

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA
June 20, 2023
Civil Service Commission
3:30 p.m. Business Meeting

1. Roll Call & Opening of Meeting:
2. Read and approve minutes from the 5/16/23 regular meeting and the 5/19/23 special meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
 - A. Clerk (2023) OC#20235 – 1 year
 - B. Competent Professional Authority (2023) OC#64167 – 1 year
 - C. Emergency Medical Technician (2023) OC#20238 - 1 year
 - D. Emergency Services Dispatcher (2023) OC#65815 – 1 year
 - E. Nutritionist (2023) OC#68619 – 1 year
 - F. Principal Account Clerk (2023) NCP#78412 – 1 year
 - G. Purchasing, Receiving, and Supply Associate (2023) OC#62598 – 1 year
 - H. Senior Account Clerk (2023) OC#63242 – 1 year
 - I. Senior Account Clerk Typist (2023) OC#62879 – 1 year
 - J. Supervising Emergency Services Dispatcher (2023) PPM#71263 – 1 year
 - K. Supervising Emergency Services Dispatcher (2023) OC#66059 – 1 year
 - L. Typist (2023) OC#20236 – 1 year
6. Eligible Lists to Extend:
 - A. Principal Typist (2021) OC#66889 – 1 year
 - B. Recreation Director (2020) OC#60281 – 1 year
 - C. Senior Network Administrator (2022) OC#22123 – 1 year
 - D. Veterans Services Assistant (2019) OC#60043 – 1 year
 - E. Veterans Services Officer (2019) OC#61594 – 1 year
7. Eligible Lists to Expire:
 - A. Senior Systems Administrator (2022) OC#22124
8. Adoption of Class Specifications:
 - A. Emergency Services Dispatcher (HELP Program) – E911 – (NC - JCP)
 - B. Administrative Services Generalist – Cayuga Community College – (C)
9. Amendment of Class Specifications:
 - A. Public Health Educator – Public Health – (C)
 - B. Senior Public Health Educator – Public Health – (C)

10. New Position Duties Statements:
 - A. Emergency Services Dispatcher (HELP Program) (5) – E911 – (NC - JCP)
 - B. Senior Clerk – Mental Health – (C)
 - C. Staff Social Worker (Jail) – Mental Health – (C)
 - D. Case Supervisor Grade B – Social Services – (C)
 - E. Administrative Services Generalist – Cayuga Community College – (C)
 - F. Deputy Registrar of Vital Statistics* – Town of Sterling – (NC)
 - G. Registered Nurse – Village of Moravia – (NC)

11. Exempt Class Review:
 - A. Deputy Town Clerk – Town of Niles
 - B. Deputy Town Highway Supervisor – Town of Niles

12. Job/Position Reclassification Questionnaire: None

13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Request for reinstatement from Public Health

14. Consideration of Appeals: None

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

16. Communications received:
 - A. Request to discuss amendment to Minimum Qualifications to Staff Social Worker (CMH) Class Specification
 - B. Request to end probationary period early from Human Resources/Civil Service
 - C. Request to end probationary period early from Mental Health
 - D. Request to end probationary period early from Parks & Trails
 - E. Request to end probationary period early from Parks & Trails
 - F. Request to end probationary period early from Parks & Trails
 - G. Request to end probationary period early from Planning Department
 - H. Request to waive probationary period from Sheriff’s Department

17. Miscellaneous: None

18. HR Administrators Report:
 - A. We are working with various departments on their recruitment and hiring needs;
 - B. Negotiations are continuing with the Lieutenants Police Association;
 - C. Compensation Plan was updated with the negotiated CSEA new salaries;
 - D. Collaborated with Grace Blowers, Director of Finance, to fill the Grant Manager position;
 - E. Currently working on several employee and Union issues with Counsel;
 - F. Completed the annual CNY SHRM Salary and Benefit Survey;
 - G. We are concluding the Annual Training sessions this month;
 - H. Currently working on NYSAC 2023 Salary and Employee Benefit Survey;
 - I. Conducted a review and analysis hiring bands in the Non-Bargaining Part IV for the Legal Group.

19. Unfinished Business: None
20. Set Date/Time for Next Commission Meeting: Tuesday, July 18, 2023 @ 3:30 p.m.
21. Adjournment of Commission Meeting: