

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING & PUBLIC HEARING AGENDA
August 23, 2022
Civil Service Commission
3:30 p.m. Business Meeting & Public Hearing

1. Roll Call & Opening of Meeting/Public Hearing:
2. Read and approve minutes from the 5/17/2022 (tabled at 6/27/22 meeting) and 6/27/2022 regular meeting:
3. Adoption or Amendment of Civil Service Rules: Amendment of Appendices
4. Certification of Eligibles: (Provided Separately)
5. Establishment of Eligible Lists:
 - A. Coding and Billing Specialist (2022) OC#62695 – 1 year
 - B. Senior Clerk (2022) OC#62964 – 1 year
 - C. Senior Computer Systems Technician (T&E) (2022) – 1 year
 - D. Sheriff Custody Captain (2022) – 1 year
 - E. Workforce Development Program Specialist (2022) – 1 year
6. Eligible Lists to Extend:
 - A. Deputy Sheriff Sergeant (2021) PPM#70993 – 1 year
 - B. Detective (2021) PPM#71010 – 1 year
 - C. Human Services Examiner (2021) OC#68426 – 1 year
 - D. Probation Officer I (2021) OC#68525 – 1 year
 - E. Probation Officer II (2021) PPPM#71106 – 1 year
 - F. Probation Supervisor I (2021) PPM#71162 – 1 year
 - G. Senior Social Welfare Examiner (2021) PPM#71052 – 1 year
7. Eligible Lists to Expire:
 - A. Detective Sergeant (2021) PPM#71019
 - B. Head Custodian (2018) OC#66171
 - C. Human Services Examiner (2018) PPM#78190
 - D. Identification Officer (2021) PPM#75086
 - E. Senior Custodian (2018) OC#62742
8. Adoption of Class Specifications:
 - A. Deputy Director of Operations – Water & Sewer Authority – (C)
9. Amendment of Class Specifications:
 - A. Lactation Peer Counselor* - Public Health – (NC)

10. New Position Duties Statements:

- A. Assistant District Attorney – District Attorney - (X)
- B. Election Inspector (30) – Elections Board – (U)
- C. Election Worker (7) – Elections Board – (U)
- D. Garage Manager - Highway - (C)
- E. Senior Clerk – Mental Health – (C)
- F. Motor Vehicle Cashier – Motor Vehicle Bureau - (C)
- G. Licensed Practical Nurse (School) – Port Byron School District - (NC)
- H. Senior Account Clerk Typist – BOCES – (C)
- I. Senior Account Clerk Typist – BOCES – (C)
- J. Senior Office Machine Operator – BOCES – (C)
- K. Deputy Director of Operations Water & Sewer Authority

11. Exempt Class Review: None

12. Job/Position Reclassification Questionnaire: None

13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:

- A. Request to remove candidate from Emergency Services Dispatcher eligible list.

14. Consideration of Appeals: None

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

16. Communications received:

- A. Request from District Attorney to waive 52-week civil service probation period
- B. Policy Advisory Report dated 7/11/22 (Minimum Qualifications and Applications Review – Amended Federal Regulations Governing the Recognition of Accrediting Agencies) from New York State Civil Service
- C. Policy Advisory Report (Summary of Annual Report) dated 8/3/22 from New York State Civil Service

17. Miscellaneous: None

18. HR Administrators Report:

- A. We are working with various departments on their recruitment and hiring needs;
- B. We started negotiations with SEACC Union;
- C. Currently working on several employee and Union issues with Counsel;
- D. We are continuing to review and update several county policies;
- E. We interviewed candidates for the Director of Emergency Services;
- F. We are currently recruiting for Youth Bureau Director and Grant Manager.

19. Unfinished Business: None

20. Set Date/Time for Next Commission Meeting: Tuesday, September 20, 2022 @ 3:30 p.m.

21. Adjournment of Commission Meeting & Public Hearing: