b>TITLE</b>	<b>EXAM #</b>	<b>Last Filing Date</b>
June 12, 2019	T & E Rating: Occupational Therapist	OC#20195	Wed. 5/22
June 22, 2019:	Custodian	OC#20193	Wed. 5/1
	Human Services Examiner	OC#63752	Wed. 5/1
	Senior Social Welfare Examiner	PPM#73215	Wed. 5/1
Sept. 14, 2019	Deputy Sheriff	OC#63333	Wed. 7/31
Sept. 28, 2019	Human Resources Associate	OC#69349	Wed. 8/7
	Senior Typist	OC#20194	Wed. 8/7
Oct. 19, 2019	Index and Recording Clerk (OC)	OC#65752	Wed. 8/28
	Index and Recording Clerk (PPM)	PPM#72995	Wed. 8/28
	Motor Vehicle Cashier	OC#68513	Wed. 8/28
	Records Retention Clerk	OC#68908	Wed. 8/28
	Youth Services Assistant	OC#67311	Wed. 8/28
Feb. 29, 2020	Water Maintenance Person	OC#68332	Wed. 1/8
Apr. 25, 2020	Rabies Coordinator PT	OC#63499	Wed. 3/4
May 16, 2020	GIS Analyst	PPM#76479	Wed. 3/25
	Supervising GIS Specialist	PPM#73408	Wed. 3/25
June 13, 2020	Executive Assistant to the District Attorney	OC#60570	Wed. 4/22

16. **COMMUNICATIONS RECEIVED:**

- A. Custodian Exam 6/22/19 – Special Accommodations – approved by New York State Civil Service

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

- A. Emergency Management – 6 Administrative Officer (Emergency Services) temporary positions. Request applications from all incumbents. Review qualifications against listed minimum qualifications. Human Resources Administrator to contact Bond, Schoeneck and King review this issue.

17. **UNFINISHED BUSINESS:**

- A. Discuss transfer of Principal Account Clerk from the Department of Social Services to Principal Typist position in Department of HR and Civil Service Commission at the next staff meeting to be held on Thursday, 6/27/19 at 9:00 am.
- B. Commission to score Public Health Nurse (CR#40009) candidate and direct staff to add candidate to continuous recruitment eligible list.
- C. Add notation on the importance and purpose of the purple Bio-Data Research Questionnaire to the information and instructions presented to the candidates at each Civil Service exam.
- D. Move all future Commission meetings for the remainder of 2019 to the second Thursday of each month at 3:30 pm. Directed staff to change dates on the Human Resources web page and to notify the Clerk of the Legislature's Office to change dates on the Cayuga County Website.
- E. Spoke with Student, Fallon Lynn – attended meeting to observe governmental processes.

18. **NEXT REGULAR MEETING:** July 11, 2019 @ 3:30 p.m.

19. **ADJOURNMENT:**

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to adjourn the CSC meeting at 4:44 p.m. **MOTION APPROVED**

ATTEST Denise M. Prieto

Senior Human Resources Associate  
06/12/2019