

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA
July 18, 2023
Civil Service Commission
3:30 p.m. Business Meeting

1. Roll Call & Opening of Meeting:
2. Read and approve minutes from the 6/20/23 regular meeting and the 6/23/23 special meeting:
3. Adoption or Amendment of Civil Service Rules:
 - A. Approved Rules Change by NYS Civil Service
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
 - A. Library Assistant (2023) OC#68780 – 1 year
6. Eligible Lists to Extend:
 - A. Library Associate (2021) OC#63772 – 1 year
 - B. Senior Computer Systems Technician (IT) (2022) OC#22122 – 1 year
 - C. Sheriff Custody Captain (2022) PPM#73020 – 1 year
 - D. Workforce Development Program Specialist (2022) OC#63227 – 1 year
7. Eligible Lists to Expire:
 - A. Coding and Billing Specialist (2022) OC#62695
 - B. Data Collector (2019) OC#62766
 - C. Motor Vehicle Bureau Supervisor (2019) OC#66628
 - D. School Transportation Dispatcher (2019) OC#60257
 - E. Senior Clerk (2022) OC#62964
 - F. Senior Planner (2019) OC#60302
8. Adoption of Class Specifications:
 - A. Director of Fiscal Management – Social Services – (C)
9. Amendment of Class Specifications:
 - A. Grant Program Coordinator – District Attorney – (C)
 - B. Deputy Sheriff (Police) – Sheriff’s Department – (C)
 - C. Deputy Sheriff Corporal (Police) – Sheriff’s Department – (C)
 - D. Deputy Sheriff Identification Officer (Police) – Sheriff’s Department – (C)
 - E. Deputy Sheriff Lieutenant (Police) – Sheriff’s Department – (C)
 - F. Deputy Sheriff Sergeant (Police) – Sheriff’s Department – (C)
 - G. Deputy Sheriff (Navigation) – Sheriff’s Department – (C)

10. New Position Duties Statements:
 - A. Highway Supervisor – Highway Department – (C)
 - B. Competent Professional Authority – Public Health – (C)
 - C. Director of Fiscal Management – Social Services – (C)
 - D. Social Worker – BOCES – (C)
 - E. Cleaner (2) – Cayuga Community College – (L)
 - F. Cleaner (2) – Cato-Meridian School – (L)
 - G. Laborer (5) – Town of Brutus – (L)

11. Exempt Class Review: None

12. Job/Position Reclassification Questionnaire: None

13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Reinstatement request from Social Services

14. Consideration of Appeals: None

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

16. Communications received:
 - A. Notification from NYS Civil Service that 2022 Summary of Annual Reports has been reviewed and accepted by the State Civil Service Commission and is available online for access by the public.

17. Miscellaneous: None

18. HR Administrators Report:
 - A. We are working with various departments on their recruitment and hiring needs;
 - B. Cayuga Gold team is working together on a wellness program;
 - C. We concluded our Annual Training sessions;
 - D. We are working with the Operations Officer and Superintendent of Buildings and Grounds on parking concerns and issuing new parking tags to staff;
 - E. A candidate was interviewed for the County Auditor position;
 - F. We are reviewing and updating policies;
 - G. Completed the NYSAC 2023 Salary and Employee Benefit Survey;
 - H. Met with the DA, County Attorney, and Indigent Defenders Office to discuss salary changes for current staff;
 - I. We have updated the Compensation Plan to reflect the 2023 CSEA salary changes;
 - J. We completed the Civil Service Institute training program;
 - K. Currently working on some employee and Union issues with Counsel.

19. Unfinished Business: None

20. Set Date/Time for Next Commission Meeting: Tuesday, August 15, 2023 @ 3:30 p.m.

21. Adjournment of Commission Meeting: