

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**  
**June 15, 2021**  
**Civil Service Commission**  
**3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting:
2. Read and approve minutes from the 5/19/21 regular meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (None)
5. Establishment of Eligible Lists: None
6. Eligible Lists to Extend:
  - A. Emergency Services Dispatcher (2020) OC#60687
  - B. Highway Supervisor (2019) OC#62855
  - C. Recreation Director (2020) OC#60281
  - D. Sheriff Custody Officer (2020) OC#62032
  - E. Social Services Investigator (2018) OC#64958
  - F. Supervising Social Services Investigator (2018) OC#66597
  - G. Veterans Services Assistant (2019) OC#60043
  - H. Veterans Services Officer (2019) OC#61594
7. Eligible Lists to Expire:
  - A. Head Social Welfare Examiner (2017) PPM#77301
  - B. Principal Social Welfare Examiner (2017) PPM#72361
  - C. WIC Program Coordinator (2019) OC#69468
8. Adoption of Class Specifications: None
9. Amendment of Class Specifications:
  - A. Day Care Worker Aide – County Departments – (L-JCP)
10. New Position Duties Statements:
  - A. Day Care Worker Aide (2) – Employment and Training (L-JCP)
  - B. Aging Services Specialist (1) – Office for the Aging (C )
  - C. Code Enforcement Officer\* (1) – Town of Cato (NC)
11. Exempt Class Review: None
12. Job/Position Reclassification Questionnaire: None

13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
  - A. Reinstatement of Account Clark Typist for Southern Cayuga Central School District
  - B. Two (2) Section 75 Investigations
14. Consideration of Appeals: None
15. Upcoming Examination Schedule: *(provided separately)*
16. Communications received: None
17. Miscellaneous: *(provided separately)*
  - A. Update "Alternate Test Date Policy"
  - B. Create and Review "Special Accommodations Policy"
  - C. Create and Review "Last Filing Date Policy"
18. HR Administrators Report:
  - A. Continue to move forward with the CIO position. Having top candidate meet with legislative body after reference checks
  - B. Continue Comp plan data and processes with the legislative workgroup to complete the next steps
  - C. Training of Deputy by all HR & CS staff
  - D. Starting the changes necessary for legalized marijuana; procedural and looking at needed training
  - E. Staff completing NYSAC salary survey
  - F. Helping several departments with hard to fill recruitment efforts
  - G. Participation in another virtual job fair – this was through the NY Department of Labor by Colleen
  - H. Continued work on settlements, grievances, EEOC case and arbitrations
  - I. Been place on Director of Veterans Services steering committee
  - J. May require a special Commissioners meeting for updated job descriptions for abolished DSS/Mental health director positions in preparation for RB retirement in future per Health and Human Services Committee chairperson
19. Unfinished Business: None
20. Set Date/Time for Next Commission Meeting: Tuesday, July \_\_\_\_\_, 2021 @ 3:30 p.m.
21. Adjournment: