

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING MINUTES  
February 20, 2023  
Civil Service Commission  
9:00 a.m. Business Meeting**

**PRESENT:** Bruce D. Sherman, Chairman, Cayuga County Civil Service Commission  
Ryan M. Foley, Commissioner  
Diann Ferris, Human Resources Administrator

**EXCUSED:** Timothy C. Lattimore, Commissioner  
Denise M. Prieto, Deputy Human Resources Administrator

**GUEST:** Kathleen D. Cuddy, Public Health Director  
Jennifer L. Marshall, Deputy Commissioner of Social Services

1. **ROLL CALL & OPENING OF REGULAR MEETING:**  
Motion was made by Commissioner Foley and seconded by Chairman Sherman to open the Regular Commission Meeting at 9:14 a.m.; all in favor, none opposed. **MOTION APPROVED**

2. **READ & APPROVE MINUTES FROM THE 1/17/23 REGULAR MEETING AND THE 1/28/23 SPECIAL MEETING:**  
  
Motion was made to waive reading and approve the 12/20/22 minutes as written was made by Chairman Sherman and seconded by Commissioner Foley; all in favor, none opposed. **MOTION APPROVED**

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

4. **CERTIFICATION OF ELIGIBLES:**  
PROBATION  
Permanent Appointment, Veronica Seeman, Senior Clerk, effective 1/23/23

Motion was made by Chairman Sherman and seconded by Commissioner Foley to move items 8 A -B, items 9 A, B and M, and items 10 A,B and D from below to discuss the items with Kathleen D. Cuddy, Public Health Director at this time; all in favor, none opposed. **MOTION APPROVED**

8. **ADOPTION OF CLASS SPECIFICATIONS:**  
A. Director of Environmental Health – Public Health – (C)  
B. Director of Health Education and Public Information – Public Health – (C)

Motion was made by Chairman Sherman and seconded by Commissioner Foley to ADOPT the job specifications as indicated above. The appointing authority has been notified; all in favor, none opposed. **MOTION APPROVED**

9. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. Coordinator of Services for Children with Special Health Care Needs – Public Health – (C)
- B. Deputy Director for Health Services# - Public Health – (NC#)
- M. Public Health Engineer – Public Health – (C)

Motion was made by Commissioner Foley and seconded by Chairman Sherman to AMEND the job specifications as indicated above. The appointing authority has been notified; all in favor, none opposed. **MOTION APPROVED**

10. **NEW POSITION DUTIES STATEMENTS:**

- A. Director of Environmental Health – Public Health – (C)
- B. Director of Health Education and Public Information – Public Health – (C)
- D. Public Health Engineer – Public Health – (C)

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

Motion was made by Chairman Sherman and seconded by Commissioner Foley to move item 8 C and item 10 C from below to discuss the items with Jennifer L. Marshall, Deputy Director of Social Services at this time; all in favor, none opposed. **MOTION APPROVED**

8. **ADOPTION OF CLASS SPECIFICATIONS:**

- C. Human Services Examiner (HELP) – Social Services – (NC – JCP)

Motion was made by Chairman Sherman and seconded by Commissioner Foley to ADOPT the job specification as indicated above. The appointing authority has been notified; all in favor, none opposed. **MOTION APPROVED**

10. **NEW POSITION DUTIES STATEMENTS:**

- C. Human Services Examiner (HELP) – Social Services – (NC – JCP)

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

5. **ESTABLISHMENT OF ELIGIBLE LISTS:**

- A. Administrative Assistant (2022) NCP#72552 – 1 year
- B. Assistant Payroll Systems Specialist (2022) OC#65510 – 1 year
- C. Community Mental Health Professional (2022) OC#62203 – 1 year
- D. Crisis Intervention Care Manager (2022) OC#66692 – 1 year
- E. Deputy Human Resources Administrator (2022) NCP#76467 – 1 year
- F. Early Intervention Services Coordinator (2022) OC#63091 – 1 year
- G. Mental Health Therapist (School) (2022) OC#63856 – 1 year
- H. Planner (2022) OC#63849 – 1 year
- I. Project Manager (2022) OC#67111 – 1 year
- J. Regional Certification Officer (2022) NCP#78133 – 1 year

5. **ESTABLISHMENT OF ELIGIBLE LISTS:** (continued)

- K. Senior Planner/GIS Analyst (2022) OC#65460 – 1 year
- L. Social Worker (2022) OC#62120 – 1 year
- M. Staff Social Worker (CMH) (2022) OC#62355 – 1 year
- N. Supervising Social Worker (2022) PPM#77264 – 1 year
- O. Supervisor of Family Behavioral Health Services (2022) PPM#71424 – 1 year
- P. Supervisor of Services for Children with Special Health Care Needs (2022) PPM#78903 – 1 year
- Q. Transition Coordinator (2022) OC#62349 – 1 year
- R. Workforce Development Program Assistant (2022) OC#63203 – 1 year

6. **ELIGIBLE LISTS TO EXTEND:**

- A. Health Programs Coordinator (2020) OC#62126 – 1 year
- B. Local Area Network Technical Support Specialist (2021) OC#21259 – 1 year
- C. Personnel Clerk (2021) OC#62066 – 1 year
- D. Rabies Coordinator PT (2020) OC#63499 – 1 year
- E. Senior Caseworker (2020) PPM#73558 – 1 year
- F. Youth Services Assistant (2019) OC#67383 – 1 year

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

7. **ELIGIBLE LISTS TO EXPIRE:**

- A. Transition Coordinator (2018) OC#61843

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

8. **ADOPTION OF CLASS SPECIFICATIONS:**

- A. Director of Environmental Health – Public Health – (C) ***item was moved to beginning of meeting***
- B. Director of Health Education and Public Information – Public Health – (C) ***item was moved to beginning of meeting***
- C. Human Services Examiner (HELP) – Social Services – (NC - JCP) ***item was moved to beginning of meeting***

9. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. Coordinator of Services for Children with Special Health Care Needs – Public Health – (C) ***item was moved to beginning of meeting***
- B. Deputy Director for Health Services# – Public Health – (NC#) ***item was moved to beginning of meeting***
- C. Deputy Sheriff Corporal – Sheriff’s Department – (C)
- D. Deputy Sheriff Lieutenant – Sheriff’s Department – (C)
- E. Deputy Sheriff Sergeant – Sheriff’s Department – (C)
- F. Detective – Sheriff’s Department – (C)
- G. Detective Lieutenant – Sheriff’s Department – (C)

9. **AMENDMENT OF CLASS SPECIFICATIONS:** (continued)

- H. Detective Sergeant – Sheriff’s Department – (C)
- I. Identification Officer – Sheriff’s Department – (C)
- J. Probation Director A – Probation – (C) **TABLED**
- K. Probation Officer II – Probation – (C) **TABLED**
- L. Probation Supervisor I – Probation – (C) **TABLED**
- M. Public Health Engineer – Public Health – (C) *item was moved to beginning of meeting*
- N. Sheriff Custody Captain – Jail – (C)
- O. Sheriff Custody Corporal – Jail – (C)
- P. Sheriff Custody Sergeant – Jail – (C)

Motion was made by Commissioner Foley and seconded by Chairman Sherman to AMEND the job specifications as indicated in items C – I and N - P above and directed staff to notify the appointing authorities; all in favor, none opposed. **MOTION APPROVED**

Motion was made by Commissioner Foley and seconded by Chairman Sherman to TABLE the amendment of the job specification as indicated in items J - L above until additional information can be discussed with the appointing authority. Staff was directed to notify the appointing authority. **MOTION TO TABLE APPROVED**

10. **NEW POSITION DUTIES STATEMENTS:**

- A. Director of Environmental Health – Public Health – (C) *item was moved to beginning of meeting*
- B. Director of Health Education and Public Information – Public Health – (C) *item was moved to beginning of meeting*
- C. Human Services Examiner (HELP) (5) – Social Services – (NC - JCP) *item was moved to beginning of meeting*
- D. Public Health Engineer – Public Health – (C) *item was moved to beginning of meeting*
- E. Social Worker – BOCES – (C)
- F. Dog Control Officer\* - Town of Brutus – (NC)
- G. Deputy Town Supervisor – Town of Ira – (X)

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

11. **EXEMPT CLASS REVIEW:** None

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

13. **DISCIPLINARY ACTION, DISMISSALS, JOB ABOLISHMENT, LEAVES OF ABSENCE, REINSTATEMENTS, TRANSFERS:** None

14. **CONSIDERATION OF APPEALS:** None

15. **UPCOMING EXAMINATION SCHEDULE:**

<b>Exam Date</b>	<b>Exam Title</b>	<b>Exam Number</b>
<b>2/25/23</b>	Emergency Services Dispatcher	65815
	Supervising Emergency Services Dispatcher (OC)	66059
	Supervising Emergency Services Dispatcher (PPM)	71263
<b>3/25/23</b>	Account Clerk Typist	20233
	Assistant Director of Facilities II (OC)	63655
	Assistant Director of Facilities II (NCP for BOCES)	75569
	Building Maintenance Supervisor	65514
	Custodian	20231
<b>4/1 – 4/30</b>	Local Area Network Technical Support Specialist	22648
<b>4/22/23</b>	Data Entry Machine Operator	20232
	Senior Typist	20234
	Senior Typist Promotionals?	
	Veterans Services Assistant	64598
	Veterans Services Officer	64659
<b>5/13/23</b>	Clerk	20235
	Library Associate	63468
	Senior Library Associate (OC)	63054
	Senior Library Associate (PROM for Seymour Library)	78187
	Typist	20236
<b>6/10/23</b>	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

16. **COMMUNICATIONS RECEIVED:**

- A. Request to waive probationary period from Mental Health **TABLED**
- B. PAR-06-22 – Career Opportunities in Law Enforcement Examination Program – 26-886  
Municipal Police Officer/Deputy Sheriff Eligible List.

Motion was made by Commissioner Foley and seconded by Chairman Sherman to TABLE the request to waive probation as indicated in items A above until additional information can be discussed with the appointing authority. Staff was directed to notify the appointing authority. **MOTION TO TABLE APPROVED**

17. **MISCELLANEOUS:** None

18. **HR ADMINISTRATORS REPORT:**

- A. We are working with various departments on their recruitment and hiring needs;
- B. Negotiations with CSEA continue;
- C. We have scheduled Leadership training sessions for department heads;
- D. We are continuing to review and update several policies;
- E. Currently working on several employee issues with Counsel;
- F. We have started the interview process for Grant Manager and Director of Purchasing.

19. **UNFINISHED BUSINESS:** None

20. **SET DATE/TIME FOR NEXT COMMISSION MEETING:** Wednesday, March 21, 2023 @ 3:30 p.m.

21. **ADJOURNMENT:**

Motion was made by Commissioner Foley and seconded by Chairman Sherman to adjourn the Civil Service Commission meeting at 10:21 a.m.; all in favor, none opposed. ***MOTION APPROVED***

ATTEST: Diann Ferris  
Diann Ferris  
Human Resources Administrator