

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING
June 20, 2023
Civil Service Commission
3:30 p.m. Business Meeting**

PRESENT: Ryan M. Foley, Commissioner
Timothy C. Lattimore, Commissioner
Diann Ferris, Human Resources Administrator
Denise M. Prieto, Deputy Human Resources Administrator

GUESTS: Kathleen Cuddy, Public Health Director
Elizabeth Burke, Deputy Director of Community Health Services

EXCUSED: Bruce D. Sherman, Chairman, Cayuga County Civil Service Commission

1. **ROLL CALL & OPENING OF REGULAR MEETING:**
Motion was made by Commissioner Lattimore and seconded by Commissioner Foley to open the Regular Commission Meeting at 3:31 p.m.; all in favor, none opposed. **MOTION APPROVED**
2. **READ & APPROVE MINUTES FROM THE 5/16/23 REGULAR MEETING and the 5/19/23 SPECIAL MEETING:**
Motion was made to waive reading and approve the 5/16/23 regular meeting minutes and the 5/19/23 special meeting minutes as written was made by Commissioner Foley and seconded by Commissioner Lattimore; all in favor, none opposed. **MOTION APPROVED**
3. **ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES:** None
4. **CERTIFICATION OF ELIGIBLES:**
FINANCE DEPARTMENT
Permanent Appointment, Allison Colella, Junior Accountant, effective 5/17/23

HUMAN RESOURCES AND CIVIL SERVICE COMMISSION
Permanent Appointment, Rachel Reis, Senior Human Resources Associate, effective 6/20/23

PUBLIC HEALTH
Permanent Appointment, Elizabeth Burke, Deputy Director of Community Mental Health Services, effective 5/17/23

OFFICE FOR THE AGING
Permanent appointment, Jenna Adams, Aging Services Coordinator, effective 5/28/23
Permanent appointment, Danielle Schneider, Aging Services Coordinator, effective 5/28/23
Permanent appointment, Nicole Sedorus, Aging Services Coordinator, effective 5/28/23
Contingent-Permanent appointment, Jamie O’Grady, Aging Services Specialist, effective 5/28/23
Permanent appointment, Kimberly Dungey, Aging Services Specialist, effective 5/27/23

SHERIFF'S DEPARTMENT

Permanent appointment, Danielle Fudzinski, Fiscal Officer, effective 5/17/23

Permanent promotion, Keith Kehoskie, Sheriff Custody Corporal, effective 6/11/23

SOCIAL SERVICES

Permanent appointment, Tracy Davis, Accountant, effective 5/17/23

Permanent appointment, Rachel Farinelli, Data Entry Machine Operator, effective 5/16/23

Permanent appointment, Jeannette Murray, Principal Social Welfare Examiner, effective 5/17/23

5. **ESTABLISHMENT OF ELIGIBLE LISTS:**

- A. Clerk (2023) OC#20235 – 1 year
- B. Competent Professional Authority (2023) OC#64167 – 1 year
- C. Emergency Medical Technician (2023) OC#20238 - 1 year
- D. Emergency Services Dispatcher (2023) OC#65815 – 1 year
- E. Nutritionist (2023) OC#68619 – 1 year
- F. Principal Account Clerk (2023) NCP#78412 – 1 year
- G. Purchasing, Receiving, and Supply Associate (2023) OC#62598 – 1 year
- H. Senior Account Clerk (2023) OC#63242 – 1 year
- I. Senior Account Clerk Typist (2023) OC#62879 – 1 year
- J. Supervising Emergency Services Dispatcher (2023) PPM#71263 – 1 year
- K. Supervising Emergency Services Dispatcher (2023) OC#66059 – 1 year
- L. Typist (2023) OC#20236 – 1 year

6. **ELIGIBLE LISTS TO EXTEND:**

- A. Principal Typist (2021) OC#66889 – 1 year
- B. Recreation Director (2020) OC#60281 – 1 year
- C. Senior Network Administrator (2022) OC#22123 – 1 year
- D. Veterans Services Assistant (2019) OC#60043 – 1 year
- E. Veterans Services Officer (2019) OC#61594 – 1 year

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

7. **ELIGIBLE LISTS TO EXPIRE:**

- A. Senior Systems Administrator (2022) OC#22124

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

8. **ADOPTION OF CLASS SPECIFICATIONS:**

- A. Emergency Services Dispatcher (HELP Program) – E911 – (NC - JCP)
- B. Administrative Services Generalist – Cayuga Community College – (C)

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

9. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. Public Health Educator – Public Health – (C)
- B. Senior Public Health Educator – Public Health – (C)

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

10. **NEW POSITION DUTIES STATEMENTS:**

- A. Emergency Services Dispatcher (HELP Program) (5) – E911 – (NC - JCP)
- B. Senior Clerk – Mental Health – (C)
- C. Staff Social Worker (Jail) – Mental Health – (C)
- D. Case Supervisor Grade B – Social Services – (C)
- E. Administrative Services Generalist – Cayuga Community College – (C)
- F. Deputy Registrar of Vital Statistics* – Town of Sterling – (NC)
- G. Registered Nurse – Village of Moravia – (NC)

Motion was made by Commissioner Foley and seconded by Commissioner Lattimore 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. Deputy Town Clerk – Town of Niles
- B. Deputy Town Highway Supervisor – Town of Niles

12. **JOB/POSITION RECLASSIFICATION QUESTIONNAIRE:** None

13. **DISCIPLINARY ACTION, DISMISSALS, JOB ABOLISHMENT, LEAVES OF ABSENCE, REINSTATEMENTS, TRANSFERS:**

- A. Request for Reinstatement from Public Health

Motion was made by Commissioner Foley and seconded by Commissioner Lattimore to APPROVE the item listed B above and directed the staff to notify the appointing authority; 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
6/20/23	Emergency Medical Technician (T&E)	20237
	Advanced Life Support Technician (CR)	40001
6/24/23	Probation Director A (OC)	64455
	Probation Director A (Promotional)	74184

6/24/23	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
9/9/23	Deputy Sheriff	60555
10/21/23	Deputy Sheriff Lieutenant	78271
	Detective Lieutenant	78278
	Public Health Assistant	65529
	Records Retention Specialist (NCP)	74771
	Senior Clerk	68074
12/2/23	Deputy Director of Operations Water & Sewer Authority	64465
3/2/24	General Highway Supervisor	64369
	Highway Supervisor	69382

16. **COMMUNICATIONS RECEIVED:**

- A. Request to discuss amendment to Minimum Qualifications to Staff Social Worker (CMH) Class Specification
- B. Request to end probationary period early from Human Resources/Civil Service
- C. Request to end probationary period early from Mental Health
- D. Request to end probationary period early from Parks & Trails
- E. Request to end probationary period early from Parks & Trails
- F. Request to end probationary period early from Parks & Trails
- G. Request to end probationary period early from Planning Department
- H. Request to waive probationary period from Sheriff’s Department

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

17. **MISCELLANEOUS:**

- A. County Auditor Application Review – All applications submitted to be approved and forwarded for consideration due to Unclassified Classification of the title.

18. **HR ADMINISTRATORS REPORT:**

- A. We are working with various departments on their recruitment and hiring needs;
- B. Negotiations are continuing with the Lieutenants Police Association;
- C. Compensation Plan was updated with the negotiated CSEA new salaries;
- D. Collaborated with Grace Blowers, Director of Finance, to fill the Grant Manager position;
- E. Currently working on several employee and Union issues with Counsel;
- F. Completed the annual CNY SHRM Salary and Benefit Survey;
- G. We are concluding the Annual Training sessions this month;
- H. Currently working on NYSAC 2023 Salary and Employee Benefit Survey;
- I. Conducted a review and analysis hiring bands in the Non-Bargaining Part IV for the Legal Group.

19. **UNFINISHED BUSINESS:** None

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

- A. Special Meeting - Friday, June 23, 2023 @ 8:00 a.m.
- B. Next Commission Meeting – Tuesday, July 18, 2023 @ 3:30 p.m.

21. **ADJOURNMENT:**

Motion was made by Commissioner Foley and seconded by Commissioner Lattimore to adjourn the Civil Service Commission meeting at 4:01 p.m.; all in favor, none opposed. ***MOTION APPROVED***

ATTEST: Denise M. Prieto

Denise M. Prieto
Deputy Human Resources Administrator