

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA
April 21, 2020
Civil Service Commission
3:30 p.m. Business Meeting

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 3/17/20 regular meeting
3. Appointment of Chairman:
4. Adoption or Amendment of Civil Service Rules: none
5. Certification of Eligibles: none
6. Establishment of Eligible Lists:
 - A. Index and Recording Clerk (2019) PPM#72995 (1 provisional candidate passed) – 1 year
 - B. Index and Recording Clerk (2019) OC#65752 (13 candidates passed/no provisional) – 1 year
 - C. Records Retention Clerk (2019) OC#68908 (17 candidates passes/2 candidates failed – no provisional) – 1 year
 - D. WIC Assistant (2019) OC#93930 (14 candidates passed including provisional) – 1 year
7. Eligible Lists to Extend:
 - A. Confidential Administrative Assistant to the Provost & VP for Student 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. Emergency Services Dispatcher (2019) OC#63704
 - E. Library Historian (2019) OC#65714
 - F. Principal typist (2018) OC#61610
 - G. Public Safety Officer II (2018) OC#65204
 - H. Sheriff Custody Officer (2019) OC#62186
 - I. Supervising Emergency Services Dispatcher (2019) OC#60596
8. Eligible Lists to Expire:
 - A. Mobile Work Crew Supervisor (2019) OC#68223
9. Adoption of Class Specifications:
 - A. Administrative Services Specialist – Cayuga Community College – (NC – JPC)
10. Amendment of Class Specifications:
 - A. Motor Equipment Operator – All Jurisdictions with the Exception of the County Highway Department – (NC)

11. New Position Duties Statements:
 - A. Administrative Services Specialist – Cayuga Community College – (NC – JCP)
 - B. Recycling Attendant* (3) – Town of Cato – (L) TAR Review
 - C. Motor Equipment Operator – Village of Port Byron - (NC)
12. Exempt Class Review: none
13. Job/Position Reclassification Questionnaire: none
14. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers: none
15. Consideration of Appeals: None
16. Upcoming Examination Schedule: *(provided separately)*
17. Communications received:
 - A. Communication from New York State Civil Service regarding the cancelling or postponing of The 5/16/20 exams.
18. HR Administrators Report:
 - A. We are currently working mainly remotely with a rotating schedule coming into the office to Reduce employees in the building. Our department is meeting Tuesday and Thursdays to keep communication between us at the forefront with updates and needs of the group/individually.
 - B. Much time has been spent so far this month with employee questions about the changes that have taken place in the new legislation and Executive orders as a result of the COVID-19 pandemic. We have been assessing employee requests for the Family First Paid Leave and Emergency FMLA to determine eligibility. We are evaluating the corresponding documentation necessary to qualify the individual and for tax credits.
 - C. We have sent out e-mails with links to telemedicine, Employee Assistance Programs, Mental Health, Fitness and Educational programs to help parents with children at home while teleworking to all staff over this month.
 - D. The Department has been working on several projects including updating several areas in the system: New Hire Orientation, Electronic Records for all Employee Rosters for faster access to information, uniformed job descriptions, and HR Metric Reports requested by different entities during the COVID-19 pandemic. Also working on the latest CJIS Audit report requests that must be completed in the next 30 days.
 - E. As HR Administrator, I have been assigned to be part of a subcommittee assessing the fiscal and employment challenges during the crisis, pulling HR metrics and data, and analyzing best solutions to present to the legislative body and are meeting twice a week, then in subunits based on the necessary follow ups.
19. Unfinished Business: None
20. Set Date/Time for Next Commission Meeting: Tuesday, May 19, 2020 @ 3:30 p.m.
21. Adjournment: