

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING MINUTES
January 17, 2023
Civil Service Commission
3:30 p.m. Business Meeting**

PRESENT: Bruce D. Sherman, Chairman, Cayuga County Civil Service Commission
Timothy C. Lattimore, Commissioner
Diann Ferris, Human Resources Administrator
Denise Prieto, Senior HR Associate

EXCUSED: Ryan M. Foley, Commissioner

GUEST: Kathleen D. Cuddy, Public Health Director

1. ROLL CALL & OPENING OF REGULAR MEETING:

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to open the Regular Commission Meeting at 3:33 p.m.; all in favor, none opposed. **MOTION APPROVED**

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to move item 10F from below to discuss the items with Kathleen D. Cuddy, Public Health Director at this time; all in favor, none opposed. **MOTION APPROVED**

10. NEW POSITION DUTIES STATEMENT:

F. WIC Program Coordinator – Public Health – (C)

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to APPROVE the New Position Duties Statement as indicated above. The appointing authority has been notified; all in favor, none opposed. **MOTION APPROVED**

2. READ & APPROVE MINUTES FROM THE 12/20/22 REGULAR MEETING:

Motion was made to waive reading and approve the 12/20/22 minutes as written was made by Commissioner Lattimore and seconded by Chairman Sherman; all in favor, none opposed. **MOTION APPROVED**

3. APPOINTMENT OF CHAIRMAN:

Motion was made by Commissioner Lattimore to appoint Commissioner Sherman as Chairperson of the Cayuga County Civil Service Commission and was seconded by Chairman Sherman; all in favor, none opposed. **MOTION APPROVED**

4. ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES: None

5. **CERTIFICATION OF ELIGIBLES:**

DISTRICT ATTORNEY

Permanent Appointment, Sarah Sears, Confidential Secretary to the District Attorney II, effective 12/21/22

INFORMATION TECHNOLOGY

Permanent Appointment, Keith Bergerstock, Computer Systems Technician, effective 12/21/22

SOCIAL SERVICES

Permanent Appointment, Teresa Baumes, Child Support Enforcement Coordinator, effective 12/14/22
Contingent – Permanent Appointment, Leah Wolford, Senior Social Welfare Examiner, effective 12/26/22
Contingent - Permanent Appointment, Amy Starner, Senior Support Investigator, effective 12/26/22

6. **ESTABLISHMENT OF ELIGIBLE LISTS:**

- A. Deputy Sheriff Lieutenant (2022) PPM#77584 – 1 year
- B. Sheriff Custody Corporal (2022) PPM#77473 – 1 year
- C. Sheriff Custody Sergeant (2022) PPM# - 1 year

7. **ELIGIBLE LISTS TO EXTEND:**

- A. Motor Vehicle Cashier (2019) OC#68513 – 1 year

Motion to EXTEND the eligible lists for the exams indicated above was made by Chairman Sherman and seconded by Commissioner Lattimore; all in favor, none opposed. **MOTION APPROVED**

8. **ELIGIBLE LISTS TO EXPIRE:**

- A. Day Care Specialist (2018) OC#61951
- B. General Highway Supervisor (2021) OC#68722
- C. Highway Supervisor (2021) OC#65501
- D. Principal Computer Systems Technician (2018) OC#64845
- E. Public Health Assistant (2018) OC#62229
- F. Safety Officer (2018) OC#65291
- G. Senior Motor Vehicle Cashier (2018) PPM#76873
- H. Sheriff Custody Corporal (2021) PPM#70716
- I. Sheriff Custody Sergeant (2021) PPM#70731

Motion to EXPIRE the eligible lists for the exams indicated above was made by Chairman Sherman and seconded by Commissioner Lattimore; all in favor, none opposed. **MOTION APPROVED.**

9. **ADOPTION OF CLASS SPECIFICATIONS:** None

10. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. Building Maintenance Supervisor – Buildings & Grounds – (C)
- B. Director of Administrative Services – Social Services – (C)
- C. Records Retention Administrator – County Clerk – (C)
- D. Records Retention Specialist – County Clerk – (C)
- E. Senior Human Resources Associate – HR/Civil Service – (C)
- F. WIC Program Coordinator – Public Health – (C) *Item was moved to beginning of meeting*

Motion was made by Commissioner Lattimore and seconded by Chairman Sherman to AMEND the job specifications as indicated in items A – E above and directed staff to notify the appointing authorities; all in favor, none opposed. **MOTION APPROVED**

11. **NEW POSITION DUTIES STATEMENTS:**

- A. Motor Vehicle Operator – Union Springs Central School – (NC)
- B. Advanced Life Support Technician (5) – Village of Fair Haven – (C)
- C. Emergency Medical Technician (10) – Village of Fair Haven – (C)
- D. Clerk* – Village of Moravia – (NC)

Motion was made by Commissioner Lattimore and seconded by Chairman Sherman to APPROVE the New Position Duties Statement as indicated above and directed staff to notify the appointing authority; all in favor, none opposed. **MOTION APPROVED**

12. **EXEMPT CLASS REVIEW:**

- A. Undersheriff – Cayuga County Sheriff’s Department
- B. Bookkeeper to Town Supervisor – Town of Fleming
- C. Deputy Town Clerk – Town of Sterling
- D. Deputy Village Clerk – Village of Fair Haven

Motion was made by Commissioner Lattimore and seconded by Chairman Sherman to accept the Exempt Classification Reviews as stated above; all in favor, none opposed. **MOTION APPROVED**

13. **JOB/POSITION RECLASSIFICATION QUESTIONNAIRE:** None

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

- A. Transfer Request from Cayuga Community College
- B. Transfer Request from Cayuga Community College

Motion was made by Commissioner Lattimore and seconded by Chairman Sherman to APPROVE the items listed above and directed staff to notify the appointing authorities; all in favor, none opposed. **MOTION APPROVED**

15. **CONSIDERATION OF APPEALS:** None

16. **UPCOMING EXAMINATION SCHEDULE:**

Exam Date	Exam Title	Exam Number
1/28/23	Accountant	61585
	Accountant (NCP For DSS)	74615
	Competent Professional Authority	64167
	Director of Administrative Services	65838
	Fiscal Officer	62138
	Junior Accountant	62491
	Nutritionist	68619
	Principal Social Welfare Examiner	75415
	Purchasing, Receiving, and Supply Associate	64785
	Supervising Nutritionist	63867
	WIC Program Coordinator	64785
2/11/23	Library Historian	65635
	Principal Account Clerk (NCP for Treasurer’s Office)	78412
	Records Retention Manager	64293
	Senior Account Clerk	63242
	Senior Account Clerk Typist	62879
	Senior Audit Clerk	78100
2/25/23	Emergency Services Dispatcher	65815
	Supervising Emergency Services Dispatcher (OC)	66059
	Supervising Emergency Services Dispatcher (PPM)	71263
3/25/23	Assistant Director of Facilities II	63655
	Building Maintenance Supervisor	65514
4/22/23	Veterans Services Assistant	64598
	Veterans Services Officer	64659
5/13/23	Administrative Assistant (PROM FOR CCC)	77279
	Library Associate	63468
	Senior Library Associate (OC)	63054
	Senior Library Associate (PROM for Seymour Library)	78187
	Senior Public Health Assistant (NCP for Public Health)	76912
6/10/23	Fiscal Officer I	61685
	Identification Officer	78053
	Public Health Engineer	68663
	Public Health Engineer	65740
	Public Health Sanitarian	63359
	Senior Public Health Sanitarian (OC)	67538
	Senior Public Health Sanitarian (Promotional)	76991

17. **COMMUNICATIONS RECEIVED:**

- A. Request to waive probationary period from District Attorney’s Office
- B. Request to waive probationary periods from Social Services
- C. PAR-06-22 – Remove “Time of War” requirement from Section 85 of Civil Service Law.
- D. IM-02-23 – Civil Service Institute – 2023 – Hybrid Format

Motion was made by Commissioner Foley and seconded by Chairman Sherman to APPROVE the request listed in items A - C above and directed staff to notify the appointing authorities; all in favor, none opposed. **MOTION APPROVED**

18. **MISCELLANEOUS:**

- A. Civil Service Meeting Deadline Schedule

19. **HR ADMINISTRATORS REPORT:**

- A. We are working with various departments on their recruitment and hiring needs;
- B. Negotiations with CSEA continue;
- C. We are continuing to work with supervisors and department heads to ensure all employees have completed the Annual Training and Sexual Harassment Training;
- D. We are continuing to review and update several policies;
- E. Currently working on several employee issues with Counsel;
- F. Recruitment for Grant Manager is continuing;
- G. We have started recruiting for a Director of Purchasing.

20. **UNFINISHED BUSINESS:** None

21. **SET DATE/TIME FOR NEXT COMMISSION MEETING:** Wednesday, February 22, 2023 @ 9:00 a.m.

22. **ADJOURNMENT:**

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to adjourn the Civil Service Commission meeting at 1:07 p.m.; all in favor, none opposed. **MOTION APPROVED**

ATTEST: Denise M. Prieto
Denise M. Prieto
Deputy Human Resources Administrator