

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA
April 10, 2019
Civil Service Commission Office
3:30 p.m. Business Meeting

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 03/13/19 regular meeting
3. Adoption or Amendment of Civil Service Rules: none
4. Certification of Eligibles: *(provided separately)*
5. Establishment of Eligible Lists:
 - A. Supervising Social Services Attorney-pending T&E review
6. Eligible Lists to Extend:
 - A. Principle Typist (2018) OC#61610
 - B. Conf Admin Asst to Provost and VP for Academic Affairs (2018) OC#66237
 - C. Conf Admin Asst to VP for Student Affairs (2018) OC#66238
 - D. Confidential Secretary to the CSE Chair (2018) OC#61052
 - E. Public Safety Officer II (2018) OC#65204
 - F. Library Historian (2018) OC#65714
7. Eligible Lists to Expire:
 - A. Transportation Supervisor OC#62499- four years old
8. New Position Duties Statement:
 - A. Senior Typist: (1 position) Indigent Defendants County- C
 - B. Senior Computer Systems Technician (DP)- DSS-C
 - C. Case Supervisor Grade B- DSS-C
9. Adoption of Class Specifications: None
10. Amendment of Class Specifications:
 - A. Amend: Senior Social Welfare Examiner- DSS
11. Job/Position Reclassification Questionnaire:
 - A. Typist to Sr. Typist- OFA Cayuga County

12. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Joanne Cartner as a Senior Typist from CCC to Southern Cayuga CSD
 - B. Patricia Glimpse from DSS as a Principle Account Clerk to a Principle Typist in HR/CS
13. Consideration of Appeals: None
14. Exempt Classification Review:
 - A. Deputy County Treasurer- County Treasurer
 - B. Human Resources Administrator- HR/CS
15. Upcoming Examination Schedule: (*provided separately*)
16. Communications received:
 - A. Letter from Denise Spingler requesting a candidate be removed from an Eligible list
 - B. Promotion to Sr. in Planning- request
 - C. Agility test for Deputy Sheriff/Sheriff Custody Officer
17. HR Administrators Report
18. Unfinished Business:
19. Set Date/Time for Next Commission Meeting: May 8, 2019 @ 3:30 p.m.
20. Adjournment