

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**  
**January 9, 2019**  
**Civil Service Commission Office**  
**3:30 p.m. Business Meeting**

\*\*REVISED AGENDA\*\*

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 12/12/18 regular meeting
3. Appointment of Chairman
4. Adoption or Amendment of Civil Service Rules
5. Certification of Eligibles: (provided separately)
6. Establishment of Eligible Lists: (provided separately)
  - A. Building Maintenance Supervisor OC#60551 (3 candidates) 1 year
  - B. Detective Lieutenant PPM#78302 (2 candidates) 1 year
  - C. Supervising Community Health Nurse OC#20191(T&E) (2 candidates) 1 year
  - D. Workforce Development Program Specialist OC#60493 (9 candidates) 1 year
  - E. Workforce Development Program Specialist PPM#78302 (2 candidates) 1 year
7. Eligible Lists to Extend:
  - A. Coding & Billing Specialist (2016) OC#62898
  - B. Grant Assistant (2017) OC#62263
  - C. Motor Vehicle Cashier (2016) OC#64814
  - D. Senior Office Machine Operator (2017) OC#66101
  - E. Sheriff Custody Captain (2016) PPM#71146
  - F. Sheriff Custody Corporal (2016) PPM#71149
  - G. Sheriff Custody Lieutenant (2016) PPM#71151
  - H. Sheriff Custody Sergeant (2016) PPM#71154
8. Eligible Lists to Expire:
  - A. Coord. of Services for Children-Spec. Health Care Needs OC#63437
9. New Position Duties Statement:
  - A. Administrative Assistant to the County Administrator: Co. Admin
  - B. Case Supervisor Grade B: Social Services
  - C. Cleaner (15 positions): Port Byron School District
  - D. Clerk PT (3 positions): Port Byron School District
  - E. Custodian PT (2 positions): Port Byron School District
  - F. Food Service Helper (4 positions): Port Byron School District
  - G. Laborer (3 positions): Village of Weedsport
  - H. Motor Equipment Operator (2 positions): Village of Weedsport
  - I. Registered Professional Nurse (2 positions): Port Byron School District
  - J. Staff Social Worker (CMH) 1 position: Mental Health
  - K. Teacher Aide (25 positions): Port Byron School District

- L. Typist PT (2 positions): Port Bryon School District
- M. Water Treatment Plant Operator: Village of Weedsport
  
- 10. Adoption of Class Specifications: None
  
- 11. Amendment of Class Specifications:
  - A. Amend: Administrative Assistant to the County Administrator
  - B. Amend: Zoning Inspector
  
- 12. Job/Position Reclassification Questionnaire: None
  
- 13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
  - A. Reinstatement Request: Brandy Quigley
  - B. Transfer Request: Melissa Reeves
  - C. Transfer Request: Julie Delaney-Knight
  
- 14. Consideration of Appeals: None
  
- 15. Upcoming Examination Schedule: *(provided separately)*
  
- 16. Communications received:
  - A. Early probation period ending for employee in Social Services
  - B. Received Section 211 Waiver for Fred Whitsett Jr. approved by NYS
  
- 17. HR Administrators Report
  
- 18. Unfinished Business:
  
- 19. Set Date/Time for Next Commission Meeting: February 13, 2019 @ 3:30 p.m.
  
- 20. Adjournment