

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING

September 19, 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

GUESTS: Susan M. Dwyer, Cayuga County Clerk
Kathleen D. Cuddy, Public Health Director

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 3:30 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 8/15/23 regular meeting minutes and the 9/9/23 special meeting minutes as written was made by Commissioner Lattimore and seconded by Chairman Sherman; all in favor, none opposed. ***MOTION APPROVED***
3. **ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES:** None
4. **CERTIFICATION OF ELIGIBLES:**
PUBLIC HEALTH
Permanent Appointment, Suzanne Wilson, Public Health Nurse , effective 8/21/23
5. **ESTABLISHMENT OF ELIGIBLE LISTS:**
 - A. Administrative Assistant (2023) (PHD) NCP#74760 – 1 year
 - B. Administrative Assistant (2023) OC#64830 – 1 year
 - C. Cataloging Assistant (2023) OC#65588 – 1 year
 - D. Library Associate (2023) OC#63468 – 1 year
 - E. Probation Director A (2023) PPM#74184 – 1 year
 - F. Probation Director A (2023) OC#64455 – 1 year
 - G. Probation Officer II (2023) PPM#73974 – 1 year
 - H. Probation Officer II (2023) OC#64178 – 1 year
 - I. Probation Supervisor I (2023) PPM#73981 – 1 year
 - J. Senior Caseworker (2023) PPM#73691 – 1 year
 - K. Senior Library Associate (2023) PPM#78187 – 1 year
 - L. Senior Library Associate (2023) OC#63054 – 1 year
 - M. Staff Development Supervisor (2023) PPM#78121 – 1 year
 - N. Staff Development Supervisor (2023) OC#60107 – 1 year

6. **ELIGIBLE LISTS TO EXTEND:**

- A. Account Clerk (2022) OC#20225 – 1 year
- B. Deputy School District Treasurer (2020) OC#68983 – 1 year
- C. Network Administrator (2022) OC#22270 – 1 year
- D. School Receptionist (2021) OC#66810 – 1 year

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

7. **ELIGIBLE LISTS TO EXPIRE:**

- A. Account Clerk Typist (2022) OC#20226
- B. Audit Clerk (Oct. 2022) (DSS) NCP#20227
- C. Occupational Therapist (Oct. 2022) OC#202213

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

8. **ADOPTION OF CLASS SPECIFICATIONS:**

- A. Senior Court Reporter – District Attorney – (C) **PULLED**
- B. Fiscal Supervisor – Public Health – (C)

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

9. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. Cataloging Assistant – County Historian and Seymour Library – (C)
- B. Deputy County Treasurer – County Treasurer – (X)
- C. Senior Account Clerk Typist – County Departments, County Schools, Cayuga Community College and BOCES – (C)
- D. Day Care Specialist – BOCES – (C)
- E. Computer Technician – BOCES and County Schools – (C)
- F. Technology Coordinator – BOCES and County Schools – (C)

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

10. **NEW POSITION DUTIES STATEMENTS:**

- A. Cataloging Assistant – County Historian – (C)
- B. Senior Court Reporter – District Attorney – (C) **PULLED**
- C. Fiscal Supervisor – Public Health – (C)
- D. Building Maintenance Mechanic – Cayuga Community College – (NC)
- E. Computer Technician – Southern Cayuga Central School – (C)

Motion was made by Commissioner Foley and seconded by Chairman Sherman to APPROVE the New Position Duties Statements as indicated in Item C above and directed staff to notify the appointing authority; all in favor, none opposed. **MOTION APPROVED**

Motion was made by Chairman Sherman and seconded by Commissioner Foley to APPROVE the New Position Duties Statements as indicated in Items A, D and E 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 Sterling
- B. Deputy Town Clerk – Town of Victory

Motion was made by Commissioner Foley and seconded by Chairman Sherman to accept the Exempt Classification Review as stated above; all in favor, none opposed. **MOTION APPROVED**

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 Commissioner Foley and seconded by Chairman Sherman to APPROVE the item listed in A above and directed the staff to notify the appointing authority; all in favor, none opposed. **MOTION APPROVED**

- B. Reinstatement request from Cayuga Community College

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to APPROVE the item listed in 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
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	Data Officer	85152
	Grant Manager	85156
December	Sheriff Custody Officer	60520
12/2/23	Accountant (OC)	85149
	Accountant (NCP for Finance Department)	76361
	Deputy Director of Operations Water & Sewer Authority	64465
	Junior Accountant	67445
	Senior Social Welfare Examiner	72547
	Transportation Supervisor	61944
1/27/24	Emergency Services Dispatcher	85154
	Head Social Welfare Examiner	77319
	Supervising Emergency Services Dispatcher (OC)	85163
	Supervising Emergency Services Dispatcher (PPM)	76442
3/2/24	Coordinator of Svcs for Children w/Special Health Care Needs (OC)	61429
	Coordinator of Svcs for Children w/Special Health Care Needs (PPM)	76060
	Early Intervention Services Coordinator	65630
	Health Home Care Manager	65548
	Mental Health Therapist (School)	85338
	Mobile Work Crew Supervisor	60363
	Mobile Work Crew Supervisor (NCP – Buildings & Grounds)	78441
	Staff Social Worker	65064
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
6/1/24	Youth Services Assistant	62100
7/13/24	Supervising Billing Specialist (OC)	66193
	Supervising Billing Specialist (Prom.)	76198

16. **COMMUNICATIONS RECEIVED:**

- A. Request to end probationary period from Human Resources/Civil Service Commission
TABLED

Motion was made by Chairman Sherman and seconded by Commissioner Foley to go into Executive Session at 3:54 p.m. to discuss the employment of a person; all in favor, none opposed. **MOTION APPROVED**

Motion was made by Commissioner Foley and seconded by Chairman Sherman to go out of Executive Session at 4:07 p.m.; all in favor, none opposed. **MOTION APPROVED**

Motion was made by Commissioner Foley and seconded by Chairman Sherman to TABLE the item in A above until the October Commission meeting; all in favor, none opposed. **MOTION TO TABLE APPROVED**

B. Request to waive probationary period from the Sheriff’s Department.

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to APPROVE the item listed in B above and directed the staff to notify the appointing authority; all in favor, none opposed. **MOTION APPROVED**

C. Communication from New York State Civil Service regarding pending examination requests

17. **MISCELLANEOUS:** None

18. **HR ADMINISTRATORS REPORT:**

- A. We are working with various departments on their recruitment and hiring needs;
- B. We are collaborating with Corporate Care (EAP Provider) to offer a session in October;
- C. Currently working on several employee and Union issues with Counsel;
- D. We are continuing to review and update several county policies;
- E. Attended Labor/Management meeting;
- F. Our office has conducted interviews for the Human Resources Associate opening;
- G. A member of our team is participating in the Leadership Cayuga Program;
- H. Attended Cayuga Gold meeting to discuss the Wellness Fair, United Way Campaign and Selection of quarterly Cayuga Gold award;
- I. Our office is attending a job fair at Syracuse University on September 26th;
- J. Started continuous recruitment for Senior Typist;
- K. Accepting applications for Sheriff Custody Officer – T & E questionnaire online.

19. **UNFINISHED BUSINESS:** None

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

- A. Next Commission Meeting – Tuesday, October 17, 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 4:26 p.m.; all in favor, none opposed. **MOTION APPROVED**

ATTEST: Denise M. Prieto

 Denise M. Prieto
 Deputy Human Resources Administrator