

**CAYUGA COUNTY CIVIL SERVICE COMMISSION MEETING
April 18, 2023
Civil Service Commission
3:30 p.m. Business Meeting**

PRESENT: Bruce D. Sherman, Chairman, Cayuga County Civil Service Commission
Ryan M. Foley, Commissioner
Timothy C. Lattimore, Commissioner
Diann Ferris, Human Resources Administrator
Denise M. Prieto, Deputy Human Resources Administrator

GUESTS: Kathleen D. Cuddy, Public Health Director
Brenda L. Wiemann, Director of Office for the Aging
Shereen Androsko, Operations Officer
Barbara Langtry, Human Resources Associate
Chelsea Heath, Human Resources Associate
Amanda O’Grady

1. **ROLL CALL & OPENING OF REGULAR MEETING:**
Motion was made by Chairman Sherman and seconded by Commissioner Foley to open the Regular Commission Meeting at 3:30 p.m.; all in favor, none opposed. **MOTION APPROVED**

2. **READ & APPROVE MINUTES FROM THE 3/21/23 REGULAR MEETING:**
Motion was made to waive reading and approve the 3/21/23 minutes as written was made by Commissioner Lattimore and seconded by Commissioner Foley; all in favor, none opposed. **MOTION APPROVED**

3. **ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES:**
New York State Civil Service Commission met on 3/8/23 and APPROVED the Non-Competitive (Policy Influencing/Confidential) Classification of Director of Finance#. The Commission directed staff to update the Cayuga County Rules Regulations and Appendices to reflect the State ruling, and to notify the Director of Finance.

4. **CERTIFICATION OF ELIGIBLES:**

HUMAN RESOURCES/CIVIL SERVICE
 Permanent Appointment, Denise Prieto, Deputy Human Resources Administrator, effective 2/25/23
 Permanent Appointment, Chelsea Heath, Human Resources Associate, effective 3/27/23

MENTAL HEALTH
 Permanent Appointment, Michelle Ash, Supervising Coding & Billing Specialist, effective 3/27/23

PUBLIC HEALTH

Contingent-Permanent Appointment, Lorraine Pantori, Principal Account Clerk, effective 3/1/23

Contingent-Permanent Appointment, Mandy Applebee, Public Health Assistant, effective 3/27/23

SOCIAL SERVICES

Contingent-Permanent Appointment, Danna Leszczynski, Senior Social Welfare Examiner, effective 3/6/23

WEIGHTS & MEASURES

Permanent Appointment, Kyle Laukaitis, Director of Weights & Measures A, effective 3/27/23

5. **ESTABLISHMENT OF ELIGIBLE LISTS:**

- A. Account Clerk Typist (2023) OC#20233 – 1 year
- B. Computer Systems Technician (April 2023) OC#22662 – 1 year
- C. Custodian (2023) OC#20231
- D. Public Information Officer (2022) OC#62983

6. **ELIGIBLE LISTS TO EXTEND:**

- A. Audit Clerk (2022) OC#29221 – 1 year
- B. Sheriff Custody Lieutenant (2021) PPM#70884 – 1 year
- C. Supervising Emergency Services Dispatcher (2021) OC#62148 – 1 year
- D. Supervising Emergency Services Dispatcher (2021) PPM#75119 – 1 year

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

7. **ELIGIBLE LISTS TO EXPIRE:**

- A. Computer Systems Technician (May 2022) OC#21981
- B. Custodian (2022) OC#20222
- C. Director of Facilities I (2019) OC#26534
- D. Director of Facilities II (2019) OC#26535
- E. Director of Facilities III (2019) OC#26536

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

8. **ADOPTION OF CLASS SPECIFICATIONS:**

- A. Principal Account Clerk II – Social Services – (C)

Motion was made by Commissioner Foley and seconded by Chairman Sherman to ADOPT the job specification as indicated in item A above and directed staff to notify the appointing authority; all in favor, none opposed. **MOTION APPROVED**

9. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. Deputy Human Resources Administrator – HR/Civil Service – (C)
- B. Human Services Examiners (HELP Program) – Social Services – (NC – JCP)
- C. WIC Program Coordinator – Public Health – (C)

Motion was made by Chairman Sherman and seconded by Commissioner Foley to AMEND the job specifications as indicated in item A 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 Commissioner Lattimore to take the following Amendment of Class Specifications off the table from March. All in favor, none opposed. **MOTION APPROVED**

- D. Director of Community Health Services – Public Health – (C)

Motion was made by Commissioner Foley and seconded by Chairman Sherman to AMEND the job specification as indicated in item D above and directed staff to notify the appointing authority; all in favor, none opposed. **MOTION APPROVED**

10. **NEW POSITION DUTIES STATEMENTS:**

- A. Staff Social Worker (CMH) – Mental Health – (C)
- B. Aging Services Specialist – Office for the Aging – (C)
- C. Competent Professional Authority – Public Health – (C)
- D. Director of Health Education and Public Information – Public Health – (C)
- E. Nutritionist – Public Health – (C)
- F. Human Services Examiners (HELP Program) (5) – Social Services – (NC – JCP)
- G. Human Services Examiners (HELP Program) (5) – Social Services – (NC – JCP)
- H. Principal Account Clerk II (2) – Social Services – (C)
- I. Building Maintenance Mechanic – Cato-Meridian Schools – (NC)

Motion was made by Commissioner Lattimore and seconded by Commissioner Foley to APPROVE the New Position Duties Statements as indicated in items C - E above and directed staff to notify the appointing authority; all in favor, none opposed. **MOTION APPROVED**

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

11. **EXEMPT CLASS REVIEW:** None

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

- A. Reclassification Request from Office for the Aging
- B. Reclassification Request from Office for the Aging

Motion was made by Commissioner Foley and seconded by Commissioner Lattimore to APPROVE the reclassification of the position and directed staff to notify appointing authority. All in favor, none opposed. **MOTION APPROVED**

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

- A. Abolish Records Retention Clerk position #3698 (abolished by Resolution #454-22)
- B. Abolish Senior Typist position #2126 (abolished by Resolution #143-23)
- C. Request for Leave of Absence from Public Health

Motion was made by Chairman Sherman and seconded by Commissioner Foley to ABOLISH the positions listed in A and B above and directed the staff to remove them from the position control files; all in favor, none opposed. **MOTION APPROVED**

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

14. **CONSIDERATION OF APPEALS:**

- A. Candidate appeal regarding disapproval of application
- B. Removal from eligible list under CS Law 50.4 – no appeal received
- C. Removal from eligible list under CS Law 50.4 – no appeal received

Motion was made by Commissioner Foley and seconded by Commissioner Lattimore to go into Executive Session at 4:13 p.m. to discuss the employment of persons; all in favor, none opposed. **MOTION APPROVED**

Motion was made by Commissioner Foley and seconded by Commissioner Lattimore to leave Executive Session at 4:39 p.m. to discuss the employment of persons; all in favor, none opposed. **MOTION APPROVED**

Actions taken from Executive Session:

Items A – C above were discussed and decisions made. Staff was directed to make the appropriate notifications.

15. **UPCOMING EXAMINATION SCHEDULE:**

Exam Date	Exam Title	Exam Number
4/22/23	Data Entry Machine Operator	20232
	Senior Typist	20234
	Veterans Services Assistant	64598
5/13/23	Veterans Services Officer	64659
	Administrative Assistant (OC)	64830
	Administrative Assistant (NCP for Public Health)	74760
	Cataloging Assistant	65588

5/13/23	Clerk	20235
	Library Associate	63468
	Senior Library Associate (OC)	63054
	Senior Library Associate (PROM for Seymour Library)	78187
	Typist	20236
6/10/23	Case Supervisor Grade B (Prom.)	74670
	Chief Tax & Assessment Data Analyst	62877
	Computer Technician	64563
	Deputy Sheriff Corporal	77562
	Deputy Sheriff Sergeant	77572
	Detective	77609
	Detective Sergeant	77616
	Fiscal Officer I	61685
	Identification Officer	78053
	Principal Supervising Real Property Tax Services Specialist	65426
	Public Health Engineer	65740
	Public Health Sanitarian	63359
	Senior Caseworker	73691
	Senior Public Health Sanitarian (OC)	67538
	Senior Caseworker	73691
	Staff Development Supervisor	60107
	Staff Development Supervisor (PPM – DSS)	78121
	Supervisor of Family Services)Prom.)	76144
6/24/23	Probation Director A (OC)	64455
	Probation Director A (Promotional)	74184
	Probation Officer I	64136
	Probation Officer II (OC)	64178
	Probation Officer II (Promotional)	73974
	Probation Supervisor I (OC)	64231
	Probation Supervisor I (Promotional)	73981
7/15/23	Special Patrol Officer	65671
	Special Patrol Officer (Schools)	65732

16. **COMMUNICATIONS RECEIVED:**

- A. Request to waive probation period from Public Health

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

17. **MISCELLANEOUS:**

- A. Exam Fee Report for 2022 exams
- B. 2023 Cayuga County Departments Payroll Certification

18. **HR ADMINISTRATORS REPORT:**

- A. We are working with various departments on their recruitment and hiring needs;
- B. Negotiations with CSEA continue;
- C. Met with Amy Considine, VP for Workforce Partnerships at Wells College, regarding their Workforce Partnership Institute Programs;
- D. We are interviewing for the Director of Purchasing;
- E. We are recruiting for the Grant manager position and several financial positions;
- F. Currently working on some employee and Union issues with Counsel;
- G. We are reviewing and updating policies;
- H. Denise, Chelsea, and I have started the Civil Service Institute Program.

19. **UNFINISHED BUSINESS:** None

20. **SET DATE/TIME FOR NEXT COMMISSION MEETING:** Tuesday, May 16, 2023 @ 3:30 p.m.

21. **ADJOURNMENT:**

Motion was made by Chairman Sherman and seconded by Commissioner Lattimore to adjourn the Civil Service Commission meeting and Public Hearing at 5:17 p.m.; all in favor, none opposed. **MOTION APPROVED**

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