

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**  
**June 27, 2022**  
**Civil Service Commission**  
**3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting:
2. Read and approve minutes from the 5/17/2022 regular meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
  - A. Assessment Administration Specialist (2022) OC#66112 (1 candidate/provisional passed) – 1 year
  - B. Data Entry Machine Operator (2022) OC#20224 (3 candidates – 2 passed/1 failed) – 1 year
  - C. Emergency Services Dispatcher (2022) OC#64738 (35 candidates – 25 passed/10 failed) – 1 year
  - D. Executive Assistant to the District Attorney (2022) NCP#70869 – (1 candidate/provisional passed) – 1 year
  - E. Principal Account Clerk (2022) OC#62965 (5 candidates - all passed) – 1 year
  - F. Principal Account Clerk Typist (2022) OC#62665 (6 candidates – all passed including provisional) – 1 year
  - G. Principal Supervising Real Property Tax Services Specialist (2022) OC#60264 (1 candidate/provisional passed)
  - H. Senior Account Clerk (2022) OC#67781 (5 candidates – all passed) – 1 year
  - I. Senior Account Clerk Typist (2022) OC#61266 (6 candidates – all passed) – 1 year
  - J. Senior Audit Clerk (2022) OC#61422 (3 candidates – all passed) – 1 year
  - K. Supervisor of Protective Services (2022) PPM#71591 (2 candidates – all passed including provisional) – 1 year
6. Eligible Lists to Extend:
  - A. Principal Typist (2021) OC#66889 – 1 year
  - B. Recreation Director (2020) OC#60281 – 1 year
  - C. Veterans Services Assistant (2019) OC#60043 – 1 year
  - D. Veterans Services Officer (2019) OC#61594 – 1 year
7. Eligible Lists to Expire:
  - A. Deputy Human Resources Administrator (2021) OC#65295
  - B. Emergency Services Dispatcher (2020) OC#60687
  - C. Grand Jury Reporter (2021) OC#61419
  - D. Senior GIS Specialist (2021) OC#63182
  - E. Social Services Investigator (2018) OC#64958
  - F. Supervising Social Services Investigator (2018) OC#66597

8. Adoption of Class Specifications:
  - A. Grant Manager – Finance Department – (C)
  
9. Amendment of Class Specifications:
  - A. Real Property Clerk – County Treasurer – (C)
  - B. Grant Assistant – Mental Health - (C)
  - C. Staff Development Supervisor – Social Services – (C)
  - D. Victim Witness Program Coordinator – District Attorney – (C)
  - E. Working Foreperson – Buildings & Grounds/Soil & Water – (NC)
  
10. New Position Duties Statements:
  - A. Laborer (2) – Buildings & Grounds – (L)
  - B. Senior Clerk – County Clerk – (C)
  - C. Grant Manager – Finance Department – (C)
  - D. Senior Computer Systems Technician – Information Technology – (C)
  - E. Driver – Veterans Services – (NC)
  - F. Student Worker (4) – Cato-Meridian Central School – (NC)
  - G. Senior Network Administrator – Union Springs Central School – (C)
  - H. Recycling Attendant – Town of Ira – (L)
  
11. Exempt Class Review: None
  
12. Job/Position Reclassification Questionnaire:
  - A. Reclassification Request from Treasurer’s Office
  
13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
  - A. Request for reinstatement from Southern Cayuga Central School
  - B. Abolished Account Clerk Typist (Position #2109) – Mental Health
  - C. Abolished WIC Assistant (Position #1774) – Public Health
  
14. Consideration of Appeals: None
  
15. Upcoming Examination Schedule: *(provided separately)*
  
16. Communications received:
  - A. Request by candidate for reinstatement to Sheriff Custody Corporal eligible list
  - B. Request from Office for the Aging to review all Aging Services Assistant applications against recently updated minimum qualifications
  
17. Miscellaneous:
  - A. Chairman to approve 2022 Payroll Certification for Cayuga County Departments
  - B. No appeal received regarding removal from Sheriff Custody Officer eligible list

18. HR Administrators Report:
  - A. We are working with various departments on their recruitment and hiring needs;
  - B. We are preparing for the upcoming Union Negotiations;
  - C. Currently scheduling candidates for the typing portion of the Emergency Services Dispatcher exam;
  - D. Currently working on several employee and Union issues with Counsel;
  - E. We are continuing to work on several job specifications for submission to NYS for approval;
  - F. Currently working on NYSAC 2022 Salary and Employee Benefit Survey;
  - G. Collaborating on relaunching the employee appreciation and recognition program.
  
19. Unfinished Business: None
  
20. Set Date/Time for Next Commission Meeting: Tuesday, July 19, 2022 @ 3:30 p.m.
  
21. Adjournment: