

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA
March 16, 2021
Civil Service Commission
3:30 p.m. Business Meeting

1. Roll Call & Opening of Meeting:
2. Read and approve minutes from the 2/16/21 regular meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (provided separately)
5. Establishment of Eligible Lists:
 - A. Health Programs Coordinator OC#62126 (1 candidate – passed/no provisional)
 - B. Local Area Network Technical Support Specialist OC#21259 (2 candidates passed/including provisional.
 - C. Rabies Coordinator PT OC#63499 (2 candidates – passed/provisional passed)
 - D. Senior Caseworker PPM#73588 (6 candidates – passed/no provisional)
6. Eligible Lists to Extend:
 - A. Index and Recording Clerk (2019) OC#65752
 - B. Records Retention Clerk (2019) OC#68908
 - C. WIC Assistant (2019) OC#63930
7. Eligible Lists to Expire:
 - A. Index and Recording Clerk (2019) PPM#72995
8. Adoption of Class Specifications:
 - A. Secretary to the Assistant Superintendent – Union Springs Central School – (C)
 - B. Public Information Officer – Seymour Library – (C)
9. Amendment of Class Specifications:
 - A. Case Supervisor Grade B – Social Services – (C)
 - B. Human Services Examiner – Social Services – (C)
10. New Position Duties Statements:
 - A. Custodial Worker (5) – Union Springs Central School – (NC)
 - B. Secretary to the Assistant Superintendent – Union Springs Central School – (C)
 - C. Senior Account Clerk Typist – BOCES – (C)
 - D. Public Information Officer – Seymour Public Library – (C)
11. Exempt Class Review: None
12. Job/Position Reclassification Questionnaire: None

13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
14. Consideration of Appeals: None
15. Upcoming Examination Schedule: *(provided separately)*
16. Communications received:
 - A. Request from Sheriff’s Department to remove Candidate from eligible list
 - B. Municipal Examination Fee Billing for 2020 has been approved by New York State Civil Service
17. HR Administrators Report:
 - A. Updated COVID guidelines for travel and fielding a lot of communication on the subject
 - B. Working with legislatures on the updated NB Comp plan committee. Pulling significant amounts of data for different steps in the process. Processing with them the job descriptions for operations officer and confidential secretary to the Chairperson for understanding, analysis of possible wage ranges for internal and external equity.
 - C. Filtering through CIO candidates per the steering committee.
 - D. Pandemic plan has been distributed to all County employees and legislators. There were no significant issues from the feedback from the unions that required adjustments to the plan. Will be putting the full plan online on the county website.
 - E. Working through 7 CSEA grievances to get them resolved. 2 have been resolved, 2 are in process of settlement agreements and the rest are in steps 1-3. 3 arbitration hearings waiting on CSEA attorney. 2 Section 75 hearing information and charges being gathered and processed.
 - F. Mandatory Annual training for 2020 is at 99.99% - 1 person left to turn in their 2020 certification of training from their primary State position.
 - G. Staff completed and turned into the Civil Service State the Annual Mandatory Report – thank you to the staff for getting it done ahead of schedule.
 - H. Analysis of year to year on EOC reporting – 1st quarter completed and graphs sent to legislature.
 - I. We will be participating in a Virtual Job Fair March 24th. We will be helping the Sheriff with recruitment efforts for the deputy positions the evening of March 29th and also be highlighting Civil Service overall as an employer of choice with our open jobs and exams coming up. First time we get to utilize the tri-fold and table cloth for community outreach events since the pandemic started.
 - J. **A big thanks to my staff for all their hard work during this time.**
18. Unfinished Business: None
19. Set Date/Time for Next Commission Meeting: Tuesday, April _____, 2021 @ 3:30 p.m.
20. Adjournment: