

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING MINUTES

July 12, 2022

Civil Service Commission

3:30 p.m. Business Meeting

PRESENT: Bruce D. Sherman, Chairman, Cayuga County Civil Service Commission
Timothy C. Lattimore, Commissioner
Diann Ferris, HR Administrator and Secretary to the Commission
Denise Prieto, Senior HR Associate

EXCUSED: Ryan M. Foley, Commissioner

1. **ROLL CALL & OPENING OF REGULAR MEETING:**
Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to open the Regular Commission Meeting at 3:48 p.m. ***MOTION APPROVED***

2. **READ & APPROVE MINUTES FROM THE 5/17/22 REGULAR MEETING (Tabled at 6/27/22 meeting) AND THE 6/27/22 REGULAR MEETING:**
Motion was made to waive reading and approve the 5/17/22 minutes as written was made by Commissioner Lattimore and seconded by Chairman Sherman. ***MOTION APPROVED***

Motion was made to table reading and approving the 6/27/22 minutes until Commissioner Foley is present was made by Chairman Sherman and seconded by Commissioner Lattimore. ***MOTION TO TABLE APPROVED***

3. **ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES:** None

4. **CERTIFICATION OF ELIGIBLES:**
REAL PROPERTY (ASSESSMENTS)
Permanent appointment, Dana Merizzi, Assessment Administration Specialist, effective 6/28/22
Permanent appointment, Jennifer Schenck, Principal Supervising Real Property Tax Services Specialist, effective 6/28/22

OFFICE FOR THE AGING
Permanent appointment, Lindsay Blaisdell, Principal Account Clerk Typist, effective 6/28/22

DEPARTMENT OF SOCIAL SERVICES
Contingent-Permanent appointment, Rebecka Murray, Data Entry Machine Operator, effective 6/28/22

5. **ESTABLISHMENT OF ELIGIBLE LISTS:**

- A. Senior Network Administrator OC#22123 – 1 year
- B. Senior Systems Administrator OC#22124 – 1 year

6. **ELIGIBLE LISTS TO EXTEND:**

- A. Data Collector (2019) OC#62766 – 1 year
- B. Deputy Sheriff (2021) OC#67193 – 1 year
- C. Library Associate (2018) OC#63772 – 1 year
- D. Motor Vehicle Bureau Supervisor (2019) OC#66628 – 1 year
- E. Planner (2019) OC#60164 – 1 year
- F. School Transportation Dispatcher (2019) OC#60257 – 1 year
- G. Senior Planner (2019) OC#60302 – 1 year

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

7. **ELIGIBLE LISTS TO EXPIRE:**

- A. Administrative Assistant (2018) OC#65501
- B. Chief Tax & Assessment Data Analyst (2019) OC#62693
- C. Motor Vehicle Bureau Supervisor (2019) PPM#76867
- D. Police Officer (2021) OC#66838
- E. Research Aide (2018) OC#65510
- F. Senior Computer Systems Technician (2021) OC#21458
- G. Senior Library Associate (2018) OC#64588

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

8. **ADOPTION OF CLASS SPECIFICATIONS:**

- A. Purchasing, Receiving, and Supply Associate – BOCES – (C)

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

9. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. School Security Guard (Schools) – (C)
- B. Account Clerk Typist – All Jurisdictions - (C)
- C. Typist – All Jurisdictions – (C)
- D. Deputy Human Resources Administrator – HR/Civil Service and BOCES – (C)
- E. Director of Emergency Services – Emergency Management – (X)

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

10. **NEW POSITION DUTIES STATEMENTS:**

- A. Deputy Sheriff Sergeant – Sheriff’s Department – (C)
- B. Principal Social Welfare Examiner – Social Services – (C)
- C. Psychiatric Nurse Practitioner – Mental Health – (C)
- D. Purchasing, Receiving, and Supply Associate - BOCES – (C)

Motion was made by Commissioner Lattimore 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:** None

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

- A. Reinstatement request from E911

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore 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
07/01/22	ONLINE T&E – MONTH OF JULY	
	Senior Computer Systems Technician (IT)	22122
07/16/22	Case Work Aide	69654
	Workforce Development Program Assistant	63203
09/17/22	Deputy Sheriff	62325
10/01/22	Account Clerk (OC) (Decentralized)	20225
	Account Clerk Typist (OC) (Decentralized)	20226
	Assistant Director of Facilities II	65655
	Audit Clerk (NCP for DSS) (Decentralized)	20227
	Building Maintenance Supervisor	65514
	Deputy Human Resources Administrator (NCP)	76467
	Deputy Human Resources Administrator (OC)	67657
	Director of Weights & Measures A	62363
	Planner	63849
	Senior Planner/GIS Analyst	65460
	Sheriff Custody Corporal	77473
	Sheriff Custody Sergeant	77508

10/15/22	Typist (Decentralized)	20228
	Senior Typist (OC) (Decentralized)	20229
	Senior Typist (PPM for ____) (Decentralized)	202210
10/22/22	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
	Senior Office Machine Operator (OC)	60359
	Senior Office Machine Operator (NCP – BOCES)	78143
	Senior Office Machine Operator (NCP – CCC)	78140
	Supervising Coding and Billing Specialist	77468
11/05/22	Aging Services Assistant	66791
	Aging Services Coordinator	64280
	Aging Services Specialist	63542
	Community Services Coordinator (OC)	65445
	Community Services Coordinator (PPM)	75775
	Early Intervention Services Coordinator	63091
	Day Care Specialist	7344
	Human Resources Associate (NCP)	73447
	Safety Coordinator	69342
	Senior Employment & Training Specialist (NCP)	75507
12/10/22	Deputy Director of Community Mental Health Services (NCP)	76842
	Director of Services (OC)	65872
	Director of Services (PPM)	76652
	IT Managers Series (originally scheduled for 7/16/22)	
5/13/23	Administrative Assistant (PROM FOR CCC)	77279
	Library Associate	63468
	Senior Library Associate (OC)	63054
	Senior Library Associate (PROM for Seymour Library)	78187
	Senior Public Health Assistant (NCP for Public Health)	76912

16. **COMMUNICATIONS RECEIVED:**

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

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to approve the item listed in A above and staff was directed to reinstate the candidate’s name to the eligible list.

MOTION APPROVED

- B. Request by Sheriff to amend promotional qualifications for the Deputy Sheriff Lieutenant exam.

Motion was made by Commissioner Lattimore and seconded by Chairman Sherman to approve the item in B listed above and staff was directed to make the changes to the upcoming exam announcement. **MOTION APPROVED.**

- 17. **MISCELLANEOUS:** None

- 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 working on several employee and Union issues with Counsel;
- D. We are continuing to work on several job specifications for submission to NYS for approval;
- E. Currently reviewing and updating several county policies;
- F. In collaboration with Sheriff Schenck and others provided active shooter training video to employees.

- 19. **UNFINISHED BUSINESS:** None

- 20. **SET DATE/TIME FOR NEXT COMMISSION MEETING:** Tuesday, August 23, 2022 @ 3:30 p.m.

- 21. **ADJOURNMENT:**

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

ATTEST: Denise M. Prieto
 Denise M. Prieto _____
 Senior Human Resources Associate