

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING & PUBLIC HEARING AGENDA
March 21, 2023
Civil Service Commission
3:30 p.m. Business Meeting

1. Roll Call & Opening of Meeting/Public Hearing:
2. Read and approve minutes from the 2/20/23 regular meeting:
3. Adoption or Amendment of Civil Service Rules: Amendment of Appendices
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
 - A. Day Care Specialist (2022) OC#65362 – 1 year
 - B. Director of Weights & Measures A (2022) OC#62363 – 1 year
 - C. Human Resources Associate (2022) NCP#73447 – 1 year
 - D. Human Resources Associate (2022) OC#61579 – 1 year
 - E. Local Area Network Technical Support Specialist (T&E) (2023) OC#22648 – 1 year
 - F. Public Health Assistant (2022) OC#62677 – 1 year
 - G. Safety Coordinator (2022) OC#69342 – 1 year
 - H. Senior Motor Vehicle Cashier (2022) PPM#72456 – 1 year
 - I. Senior Office Machine Operator (2022) OC#60359 – 1 year
 - J. Sheriff Custody Officer (T&E Online) (12/15/22 – 1/15/23) OC#62552 – 1 year
 - K. Supervising Coding and Billing Specialist (2022) NCP#77468 – 1 year
6. Eligible Lists to Extend: None
7. Eligible Lists to Expire:
 - A. Health Home Care Manager (2021) OC#61862
 - B. Index and Recording Clerk (2019) OC#65752
 - C. Records Retention Clerk (2019) OC#68908
 - D. WIC Assistant (2019) OC#63930
8. Adoption of Class Specifications: None
9. Amendment of Class Specifications:
 - A. Grant Manager – Finance Department – (C)
 - B. Director of Community Health Services – Public Health – (C)
 - C. Public Health Nurse – Public Health – (C)
 - D. Library Assistant {formerly Library Assistant (School)} – Seymour Library – (C)
 - E. **[Tabled from February]** Probation Director A – Probation – (C)
 - F. **[Tabled from February]** Probation Officer II – Probation – (C)
 - G. **[Tabled from February]** Probation Supervisor I – Probation – (C)

10. New Position Duties Statements:
 - A. Senior Clerk – Mental Health – (C)
 - B. Human Services Examiner (HELP) (5) – Social Services – (NC - JCP)
 - C. Administrative Assistant – BOCES – (C)
 - D. Deputy Town Highway Superintendent – Town of Fleming – (X - JCP)
 - E. Typist* – Town of Montezuma – (NC)
 - F. Laborer – Village of Union Springs – (L)

11. Exempt Class Review:
 - A. Deputy Town Clerk – Town of Ira
 - B. Court Clerk – Town of Montezuma

12. Job/Position Reclassification Questionnaire: None

13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Request for Transfer from Cayuga Community College

14. Consideration of Appeals: None

15. Upcoming Examination Schedule: *(provided separately)*

16. Communications received:
 - A. Request from the Sheriff’s Department to remove candidates per CS Law 50.4
 - B. Request to reduce probation period from Parks & Trails
 - C. Request to waive probation periods from Planning Department
 - D. [Tabled from February] Request to waive probationary period from Mental Health
 - E. PAR-04-22 – Minimum Qualifications and Application Review – Amended Federal Regulations Governing the Recognition of Accrediting Agencies.

17. Miscellaneous: None

18. HR Administrators Report:
 - A. Annual Report was completed and submitted to NYS Civil Service Commission;
 - B. Payroll Certification for 2023 are currently in process;
 - C. Negotiations with CSEA continue;
 - D. We scheduled a session with Corporate Care (EAP Provider) on Stress Management for Employees which focused on relaxation tips;
 - E. Currently working on some employee and Union issues with Counsel;
 - F. We scheduled three Leadership Training sessions for Department Heads;
 - G. We scheduled FMLA training with BS & K for department heads which was offered on March 21, 2023.

19. Unfinished Business: None

20. Set Date/Time for Next Commission Meeting: Tuesday, April 18, 2023 @ 3:30 p.m.

21. Adjournment of Commission Meeting and Public Hearing: