



DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE
REGULAR MEETING
COMMISSION MEETING MINUTES
April 21, 2020 @ 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

EXCUSED: Ronald Oughterson, Sr., Commission Chairman

1. ROLL CALL & OPENING OF REGULAR MEETING:

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to open the Regular Commission Meeting at 3:34 p.m. ***MOTION APPROVED***

2. READ & APPROVE MINUTES FROM THE 3/17/20 REGULAR MEETING:

Motion to waive the reading of the 3/17/20 meeting minutes and approve the minutes as written was made by Commissioner Delaney and seconded by Commissioner Sherman. ***MOTION APPROVED***

3. APPOINTMENT OF CHAIRMAN: TABLED

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

4. ADOPTION OR AMENDMENT OF CIVIL SERVICE RULES: None

5. CERTIFICATION OF ELIGIBLES: None

6. ESTABLISHMENT OF ELIGIBLE LISTS:

- A. Index and Recording Clerk (2019) PPM#72995 - 1 year
- B. Index and Recording Clerk (2019) OC#65752 – 1 year
- C. Records Retention Clerk (2019) OC#68905 – 1 year
- D. WIC Assistant (2019) OC#63930 – 1 year

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

7. **ELIGIBLE LISTS TO EXTEND:**

- A. Confidential Administrative Assistant to the Provost & VP for Student Affairs (2018) OC#66237
- B. Confidential Administrative Assistant to the VP for Student Affairs (2018) OC#66238
- C. Confidential Secretary to the CSE Chair (2018) OC#61052
- D. Emergency Services Dispatcher (2019) OC#63704
- E. Library Historian (2019) OC#65714
- F. Principal Typist (2018) OC#61610
- G. Public Safety Officer II (2018) OC#65204
- H. Sheriff Custody Officer (2019) OC#62186
- I. Supervising Emergency Services Dispatcher (2019) OC#60596

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

8. **ELIGIBLE LISTS TO EXPIRE:**

- A. Mobile Work Crew Supervisor (2019) OC#68223

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

9. **ADOPTION OF CLASS SPECIFICATIONS:**

- A. Administrative Services Specialist – Cayuga Community College – (NC—JCP) (C)

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to ADOPT the job specification as indicated above and directed staff to notify appointing authority that the position does not meet the qualification for Non-Competitive classification and has been classified as Competitive. **MOTION APPROVED**

10. **AMENDMENT OF CLASS SPECIFICATIONS:**

- A. Motor Equipment Operator – All Jurisdictions with the Exception of the Cayuga County Highway Department – (NC)

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

11. **NEW POSITION DUTIES STATEMENTS:**

- A. Administrative Services Specialist – Cayuga Community College – (C)
- B. Recycling Attendant* - Town of Cato – (L) TAR Review
- C. Motor Equipment Operator – Village of Port Byron – (NC) TAR Review

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

12. **EXEMPT CLASS REVIEW:** None

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

14. **DISCIPLINARY ACTIONS, DISMISSALS, JOB ABOLISHMENT, LEAVES OF ABSENCE, REINSTATEMENTS, AND TRANSFERS:** None

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> |
|--|--|--------------------------------------|--------------------------------|
| Mar. 14, 2020 (Postponed) | 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 |
| Mar. 28, 2020 (Postponed) | 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 |
| Apr. 25, 2020 (Postponed) | Health Programs Coordinator | OC#62126 | Wed. 3/4 |
| | Rabies Coordinator PT | OC#63499 | Wed. 3/4 |
| May 16, 2020 (Postponed) | 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 |
| | June 13, 2020 | Assessment Administration Specialist | OC#66112 |
| 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 |
| June 27, 2020 | Executive Assistant to the District Attorney | NCP#70869 | Wed. 4/22 |
| | 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. Communication from New York State Civil Service regarding the cancelling or postponing of The 5/16/20 exams.

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to postpone the 5/16/20 exams and directed staff to notify the candidates by postal mail and by e-mail. ***MOTION APPROVED***

18. HR ADMINISTRATOR'S REPORT:

- A. We are currently working mainly remotely with a rotating schedule coming into the office to reduce employees in the building. Our department is meeting Tuesday and Thursdays to keep communication between us at the forefront with updates and needs of the group/individually.
- B. Much time has been spent so far this month with employee questions about the changes that have taken place in the new legislation and Executive orders as a result of the COVID-19 pandemic. We have been assessing employee requests for the Family First Paid Leave and Emergency FMLA to determine eligibility. We are evaluating the corresponding documentation necessary to qualify the individual and for tax credits.
- C. We have sent out e-mails with links to telemedicine, Employee Assistance Programs, Mental Health, Fitness and Educational programs to help parents with children at home while teleworking to all staff over this month.
- D. The Department has been working on several projects including updating several areas in the system: New Hire Orientation, Electronic Records for all Employee Rosters for faster access to information, uniformed job descriptions, and HR Metric Reports requested by different entities during the COVID-19 pandemic. Also working on the latest CJIS Audit report requests that must be completed in the next 30 days.
- E. As HR Administrator, I have been assigned to be part of a subcommittee assessing the fiscal and employment challenges during the crisis, pulling HR metrics and data, and analyzing best solutions to present to the legislative body and are meeting twice a week, then in subunits based on the necessary follow ups.

19. UNFINISHED BUSINESS: None

20. NEXT REGULAR MEETING: Tuesday, May 19, 2020 @ 3:30 p.m.

21. ADJOURNMENT:

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to adjourn the CSC meeting at 4:06 p.m. ***MOTION APPROVED***

ATTEST Denise M. Prieto _____

Senior Human Resources Associate

4/21/2020