

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA
January 19, 2021
Civil Service Commission
3:30 p.m. Business Meeting

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 12/15/20 regular meeting, the 1/8/21 special meeting, and the 1/15/21 special meeting:
3. Adoption or Amendment of Civil Service Rules:
 - A. 12/28/20 NYSCS Rules Resolution item
4. Certification of Eligibles: (provided separately)
5. Establishment of Eligible Lists: None
6. Eligible Lists to Extend:
 - A. Day Care Specialist (2018) OC#61951
 - B. Early Intervention Services Coordinator (2018) OC#61828
 - C. Grant Assistant (2017) OC#62263
 - D. Human Resources Associate (2019) OC#69349
 - E. Motor Vehicle Cashier (2019) OC#68513
 - F. Principal Computer Systems Technician OC#64845
 - G. Public Health Assistant (2018) OC#62229
 - H. Safety Officer (2018) OC#65291
 - I. Senior Clerk (2018) OC#67354
 - J. Senior Motor Vehicle Cashier (2018) PPM#76873
 - K. Senior Office Machine Operator (2017) OC#66101
7. Eligible Lists to Expire:
 - A. Coding & Billing Specialist (2016) OC#62898
 - B. Sheriff Custody Captain (2016) PPM#71146
 - C. Sheriff Custody Lieutenant (2016) PPM#71151
8. Adoption of Class Specifications:
 - A. Deputy Chief Assistant District Attorney – District Attorney – (X – JCP)
 - B. Assistant Director of Facilities II – BOCES – (NC – JCP)
9. Amendment of Class Specifications:
 - A. Special Patrol Officer – Sheriff’s Department – (C)
 - B. Workforce Development Program Assistant – Employment & Training – (C)

10. New Position Duties Statements:
 - A. Deputy Chief Assistant District Attorney – District Attorney – (X – JCP)
 - B. Assistant Director of Facilities II – BOCES – (NC – JCP)
 - C. Account Clerk Typist – Southern Cayuga School – (C)
 - D. Bookkeeper to the Town Supervisor – Town of Aurelius – (X)
11. Exempt Class Review: None
12. Job/Position Reclassification Questionnaire: None
13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Abolish Social Services positions (list provided separately) (Notify Only)
 - B. Abolish remaining Custodian Sub positions (list provided separately) at Cayuga Community College to satisfy TAR Review by New York State Civil Service (Notify Only)
14. Consideration of Appeals: None
15. Upcoming Examination Schedule: (*provided separately*)
16. Communications received: None
 - A. Request from Employment & Training to expire eligible list prior to expiration date
17. HR Administrators Report:
 - A. EEOC Annual Report – 2020. (*provided separately*)
 - B. Working closely with Public Health/EMO to add staffing quickly for Vaccination and Testing Clinics – 40+ people in less than a week. Communicating with supervisory staff on COVID-related HR issues. Answering COVID-related HR questions and concerns of employees.
 - C. Annual Mandatory Training 99.21% completed.
 - D. Finalizing candidate for EMO Director with steering committee.
 - E. Analysis for Pandemic Plan for the Governor in process. Working with Department heads on staffing reporting for the plan.
 - F. We continue to have exams within all COVID protocols at the current time.
 - G. Staff predominately working remotely – keeping department level at 50%.
 - H. Pulling data for 2 legal cases and 3 grievances.
18. Unfinished Business:
 - A. Staff Social Worker – Status of limited permit research
19. Set Date/Time for Next Commission Meeting: Tuesday, February _____, 2021 @ 3:30 p.m.
20. Adjournment: