

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA
February 13, 2019
Civil Service Commission Office
3:30 p.m. Business Meeting

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 01/09/19 regular meeting
3. Appointment of Chairman
4. Adoption or Amendment of Civil Service Rules: 1/29/19- Rules Resolution
5. Certification of Eligibles: (provided separately)
6. Establishment of Eligible Lists: (provided separately)
 - A. Day Care Specialist OC#61951 (4 candidates passed, including 3 provisional) 1 year
 - B. Early Intervention Services Coordinator OC#61828 (12 candidates) 1 year
 - C. Safety Officer OC#65291 (2 candidates passes, including 1 provisional) 1 year
 - D. Principal Computer Systems Technician OC#64845 1 year
 - E. Senior Motor Vehicle Cashier PPM# 1 year
 - F. Senior Clerk NCP#75480 1 year
 - G. Public Health Assistant OC#62229 1 year
 - H. Senior Clerk OC#67354 1 year
7. Eligible Lists to Extend:
 - A. Librarian II (2018) PPM#79311
 - B. Watershed Inspector (2016) OC#60642
 - C. Workforce Development Program Specialist (2017) OC#64783
8. Eligible Lists to Expire: None
9. New Position Duties Statement:
 - A. Senior Account Clerk: Social Services Cayuga County
 - B. Deputy School District Treasurer: Union Springs Central School (All Schools)
 - C. Administrative Assistant: Emergency Management Cayuga County
 - D. Principal Account Clerk: HR/CS Cayuga County
 - E. Custodian PT (5 positions): Cato- Meridian CSD
 - F. Cleaner (10 positions): Cato-Meridian CSD- Labor Class
 - G. Licensed Practical Nurse (School) (1 position) - Cato-Meridian CSD- NC
 - H. Registered Professional Nurse (Schools) (1 position) - Cato Meridian CSD-NC
 - I. School Bus Driver (10 positions) - Cato Meridian CSD- NC
 - J. Teacher Aide (13 positions) - Cato Meridian CSD-NC
 - K. Cleaner (11 positions) – Moravia CSD Labor

- L. Clerk PT (3 positions) Moravia CSD NC
 - M. Licensed Practical Nurse (School) (3 positions) Moravia- NC
 - N. Registered Professional Nurse (School) (2 positions) Moravia- NC
 - O. School Bus Attendant (4 positions) Moravia CSD- Labor
 - P. School Bus Driver (3 positions) Moravia CSD- NC
 - Q. Senior Typist PT (7 positions) Moravia CSD- NC
 - R. Teacher Aide (30 positions) Moravia CSD- NC
 - S. School Lunch Cashier (1 position) Moravia CSD
 - T. Food Service Helper (10 positions) Moravia CSD- Labor
10. Adoption of Class Specifications: None
11. Amendment of Class Specifications:
- A. Amend: WIC Program Coordinator- Cayuga County Health Department
 - B. Amend: Senior Human Resources Associate- HR/CS
 - C. Amend: Deputy County Fire Coordinator- EMO
 - D. Amend: Deputy County Fire/EMS Coordinator- EMO
 - E. Amend: Associate Psychologist I- Mental Health
 - F. Amend: Navigational Assistant- Seasonal- County
 - G. Amend: Deputy Sheriff (Navigation) Seasonal- County
 - H. Amend: All Exempt job specifications to Suggested Minimum Qualifications
 - I. Amend: Supervising Social Services Attorney- County
12. Job/Position Reclassification Questionnaire: None
13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers: None
14. Consideration of Appeals: None
15. Upcoming Examination Schedule: *(provided separately)*
16. Communications received:
- A. Unsuccessful completion of probation period for Social Services Employee
 - B. Request for reinstatement to SR. Typist Eligibility list
 - C. Requests for Alternate Test Dates for Sr. Human Resources Associate Exam
17. HR Administrators Report
18. Unfinished Business:
19. Set Date/Time for Next Commission Meeting: March 13, 2019 @ 3:30 p.m.
20. Adjournment