

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING MINUTES  
June 27, 2022  
Civil Service Commission  
3:30 p.m. Business Meeting**

**PRESENT:** Bruce D. Sherman, Chairman, Cayuga County Civil Service Commission  
Ryan M. Foley, Commissioner  
Diann Ferris, HR Administrator and Secretary to the Commission

**EXCUSED:** Timothy C. Lattimore, Commissioner  
Denise Prieto, Senior HR 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 3:31 p.m. ***MOTION APPROVED***
  
2. **READ & APPROVE MINUTES FROM THE 4/19/22 REGULAR MEETING: TABLED**  
Motion was made to table reading and approving the 5/17/22 minutes until Commissioner Lattimore is present was made by Chairman Sherman and seconded by Commissioner Foley. ***MOTION TO TABLE APPROVED***
  
3. **ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES:** None
  
4. **CERTIFICATION OF ELIGIBLES:**  

SHERIFF (CAYUGA COUNTY JAIL)  
 Permanent appointment, Scott Simpson, Sheriff Custody Corporal, effective 6/11/22  
 Permanent appointment, Brett Fletcher, Sheriff Custody Corporal, effective 5/28/22

MENTAL HEALTH  
 Permanent appointment, Gregory Giannotta, Health Home Care Manager, effective 4/26/22

MOTOR VEHICLE BUREAU  
 Permanent promotion, Peter Thomas, Motor Vehicle Bureau Supervisor, effective 5/25/22  
 Permanent promotion, Sherrie Cook, Sr. Motor Vehicle Bureau Cashier, effective 5/29/22

DEPARTMENT OF SOCIAL SERVICES  
 Permanent appointment, Michael Coomey, Caseworker, effective 5/31/22

SHERIFF  
 Contingent - Permanent appointment, David Harkness, Detective, effective 5/22/22  
 Permanent promotion, Robert Franklin, Detective Lieutenant, effective 5/18/22  
 Contingent – Permanent promotion, Nicole Stewart, Detective Sergeant, effective 5/18/22
  
5. **ESTABLISHMENT OF ELIGIBLE LISTS:**

- A. Assessment Administration Specialist (2022) OC#66112 (1 candidate/provisional passed) – 1 year
- B. Data Entry Machine Operator (2022) OC#20224 (3 candidates – 2 passed/1 failed) – 1 year
- C. Emergency Services Dispatcher (2022) OC#64738 (35 candidates – 25 passed/10 failed) – 1 year
- D. Executive Assistant to the District Attorney (2022) NCP#70869 – (1 candidate/provisional passed) – 1 year
- E. Principal Account Clerk (2022) OC#62965 (5 candidates - all passed) – 1 year
- F. Principal Account Clerk Typist (2022) OC#62665 (6 candidates – all passed including provisional) – 1 year
- G. Principal Supervising Real Property Tax Services Specialist (2022) OC#60264 (1 candidate/provisional passed)
- H. Senior Account Clerk (2022) OC#67781 (5 candidates – all passed) – 1 year
- I. Senior Account Clerk Typist (2022) OC#61266 (6 candidates – all passed) – 1 year
- J. Senior Audit Clerk (2022) OC#61422 (3 candidates – all passed) – 1 year
- K. Supervisor of Protective Services (2022) PPM#71591 (2 candidates – all passed including provisional) – 1 year

6. **ELIGIBLE LISTS TO EXTEND:**

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

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

7. **ELIGIBLE LISTS TO EXPIRE:**

- A. Deputy Human Resources Administrator (2021) OC#65295
- B. Emergency Services Dispatcher (2020) OC#60687
- C. Grand Jury Reporter (2021) OC#61419
- D. Senior GIS Specialist (2021) OC#63182
- E. Social Services Investigator (2018) OC#64958
- F. Supervising Social Services Investigator (2018) OC#66597

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

8. **ADOPTION OF CLASS SPECIFICATIONS:**

- A. Grant Manager – Finance Department – (C)

Motion was made by Chairman Sherman and seconded by Commissioner Foley to approve the classification as indicated above in item 8 A. **MOTION APPROVED.**

9. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. Real Property Clerk – County Treasurer – (C)
- B. Grant Assistant – Mental Health - (C)
- C. Staff Development Supervisor – Social Services – (C)
- D. Victim Witness Program Coordinator – District Attorney – (C)

- E. Working Foreperson – Buildings & Grounds/Soil & Water – (NC)

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

10. **NEW POSITION DUTIES STATEMENTS:**

- A. Laborer (2) – Buildings & Grounds – (L)
- B. Senior Clerk – County Clerk – (C)
- C. Grant Manager – Finance Department – (C)
- D. Senior Computer Systems Technician – Information Technology – (C)
- E. Driver – Veterans Services – (NC)
- F. Student Worker (4) – Cato-Meridian Central School – (NC)
- G. Senior Network Administrator – Union Springs Central School – (C)
- H. Recycling Attendant – Town of Ira – (L)

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

- 11. **EXEMPT CLASS REVIEW:** None

12. **JOB/POSITION RECLASSIFICATION QUESTIONNAIRE:**

- A. Reclassification Request from Treasurer’s Office

Motion was made by Chairman Sherman and seconded by Commissioner Foley to APPROVE the reclassification of the position contingent and directed staff to notify appointing authority. **MOTION APPROVED**

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

- A. Request for reinstatement from Southern Cayuga Central School
- B. Abolished Account Clerk Typist (Position #2109) – Mental Health
- C. Abolished WIC Assistant (Position #1774) – Public Health

Motion was made by Commissioner Foley and seconded by Chairman Sherman to APPROVE the request for reinstatement from Southern Cayuga Central School and directed staff to notify appointing authority and employee. **MOTION APPROVED**

- 14. **CONSIDERATION OF APPEALS:** None

15. **UPCOMING EXAMINATION SCHEDULE:**

Exam Date	Exam Title	Exam Number
07/16/22	Case Work Aide	69654
	Workforce Development Program Assistant	63203

<b>09/17/22</b>	Deputy Sheriff	62325
<b>10/1/22</b>	Building Maintenance Supervisor	65514
	Deputy HR Administrator (NCP)	76467
	Deputy HR Administrator (OC)	67657
	Planner	63849
	Senior Planner / GIS Analyst	65460
	Sheriff Custody Corporal	77473
	Sheriff Custody Sergeant	77508
<b>10/15/22</b>	Typist (Decentralized)	
	Senior Typist (Decentralized)	
<b>10/22/22</b>	Assistant Payroll Systems Specialist	65510
	Deputy Sheriff Lieutenant	77584
	Detective Lieutenant	77636
	Project Manager	67111
	Public Health Assistant	62677
	Regional Certification Officer (OC)	63881
	Regional Certification Officer (NCP – BOCES)	78133
	Senior Motor Vehicle Cashier	72456
<b>11/05/22</b>	Aging Services Assistant	66791
	Aging Services Coordinator	64280
	Aging Services Specialist	63542
<b>12/10/22</b>	Deputy Director of Community Mental Health Services (NCP)	76842
	IT Managers Series (was originally scheduled for 7/16/22)	

16. **COMMUNICATIONS RECEIVED:**

A. Request by candidate for reinstatement to Sheriff Custody Corporal eligible list

Motion was made to table and review next month by Chairman Sherman and seconded by Commissioner Foley and directed staff to contact Sheriff Schenck for additional information. **MOTION TO TABLE APPROVED**

B. Request from Office for the Aging to review all Aging Services Assistant applications against recently updated minimum qualifications.

Motion was made by Commissioner Foley and seconded by Chairman Sherman to approve the review of Aging Assistant applications against recently updated minimum qualifications. **MOTION APPROVED.**

17. **MISCELLANEOUS:**

A. Chairman to approve 2022 Payroll Certification for Cayuga County Departments

B. No appeal received regarding removal from Sheriff Custody Officer eligible list

18. **HR ADMINISTRATORS REPORT:**

A. We are working with various departments on their recruitment and hiring needs;

B. We are preparing for the upcoming Union Negotiations;

C. Currently scheduling candidates for the typing portion of the Emergency Services Dispatcher exam;

- D. Currently working on several employee and Union issues with Counsel;
- E. We are continuing to work on several job specifications for submission to NYS for approval;
- F. Currently working on NYSAC 2022 Salary and Employee Benefit Survey;
- G. Collaborating on relaunching the employee appreciation and recognition program.

19. **UNFINISHED BUSINESS:** None

20. **SET DATE/TIME FOR NEXT COMMISSION MEETING:** Tuesday, July 12, 2022 @ 3:30 p.m.

21. **ADJOURNMENT:**

Motion was made by Commissioner Foley and seconded by Chairman Sherman to adjourn the Civil Service Commission meeting at 4:12 p.m. ***MOTION APPROVED***

**ATTEST:** Diann Ferris

Diann Ferris \_\_\_\_\_  
Human Resources Administrator