

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA
February 16, 2022
Civil Service Commission
3:45 p.m. Business Meeting

1. Roll Call & Opening of Meeting:
2. Read and approve minutes from the 01/18/2022 regular meeting:
3. Appointment of Chairman:
4. Adoption or Amendment of Civil Service Rules: None
5. Certification of Eligibles: (Provided Separately)
6. Establishment of Eligible Lists:
 - A. General Highway Supervisor (2021) OC#68722 (1-candidate/ passed - provisional) – 1 year
 - B. Highway Supervisor (2021) OC#65501 (2 candidates – both passed/including provisional) – 1 year
 - C. Sheriff Custody Corporal (2021) PPM#70716 (9-candidates – all passed/no provisional) – 1 year
 - D. Sheriff Custody Sergeant (2021) PPM#70731 (3-candidates – all passed/no provisional) – 1 year.
7. Eligible Lists to Extend:
 - A. Health Programs Coordinator (2020) OC#62126 – 1 year
 - B. Local Area Network Technical Support Specialist (2021) OC#21259 – 1 year
 - C. Rabies Coordinator PT (2020) OC#63499 – 1 year
 - D. Senior Caseworker (2020) PPM#73558 – 1 year
 - E. Transition Coordinator (Jail) (2018) OC#61843 – 1 year
 - F. Youth Services Assistant (2019) OC#67383 – 1 year
8. Eligible Lists to Expire: None.
9. Adoption of Class Specifications: None.
10. Amendment of Class Specifications:
 - A. Administrative Assistant to the District Attorney – District Attorney – (C)
 - B. Confidential Investigator – District Attorney – (NC)
 - C. Activities Worker Aide – County Departments – (L)
 - D. Clerical Aide – County Departments, County Schools, Cayuga-Onondaga BOCES – (L)
 - E. Day Care Worker Aide – All Civil Divisions – (L)
 - F. Food Service Aide – County Departments, County Schools – (L)
 - G. Director of Services – Social Services – (C)
 - H. Librarian I – Seymour Library – (C)
 - I. Library Associate – Seymour Library – (C)
 - J. Research Aide – County Historian’s Office (NC), Seymour Library (C)
 - K. Senior Library Associate – Seymour Library – (C)

11. New Position Duties Statements: None.
12. Exempt Class Review: None.
13. Job/Position Reclassification Questionnaire: None
14. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Reinstatement to Librarian I-Seymour Library
15. Consideration of Appeals: None.
16. Upcoming Examination Schedule: (*provided separately*)
17. Communications received:
 - A. Request to remove candidate from eligible list
 - B. Request to remove candidate from eligible list
 - C. Request to remove candidate from eligible list
18. Miscellaneous:
 - A. Appointment to the position of Accountant in the Finance Department, per Resolution #08-22
19. HR Administrators Report:
 - A. Attended two Civil Service Examinations;
 - B. HR Staff began meeting monthly;
 - C. Began monthly individual meetings with each HR staff member;
 - D. Met with County Attorney to discuss some employee issues;
 - E. Met with Budget Director on various budget matters;
 - F. Attended Labor/Management Meeting;
 - G. Met with supervisors concerning employee issues;
 - H. Several employee and Union issues are being addressed with Counsel;
 - I. Recruitment for an Operations Officer is continuing.
20. Unfinished Business: None
21. Set Date/Time for Next Commission Meeting: Tuesday, March 15, 2022 @ 3:30 p.m.
22. Adjournment: