

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING
August 15, 2023
Civil Service Commission
3:30 p.m. Business Meeting

PRESENT: Bruce D. Sherman, Chairman, Cayuga County Civil Service Commission
Ryan M. Foley, Commissioner
Timothy C. Lattimore, Commissioner
Diann Ferris, Human Resources Administrator
Denise M. Prieto, Deputy Human Resources Administrator
Barbara L. Langtry, Human Resources Associate

GUEST: Jennifer Marshall, Deputy Director of Social Services

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 3:29 p.m.; all in favor, none opposed. ***MOTION APPROVED***

2. **READ & APPROVE MINUTES FROM THE 7/18/23 REGULAR MEETING:**
Motion was made to waive reading and approve the 7/18/23 regular meeting minutes as written was made by Commissioner Lattimore and seconded by Commissioner Foley; all in favor, none opposed. ***MOTION APPROVED***

3. **ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES:**
The New York State Civil Service Commission met on 7/19/23 and APPROVED the Labor Classifications of Activities Worker Aides, Clerical Aides and Food Service Aides. The Resolution was signed by the Secretary of State on 7/24/23. The Commission directed staff to update the Cayuga County Rules Regulations and Appendices to reflect the State ruling, and to notify the appointing authorities.

4. **CERTIFICATION OF ELIGIBLES:**
PUBLIC HEALTH
Contingent-Permanent Appointment, Tracy Blair, Supervisor of Services for Children with Special Health Care Needs , effective 7/19/23

5. **ESTABLISHMENT OF ELIGIBLE LISTS:**

- A. Assistant Director of Facilities II (2023) NCP#75569 – 1 year
- B. Assistant Director of Facilities II (2023) OC#63655 – 1 year
- C. Building Maintenance Supervisor (2023) OC#65514 – 1 year
- D. Deputy Sheriff Corporal (2023) PPM#77562 – 1 year
- E. Deputy Sheriff Sergeant (2023) PPM#77572 – 1 year
- F. Detective (2023) PPM#77609 – 1 year
- G. Identification Officer (2023) PPM#78053 – 1 year
- H. Veterans Services Assistant (2023) OC#64958 – 1 year
- I. Veterans Services Officer (2023) OC#64659 – 1 year

6. **ELIGIBLE LISTS TO EXTEND:**

- A. Probation Officer I (2021) OC#68525 – 1 year
- B. Probation Officer II (2021) PPM#71106 – 1 year
- C. Probation Supervisor I (2021) PPM#71162 – 1 year
- D. Public Health Educator (2022) OC#66810 – 1 year
- E. Senior Public Health Educator (2022) OC#64941 – 1 year

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

7. **ELIGIBLE LISTS TO EXPIRE:**

- A. Deputy Sheriff Sergeant (2021) PPM#70993
- B. Detective (2021) PPM#71010
- C. Detective Sergeant (2021) PPM#71019
- D. Occupational Therapist (Aug. 2022) OC#202212
- E. Sheriff Custody Officer (2022) OC#62671

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

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

9. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. Employment and Training Director II – Employment & Training – (NC)
- B. Deputy Sheriff Corporal (Police) – Sheriff’s Department – (C)
- C. Deputy Sheriff Identification Officer (Police) – Sheriff’s Department – (C)
- D. Deputy Sheriff Lieutenant (Police) – Sheriff’s Department – (C)
- E. Deputy Sheriff Sergeant (Police) – Sheriff’s Department – (C)

Motion was made by Commissioner Foley and seconded by Chairman Sherman to AMEND the class specifications as indicated in Items A-E above and directed staff to notify the appointing authorities; all in favor, none opposed. **MOTION APPROVED**

- F. Supervising Social Services Attorney – Social Services – (C)

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

10. **NEW POSITION DUTIES STATEMENTS:**

- A. Motor Equipment Operator (Medium) (6) – Highway Department – (NC)
- B. Probation Officer I – Probation – (C)
- C. Licensed Practical Nurse (3) – Jail – (NC)
- D. Library Director III – Seymour Library – (C)
- E. Senior Typist – Moravia Central School – (C)
- F. Laborer (2) – Village of Fair Haven – (L)
- G. Water Treatment Plant Operator*** – Village of Fair Haven – (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:** None

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

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

- A. Reinstatement Request from County Treasurer’s Office

Motion was made by Commissioner Foley and seconded by Commissioner Lattimore to APPROVE the item listed 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 |
|-----------|------------------------------------|-------------|
| 9/9/23 | Deputy Sheriff | 60555 |
| 10/7/23 | Sheriff Custody Corporal | 78290 |
| | Sheriff Custody Sergeant | 78303 |
| 10/21/23 | Deputy Sheriff Lieutenant | 78271 |
| | Detective Lieutenant | 78278 |
| | Human Resources Associate | 63997 |
| | Index and Recording Clerk | 63158 |
| | Personnel Clerk | 63136 |
| | Public Health Assistant | 65529 |
| | Records Retention Specialist (OC) | 65626 |
| | Records Retention Specialist (NCP) | 74771 |
| | Senior Clerk | 68074 |
| ? | WIC Assistant | 65437 |

| | | |
|----------------|--|-------|
| 11/4/23 | Regional Certification Officer | 63881 |
| | Senior Assistant Payroll Systems Specialist (NCP – Finance Dept) | 74990 |
| 12/2/23 | Deputy Director of Operations Water & Sewer Authority | 64465 |
| 1/27/24 | Head Social Welfare Examiner | 77319 |
| 3/2/24 | Mobile Work Crew Supervisor | 60363 |
| | Mobile Work Crew Supervisor (NCP – Buildings & Grounds) | 78441 |
| 3/23/24 | Head Custodian | 64093 |
| | Senior Custodial Worker (OC) | 65028 |
| | Senior Custodial Worker (PPM - Weedsport School) | 76697 |
| | Senior Custodian | 64021 |
| 4/13/24 | General Highway Supervisor | 64369 |
| | Highway Supervisor | 69382 |

16. **COMMUNICATIONS RECEIVED:**

- A. Request from provisional candidate to have both opportunities to sit for exam reinstated.
- B. PAR-09-23 – Changes to Section 57 of the Civil Service Law – Continuous Recruitment.

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to APPROVE the item listed in A above and directed the staff to notify the candidate; all in favor, none opposed.

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 providing Annual Training for Highway & Municipalities on August 17, 2023;
- C. We are working on ordering and issuing new parking tags to employees;
- D. We have ordered exam materials for several Civil Service positions;
- E. An employee participated in the United Way Day of Caring;
- F. The Safety Committee had its quarterly meeting;
- G. Year-to-date we have conducted orientation for 148 new employees;
- H. We have completed all of the 2023 CSEA salary changes;
- I. We are continuing to work on completing the 2023 payroll certifications;
- J. Currently working on some employee and Union issues with Counsel.

19. **UNFINISHED BUSINESS:** None

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

- A. Next Commission Meeting – Tuesday, September 19, 2023 @ 3:30 p.m.

21. **ADJOURNMENT:**

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to adjourn the Civil Service Commission meeting at 4:19 p.m.; all in favor, none opposed. **MOTION APPROVED**

ATTEST: Denise M. Prieto

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Deputy Human Resources Administrator