

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA
May 17, 2022
Civil Service Commission
3:30 p.m. Business Meeting

1. Roll Call & Opening of Meeting:
2. Read and approve minutes from the 4/19/2022 regular meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
 - A. Audit Clerk (2022) NCP#20223 (1 candidate – did not pass)
 - B. Audit Clerk (2022) OC#20221 (3 candidates – all passed) – 1 year
 - C. Computer Systems Technician (T&E Online) (2022) OC#21981 – (3 candidates all passed including provisional) – 1 year
 - D. Custodian (2022) OC#20222 (5 candidates all passed including provisional) – 1 year
6. Eligible Lists to Extend:
 - A. Nutritionist (2019) OC#62201 – 1 year
 - B. Occupational Therapist (2019) OC#20195 – 1 year
 - C. School Security Guard (2019) OC#64097 – 1 year
 - D. Senior Human Resources Associate (2019) PPM#74395 – 1 year
 - E. Victim Witness Program Coordinator (2019) OC#63999 – 1 year
 - F. Watershed Conservation Specialist (2019) OC#60855 – 1 year
7. Eligible Lists to Expire:
 - A. Principal Account Clerk (2018) OC#64291
 - B. Principal Account Clerk (BOCES) (2018) PPM#77636
 - C. Senior Account Clerk Typist (2018) OC#61896
 - D. Senior Audit Clerk (2018) OC#62079
 - E. Senior Audit Clerk (DSS) (2018) NCP#77572
 - F. Senior Public Health Educator (2019) OC#65288
8. Adoption of Class Specifications:
 - A. Crisis Intervention Care Manager – Mental Health – (C)
 - B. WIC Program Support Specialist – Public Health – (C)
9. Amendment of Class Specifications:
 - A. Supervising Attorney – Indigent Defendants - (NC – JCP)
 - B. Transition Coordinator – Jail – (C)
 - C. Aging Services Assistant – Office for the Aging – (C)
 - D. WIC Assistant – Public Health – (C)
 - E. Youth Bureau Director – Youth Bureau – (NC)

10. New Position Duties Statements:
 - A. Building Maintenance Helper – Buildings & Grounds – (NC)
 - B. Supervising Attorney – Indigent Defendants – (NC – JCP)
 - C. Crisis Intervention Care Manager – Mental Health – (C)
 - D. WIC Program Support Specialist – Public Health – (C)
 - E. Occupational Therapist – BOCES – (C)
 - F. Cleaner – Cayuga Community College – (L)
 - G. Secretary to District Superintendent – MCS – (X – JCP)
 - H. Personnel Clerk – MCS – (C)
 - I. Licensed Mental Health Therapist – SCCS – (C)
 - J. Recycling Attendant – Town of Fleming – (L)
11. Exempt Class Review:
 - A. Secretary to Chairperson, Board of Legislators (Position #1654) – Legislative Board
12. Job/Position Reclassification Questionnaire:
 - A. Reclassification from Senior Typist to Administrative Assistant – Cayuga Community College
13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Request for reinstatement from Social Services
14. Consideration of Appeals: None
15. Upcoming Examination Schedule: *(provided separately)*
16. Communications received: None
17. Miscellaneous:
 - A. Add language to Admission Letter regarding vaping
18. HR Administrators Report:
 - A. Preparing for the upcoming Union Negotiations;
 - B. Working on several employee FMLA requests;
 - C. Continuing to work on several employee and Union issues with Counsel;
 - D. Preparing several job specifications for submission to New York State for approval;
 - E. Working closely with Legislators drafting the Youth Bureau Director job specification;
 - F. Provided training session on Conflict Management, EAP, and Leave & Benefit Time at Probation Leadership Orientation;
 - G. Participated in interviews for the Part-Time County Auditor.
19. Unfinished Business: None
20. Set Date/Time for Next Commission Meeting: Tuesday, June 21, 2022 @ 3:30 p.m.
21. Adjournment: