

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**  
**May 8, 2019**  
**Civil Service Commission**  
**3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 04/10/19 regular meeting
3. Adoption or Amendment of Civil Service Rules: none
4. Certification of Eligibles: *(provided separately)*
5. Establishment of Eligible Lists: *(provided separately)*
  - A. Emergency Services Dispatcher OC#63704 (25 candidates passed) 1 year
  - B. Supervising Emergency Services Dispatcher OC#60596 (1 candidate passed) 1 year
  - C. Mobile Work Crew Supervisor OC#68223 Provisional- (1 candidate passed) 1 year
  - D. Sheriff Custody Officer OC#62186 (64 candidates passed) 1 year
  - E. Supervising Psychiatric Nurse Practitioner- Pending T&E Review
  - F. Director of Facilities OC#26534 State 4 years
  - G. Director of Facilities OC#26535 State 4 years
  - H. Director of Facilities OC#26536 State 4 years
6. Eligible Lists to Extend:
  - A. Account Clerk (2017) OC#2017-01
  - B. Audit Clerk (2017) OC#2017-03
  - C. Data Entry Machine Operator (2017) OC#2017-04
  - D. Director of Administrative Services (2016) OC#60923
  - E. Junior Accountant (2017) OC#69193
  - F. Principal Account Clerk (2018) OC#64291
  - G. Principal Account Clerk (BOCES) PPM#77636
  - H. Principal Account Clerk Typist (2018) OC#64391
  - I. Senior Account Clerk (2018) OC#61583
  - J. Senior Account Clerk Typist (2018) OC#61896
  - K. Senior Audit Clerk (2018) OC#62079
  - L. Senior Audit Clerk (DSS) (2018) NCP#77572
7. Eligible Lists to Expire:
  - A. Accountant (MH) (2018) NCP#79034
  - B. Aging Services Specialist (2018) OC#65047
  - C. Director of Administrative Services (2016) NCP#70384
  - D. Principal Account Clerk (DSS) (2018) PPM#77584
  - E. Senior Account Clerk (DSS) (2018) OC#61583
  - F. Sheriff Custody Officer (2017) OC#60947

8. New Position Duties Statement:
  - A. Administrator Indigent Defendants: (1 position) County Indigent Defendants-NC
  - B. Case Supervisor Grade B: (1 position) County DSS- C
  - C. Senior Computer Systems Technician: (DP) (1 position) County DSS-C
  - D. School Crossing Guard PT: (1 position) Town of Springport- NC
  - E. Regional Certification Officer: (1 position) Cayuga Onondaga BOCES-C
  
9. Adoption of Class Specifications: None
  
10. Amendment of Class Specifications:
  - A. Amend: Supervising GIS Specialist- County Tax and Assessments
  - B. Amend: Director of Purchasing – County Administrator
  
11. Job/Position Reclassification Questionnaire: None
  
12. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:  
Transfer request from Diane Paxhia as a Sr. Typist in Youth Bureau to Sr. Typist in Indigent Defendants.
  
13. Consideration of Appeals: None
  
14. Upcoming Examination Schedule: *(provided separately)*
  
15. Communications received:
  
16. HR Administrators Report
  
17. Unfinished Business: Employment and Training Director
  
18. Set Date/Time for Next Commission Meeting: June 12, 2019 @ 3:30 p.m.
  
19. Adjournment