

CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING AGENDA**September 17, 2019****Civil Service Commission****3:30 p.m. Business Meeting**

1. Roll Call & Opening of Meeting
2. Read and approve minutes from the 8/15/19 regular meeting
3. Adoption or Amendment of Civil Service Rules: none
4. Certification of Eligibles: *(provided separately)*
5. Establishment of Eligible Lists: *(provided separately)*
 - A. Custodian (2019) OC#20193 (19 candidates passed/2 candidates failed – no provisional) – 1 Year
 - B. Human Services Examiner (2019) OC#63752 (18 candidates passed/1 candidate failed – no provisional) – 1 Year
 - C. Senior Social Welfare Examiner (2019) PPM#73215 (11 candidates passed/1 candidate failed – no provisional) – 1 Year
 - D. Supervising Public Health Nurse (2019) OC#20196 – Pending T & E Review
6. Eligible Lists to Extend:
 - A. Account Clerk Typist (2018) OC#20183
 - B. Library Director II (2017) PPM#78602
 - C. Typist (2016) OC#2016-5
7. Eligible Lists to Expire:
 - A. Account Clerk Typist (Probation) (2018) NCP20184
8. New Position Duties Statement:
 - A. Assistant District Attorney – District Attorney’s Office – (EX)
 - B. Confidential Secretary to the District Attorney II – District Attorney’s Office – (C)
 - C. Grand Jury Reporter – District Attorney’s Officer – (C)
 - D. Aging Services Assistant – Office for the Aging – (C)
 - E. Probation Officer Assistant – Probation Department – (C)
 - F. Sheriff Custody Lieutenant – Cayuga County Jail – (C)
 - G. Registered Professional Nurse (School) (2) – BOCES – (NC)
 - H. Library Clerk* - Cayuga Community College – (NC)
 - I. Laborer – Town of Brutus – (L)
 - J. Licensed Practical Nurse* - Town of Moravia – (NC – JCP)
9. Exempt Class Review: None
10. Adoption of Class Specifications:
 - A. Aging Services Assistant – (C)
 - B. Probation Officer Assistant (Probation) – (C)

11. Amendment of Class Specifications: None
12. Job/Position Reclassification Questionnaire: None
13. Disciplinary Actions, Dismissals, Job Abolishment, Leaves of Absence, Reinstatements, Transfers: None
14. Consideration of Appeals: None
15. Upcoming Examination Schedule: *(provided separately)*
16. Communications received:
 - A. Laurie Leitten – Senior Typist at Weedsport Central School regarding performing duties that may be out of the scope of her job specification.
 - B. Remove specific section on Certification of Eligibles regarding notification of certain not-selected candidates.
17. HR Administrators Report:
 - A. Interviews for Director of Emergency Services are in process.
 - B. Employment & Training Director II has been chosen and will start on 9/23/19.
 - C. Administrator will be attending the 2019 Civil Service Institute from 9/23/19 to 9/26/19.
 - D. Principal Typist interviews for Human Resources and Civil Service have been concluded. Two offers of appointment were made. Both candidates declined.
18. Unfinished Business:
19. Set Date/Time for Next Commission Meeting: October 10, 2019 @ 3:30 p.m.
20. Adjournment: