

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**April 19, 2022****Civil Service Commission****3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting:
2. Read and approve minutes from the 3/15/2022 regular meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
 - A. Health Home Care Manager (2021) OC#61862 (1 candidate/provisional passed) – 1 year
6. Eligible Lists to Extend:
 - A. Sheriff Custody Lieutenant (2021) PPM#70884 – 1 year
 - B. Supervising Emergency Services Dispatcher (2021) OC#62148 – 1 year
 - C. Supervising Emergency Services Dispatcher (2021) PPM#75119 – 1 year
7. Eligible Lists to Expire:
 - A. Confidential Administrative Assistant to the Provost & VP for Academic Affairs (2018) OC#66237
 - B. Confidential Administrative Assistant to the VP for Student Affairs (2018) OC#66238
 - C. Confidential Secretary to the CSE Chair (2018) OC#61052
 - D. Library Historian (2018) OC#65714
8. Adoption of Class Specifications:
 - A. Assigned Counsel Administrator – Indigent Defendants – (NC - JCP)
9. Amendment of Class Specifications:
 - A. County Auditor – Legislative Board - (U)
 - B. Senior Motor Vehicle Cashier – Motor Vehicle Bureau – (C)
10. New Position Duties Statements:
 - A. Activities Worker Aide (15) – Employment & Training – (L - JCP)
 - B. Clerical Aide (20) – Employment & Training – (L - JCP)
 - C. Food Service Aide (25) – Employment & Training – (L - JCP)
 - D. Human Resources Associate – HR/Civil Service – (C)
 - E. Assigned Counsel Administrator – Indigent Defendants – (NC - JCP)
 - F. Senior Clerk – Mental Health – (C)
 - G. Public Health Educator – Public Health – (C)
 - H. Local Area Network Technical Support Specialist – MCS – (C)
 - I. Clerk – PBCS – (C)
 - J. Mental Health Therapist (School) – USCS – (C)
 - K. Senior Network Administrator – USCS – (C)
 - L. Student Aide (2) – WCS – (NC)

11. Exempt Class Review: None
12. Job/Position Reclassification Questionnaire: None
13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Abolish Assistant Park Maintenance Supervisor (003367-SYS) – Parks & Trails - Per Resolution #121-22 (3/22/22)
14. Consideration of Appeals:
 - A. Candidate appeal regarding removal from eligible list
15. Upcoming Examination Schedule: (*provided separately*)
16. Communications received:
 - A. Request for removal of candidate from eligible list
 - B. Transfer request for candidate from Wayne County Employment & Training Department to Cayuga County Employment & Training Department not recommended by NYS Civil Service
17. Miscellaneous:
 - A. Remove candidate from eligible list – No appeal received – final determination
 - B. Remove candidate from eligible list – No appeal received – final determination
 - C. Transfer of Function from Buildings & Grounds to Parks & Trails completed – effective date of transfer 4/4/22
18. HR Administrators Report:
 - A. Currently working with our EAP provider – Corporate Care, to offer optional learning sessions for employees;
 - B. Working with various departments on their recruitment and hiring needs;
 - C. Currently working on several employee and Union issues with Counsel;
 - D. Recruitment process for an Operations Officer is continuing;
 - E. Will be participating in the Sheriff's Department inhouse recruitment event on April 20th for the upcoming Sheriff Custody Officer exam that is scheduled for June 25th;
 - F. Will be participating in a virtual career fair with Jamestown Community College on April 26th.
19. Unfinished Business: None
20. Set Date/Time for Next Commission Meeting: Tuesday, May 17, 2022 @ 3:30 p.m.
21. Adjournment: