



**DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE**  
**REGULAR MEETING**  
**COMMISSION MEETING MINUTES**  
**March 17, 2020 @ 9:00 a.m.**  
**Cayuga County Civil Service Commission Conference Room**

**PRESENT:** Bruce Sherman, Commissioner  
Todd Delaney, Commissioner  
Lisa Lippoldt, Human Resources Administrator  
Denise Prieto, Sr. Human Resources Associate  
Rachel Reis, Human Resources Associate

**EXCUSED:** Ronald Oughterson, Sr., Commission Chairman

**1. ROLL CALL & OPENING OF REGULAR MEETING:**

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to open the Regular Commission Meeting at 9:10 a.m. **MOTION APPROVED**

**2. READ & APPROVE MINUTES FROM THE 2/18/20 REGULAR MEETING:**

Motion to waive the reading of the 2/18/20 meeting minutes and approve the minutes as written was made by Commissioner Sherman and seconded by Commissioner Delaney. **MOTION APPROVED**

**3. APPOINTMENT OF CHAIRMAN: TABLED**

Motion to table the appointment of the Chairman, Civil Service Commission was made by Commissioner Sherman and seconded by Commissioner Delaney. **MOTION APPROVED**

**4. ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES: None**

**5. CERTIFICATION OF ELIGIBLES:**

**CAYUGA COUNTY DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE COMMISSION**

Permanent appointment, Rachel Reis, Human Resources Associate, effective 2/19/20

**6. ESTABLISHMENT OF ELIGIBLE LISTS:**

- A. Deputy Sheriff Lieutenant (2019) PPM#73166 - 1 year
- B. Youth Services Assistant (2019) OC#67383 – 1 year

Motion to establish the eligible lists for the year(s) indicated above was made by Commissioner Sherman and seconded by Commissioner Delaney. **MOTION APPROVED**

**7. ELIGIBLE LISTS TO EXTEND: None**

**8. ELIGIBLE LISTS TO EXPIRE:**

- A. Paralegal Specialist (2016) OC#63676
- B. Supervising Social Services Attorney (T&E) (2019) NCP#20191

Motion to expire the eligible lists for the exams indicated above was made by Commissioner Delaney and seconded by Commissioner Sherman. **MOTION APPROVED**

**9. ADOPTION OF CLASS SPECIFICATIONS:**

- A. 911 Data Analyst – E911 (C)
- B. Supervisor of Family Services – Social Services (C)
- C. Technical Assistance Coordinator – Mental Health (C)
- D. Administrative Services Specialist – Cayuga Community College (NC - JCP) (TABLED)

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to ADOPT the job specifications as indicated in items A - C and directed staff to notify appointing authorities. **MOTION APPROVED**

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to TABLE the job specification for D as indicated above and directed staff to notify appointing authority that the minimum qualifications for the class specification must be submitted and reviewed. **MOTION APPROVED**

**10. AMENDMENT OF CLASS SPECIFICATIONS:**

- A. 911 Database Analyst – E911 – (C)
- B. General Highway Foreperson – Highway Department – (C)
- C. Special Patrol Officer – Sheriff’s Department – (C)

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to AMEND the job specifications as indicated above and directed staff to notify appointing authorities. **MOTION APPROVED**

**11. NEW POSITION DUTIES STATEMENTS:**

- A. 911 Database Analyst – E911 – (C)
- B. General Highway Foreperson – Highway Department – (C)
- C. Data Officer – Indigent Defendants – (C)
- D. Supervising Billing Specialist – Public Health – (C)
- E. Special Patrol Officer (Schools) – Sheriff’s Department – (C)
- F. Teacher Aide - Driver – BOCES - (NC - JCP)
- G. Administrative Services Specialist – Cayuga Community College – (NC - JCP) (TABLED)
- H. Senior Typist\* – Southern Cayuga Central School – (NC) (TAR)
- I. Teacher Aide – Southern Cayuga Central School – (NC) (TAR)
- J. School Bus Driver (4) – Southern Cayuga Central School – (NC) (TAR)
- K. Registered Professional Nurse (Schools) (3) – Southern Cayuga Central School – (NC) (TAR)
- L. Head Lifeguard\* - Southern Cayuga Central School – (NC) (TAR)
- M. Food Service Helper (5) – Southern Cayuga Central School – (L) (TAR)
- N. Cleaner (5) – Southern Cayuga Central School – (L) (TAR)
- O. School Bus Attendant (8) – Southern Cayuga Central School – (L) (TAR)
- P. Teacher Aide (10) – Weedsport Central School – (NC)
- Q. Wastewater Treatment Plant Operator\*\*\* - Village of Cayuga – (NC) (TAR)
- R. Constable\* - Town of Sterling – (NC) (TAR)
- S. Code Enforcement Officer\* - Village of Moravia – (NC) (TAR)
- T. Licensed Practical Nurse – Village of Moravia – (NC – JCP)
- U. Recreation Director\* (2) – Village of Moravia – (NC)
- V. Recreation Assistant\*\* - Village of Moravia – (NC – JCP)

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to approve the classification of items A – F and H – V as indicated above and directed staff to notify appointing authorities. **MOTION APPROVED**

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to TABLE the job specification for item G as indicated above and directed staff to notify appointing authority that the minimum qualifications for the class specification must be established and reviewed. **MOTION APPROVED**

**12. EXEMPT CLASS REVIEW:**

A. Senior Assistant District Attorney – District Attorney – PC#7996

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to accept the Exempt Classification Review as stated above. **MOTION APPROVED**

**13. JOB/POSITION RECLASSIFICATION QUESTIONNAIRE:**

A. Clerk to Senior Clerk – Social Services

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to DISAPPROVE the reclassification of the position as indicated above and directed staff to notify appointing authority and employee. **MOTION APPROVED**

**14. DISCIPLINARY ACTIONS, DISMISSALS, JOB ABOLISHMENT, LEAVES OF ABSENCE, REINSTATEMENTS, AND TRANSFERS:**

A. Abolish Junior Accountant – Cato-Meridian Central School – PC#7214

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to approve the actions of A as indicated above and directed staff to abolish position in control file. **MOTION APPROVED**

**15. CONSIDERATION OF APPEALS:** None

**16. UPCOMING EXAMINATION SCHEDULE: (All fees are \$15 – except Law Enforcement Series \$25.00)**

<u>EXAM DATE</u>	<u>TITLE</u>	<u>EXAM #</u>	<u>Last Filing Date</u>
<b>Mar. 14, 2020 (Cancelled)</b>	Deputy Human Resources Administrator	OC#62920	Wed. 1/22
	Sheriff Custody Captain	PPM#73202	Wed. 1/22
	Sheriff Custody Lieutenant	PPM#73191	Wed. 1/22
<b>Mar. 28, 2020 (Cancelled)</b>	Clerk (Decentralized)	OC#20201	Wed. 2/19
	Audit Clerk (Decentralized)	OC#20202	Wed. 3/11
	Care Manager	OC#61862	Wed. 3/11
	Case Supervisor Grade B	PPM#74670	Wed. 3/11
	Grand Jury Reporter	OC#61419	Wed. 2/5
	Principal Typist	OC#66889	Wed. 2/5
	Senior Caseworker	PPM#73558	Wed. 3/11
<b>Apr. 25, 2020</b>	Health Programs Coordinator	OC#62126	Wed. 3/4
	Rabies Coordinator PT	OC#63499	Wed. 3/4

**UPCOMING EXAMINATION SCHEDULE: (Continued)**

<b>May 16, 2020</b>	Custodian	OC#20203	Wed. 4/15
	Library Associate	OC#63772	Wed. 3/25
	Purchasing Clerk	OC#68210	Wed. 3/25
	Senior GIS Specialist	OC#63182	Wed. 3/25
	Senior Typist	OC#20204	Wed. 4/15
	Supervising GIS Specialist	PPM#73408	Wed. 3/25
<b>June 13, 2020</b>	Assessment Administration Specialist	OC#66112	Wed. 4/22
	Deputy Sheriff Sergeant	PPM#73203	Wed. 4/22
	Detective	PPM#73204	Wed. 4/22
	Detective Sergeant	PPM#75436	Wed. 4/22
	Executive Assistant to the District Attorney	OC#60570	Wed. 4/22
	Executive Assistant to the District Attorney	NCP#70869	Wed. 4/22
<b>June 27, 2020</b>	Probation Officer I	OC#64451	Wed. 5/6
	Probation Officer II	OC#64597	Wed. 5/6
	Probation Officer II	PPM#75498	Wed. 5/6
	Probation Supervisor I	OC#64617	Wed. 5/6
	Probation Supervisor I	PPM#75506	Wed. 5/6

**17. COMMUNICATIONS RECEIVED:**

- A. Request from Department of Buildings and Grounds to update Nature Center Director in the Position Control File from part-time to full-time

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to approve the actions of A as indicated above and directed staff to notify the appointing authority. **MOTION APPROVED**

- B. Annual Report has been accepted and approved by New York State Civil Service  
C. Exam Fee Report Accepted by New York State Civil Service  
D. Zoning Officer/Code Enforcement Officer – Village of Union Springs

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to contact the appointing authority for additional information regarding item D. **MOTION APPROVED**

**18. HR ADMINISTRATOR'S REPORT:**

- A. Working with Chairperson on Corona 19 virus protocols with her and several key people for the County.  
B. Recruitment efforts to fill the County Highway Superintendent, General Highway Foreperson, and Motor Equipment Operator (Medium) positions.  
C. concentrated efforts with Sheriff's Department to get everything in place for the SPOs for School systems.  
D. Resolutions have all been sent to the State for review.  
E. Data work on 2 arbitrations, 1 EEOC claim.  
F. Settling one grievance, another dismissed with union.  
G. Working with BSK to create Medical Marijuana Policy for County.  
H. Creating more streamlined time recording system for the Highway Department.  
I. Creating marketing materials for community outreach events.

**19. UNFINISHED BUSINESS: None**

**20. NEXT REGULAR MEETING: Tuesday, April 21, 2020 @ 3:30 p.m.**

21. **ADJOURNMENT:**

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to adjourn the CSC meeting at 10:30 a.m. ***MOTION APPROVED***

**ATTEST** Denise M. Prieto \_\_\_\_\_  
Senior Human Resources Associate  
3/17/2020

DRAFT