

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA
August 11, 2020
Civil Service Commission
3:30 p.m. Business Meeting

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 7/21/20 regular meeting:
3. Adoption or Amendment of Civil Service Rules: None
4. Certification of Eligibles: (provided separately)
6. Establishment of Eligible Lists: None
7. Eligible Lists to Extend:
 - A. Administrative Assistant (2018) OC#65501
 - B. Case Supervisor Grade B (2018) OC#68020
 - C. Case Supervisor Grade B (2018) PPM#78177
 - D. Chief Tax & Assessment Data Analyst (2019) OC#62693
 - E. Computer Systems Technician (2018) (T&E Online) OC#19465
 - F. Data Collector (2019) OC#62766
 - G. Library Associate (2018) OC#64506
 - H. Motor Vehicle Bureau Supervisor (2019) OC#66628
 - I. Motor Vehicle Bureau Supervisor (2019) PPM#76867
 - J. Planner (2019) OC#60164
 - K. Research Aide (2018) OC#65510
 - L. School Transportation Dispatcher (2019) OC#60257
 - M. Senior Caseworker (2018) OC#68018
 - N. Senior Caseworker (2018) PPM#78179
 - O. Senior Library Associate (2018) OC#64588
 - P. Senior Planner (2019) OC#60302
 - Q. Staff Development Supervisor (2017) OC#60696
 - R. Staff Development Supervisor (2017) PPM#77512
 - S. Transportation Supervisor (2019) OC#60376
8. Eligible Lists to Expire:
 - A. School Transportation Dispatcher (MCS) (2019) PPM#78006
9. Adoption of Class Specifications:
 - A. Law Associate – District Attorney – (X - JCP)
10. Amendment of Class Specifications: None

11. New Position Duties Statements:
 - A. Law Associate – District Attorney – (X - JCP)
 - B. Clerk – Moravia Central School – (C)
12. Exempt Class Review: None
13. Job/Position Reclassification Questionnaire: None
14. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers:
 - A. Two (2) Section 75 proceedings in process.
15. Consideration of Appeals: None
16. Upcoming Examination Schedule: *(provided separately)*
17. Communications received:
 - A. Village of Aurora – abolished positions
18. HR Administrators Report:
 - A. Worked with IT to have an outline questionnaire process for the COVID daily questions and temperature checks for everyone.
 - B. QR code to make it easier to do on phones, bot an I-Pad set up in the CEMO room for COB employees to utilize if they cannot do it on their phone.
 - C. All offsite locations are set up with the necessary equipment especially as they bring staff back and reopen.
 - D. Our staff contacted all furloughed staff for their return to work and sent them follow up letters with the changes to the facility (Safety measures, upcoming Annual Mandatory trainings, etc.)
 - E. Working through more guidelines as things change with executive orders.
 - F. Set up Zoom and in-person Annual Mandatory training dates – most of the August dates are completed, September dates are being finalized to complete the training for everyone.
19. Unfinished Business:
 - A. Staff Social Worker – Status of limited permit research
 - B. Extend probation period request from the Department of Social Services
20. Set Date/Time for Next Commission Meeting: Tuesday, September 15, 2020 @ 3:30 p.m.
21. Adjournment: