

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING MINUTES
October 18, 2022
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 Prieto, Senior HR Associate

GUEST: Susan A. Dwyer, Cayuga County Clerk

1. **ROLL CALL & OPENING OF REGULAR MEETING:**
Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to open the Regular Commission Meeting/Public Hearing at 3:36 p.m. ***MOTION APPROVED***

2. **READ & APPROVE MINUTES FROM THE 9/20/22 REGULAR MEETING:**
Motion was made to waive reading and approve the 9/20/22 minutes as written was made by Chairman Sherman and seconded by Commissioner Lattimore. ***MOTION APPROVED***

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

4. **CERTIFICATION OF ELIGIBLES:**
PROBATION
Permanent appointment, Lindsey McNeilly, Probation Officer I, effective 11/7/22

SHERIFF’S DEPARTMENT
Permanent appointment, Kristen George, Clerk, effective 9/19/22
Permanent Promotion, Wesley Burger, Deputy Sheriff Sergeant, effective 9/18/22

5. **ESTABLISHMENT OF ELIGIBLE LISTS:**
 - A. Account Clerk (2022) OC#20225– 1 year
 - B. Account Clerk Typist (2022) OC#20226 – 1 year
 - C. Audit Clerk (2022) NCP#20227 – 1 year
 - D. Network Administrator (2022) OC#22270 – 1 year
 - E. Occupational Therapist (Oct. 2022) OC#202213 – 1 year

6. **ELIGIBLE LISTS TO EXTEND:**

- A. Business Manager (2021) OC#61899 – 1 year
- B. Librarian I (T&E Online) (2019) OC#63975 – 1 year
- C. Librarian III (T&E Online) (Nov. 2021) OC#66861 – 1 year
- D. Library Assistant (2019) PPM#72547 – 1 year
- E. Purchasing Clerk (2021) OC#68210 – 1 year
- F. Transportation Supervisor (2021) OC#65958 – 1 year

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

7. **ELIGIBLE LISTS TO EXPIRE:**

- A. Account Clerk (2020) OC#20205
- B. Audit Clerk (2020) OC#20202
- C. Typist (2020) OC#20207

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

8. **ADOPTION OF CLASS SPECIFICATIONS:**

- A. Records Retention Administrator – County Clerk – (C)

Motion was made by Commissioner Lattimore and seconded by Commissioner Foley to ADOPT the job specifications as indicated in item A above. Appointing Authority was present at meeting for notification of approval. **MOTION APPROVED**

- B. Records Retention Specialist – County Clerk – (C)

Motion was made by Commissioner Lattimore and seconded by Chairman Sherman to ADOPT the job specifications as indicated in item B above. Appointing Authority was present at meeting for notification of approval. **MOTION APPROVED**

- C. Code Enforcement Officer Trainee* - Town of Sterling – (NC – JCP)

Motion was made by Commissioner Lattimore and seconded by Chairman Sherman to ADOPT the job specification as indicated in item C above and directed staff to notify the appointing authority. **MOTION APPROVED**

9. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. Supervising Nutritionist – Public Health – (C) **TABLED**

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to TABLE the amendment of the job specification as indicated in item A above until additional information can be requested and reviewed. Staff was directed to notify the appointing authority. **MOTION TO TABLE APPROVED**

10. **NEW POSITION DUTIES STATEMENTS:**

- A. Assistant Payroll Systems Specialist – Social Services – (C)
- B. Student Aide (4) – Moravia Central School – (NC)
- C. Motor Vehicle Operator – Union Springs Central School – (NC)

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

- D. Deputy Tax Collector – Town of Mentz – (X – JCP) **TABLED**

Motion was made by Chairman Sherman and seconded by Commissioner Foley to TABLE the approval of the New Position Duties Statement as indicated in item D above until additional information can be requested and reviewed. Staff was directed to notify the appointing authority. **MOTION TO TABLE APPROVED**

11. **EXEMPT CLASS REVIEW:** None

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

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

- A. Request for reinstatement from the Sheriff’s Department **TABLED**

Motion was made by Commissioner Foley and seconded by Chairman Sherman to TABLE the approval of the reinstatement request as indicated above for further discussion with the Sheriff’s Department. Staff was directed to notify the appointing authority. **MOTION TO TABLE APPROVED**

14. **CONSIDERATION OF APPEALS:** None

15. **UPCOMING EXAMINATION SCHEDULE:**

Exam Date	Exam Title	Exam Number
Oct 1-31	Online T&E: Systems Administrator	22264
10/22/22	Assistant Payroll Systems Specialist	65510
	Community Mental Health Professional	62203
	Crisis Intervention Care Manager	66692
	Deputy Sheriff Lieutenant	77584
	Detective Lieutenant	77636
	Early Intervention Services Coordinator	63091
	Mental Health Therapist (School)	63856
	Project Manager	67111
	Public Health Assistant	62677
	Regional Certification Officer (NCP – BOCES)	78133

	Senior Motor Vehicle Cashier (Prom. – DMV)	72456
	Senior Office Machine Operator (OC)	60359
	Social Worker	62120
	Staff Social Worker (CMH)	62355
	Supervising Coding and Billing Specialist	77468
	Supervising Social Worker (CMH) (Prom.)	77264
	Supervisor of Family Behavioral Health Services (CMH) (Prom.)	71424
	Supervisor of Svcs for Children w/Spec Health Care Needs (Prom.)	78903
	Transition Coordinator	62349
11/05/22	Aging Services Assistant	66791
	Aging Services Coordinator	64280
	Aging Services Specialist	63542
	Day Care Specialist	65362
	Director of Weights & Measures A	62363
	Human Resources Associate (OC)	61579
	Human Resources Associate (NCP)	73447
	Public Information Officer	62983
	Safety Coordinator	69342
12/10/22	Deputy Director of Community Mental Health Services (NCP)	76842
1/28/23	Accountant	61585
	Accountant (Prom. For DSS)	74615
	Director of Administrative Services	65838
	Fiscal Officer	62138
	Principal Social Welfare Examiner	75415
3/25/23	Building Maintenance Supervisor	65514
4/22/23	Veterans Services Assistant	64598
	Veterans Services Officer	64659
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. End Civil Service Probation notification from County Attorney’s Office. (*Notify only*)
- B. Request from Sheriff’s Department to extend Sheriff Custody Officer (2021) OC#60325 eligible list.

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

17. **MISCELLANEOUS:** None

18. **HR ADMINISTRATORS REPORT:**

- A. We are working with various departments on their recruitment and hiring needs;
- B. We started negotiations with the Road Patrol (DSPA);
- C. We are working with Comp Alliance to schedule the Annual Training sessions for all employees in November;
- D. We are preparing for negotiations with CSEA starting in November;
- E. We offered a learning session on Civil Service 101 to Department Heads;
- F. We are continuing to review and update several county policies;
- G. Interviews have started for Director of Finance;
- H. We are continuing to recruit for Grant Manager.

19. **UNFINISHED BUSINESS:** None

20. **SET DATE/TIME FOR NEXT COMMISSION MEETING:** Tuesday, November 15, 2022 @ 3:30 p.m.

21. **ADJOURNMENT:**

Motion was made by Chairman Sherman and seconded by Commissioner Foley to adjourn the Civil Service Commission meeting at 4:39 p.m. ***MOTION APPROVED***

ATTEST: Denise M. Prieto

Denise M. Prieto _____
Deputy Human Resources Administrator