



DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE
REGULAR MEETING
COMMISSION MEETING MINUTES
March 16, 2021 @ 3:30 p.m.

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

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 3:41 p.m. ***MOTION APPROVED***

2. READ & APPROVE MINUTES FROM THE 2/16/21 REGULAR MEETING:

Motion to waive the reading of the 2/16/21 regular meeting minutes and approve the minutes as written was made by Commissioner Sherman and seconded by Commissioner Delaney. ***MOTION APPROVED***

3. ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES: None

4. CERTIFICATION OF ELIGIBLES:

Cayuga County Clerk

Permanent appointment, Samantha Lauckern, Index and Recording Clerk, effective 3/22/21

Social Services

Permanent appointment, Freddie Wilson III, Caseworker, effective 4/5/21

Permanent appointment, Kristina Stephens, Caseworker, effective 3/22/21

5. ESTABLISHMENT OF ELIGIBLE LISTS:

A. Health Programs Coordinator OC#62126 – 1 year

B. Local Area Network Technical Support Specialist OC#21259 – 1 year

C. Rabies Coordinator PT OC#63499 – 1 year

D. Senior Caseworker PPM#73588 – 1 year

6. ELIGIBLE LISTS TO EXTEND:

A. Index and Recording Clerk (2019) OC#65752

B. Records Retention Clerk (2019) OC#68908 – 1 year

C. WIC Assistant (2019) OC#63930 – 1 year

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

7. ELIGIBLE LISTS TO EXPIRE:

- A. Index and Recording Clerk (2019) PPM#72995

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

8. ADOPTION OF CLASS SPECIFICATIONS:

- A. Secretary to the Assistant Superintendent – Union Springs Central School – (C)
- B. Public Information Officer – Seymour Pubic Library – (C)

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to ADOPT the class specification as indicated above and direct staff to notify appointing authorities. **MOTION APPROVED**

9. AMENDMENT OF CLASS SPECIFICATIONS:

- A. Case Supervisor Grade B – Social Services – (C)
- B. Human Services Examiner – Social Services – (C)

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

10. NEW POSITION DUTIES STATEMENTS:

- A. Custodial Worker (5) – Union Springs Central School - (NC)
- B. Secretary to the Assistant Superintendent – Union Springs Central School - (C)
- C. Senior Account Clerk Typist – BOCES – (C)
- D. Public Information Officer – Seymour Public Library – (C)

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

11. EXEMPT CLASS REVIEW: None

12. JOB/POSITION RECLASSIFICATION QUESTIONNAIRE: None

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

- A. Two Section 75 hearings - information and charges being gathered and processed.

14. CONSIDERATION OF APPEALS: None

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

<u>EXAM DATE</u>	<u>TITLE</u>	<u>EXAM #</u>
Mar. 16, 2021	Emergency Medical Technician (T&E)	OC#20211
Mar. 20, 2021	Deputy Human Resources Administrator	OC#65295
	Sheriff Custody Captain	PPM#70942
	Sheriff Custody Lieutenant	PPM#70884
May 15, 2021	Deputy Sheriff	OC#67193
	Police Officer	OC#66838

UPCOMING EXAMINATION SCHEDULE: (continued)

<u>EXAM DATE</u>	<u>TITLE</u>	<u>EXAM #</u>
Jun. 5, 2021	Deputy Sheriff Corporal	PPM#75922
	Deputy Sheriff Sergeant	PPM#70993
	Detective	PPM#71010
	Detective Sergeant	PPM#71019
	Identification Officer (PPM)	PPM#75086
	Sheriff Custody Officer	OC#60325
June 26, 2021	Human Services Examiner (OC)	OC#68426
	Human Services Examiner (Promotional)	PPM#71048
	Senior Social Welfare Examiner (PPM)	PPm#71052
	Probation Officer I	OC#68525
	Probation Officer II	OC#68634
	Probation Officer II	PPM#71106
	Probation Supervisor I	OC#68737
Jul. 17, 2021	Probation Supervisor I	PPM#71162
	Business Manager	OC#61899
	Purchasing Clerk	OC#68210
	Transportation Supervisor	OC#61614

16. COMMUNICATIONS RECEIVED:

- A. Request from Sheriff's Department to remove candidate from eligible list due to non-response to multiple attempts to contact for interview.
- B. Municipal Examination Fee Billing for 2020 has been approved by New York State Civil Service.

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to grant the above request as noted in Item A and directed staff to notify appointing authority. ***MOTION APPROVED***

17. HR ADMINISTRATOR'S REPORT:

- A. Updated COVID guidelines for travel and fielding a lot of communication on the subject.
- B. Working with legislatures on the updated NB Comp plan committee. Pulling significant amounts of data for different steps in the process. Processing with them the job descriptions for operations officer and confidential secretary to the Chairperson for understanding, analysis of possible wage ranges for internal and external equity.
- C. Filtering through CIO candidates per the steering committee.
- D. Pandemic plan has been distributed to all County employees and legislators. There were no significant issues from the feedback from the unions that required adjustments to the plan.
- E. Working through seven CSEA grievances to get them resolved. Two have been resolved, two are in process of settlement agreements and the rest are in steps 1-3. Three arbitration hearings waiting on CSEA attorney.
- F. Mandatory Annual training for 2020 is at 99.99% - 1 person left to turn in their 2020 certification of training from their primary State position.
- G. Staff completed and turned into the Civil Service State the Annual Mandatory Report – thank you for the staff for getting it done ahead of schedule.
- H. Analysis of year-to-year on EOC reporting – 1st quarter completed and graphs sent to legislature.
- I. We will be participating in a Virtual Job Fair March 24th. We will be helping the Sheriff with recruitment efforts for the deputy positions the evening of March 29th and also be highlighting Civil Service overall as an employer of choice with our open jobs and exams coming up. First time we get to utilize the tri-fold and table cloth for community outreach events since the pandemic started.
- J. A big thanks to my staff for all their hard work during this time.

18. **UNFINISHED BUSINESS:** None

19. **NEXT REGULAR MEETING:** Tuesday, April 20, 2021 @ 3:30 p.m.

20. **ADJOURNMENT:**

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to adjourn the CSC meeting at 4:03 p.m. ***MOTION APPROVED***

ATTEST Denise M. Prieto _____

Senior Human Resources Associate

3/16/21