

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA
March 17, 2020
Civil Service Commission
9:00 a.m. Business Meeting

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 2/18/20 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. Deputy Sheriff Lieutenant (2019) PPM#73166 (2 candidates passed/no provisional) – 1 year
 - B. Youth Services Assistant (2019) OC#67383 (3 candidates passed/no provisional) – 1 year
7. Eligible Lists to Extend: None
8. Eligible Lists to Expire:
 - A. Paralegal Specialist (2016) OC#63676
 - B. Supervising Social Services Attorney (T&E) (2019) NCP#20191
9. Adoption of Class Specifications:
 - A. Data Officer – Indigent Defendants – (C)
 - B. Supervising Billing Specialist – Public Health – (C)
 - C. Special Patrol Officer (Schools) – Sheriff’s Department – (C)
10. Amendment of Class Specifications:
 - A. 911 Database Analyst – E911 – (C)
 - B. General Highway Foreperson – Highway Department – (C)
 - C. Special Patrol Officer – Sheriff’s Department – (C)

- 11. New Position Duties Statements:
 - A. 911 Database Analyst – E911 – (C)
 - B. General Highway Foreperson – Highway Department- (C)
 - C. Data Officer – Indigent Defendants – (C)
 - D. Supervising Billing Specialist – Public Health – (C)
 - E. Special Patrol Officer (Schools) (5) – Sheriff’s Department – (C)
 - F. Teacher Aide - Driver – BOCES – (NC - JCP)
 - G. Administrative Services Specialist – Cayuga Community College – (NC - JCP)
 - H. Senior Typist* (2) – Southern Cayuga Central School – (NC) (TAR)
 - I. Teacher Aide – Southern Cayuga Central School – (NC) (TAR)
 - J. School Bus Driver (4) – Southern Cayuga Central School - (NC) (TAR)
 - K. Registered Professional Nurse (Schools) (3) – Southern Cayuga Central School – (NC) (TAR)
 - L. Head Lifeguard* - Southern Cayuga Central School – (NC) (TAR)
 - M. Food Service Helper – Southern Cayuga Central School (5) – (L) (TAR)
 - N. Cleaner (5) – Southern Cayuga Central School (5) – (L) (TAR)
 - O. School Bus Attendant (8) – Southern Cayuga Central School – (L) (TAR)
 - P. Teacher Aide (10) – Weedsport Central School – (NC)
 - Q. Wastewater Treatment Plant Operator*** - Village of Cayuga – (NC) (TAR)
 - R. Constable* - Town of Sterling – (NC) (TAR)
 - S. Code Enforcement Officer* – Village of Moravia – (NC) (TAR)
 - T. Licensed Practical Nurse – Village of Moravia – (NC - JCP)
 - U. Recreation Directors* (2) – Village of Moravia – (NC)
 - V. Recreation Assistant** (12) – Village of Moravia – (NC – JCP)

- 12. Exempt Class Review:
 - A. Senior Assistant District Attorney – District Attorney – PC#7996

- 13. Job/Position Reclassification Questionnaire:
 - A. Clerk to Senior Clerk - Social Services

- 14. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Abolish Junior Accountant – Cato-Meridian Central School – PC#7214

- 15. Consideration of Appeals: None

- 16. Upcoming Examination Schedule: *(provided separately)*

- 17. Communications received:
 - A. Request from Department of Buildings and Grounds to update Nature Center Director in the Position Control File from part-time to full-time.
 - B. Annual Report has been accepted and approved by New York State Civil Service
 - C. Exam Fee Report Accepted by New York State Civil Service
 - D. Zoning Officer/Code Enforcement Officer – Village of Union Springs

18. HR Administrators Report:

- A. Working with Chairperson on Corona 19 virus protocols with her and several key people for the County.
- B. Recruitment efforts for fill the County Highway Superintendent, General Foreperson, and Motor Equipment Operator (Medium) positions.
- C. Concentrated efforts with Sheriff's Department to get everything in place for the SPOs for School systems.
- D. Resolutions all have been sent to the State for review.
- E. Data work on 2 arbitrations, 1 EEOC claim.
- F. Settling one grievance, another dismissed with union.
- G. Working with BSK to create Medical Marijuana Policy for County.
- H. Creating more streamlined time recording system for Highway.
- I. Creating marketing materials for community outreach events.

19. Unfinished Business: None

20. Set Date/Time for Next Commission Meeting: Tuesday, April 21, 2020 @ 3:30 p.m.

21. Adjournment: