



DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE
REGULAR MEETING
COMMISSION MEETING MINUTES
August 15, 2019 @ 3:30 p.m.
Cayuga County Civil Service Commission Conference Room

PRESENT: Todd Delaney, Commissioner
Bruce Sherman, Commissioner
Michael Russell, Human Resources Administrator (Temp)
Denise Prieto, Sr. Human Resources Associate
Rachel Reis, Human Resources Associate

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 :

Motion to waive the reading of the 7/11/19 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 E-911 DEPARTMENT

Permanent appointment, Angela Houghtelling, Emergency Services Dispatcher, effective 5/6/19

Permanent appointment, Taylor Walker, Emergency Services Dispatcher, effective 7/1/19

Permanent appointment, Melanie Shernesky, Emergency Services Dispatcher, effective 7/1/19

CAYUGA COUNTY JAIL

Permanent appointment, David Martin, Sheriff Custody Corporal, effective 7/14/19

Permanent appointment, Gary Dennis, Jr., Sheriff Custody Lieutenant, effective 7/28/19

CAYUGA COUNTY DEPARTMENT OF MOTOR VEHICLES

Permanent appointment, Erica Johnston, Motor Vehicle Cashier, effective 7/12/19

CAYUGA COUNTY DEPARTMENT OF SOCIAL SERVICES

Permanent Appointment, Sherry Bianco, Case Supervisor Grade B, effective 7/15/19

Permanent Appointment, Rebecca Fagan, Case Supervisor Grade B, effective 7/15/19

BOCES

Permanent appointment, Charlotte Brockway, Occupational Therapist, effective 6/24/19

MORAVIA SCHOOL DISTRICT

Permanent appointment, Robert Sharpsteen, Director of Facilities II, effective 6/28/19

CAYUGA COUNTY SOIL & WATER CONSERVATION DISTRICT

Permanent appointment, Tim Schneider, Watershed Conservation Specialist, effective 7/10/19

CAYUGA COUNTY WATER & SEWER AUTHORITY

Permanent appointment, Patricia Baum, Senior Account Clerk, effective 5/13/19

Commissioners Sherman and Delaney have requested that in the future when current Cayuga County employees are notified verbally that they have not been selected for a position from a promotional certification of eligibles, the Department Head or a representative shall notify the HR/Civil Service staff by e-mail of this fact. Included in the e-mail should be the title of the position and a list of the employees that were notified verbally that they were not selected to fill the position. A copy of this e-mail shall be attached to the certification of eligible and maintained as part of the certification.

5. ESTABLISHMENT OF ELIGIBLE LISTS:

- A. Chief Tax & Assessment Data Analyst (2019) OC#62693 (2 candidates passed – provisional) – 1 year
- B. Data Collector (2019) OC#62693 (7 candidates passed/1 candidate failed – provisional passed) – 1 year
- C. Motor Vehicle Bureau Supervisor (2019) PPM#76867 (1 candidate passed – no provisional) – 1 year
- D. Motor Vehicle Bureau Supervisor (2019) OC#6668 (3 candidates passed/2 candidates failed – no Provisional) – 1 year
- E. Planner (2019) OC#60164 (1 candidate passed – no provisional)
- F. School Transportation Dispatcher (MCS) (2019) PPM#78006 (1 candidate passed – provisional)
- G. School Transportation Dispatcher (2019) OC#60257 (4 candidates passed – provisional) – 1 year
- H. Senior Planner (2019) OC#60302 (2 candidates passed – no provisional) – 1 year
- I. Transportation Supervisor (2019) OC#60376 (4 candidates passed/1 candidate failed – no Provisional) – 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. Deputy Sheriff Corporal (2018) PPM#78574
- B. Deputy Sheriff Sergeant (2018) PPM#78298
- C. Detective (2018) PPM#78300
- D. Detective Sergeant (2018) PPM#78301
- E. Head Custodian (2018) OC#66171
- F. Human Services Examiner (2018) OC#65018
- G. Human Services Examiner (2018) PPM#78190
- H. Probation Officer/Proation Officer Trainee (2016) OC#69010
- I. Probation Supervisor (2016) PPM#72265
- J. Senior Custodian (2018) OC#62742
- K. Senior Probation Officer (2016) PPM#72284

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: None

8. NEW POSITION DUTY STATEMENTS:

- A. Caseworker: (2 positions) – Social Services – C
- B. Head Bus Driver: (1 position) – Southern Cayuga School – NC
- C. Licensed Practical Nurse (School): (1 position) – Southern Cayuga School – NC
- D. Messenger: (1 position) – Southern Cayuga School – NC
- E. Project Manager: (1 position) - Mental Health – C
- F. Veterans Services Officer (1 position) – Veterans Services Office – C
- 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**

9. **EXEMPT CLASS REVIEW:** None

10. **ADOPTION OF CLASS SPECIFICATIONS:**

- A. Project Manager (Social Services) – (C)
- B. Veterans Service Officer (Veterans Service Office) – (C)

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

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

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

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

- A. Request for Transfer – From Transportation Supervisor, Moravia Central School to Transportation Supervisor, Weedsport Central School
- B. Request for Transfer – From Caseworker, Oswego County to Caseworker, Cayuga County Department of Social Services
- C. Request for Transfer – From Corrections Lieutenant – Madison County to Sheriff Custody Officer, Cayuga County

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to approve the actions of (A), (B) and (C) as indicated above and directed staff to notify appointing authorities. **MOTION APPROVED**

14. **CONSIDERATION OF APPEALS:** None

15. **UPCOMING EXAMINATION SCHEDULE: (All fees are \$15 – except Law Enforcement Series \$25.00)**

EXAM DATE	TITLE	EXAM #	Last Filing Date
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
	Administrative Officer (Emergency Services)	OC#66488	Wed. 8/21
Oct. 19, 2019	Deputy Sheriff Lieutenant	PPM#73166	Wed. 8/28
	Detective Lieutenant	PPM#73172	Wed. 8/28
	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
	WIC Assistant	OC#63930	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. Early probation period ending for employee in Mental Health
- B. Explanation of early probation period ending for employee in Social Services

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

17. **UNFINISHED BUSINESS:**

18. **NEXT REGULAR MEETING:** September 17, 2019 @ 3:30 p.m.

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to change the date of the next Commission meeting to Tuesday, September 17, 2019 due to scheduling conflicts. The Commissioners directed the staff to change the date on the website and notify the Clerk of the Legislature to change the date on the County website. **MOTION APPROVED**

19. **ADJOURNMENT:**

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to adjourn the CSC meeting at 4:14 p.m. **MOTION APPROVED**

ATTEST Denise M. Prieto

Senior Human Resources Associate
08/15/2019