



DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE
REGULAR MEETING
COMMISSION MEETING MINUTES
July, 21 2020 @ 3:30 p.m.

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

GUEST: Jennifer Marshall, Staff Development Supervisor with the Cayuga County Department of Social Services

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 3:36 p.m. **MOTION APPROVED**

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to move item 16B from below to discuss the item with Jennifer Marshall at this time. **MOTION APPROVED**

16. COMMUNICATIONS RECEIVED:

- B. Request from the Department of Social Services to extend the 52-week Civil Service Probationary period for certain employees who have not been furloughed, but are working from home during the current pandemic situation. Because some employees are working from home, and not able to report to the office, it has been difficult for the supervisors to monitor the progress of those employees who are still in probationary status. The Department of Social Services would like to extend the 52-week probationary period for these employees by the amount of time that they were working from home. At this time, there are five employees that are serving probation and would be affected by the decision.

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to TABLE the request indicated above and directed staff to contact New York State Civil Service for an opinion on the situation and report findings at the August Commission Meeting. **MOTION APPROVED**

2. READ & APPROVE MINUTES FROM THE 6/16/20 REGULAR MEETING AND THE 6/30/20 SPECIAL MEETING:

Motion to waive the reading of the 6/16/20 regular meeting minutes and the 6/30/20 special 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'S OFFICE

Permanent appointment, John Bohall, Jr., Index and Recording Clerk, effective 6/29/20

5. **ESTABLISHMENT OF ELIGIBLE LISTS:**

- A. Emergency Services Dispatcher (2020) OC#69867 – 1 year
- B. Recreation Director (2020) OC#60281 – 1 year
- C. Sheriff Custody Officer (2020) OC#62032 – 1 year
- D. Veterans Services Assistant (2019) OC#60043 – 1 year
- E. Veterans Services Officer (2019) OC#61594 – 1 year
- F. WIC Program Coordinator (2019) OC#66036 – 1 year

6. **ELIGIBLE LISTS TO EXTEND:**

- A. Administrative Assistant (2018) OC#65501
- B. Chief Tax & Assessment Data Analyst (2019) OC#62693
- C. Computer Systems Technician (2018) (T&E Online) OC#19465
- D. Data Collector (2019) OC#62766
- E. Library Associate (2018) OC#64506
- F. Motor Vehicle Bureau Supervisor (2019) OC#66628
- G. Motor Vehicle Bureau Supervisor (2019) PPM#76867
- H. Planner (2019) OC#60164
- I. School Transportation Dispatcher (2019) OC#60257
- J. Senior Library Associate (2018) OC#64588
- K. Senior Planner (2019) OC#60302
- L. Staff Development Supervisor (2017) OC#60696
- M. Staff Development Supervisor (2017) PPM#77512
- N. Transportation Supervisor (2019) OC#60376

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. School Transportation Supervisor (2019) (MCS) PPM#78006

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

8. **ADOPTION OF CLASS SPECIFICATIONS:**

- A. Health Screening Assistant – Public Health – (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 authorities. ***MOTION APPROVED***

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

10. NEW POSITION DUTIES STATEMENTS:

- A. Health Screening Assistant (3) – Public Health – (C)
- B. Computer Technician – Cato-Meridian Central School – (C)
- C. Clerk* - Weedsport Central School – (NC)

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

MOTION APPROVED

11. EXEMPT CLASS REVIEW:

- A. Confidential Secretary to the Sheriff – Sheriff’s Department – PC#6476

Motion was made by Commissioner Sherman and seconded by Commissioner Delaney to accept the Exempt Classification Review as stated above. ***MOTION APPROVED***

12. JOB/POSITION RECLASSIFICATION QUESTIONNAIRE: None

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

- A. Two Section 75 Proceedings in process

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>	<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
	Clerk (Decentralized)	OC#20201	Wed. 2/19
Mar. 28, 2020 (Postponed)	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
	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 (Postponed)	Assessment Administration Specialist	OC#66112	Wed. 4/22
	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
	Executive Assistant to the District Attorney	NCP#70869	Wed. 4/22

UPCOMING EXAMINATION SCHEDULE: (Continued)

June 27, 2020 (Postponed)	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
	Transportation Supervisor	OC#65958	Wed. 5/6
All following exam dates are subject to change:			
Sept. 26, 2020 (Tentative)	Administrative Officer (Emergency Services)	OC#64826	NA
	Deputy Director of Community Mental Health Svcs.	OC#63046	NA
	Director of Community Services	OC#63075	NA
Oct. 17, 2020 (Tentative)	Coding and Billing Specialist	OC#62695	NA
	Senior Employment & Training Specialist	PPM#75507	NA
	Workforce Development Program Specialist	OC#63227	NA
Dec. 5, 2020 (Tentative)	Case Work Aide	OC#69654	NA
	Workforce Development Program Assistant	OC#63203	NA
Dec. 12, 2020	Day Care Specialist	OC#65362	NA
Jan. 16, 2021 (Tentative)	Supervising Emergency Services Dispatcher	OC#62148	NA
	Supervising Emergency Services Dispatcher	PPM#75119	NA

16. COMMUNICATIONS RECEIVED:

- A. Notification from Public Health Department to end a Civil Service probation period early. (notify only)
- B. Request from the Department of Social Services to extend the 52-week civil service probationary period for certain employees who have not been furloughed, but working from Home during the current pandemic situation. (Item was moved to the beginning of meeting – See above)

17. HR ADMINISTRATOR'S REPORT:

- A. Completed Safety Plan and have implemented at the Cayuga County Office Building. In the process of starting process at offsite buildings. Tracking of daily HR metrics from new system.
- B. Reference checks completed on County Highway Superintendent candidates and follow-up requests by legislative body for additional information.
- C. Phone calls out and packets created/sent out to all staff currently on furlough that are expected to return August 3rd. Reactivation of key fobs, IT access and payroll have been notified.
- D. Notice out to all employees regarding Travel Advisory and quarantines.
- E. Working with IT to create secure online COVID questionnaire for staff to fill out daily.
- F. Return of Chelsea back from furlough as of 7/13/20.

18. UNFINISHED BUSINESS:

- A. Staff Social Worker job specification. Update - HR Administrator is still researching the possibility of adding a limited permit to the minimum qualifications with New York State Civil Service and other municipalities.

19. **NEXT REGULAR MEETING:** Tuesday, August 11, 2020 @ 3:30 p.m.

20. **ADJOURNMENT:**

Motion was made by Commissioner Delaney and seconded by Commissioner Sherman to adjourn the CSC meeting at 4:28 p.m. ***MOTION APPROVED***

ATTEST Denise M. Prieto _____

Senior Human Resources Associate

7/21/2020