

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**  
**February 16, 2021**  
**Civil Service Commission**  
**3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 1/19/21 regular meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (provided separately)
5. Establishment of Eligible Lists: None
6. Eligible Lists to Extend:
  - A. Deputy Sheriff Lieutenant (2019) PPM#73166
  - B. Librarian III (T & E Online) (2018) PPM#79311
  - C. Transition Coordinator (Jail) (2018) OC#61843
  - D. Youth Services Assistant (2019) OC#67383
7. Eligible Lists to Expire:
  - A. Social Work Assistant (Mental Health) (2018)
8. Adoption of Class Specifications:
  - A. Confidential Secretary to the Chairperson of the Legislature – Legislative Board – (X – JCP)
  - B. Operations Officer – Legislative Board – (U - JCP)
  - C. Supervising Public Health Administrator – Public Health – (C)
  - D. Supervisor of Services for Children with Special Health Care Needs – Public Health – (C)
  - E. Assistant Director of Facilities II – BOCES – (C)
9. Amendment of Class Specifications:
  - A. Chief Information Officer (CIO) – Information Technology – (NC)
  - B. Care Manager – Mental Health – (C)
10. New Position Duties Statements:
  - A. Confidential Secretary to the Chairperson of the Legislature – Legislative Board – (X – JCP)
  - B. Operations Officer – Legislative Board – (U - JCP)
  - C. Supervising Public Health Administrator – Public Health – (C)
  - D. Supervisor of Services for Children with Special Health Care Needs – Public Health – (C)
  - E. Assistant Director of Facilities – BOCES – (C)
  - F. Senior Typist\* - Weedsport Central School – (NC)
11. Exempt Class Review: None

12. Job/Position Reclassification Questionnaire: None
13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
  - A. Transfer request from Cayuga County Jail
14. Consideration of Appeals: None
15. Upcoming Examination Schedule: *(provided separately)*
16. Communications received:
  - A. Request from Sheriff's Department for 105 hour minimum overlapping cross-training period for Fiscal Officer position.
17. HR Administrators Report:
  - A. Completed Governor's Pandemic Plan, given to unions for review.
  - B. Onboarding for Vaccinators/Vaccine Medical Consultants – 35 completed.
  - C. updated OVID-19 Vacation guidelines for employees.
  - D. Mandatory Annual Training completed at 99.53%.
  - E. Staff working on Annual Report and preparing resolutions for public hearing in the near future to send to New York State Commission for review.
  - F. Staff still working remotely.
18. Unfinished Business: None
19. Set Date/Time for Next Commission Meeting: Tuesday, March \_\_\_\_\_, 2021 @ 3:30 p.m.
20. Adjournment: