

AGENDA
CHEMUNG COUNTY/CITY OF ELMIRA
REGIONAL CIVIL SERVICE COMMISSION
Regular Meeting –November 1, 2016 – 3:00 p.m.

- ITEM I: Act on Resolution approving and dispensing with minutes of the October 4, 2016 Regular Meeting of the Regional Civil Service Commission.
- ITEM II: Act on Resolution approving personnel changes for the employees of the COUNTY OF CHEMUNG.
- ITEM IIa: Act on Resolution approving personnel changes for the seasonal employees of the COUNTY OF CHEMUNG.
- ITEM III: Act on Resolution approving personnel changes for employees of the CITY OF ELMIRA.
- ITEM IV: Act on Resolution approving personnel changes for employees of the TOWN OF HORSEHEADS.
- ITEM V: Act on Resolution approving personnel changes for the employees of the ELMIRA CITY SCHOOL DISTRICT.
- ITEM VI: Act on Resolution approving personnel changes for the employees of the ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT.
- ITEM VII: Act on Resolution approving personnel changes for the employees of the HORSEHEADS CENTRAL SCHOOL DISTRICT.
- ITEM VIIa: Act on Resolution approving personnel changes for the seasonal employees of the HORSEHEADS CENTRAL SCHOOL DISTRICT.
- ITEM VIII: Act on Resolution approving personnel changes for the employees of the GST BOCES District.
- ITEM IX: Act on Resolution approving personnel changes for the employees of the CHEMUNG COUNTY LIBRARY DISTRICT.
- ITEM X: Act on Resolution approving personnel changes for the employees of the CHEMUNG COUNTY SOIL AND WATER CONSERVATION DISTRICT.
- ITEM XI: Act on Resolution approving personnel changes for the employees of the ELMIRA WATER BOARD.
- ITEM XII: Act on Resolution approving personnel changes for the employees of the WOODLAWN CEMETERY COMMISSION.
- ITEM XIII: Act on Resolution to adopt a new job specification for Training and Development Assistant (Competitive).
- ITEM XIV: Act on Resolution to revise the job specifications for Coordinator of Child Support Enforcement (Competitive), Jail Nurse Administrator (Competitive), Wastewater Treatment Plant Operator Trainee (Competitive) and Working Supervisor (Non-Competitive).
- ITEM XV: Act on Resolution to establish eligible lists for Administrator-Nursing Facility (OC), Clerk (OC), Clerk/Typist (OC), Fire Captain (PR), Fire Lieutenant (PR), Microcomputer Technician (OC) and Public Health Sanitarian (OC).

- ITEM XVI: Act on Resolution to eliminate the typing and database performance exams for all future exams for which exam notices have not yet been posted.
- ITEM XVII: Recommendation to classify a new grant funded position in the GST BOCES as Computer Services Program Aide.
- ITEM XVIII: Recommendation to classify a new position in the Chemung County Department of Buildings and Grounds as Working Supervisor.
- ITEM XIX: Recommendation to reclassify the position held by Shannon Carver in the Chemung County Nursing Facility from Licensed Practical Nurse to Training and Development Assistant.
- ITEM XX: Recommendation to classify a position in the Department of Social Services as Coordinator of Child Support Enforcement.
- ITEM XXI: Information item: Civil Service software program.
- ITEM XXII: Acknowledgement of receipt by Commissioners of confidential reports on leaves of absence and disciplinary actions.
- ITEM XXIII: Additional Items.
- ITEM XXIV: Act on Resolution to adjourn.

November 1, 2016

ITEM NO. I

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

The regular meeting of the Chemung County/City of Elmira Regional Civil Service Commission was called to order by Chairman G. Thomas Tranter, Jr. on October 4, 2016 at 3:00 p.m. in the second floor conference room of the Hazlett Building.

PRESENT:

Chairman G. Thomas Tranter, Jr.
Commissioner Thomas Gough
Commissioner Ernest Hartman

Mary Briem, Secretary to the Commission
Taylor Lance, Personnel Technician

Michael Mucci, Chemung County Director of Personnel/Labor Relations
Shawn Lucas, CSEA Labor Relations Specialist

Shawn Lucas addressed the Commission regarding promotional qualifications for two exam notices that were recently posted (Eligibility Clerk and Senior Clerk). The exam notices were posted for employees of the Department of Human Services. The exam notices were re-posted for employees of the Department of Social Services where the vacancies exist after it was determined that the Department of Human Services does not exist in the County Charter. Shawn stated that two candidates were disqualified because they are employed by the Department of Mental Health. The Commissioner of Human Services oversees both the Department of Social Services and the Department of Mental Health and Shawn would like to have the employees of the Department of Mental Health included in future promotional opportunities for vacancies that exist in the Department of Social Services. Mary Briem stated that interdepartmental promotional exams can be held in the future for generic titles that are used by multiple departments, but for titles that are specific to one department it should be at the discretion of the department head whether or not to include all departments in the promotional qualifications. Chairman Tranter requested that the Commission's staff canvass other counties that employ a Commissioner of Human Services about qualifications for promotional exams and report back to the Commission at the November meeting.

ITEM I: Motion was made by G. Thomas Tranter, Jr. to approve the minutes of the September 6, 2016 regular meeting. Seconded by Ernie Hartman. All were in favor. Motion carried.

ITEM II: Motion was made by Ernest Hartman to approve the personnel changes for employees of the County of Chemung. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM IIa: Motion was made by Thomas Gough for the title of Director of Aviation to remain in the Exempt class. Seconded by G. Thomas Tranter, Jr. All were in favor. Motion carried.

ITEM IIb: Motion was made by G. Thomas Tranter, Jr. to approve the personnel changes for seasonal employees of the County of Chemung. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM III: Motion was made by Ernest Hartman to approve personnel changes for employees of the City of Elmira. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM IV: Motion was made by G. Thomas Tranter, Jr. to approve personnel changes for the employees of the Town of Big Flats. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM V: Motion was made by G. Thomas Tranter, Jr. to approve personnel changes for the employees of the Town of Elmira. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM Va: Motion was made by Thomas Gough to approve personnel changes for the seasonal employees of the Town of Elmira. Seconded by Ernest Hartman. All were in favor. Motion carried.

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ITEM VI: Motion was made by Ernest Hartman to approve personnel changes for the employees of the Village of Horseheads. Seconded by G. Thomas Tranter, Jr. All were in favor. Motion carried.

ITEM VIa: Motion was made by G. Thomas Tranter, Jr. for the title of Clerk to the Village Justice in the Village of Horseheads to remain in the Exempt class. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM VII: Motion was made by Thomas Gough to approve personnel changes for the employees of the Elmira City School District. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM VIII: Motion was made by Ernest Hartman to approve personnel changes for the employees of the Horseheads Central School District. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM IX: Motion was made by Ernest Hartman to approve personnel changes for the employees of the Elmira Water Board. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM X: Motion was made by Thomas Gough to adopt new job specifications for Coordinator of Grant Funded Programs (Competitive), Executive Assistant to the District Superintendent (Exempt/pending NYS approval) and Nurse Practitioner – Chemung County Health Center. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM XI: Motion was made by Ernest Hartman to revise the job specification for Deputy Purchasing Coordinator (Competitive). Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM XII: Motion was made by Thomas Gough to establish the following eligible list(s):

TITLE	EL #	# ON LIST	ESTAB.	EXPIRE
Operations Communication Specialist	18359	5	10/04/16	10/04/17
Supervising Public Health Nurse-PR	DCSPHN0816PR	1	10/04/16	10/04/17

Seconded by G. Thomas Tranter, Jr. All were in favor. Motion carried.

ITEM XIII: Motion was made by G. Thomas Tranter, Jr. to extend the following eligible list(s):

TITLE	EL #	#ON LIST	ESTAB	EXPIRE
Account Clerk/Typist-OC	DCACT0914	11	11/04/14	11/04/17
Library Clerk-OC	DCLC0915	18	11/03/15	11/03/17

Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM XIV: Motion was made by Thomas Gough to approve the appointment of Kyle Wieder to the title of Disbursements Officer in the Office of the Chemung County Treasurer without further examination in accordance with Section 52.7 of the New York State Civil Service Law. Seconded by G. Thomas Tranter, Jr. All were in favor. Motion carried.

ITEM XV: Motion was made by Ernest Hartman to amend the Deputy Sheriff Sergeant #70955 eligible list to include veterans' credits for Richard Mathews Jr. Seconded by G. Thomas Tranter, Jr. All were in favor. Motion carried.

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ITEM XVI: Motion was made by G. Thomas Tranter, Jr. to approve the recommendation to classify a new position in the Elmira City School District as Coordinator of Grant Funded Programs. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM XVII: Motion was made by G. Thomas Tranter, Jr. to approve the recommendation to classify a new position in the GST BOCES as Executive Assistant to the District Superintendent. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM XVIII: Motion was made by G. Thomas Tranter, Jr. to approve the recommendation to classify a new position in the Chemung County Health Center as Nurse Practitioner – Chemung County Health Center. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM XIX: Motion was made by G. Thomas Tranter, Jr. to approve the recommendation to reclassify the position held by Penny Arnold in the Department of Emergency Management from Principal Clerk to Administrative Assistant. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM XX: The Commissioners acknowledged receipt of the confidential and disciplinary actions.

ITEM XXI: Additional items: There were no additional items to bring before the Commission.

ITEM XXII: The meeting was adjourned at 3:30 p.m.

RESOLUTION

RESOLVED, that the reading of the Commission Minutes for the meeting held October 4, 2016 be dispensed with and stand approved.

November 1, 2016

ITEM NO. 

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

This is to advise that I have received **Reports of Personnel Changes** for the **County of Chemung** as follows:

NEW APPOINTMENTS

<u>NAME:</u>	<u>ACTION:</u>	<u>POSITION:</u>	<u>EFFECTIVE:</u>
Anderson, Heather M.	A/NC/PB	Nurse Aide	09/27/2016
Ayers, Jamie L.	A/L/PB/PT	Cleaner (per diem)	10/17/2016
Echevarria, Charlotte	A/PB-EL – CR	Caseworker	10/08/2016
Elliott, Mark A.	A/NC/PB	Plumber	10/11/2016
Finnerty, Peter F.	A/Unc.	Election Commissioner	09/27/2016
Haskins, Patricia L.	A/NC/PB	Licensed Practical Nurse	10/10/2016
Lanphere, Rachel E.	AT/up to 12 mos.	Caseworker – EL – CR	10/11/2016
Manwaring, Elissa L.	A/PB	Public Works Planning Technician	09/26/2016
		Exam ordered 09/26/2016.	
Spallone, Lindsay	A/NC/PB	Registered Professional Nurse	09/26/2016
Stewart, Tiffany A.	A/NC/PB/PT	Laundry Aide (per diem)	10/10/2016
Talada, Matthew M.	A/NC/PB/PT	Recreation Supervisor	09/30/2016
Zamora, Zamantha H.	A/NC/PB	Certified Nurse Aide	10/10/2016

OTHER APPOINTMENTS

<u>NAME:</u>	<u>ACTION:</u>	<u>POSITION:</u>	<u>EFFECTIVE:</u>
Rosekrans, Robin L.	AT/up to 3 months	Secretary I	10/18/2016
Standt, Christina L.	A/PB	Public Health Nurse – EL #DCPHN0816PR	10/11/2016

OTHER ACTIONS

<u>NAME:</u>	<u>ACTION:</u>	<u>POSITION:</u>	<u>EFFECTIVE:</u>
Goodwin, Theresa L.	A/End PB	Clerk	10/04/2016
Harvey, Morgan M.	A/End PB	Case Supervisor, Grade B	10/06/2015
Payne, Michelle A.	A/End PB	Caseworker	10/14/2016
Saxer, Darlene M.	A/End PB	Principal Clerk	10/16/2016
Sternquist, Kristen M.	A/End PB	Senior Caseworker	10/06/2016
Stewart, Cali L.	A/End PB	Youth Program Assistant	10/13/2016

TERMINATIONS

<u>NAME:</u>	<u>ACTION:</u>	<u>POSITION:</u>	<u>EFFECTIVE:</u>
Beamsderfer, Regina	RS	Supervising Nurse	09/27/2016
Castellino, Samuel D.	RS	Assistant Public Advocate	09/30/2016
Cranmer, Jeremy M.	RS	Caseworker	09/30/2016
Fullwood, Clara	RT	Certified Nurse Aide	09/24/2016
Hmiel, Jessica N.	End Temp. Assignment	Caseworker	10/04/2016
Hoskins, Faleasha N.	RS	Certified Nurse Aide	09/10/2016
McCormick, David C.	RS	Correction Officer	09/23/2016
Potter, Rachel C.	RS	Certified Nurse Aide	09/15/2016
Siglin, Robert D.	RS	Election Commissioner	09/26/2016
Sullivan, Tyler L.	RS	Licensed Practical Nurse	10/05/2016

RESOLUTION:

RESOLVED, that the above action of personnel changes be received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

November 1, 2016

ITEM NO. *II d*

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

This is to advise that I have received Reports of Personnel Changes to end seasonal assignments for the following Seasonal Employees for the County of Chemung as follows:

<u>NAME:</u>	<u>ACTION:</u>	<u>POSITION:</u>	<u>EFFECTIVE:</u>
Barone, Kristy M.	ASEAS	Recreation Leader	10/13/2016
Buell, Bradley	End SEAS Assignment	Public Works Specialist II	06/16/2016
Cicora, Chelsea	End SEAS Assignment	Recreation Supervisor	08/18/2016
Cicora, Zachary D.	End SEAS Assignment	Community Services Aide	09/17/2016
Coles, Jacob	End SEAS Assignment	Laborer	08/04/2016
Condame, Tyler	End SEAS Assignment	Laborer	08/18/2016
Cox, Emily E.	ASEAS	Recreation Leader	10/13/2016
Doud, Rachel	End SEAS Assignment	Recreation Supervisor	08/18/2016
Ector, Alixxis	ASEAS	Recreation Leader	10/13/2016
Ervay, Carl F.	End SEAS Assignment	Laborer	09/29/2016
Goetz, Nicholas	End SEAS Assignment	Laborer	08/25/2016
Graham, Michael	End SEAS Assignment	Laborer	07/28/2016
Hardiman, Katrina J.	ASEAS	Recreation Leader	10/13/2016
Harper, Aaliyah A.	ASEAS	Recreation Leader	10/13/2016
Holden, Zachary	End SEAS Assignment	Laborer	09/29/2016
Howe, Robert	End SEAS Assignment	Laborer	10/06/2016
Jones, Zachary	End SEAS Assignment	Laborer	08/13/2016
Lyon, Courtney	End SEAS Assignment	Recreation Supervisor	08/18/2016
Maisonet, Tyranisha A.	ASEAS	Recreation Leader	10/13/2016
McCaig, Eli	End SEAS Assignment	Laborer	08/04/2016
Murphy, Thomas M.	End SEAS Assignment	Laborer	09/05/2016
Mustico, Collin	End SEAS Assignment	Laborer	08/04/2016
Novakowski, Anthony C.	ASEAS	Senior Recreation Leader	10/07/2016
O'Connell, John C.	ASEAS	Recreation Leader	10/13/2016
Rockwell, Thomas	End SEAS Assignment	Laborer	09/15/2016
Smallwood, Isaiah	End SEAS Assignment	Recreation Supervisor	08/18/2016
Smith, John	End SEAS Assignment	Public Works Specialist II	06/23/2016
Smith, Kevin	End SEAS Assignment	Public Works Specialist II	09/15/2016
Smith, Susan K.	End SEAS Assignment	Recreation Attendant	09/05/2016
Stansfield, Emily L.	End SEAS Assignment	Recreation Attendant	09/05/2016
Sylvester, Anthony J.	End SEAS Assignment	Community Services Aide	09/19/2016
Vosburg, Nicolas	End SEAS Assignment	Laborer	08/04/2016

RESOLUTION:

RESOLVED, that the above action of seasonal personnel changes be received and placed on file; and be it further

RESOLVED, that the above seasonal personnel changes are hereby approved.

November 1, 2016

ITEM NO. III

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

This is to advise that I have received **Reports of Personnel Changes** for the employees of the **City of Elmira** as follows:

APPOINTMENTS

<u>NAME:</u>	<u>ACTION:</u>	<u>POSITION:</u>	<u>EFFECTIVE:</u>
Melens, David L.	A/NC/PB	School Traffic Officer	10/17/2016
Putney, Kathryn	A/NC/PB/PT	Kennel Worker	
Stein, Mary E.	AP	Police Information Clerk	08/24/2016
		Exam held 10/29/2016	

OTHER ACTIONS

<u>NAME:</u>	<u>ACTION:</u>	<u>POSITION:</u>	<u>EFFECTIVE:</u>
Goodwin, William J.	REI	Police Officer	09/06/2016
		Approved by RCSC on 09/06/2016	

TERMINATIONS

<u>NAME:</u>	<u>ACTION:</u>	<u>POSITION:</u>	<u>EFFECTIVE:</u>
Fletcher, John	Deceased	School Traffic Officer	10/11/2016
Lynch, Michael	End SEAS Assign.	Laborer	10/11/2016
Quealy, John	End SEAS Assign.	Laborer	11/11/2016
Reynolds, Paul	End SEAS Assign.	Laborer	11/11/2016

RESOLUTION:

RESOLVED, that the above action of personnel changes be received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

November 1, 2016

ITEM NO. IV

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

This is to advise that I have received **Reports of Personnel Changes** for the **Town of Horseheads** as follows:

APPOINTMENTS

<u>NAME:</u>	<u>ACTION:</u>	<u>POSITION:</u>	<u>EFFECTIVE:</u>
Clark, Bryan A.	AT	Kennel Worker	08/10/2016
Cox, Emily	ASEAS	Recreation Leader	07/05/2016
Dougherty, Theresa A.	AT	Kennel Worker	08/01/2016
Hathaway, John J.	AT	Kennel Worker	08/10/2016
Hoffman, Jessica	ASEAS	Recreation Leader	07/05/2016
Hoffman, Kate N.	ASEAS	Recreation Leader	07/05/2016
Waters, Emily G.	ASEAS	Laborer	07/14/2016
West, Curtis A.	ASEAS	Laborer	08/01/2016

OTHER ACTION

<u>NAME:</u>	<u>ACTION:</u>	<u>POSITION:</u>	<u>EFFECTIVE:</u>
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TERMINATIONS

<u>NAME:</u>	<u>ACTION:</u>	<u>POSITION:</u>	<u>EFFECTIVE:</u>
Cook, Megan L.	LO	Kennel Worker	09/01/2016
Cox, Emily	End SEAS Assign.	Recreation Leader	08/16/2016
Clark, Bryan A.	End Temp. Assign.	Kennel Worker	08/31/2016
Dougherty, Theresa	End Temp. Assign.	Kennel Worker	08/08/2016
Egerton, Vicki L.	LO	Kennel Worker	09/01/2016
Gillis, Julia M.	RS	Kennel Worker	08/03/2016
Hathaway, John J.	End Temp. Assign.	Kennel Worker	08/31/2016
Hoffman, Jessica	End SEAS Assign.	Recreation Leader	08/16/2016
Hoffman, Kate N.	End SEAS Assign.	Recreation Leader	08/16/2016
Holley, Katelyn M.	LO	Kennel Worker	09/01/2016
Reese, Kathryn	LO	Kennel Worker	09/01/2016
Reese, Taylor N.	LO	Kennel Worker	09/01/2016
Waters, Emily G.	End SEAS Assign.	Laborer	08/31/2016

RESOLUTION:

RESOLVED, that the above action of personnel changes be received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

This is to advise that I have received Reports of Personnel Change for the **ELMIRA CITY SCHOOL DISTRICT** as follows:

APPOINTMENTS			
<u>NAME</u>	<u>ACTION</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
Audinwood, Crystal	A/PB-EL #66033	Administrative Assistant	09/21/2016
Banzon-Walker, Sylvia N.	A/NC/PB	Food Service Helper	09/16/2016
Beach, Teela M.	A/NC/PB	Bus Driver	09/29/2016
Benson, Stephanie	A/SUB	Food Service Helper	09/28/2016
Conkliln, Ann M.	A/NC/PB	Bus Driver	09/29/2016
Decker, Cheri M.	A/PB-EL #DCC915	Clerk	09/26/2016
Durfee, Nicole E.	A/NC/PB	Bus Driver	09/29/2016
Fortier, Jr., Raymond E.	A/NC/PB	Bus Attendant	10/11/2016
Hughes, Sarah	A/NC/PB	Teacher Aide	09/30/2016
Leandre, Melissa S.	A/NC/PB	Teacher Aide	09/30/2016
Melens, Lisa Y.	A/SUB	Teacher Aide	09/23/2016
Merricik, Scott A.	A/PB-EL #66036	Head Custodian	09/29/2016
Oglesby, Marvin L.	A/NC/PB	Bus Driver	09/29/2016
Papiernik Jr., Michael G.	A/NC/PB	Teacher Aide	09/21/2016
Peterson, Jacqueline S.	A/NC/PB	Food Service Helper	09/29/2016
Purifoy, Mark	A/NC/PB	Working Foreperson	10/13/2016
Stutzman, Deanna B.	A/NC/PB	Teacher Aide	09/30/2016
Wells, Marcella M.	A/SUB	Food Service Helper	10/07/2016

OTHER ACTIONS			
<u>NAME</u>	<u>ACTION</u>	<u>POSITION</u>	<u>EFFECTIVE</u>

TERMINATIONS			
<u>NAME</u>	<u>ACTION</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
Glynn, Ashley J.	RS	Teacher Aide	10/14/2016
Potter, Susan D.	RS	Food Service Helper	09/30/2016
Strinni-Gill, Maria A.	RS	Public Information Coordinator	09/22/2016

RESOLUTION:

RESOLVED, that the personnel changes are hereby received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

November 1, 2016

Item No. VI

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

This is to advise that I have received Reports of Personnel Change for the **ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT** as follows:

APPOINTMENTS			
<u>NAME</u>	<u>ACTION</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
Hitchcock, Maryanne	A/NC/PB	Teacher Aide	09/16/2016
Jochem, Samantha J.	A/SUB	Food Service Helper	09/28/2016
	A/L/PB	Food Service Helper	10/06/2016
Knott, Michele	A/L/PB	Food Service Helper	09/08/2016

OTHER ACTIONS			
<u>NAME</u>	<u>ACTION</u>	<u>POSITION</u>	<u>EFFECTIVE</u>

TERMINATIONS			
<u>NAME</u>	<u>ACTION</u>	<u>POSITION</u>	<u>EFFECTIVE</u>

RESOLUTION:

RESOLVED, that the personnel changes are hereby received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

November 1, 2016

Item No. VII

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

This is to advise that I have received Reports of Personnel Change for the **HORSEHEADS CENTRAL SCHOOL DISTRICT** as follows:

APPOINTMENTS			
<u>NAME</u>	<u>ACTION</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
Anderson, Jared T.	AT	Lifeguard	09/01/2016
Arms, Lashonda R.	A/SUB	Food Service Helper	09/06/2016
	A/L/PB	Food Service Helper	10/03/2016
Baker, Stephanie M.	AT	Lifeguard	09/27/2016
Lee, Taylor N.	A/SUB	Teacher Aide	09/27/2016
Lewis, Gary E.	A/SUB	Bus Driver	08/29/2016
Reynolds, Denise M.	A/SUB	School Monitor	09/08/2016
Williams, Jonathan M.	A/SUB	Bus Driver	09/01/2016

OTHER ACTIONS			
<u>NAME</u>	<u>ACTION</u>	<u>POSITION</u>	<u>EFFECTIVE</u>

TERMINATIONS			
<u>NAME</u>	<u>ACTION</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
Andreacchio, Jill L.	End Temp. Assign.	Teacher Aide	09/06/2016
Chapman, Patricia K.	End Temp. Assign.	Clerk/Typist	09/07/2016
Gunasekaran, Sivapriya	End Temp. Assign.	Food Service Helper	08/29/2016
Lane, Amanda R.	End Temp. Assign.	Clerk/Typist	09/01/2016
Lewis, Gary E.	End Temp. Assign.	School Monitor/Teacher Aide	09/15/2016
Stutzman, Deanna B.	End Temp. Assign.	Teacher Aide	09/30/2016

RESOLUTION:

RESOLVED, that the personnel changes are hereby received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

November 1, 2016

Item No. VIIId

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

This is to advise that I have received Reports of Personnel Change for the seasonal employees of the **HORSEHEADS CENTRAL SCHOOL DISTRICT** as follows:

<u>NAME</u>	<u>ACTION</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
Aycock, Amanda	End SEAS Assignment	Cleaner	09/02/2016
Bratner, Cyunthia		Cleaner	
Brantner, Susan		Cleaner	
Brown, Patrick		Laborer	
Butler, Theresa		Cleaner	
Cardamone, Stephen		Laborer	
Carrigan, Erin		Laborer	
Carrigan, Samantha		Laborer	
Comstock, Logan		Laborer	
Comstock, Sherry		Cleaner	
Ettenberger, Fannie J.		Laborer	
Georgia, Joshua		Laborer	
German, Diane		Cleaner	
Goyette, Ruth		Cleaner	
Horton, Linda		Laborer	
Kelley, Jacob		Laborer	
Kelly, Tricia		Cleaner	
Kirkwood, Candy		Cleaner	
Kondrach, Ruth		Cleaner	
Kramer, Suzanne		Cleaner	
Nelson, Katelyn		Laborer	
Nitterour, John		Laborer	
Orlousky, Alexander		Laborer	
Palmer, Yvonne		Cleaner	
Palmer, Mickenzie		Laborer	
Parker, Nikole		Cleaner	
Reed, Timothy		Cleaner	
Shutts, Victoria		Cleaner	
Shutts, Michela		Laborer	
Terpolilli, Alexandria		Laborer	
Terpolilli, Debra		Cleaner	
Whalen, William		Laborer	

RESOLUTION:

RESOLVED, that the personnel changes are hereby received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

November 1, 2016

Item No. VIII

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

This is to advise that I have received Reports of Personnel Change for the **GST BOCES DISTRICT** as follows:

<u>NAME</u>	<u>ACTION</u>	<u>APPOINTMENTS POSITION</u>	<u>EFFECTIVE</u>
Ellison, Carlie R.	AP	Occupational Therapist T & E Exam pending.	09/06/2016
Giancoli, William D.	AP	Computer Services Coordinator T & E Exam pending.	08/08/2016

<u>NAME</u>	<u>ACTION</u>	<u>OTHER ACTIONS POSITION</u>	<u>EFFECTIVE</u>
Blanchard, Noah B.	A/End PB	Network Technology Specialist	08/31/2016
Dillon, Sally L.	A/End PB	Senior Account Clerk	09/14/2016
Dilly, Jesse G.	A/End PB	Network Technology Specialist	08/31/2016
Kathan, Ben M.	A/End PB	Network Technology Specialist	09/23/2016
Rogers, Angela M.	A/End PB	Accountant	09/09/2016
Sramek, Bernadette	A/End PB	School Business Executive	09/07/2016
Sullivan, Jeanne M.	A/End PB	Computer Services Coordinator	09/01/2016

<u>NAME</u>	<u>ACTION</u>	<u>TERMINATIONS POSITION</u>	<u>EFFECTIVE</u>
Bilinski, Patricia A.	RT	Treasurer	09/01/2016
Heuser, Joelle A.	RS	Licensed Practical Nurse	09/05/2016
Hughson, Doretta L.	Deceased	Secretary to the District Superintendent	09/09/2016
McIlwain, Sheilla S.	RT	Teacher Aide	09/06/2016
Polmanteer, Traci A.	RS	Teacher Aide	09/05/2016
Ricci, Tami A.	RT	Account Clerk	06/03/2013

RESOLUTION:

RESOLVED, that the personnel changes are hereby received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

November 1, 2016

ITEM NO. IX

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

This is to advise that I have received **Reports of Personnel Changes** for the **Chemung County Library District** as follows:

APPOINTMENTS

<u>NAME:</u>	<u>ACTION:</u>	<u>POSITION:</u>	<u>EFFECTIVE:</u>
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OTHER ACTION

<u>NAME:</u>	<u>ACTION:</u>	<u>POSITION:</u>	<u>EFFECTIVE:</u>
Lehmann, Sean F.	A/End PB	Page	10/20/2016
Miller, Leaghanna N.	A/End PB	Page	10/05/2016

TERMINATIONS

<u>NAME:</u>	<u>ACTION:</u>	<u>POSITION:</u>	<u>EFFECTIVE:</u>
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RESOLUTION:

RESOLVED, that the above action of personnel changes be received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

November 1, 2016

ITEM NO. X

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

This is to advise that I have received **Reports of Personnel Changes** for Employees for the **Chemung County Soil & Water Conservation District** as follows:

<u>NAME</u>	<u>ACTION</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
Watts, Nikole	AP	Stormwater Educator Exam ordered 09/09/2016	08/02/2016

RESOLUTION:

RESOLVED, that the above action of seasonal personnel changes be received and placed on file; and be it further

RESOLVED, that the above seasonal personnel changes are hereby approved.

November 1, 2016

ITEM NO. XI

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

This is to advise that I have received **Reports of Personnel Changes** for the Elmira Water Board as follows:

APPOINTMENTS			
<u>NAME:</u>	<u>ACTION:</u>	<u>POSITION:</u>	<u>EFFECTIVE:</u>
OTHER ACTION			
<u>NAME:</u>	<u>ACTION:</u>	<u>POSITION:</u>	<u>EFFECTIVE:</u>
TERMINATIONS			
<u>NAME:</u>	<u>ACTION:</u>	<u>POSITION:</u>	<u>EFFECTIVE:</u>
Bogdan, Anna	End SEAS Assign.	Laborer	07/08/2016
Marshall, Derek T.	End SEAS Assign.	Laborer	08/23/2016
Nickens, George L.	RT	Skilled Mechanic	08/15/2016
Prunoske, Tyler P.	End SEAS Assign.	Laborer	06/26/2016
Terwilliger, Lucas J.	End SEAS Assign.	Laborer	08/26/2016

RESOLUTION:

RESOLVED, that the above action of personnel changes be received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

November 1, 2016

ITEM NO. XII

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

This is to advise that I have received **Reports of Personnel Changes** for the employees of the **Woodlawn Cemetery Commission** as follows:

<u>NAME:</u>	<u>ACTION:</u>	NEW APPOINTMENTS <u>POSITION:</u>	<u>EFFECTIVE:</u>
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<u>NAME:</u>	<u>ACTION:</u>	OTHER ACTION <u>POSITION:</u>	<u>EFFECTIVE:</u>
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<u>NAME:</u>	<u>ACTION:</u>	TERMINATIONS <u>POSITION:</u>	<u>EFFECTIVE:</u>
Cuesta, Henry W.	End SEAS Assign.	Laborer	09/14/2016

RESOLUTION:

RESOLVED, that the above action of personnel changes be received and placed on file; and be it further

RESOLVED, that the above personnel changes are hereby approved.

November 1, 2016

ITEM NO. XIII

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

This is to advise that a new job specification(s) has been developed for the position(s) of:

Training and Development Assistant (Competitive)

The job specification(s) was written through communication with the appointing authority. A New Position Duties Statement(s) is on file. I, therefore, respectfully request that the job specification(s) be placed into the Chemung County/City of Elmira Regional Classification Plan in the jurisdictional class indicated above.

RESOLUTION:

RESOLVED, that the communication from Mary Briem requesting the adoption of the job specification(s) be received and placed on file and be it further

RESOLVED, that the job specification be adopted by the Commission in the jurisdictional class indicated above.

RESOLVED, that the job specification(s) be added to the Chemung County/City of Elmira Regional Civil Service Classification Plan.

**TRAINING AND DEVELOPMENT ASSISTANT
(Chemung County Nursing Facility)**

Department: Chemung County Nursing Facility
Classification: Competitive
Adopted: 11/01/2016
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This is a paraprofessional position responsible for assisting administration in the planning, implementing, organizing and operating of various staff development elements in the Chemung County Nursing Facility. Duties include: Implementation and maintenance of the Electronic Health Records; investigations, reports and recommendations of incidents; and is the liaison between administration and employees regarding quality assurance, risk assessment and staff training needs. The incumbent is the CPR/First Aide instructor for all staff of the Chemung County Nursing Facility. Supervision is not a responsibility of this classification. The work is performed in accordance with accepted policies and procedures, under the supervision of the Director of Nursing, permitting the incumbent leeway for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Implements, maintains and is the subject matter expert for the Electronic Health Records;
- Works in conjunction with IT staff to coordinate and implement software updates for the Electronic Health Records;
- Creates and implements staff education plans based on needs assessment;
- Investigates and reports incidents;
- Makes recommendations to resolve incidents including root cause analysis;
- Educates staff on methodology of incident reporting;
- Develops and maintains policies and procedures specific to Risk Management;
- Acts as liaison between administration and staff in relation to quality assurance, risk assessment and staff training needs including annual health assessments and other Department of Health related requirements;
- Conducts quality assurance audits and determines resulting training needs;
- Acts as CPR/First Aide instructor for the facility.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of nursing techniques and their relation to medical practices; working knowledge of hospital sanitation and hygiene; ability to develop, maintain and organize records; working knowledge of computer software; good knowledge of policies and program objectives; ability to plan, implement and coordinate activities typically required in program administration; ability to keep records and prepare reports; ability to effectively communicate both orally and in writing; ability to prioritize and perform multiple tasks; ability to establish and maintain effective working relationships; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and possession of a license issued by the State of New York to practice as a Licensed Practical Nurse and four (4) years of responsible experience as a Licensed Practical Nurse in an institutional setting.

SPECIAL REQUIREMENT: Must be certified as an instructor in CPR/First Aide at time of appointment and maintain certification throughout employment.

November 1, 2016

ITEM NO.

XIV

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

This is to advise that the following job specification(s) have been revised. These specification(s) were revised through communication with the appointing authorities.

**Coordinator of Child Support Enforcement (Competitive)
Jail Nurse Administrator (Competitive)
Wastewater Treatment Plant Operator Trainee (Competitive)
Working Supervisor (Non-Competitive)**

I, therefore, respectfully request for the above revised job specification(s) to be placed into the Chemung County/City of Elmira Regional Civil Service Commission Classification Plan.

RESOLUTION:

RESOLVED, that the communication from Mary Briem requesting the adoption of the revised job specification(s) listed above be received and placed on file and be it further

RESOLVED, that the revised job specification(s) for the title(s) listed above be adopted and be it further

RESOLVED, that the revised job specification(s) be added to the Chemung County/City of Elmira Regional Civil Service Classification Plan.

COORDINATOR OF CHILD SUPPORT ENFORCEMENT

Department: Department of Social Services
Classification: Competitive
Adopted: 10/19/1977 (Specification established by regulations of the Department of Social Services/Filed with Secretary of State and effective 08/31/2976)
By: Chemung County Civil Service Commission
Revised: 11/01/2016
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial position involving responsibility for coordinating child support enforcement activities whether performed entirely within a local social services department or by other governmental agencies or private contractors. Depending upon the organization structure of the agency, the duties may involve both coordinating and directly supervising such functions as investigations, financial record keeping, collections and court actions. General administrative direction is received from the Commissioner or Deputy Commissioner of Human Services with wide leeway allowed for carrying out specific details of the program.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Develops policy and procedures for implementing State and Federal regulations regarding child support enforcement;
- Oversees the support investigation and parent locator functions of a social service district;
- Oversees the collection and accounting of child support monies received in a social service district;
- Establishes and maintains a close working relationship with the family court, the County Attorney, the District Attorney and other law enforcement officials;
- Represents the local district in court proceedings involving support;
- Establishes and maintains liaison with various units in the local social service district for prompt exchange of case information;
- Acts as a correspondent and liaison with the State Office of Child Support and Parent Locator Service.
- Responsible for coordinating and supervising the overall activities of the Child Support Unit, including overseeing all child support research work, financial record keeping, support collections and court actions;
- Schedules and assigns cases to unit personnel;
- Coordinates training for all employees on issues relating to the Child Support Unit;
- Coordinates staff meetings to discuss updates and revisions to the laws and regulations pertaining to child support establishment, enforcement, and collection;
- Interprets Federal, State, and local social services laws, policies, and regulations as they relate to child support establishment, enforcement, and collection;
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- May perform other related tasks, as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of Federal, State and local social welfare laws, rules and procedures particularly as they relate to establishment of paternity and enforcement and collection of financial support for dependent children; good administrative ability as required in planning and coordinating the work of social services units performing diverse functions; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to communicate effectively orally and in writing; initiative; resourcefulness; integrity; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered four (4) year college with a Bachelor's Degree in Business Administration, Human Services, or a related field and at least two (2) years of which must have been in a responsible administrative, managerial or supervisory position involving planning, directing and coordinating the activities of a subordinate staff; or
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Business Administration, Human Services or a related field, and at least four (4) years of which must have been in a responsible administrative, managerial or supervisory position involving planning, directing and coordinating the activities of a subordinate staff; or
- C. An equivalent combination of the training and experience as stated in A. or B.

PROMOTIONAL QUALIFICATIONS: Candidates must be permanently employed in the Competitive class in the Chemung County Department of Human Services and must have served continuously on a permanent basis for 12 months as Supervising Support Investigator, 24 months as a Senior Support Investigator, or 36 months as a Support Investigator immediately preceding the date of the examination and must be, at the time of appointment from the resulting eligible list, employed by the Chemung County Department of Human Services.

JAIL NURSE ADMINISTRATOR

Department: Office of the Sheriff
Classification: Competitive
Adopted: 02/07/1994
Revised: 07/11/1994; 11/07/1994; 11/05/2001; 11/01/2016
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This is a professional nursing position involving responsibility for performing nursing activities in the assessment of health needs and development of plans of care for inmates of the jail. The Jail Nurse Administrator has the responsibility for initial implementation of nursing care plans, for the provision of nursing care and for the periodic re-evaluation of individual health needs. Supervision is exercised over subordinate staff. General supervision is received from the Jail Superintendent. Does related work as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Performs skilled observation and assessments and develops inmate care plans;
- Provides critical decision making in response to frequent immediate, unexpected health and interpersonal situations;
- Gives skilled nursing care and prescribed treatments to inmates in the jail and demonstrated nursing care to inmates and teaches treatments, health practices, nutrition, medication and safety;
- Prepares all inmate medications in proper dosage and monitors Corrections Officers dispensing, also monitors staff compliance with special orders;
- Maintains strict inventory control procedures on all medications, syringes, and other medical equipment, orders supplies on a monthly basis;
- Provides case management requiring knowledge of family resources and community services;
- Coordinates plans for service with nutritionists, social workers, physical therapists, physicians and other professional workers concerned with the inmate's care;
- Counsels and guides inmates and families towards self-help in recognition and solution of physical, emotional and environmental health problems;
- Teaches classes, address groups, and participates in community planning related to nursing and health for the inmate population;
- Participates in the conduct of surveys and studies related to health matters;
- Participates in communicable disease testing and follow-up;
- Maintains detailed inmate records and may be subpoenaed to testify to records in court;
- Compiles and uses records, reports and statistical information for evaluation and planning of the assigned programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of current nursing practices; thorough knowledge of appropriate administration of various immunizations; skill in the application of current nursing procedures and techniques of patient care; ability to maintain autonomy while working independently; ability to plan and coordinate nursing care for inmates; ability to communicate effectively; ability to establish and maintain cooperative working relationships; ability to accept and utilize guidance; ability to perform duties in accordance with the American Nurses Association Code for Professional Nurses, New York State Commission of Corrections minimum standards and the National Correctional Health Care Standards; physical condition commensurate with the demands of the position; working knowledge of community agencies.

MINIMUM QUALIFICATIONS:

Licensed by the State of New York to practice as a Registered Professional Nurse and two (2) years of full-time paid nursing experience in a hospital, diagnostic and treatment center, public health agency or correctional facility.

WASTEWATER TREATMENT PLANT OPERATOR TRAINEE

Department: Chemung County
Classification: Competitive
Adopted: 12/20/1966
Revised: 07/11/1994; 04/10/1995; 12/02/1996; 10/02/2000; 11/01/2016
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position involving responsibility for learning the duties and routines in the operation and maintenance of a wastewater treatment plant. Incumbents are selected based on general intelligence, basic knowledge of elementary chemistry and general science, mechanical and computer aptitude. Term of appointment is limited to forty-eight (48) months, during such time, the incumbent is required to satisfactorily complete the training and experience requirements for Operator Grade 3 Certification as defined by Part 650 of NYCRR for Wastewater Treatment Plant Operators. Upon satisfactory completion of the training and experience requirements as defined by the DEC, and receipt of the proper grade certification by the NYS DEC the trainee receives permanent appointment as a Wastewater Treatment Plant Operator without additional examination. Does related work as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Performs study and reading assignments, observes demonstrations and otherwise learns the techniques of operation and maintenance of a wastewater treatment plant;
- Learns and assists in the operation and adjustment of pumps, valves, screens and related mechanical equipment;
- Learns and assists in the performance of laboratory tests used to determine treatment plant efficiencies;
- Cleans channels, screens, tanks, pumps and other equipment;
- Learns and assists in the preparation and maintenance of activity records and reports;
- Performs increasingly responsible duties as assigned in the operation and maintenance of a wastewater treatment plant;
- Learns and assists in the treatment and disposal of screenings and sludge;
- Operates a personal computer at a basic level.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Familiarity with elementary principles of chemistry and general science; good general intelligence; good observation; mechanical aptitude; ability to learn principles and procedures relating to operation and maintenance of a wastewater treatment plant; ability to develop skill in the operation and maintenance of pumps, valves and related mechanical equipment; ability to get along well with others; ability to understand and follow oral and written instructions; industry and dependability; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's in Applied Science degree; **OR**
- B) Graduation from a regionally accredited college or university or one accredited by the New State Board of Regents to grant degrees with an Associates of Arts degree with 30 credit hours of math or science; **OR**
- C) Graduation from high school or possession of an equivalency diploma **and** two (2) years of facility maintenance experience. The majority of work experience must include hands-on maintenance experience with motors, pumps, valves, or other hydraulic mechanisms.

SPECIAL REQUIREMENT: Candidate/incumbent must possess a valid New York State Class B (CDL) Driver's License within the forty-eight (48) months of the term of the trainee appointment and maintain license for the duration of employment as an operator.

WORKING SUPERVISOR

Department: Chemung County Departments of: Public Works, Buildings and Grounds, and Health Center; School Districts and Villages
Classification: Non-Competitive
Adopted: 09/22/1977
By: Chemung County Civil Service Commission
Revised: 06/14/1999, 09/06/2005; 05/06/2008; 07/07/2008; 12/04/2012; 11/01/2016
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This position involves manual work of ordinary difficulty involving responsibility for acting as work leader over a group of Cleaners, Custodial Laborers, Custodial Workers, Laborers, Maintenance Mechanics, Motor Equipment Operators, or other assigned personnel. A Working Supervisor serves as a “straw boss” and as such actively participates in work projects being completed. Supervisory responsibilities may be restricted to one work team, insuring that the assigned employees are doing their jobs properly and diligently.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

In Chemung County DPW and Village Service:

- Oversees Working Forepersons at the County Department of Public Works;
- Leads and participates in the construction of gravel, macadam, asphalt or concrete roads;
- Leads and participates in excavation, drainage and embankment projects;
- Leads and participates in the cleaning of ditches, culverts, basins and miscellaneous work in water distribution systems;
- Performs various work activities related to the Village’s potable water treatment and distribution system;
- Leads and participates in the cutting of brush, trimming of trees and setting of guide posts;
- Leads and participates in snow removal activities;
- Leads and participates in the preparation of cemetery plots for burial and the maintenance thereafter;
- Leads and participates in general repair and construction of bridge projects;
- May oversee the servicing of trucks;
- Leads and participates in ordinary building cleaning and maintenance tasks;
- May operate heavy equipment or trucks in connection with above work.

In Chemung County Buildings & Grounds:

- Supervises and evaluates the performance of the individuals for whom he is responsible;
- Supervises and performs tasks that involve plumbing, heating, carpentry and minor electrical in the maintenance of buildings;
- Calls employees for overtime when needed;
- Assigns and inspects work, tasks and activities;
- Acts as foreperson for the individuals for whom he is responsible;
- Lays out work and orders materials;
- Supervises the job as set forth in plans, specifications or as directed;
- Supervises and coordinates sub-contracting work;
- Performs work in general construction and maintenance, as needed;
- Purchases materials and supplies;
- Leads and participates in grounds maintenance and snow removal.

In Chemung County Health Center:

- Leads and participates in building cleaning to include trash collection, floor maintenance and general cleanliness and sanitation;
- Supervises and evaluates the performance of individuals for whom he is responsible;
- Assigns and inspects work, tasks and activities;
- Maintains an inventory and purchases materials and supplies;
- Leads and participates in grounds maintenance for trash and debris clean-up;
- Performs routine personnel administration for subordinates to include scheduling, time off requests, interview of employment applicants and maintenance of routine reports and records;
- Performs other tasks of a routine and unskilled nature as needed or requested in a Nursing Facility setting such as assisting residents by retrieving out of reach items or pushing a resident in a wheel chair.

In School Service:

- Supervises and evaluates the performance of the individuals for whom he is responsible;
- Assigns and inspects work, tasks and activities;
- Acts as foreperson for the individuals for whom he is responsible;
- Lays out and checks materials and labor requirements;
- Supervises the job as set forth in plans, specifications or as directed;
- Supervises and coordinates sub-contracting work;
- Performs work in general construction and maintenance, as needed;
- Purchases materials and supplies;
- Leads and participates in ordinary building cleaning and maintenance tasks;
- Leads and participates in grounds maintenance.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Ability to supervise the work of other employees engaged in routine tasks; ability to understand and follow oral and written directions; ability to get along well with others; ability to keep records and make reports; dependability; physical endurance; good physical condition.

MINIMUM QUALIFICATIONS: Graduation from a standard high school or possession of a high school equivalency diploma and either:

- (A) One year of experience in general labor, construction work, road work, or building maintenance; **or**
- (B) Six (6) months of supervising experience in areas defined in (A) above; **or**
- (C) One (1) year (30 credits) of college coursework in a construction or maintenance field; **or**
- (D) An equivalent combination of training or experience.

SPECIAL REQUIREMENT: Possession of an appropriate New York State Driver's license.

SPECIAL REQUIREMENTS FOR EMPLOYMENT WITH THE VILLAGE OF HORSEHEADS:

Possession of a class B Commercial Driver's License at time of appointment and must maintain license and an insurable standard throughout employment; **AND** must possess or obtain a New York State Class IIB Water Operator's License within one year of appointment.

SPECIAL REQUIREMENT FOR EMPLOYMENT WITH CHEMUNG COUNTY BUILDINGS

AND GROUNDS: Possession of a class B Commercial Driver's License at time of appointment and must maintain license throughout employment.

November 1, 2016

ITEM NO. XV

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

This is to advise that I have received examination results indicating the candidates who have successfully completed the following examination(s) and recommend that the resulting eligible list(s) be in effect until the close of business on the following day(s):

TITLE	EL #	# ON LIST	ESTAB.	EXPIRE
Administrator – Nursing Facility - OC	DCANF1016	1	11/01/16	11/01/17
Clerk – OC	DCC0916	58	11/05/16	11/05/17
Clerk/Typist – OC	DCCT1016	23	11/01/16	11/01/17
Fire Captain – PR	71334	6	11/01/16	11/01/18
Fire Lieutenant – PR	71333	15	11/01/16	11/01/18
Microcomputer Technician – OC	18389	2	11/01/16	11/01/17
Public Health Sanitarian – OC	62567	3	11/01/16	11/01/17

I respectfully request that an eligible list for the examination(s) listed above be established for the duration listed above.

RESOLUTION:

RESOLVED, that the communication from Mary Briem indicating the receipt of the results of candidates who took the examination(s) listed above, be received and placed on file; and be it further

RESOLVED, that the candidates who have taken the above examination(s) and have successfully met the requirements be placed on an eligible list to expire on the recommended day as listed above.

November 1, 2016

ITEM NO. XVI

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

Please be advised that a recommendation is being made to eliminate typing and database performance exams that are held as a qualifying factor for candidates that pass certain written exams. Many Civil Service agencies throughout New York State have stopped administrating the performance exams because it is felt that they do not accurately measure the candidate's ability to perform the type of keyboarding work that is required in present office settings. Further, it is recommended that the employer use the probationary period to evaluate the employee's keyboarding ability in relation to the duties of the position.

I respectfully request that the Commission approve the request to eliminate the typing and database performance exams for all future exams for which exam notices have not yet been posted.

RESOLUTION

RESOLVED, that the communication from Mary Briem to eliminate the typing and database performance exams for all future exams for which exam notices have not yet been posted be received and placed on file; and be it further

RESOLVED, that the Commission approves the request to eliminate the typing and database performance exams for all future exams for which exam notices have not yet been posted.

November 1, 2016

ITEM NO. XVII

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

This is to advise that the Chemung County/City of Elmira Regional Civil Service Commission is in receipt of a New Position Duties Statement from Myron Rumsey, Supervisor of Computer Services in the GST BOCES. After reviewing the request and communicating with the appointing authority I recommend that a new grant funded position be classified as Computer Services Program Aide.

Civil Service Law: Section 22: Certification for new positions
 Before any new positions in the service of civil division shall be created, The proposal therefore, including a statement of the duties of the position, Shall be referred to the municipal commission having jurisdiction and such Commission shall furnish a certificate stating the appropriate civil service title for the proposed position. Any such new position shall be created only with the title approved and certified by the commission. Effective April 1, 1959.

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

FORWARD ONE (1) LEGIBLE COPY TO OUR OFFICE

1. DEPARTMENT

BUREAU, DIVISION, UNIT OR SECTION

LOCATION OF POSITION

GST BOCES

Computer Services

Elmira Heights NY

**PERCENT
Of
WORK TIME**

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

30

(Our goal is to create a temp., 7mo. Computer Services Program Aide under a grant)

Duties include recordkeeping, packaging, distributing and collecting computer software materials, performing back-up operation of data entry equipment. Acts generally as a helper in the various functions of the Computer Services Center.

Assists the Computer Services Program Specialist by recordkeeping, distributing and collection of data materials relative to component school district's requests;

10

Edits, processes, types, files and distributes reports;

20

Works with component school districts, by telephone and email, regarding software systems and programs;

10

Assists Computer Services Center personnel with editing and balancing on-line and computer applications;

10

Works with component school districts, by telephone and email, regarding questions and problems with the computerized systems and programs;

10

Assists with the writing and photocopying of manuals to be used by component school district personnel;

10

Packages and distributes computer output reports.

(ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED)

November 1, 2016

ITEM NO. XVIII

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

This is to advise that the Chemung County/City of Elmira Regional Civil Service Commission is in receipt of a New Position Duties Statement from Bob Dieterle, Working Foreperson in the Chemung County Buildings and Grounds. After reviewing the request and communicating with the appointing authority I recommend that the position be classified as Working Supervisor.

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission. Effective April 1, 1959.

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this commission.

1. DEPARTMENT Chemung County Buildings & Grounds	BUREAU, DIVISION, UNIT, OR SECTION	LOCATION OF POSITION City of Elmira
--	------------------------------------	---

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

PERCENT OF WORK TIME	
100	<p>Acts as a foreperson for the City of Elmira Buildings and Grounds:</p> <p>20% Assigns and inspects work;</p> <p>20% Performs work in general construction and maintenance;</p> <p style="padding-left: 20px;">5% Purchases materials and supplies;</p> <p>20% Leads and participates in ground maintenance and snow removal;</p> <p>10% Lays out work and orders materials;</p> <p>20% Performs and supervises jobs set forth in plans, specifications or as directed;</p> <p>5% Calls employees for overtime.</p>

3. Names and Titles of persons supervising this position (General, Direct, Administrative, etc.):

NAME	TITLE	TYPE OF SUPERVISION
Robert Dieterle	Working Foreperson	Direct

4. Names and Titles of persons supervised by employee in this position:

NAME	TITLE	TYPE OF SUPERVISION
	Public Works Specialist II	Direct

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position:

NAME	TITLE	LOCATION OF POSITION

6. What minimum qualifications do you think should be required for this position?

Graduation from high school or completion of GED
 College ___ years, with specialization in: _____
 Other ___ years, with specialization in: _____
 Experience (list amount and type):
Four (4) years in construction and/or Public Works Specialist II for four (4) years.
 Essential knowledges, skills and abilities:
Knowledge in the building trades and ability to make repairs.
Ability to supervise.

Type of license or certificate required: **Class B CDL**

7. The above statements are accurate and complete.

Date: 10/24/16 Title: Sup B+B Signature: Robert Dieterle

CERTIFICATE OF CIVIL SERVICE COMMISSION

8. In accordance with the provisions of Civil Service Law, Section 22, the _____
 Civil Service Commission certifies that the appropriate civil service title for the position described is _____

Date: _____ Signature: _____

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position: Approved Disapproved

November 1, 2016

ITEM NO. XIX

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

The Regional Civil Service Commission is in receipt of a Job Classification Questionnaire from Rachel May, Human Resource Manager at the Chemung County Nursing Facility to reclassify the position held by Shannon Carver. Based upon the duties that are described in the Job Classification Questionnaire and communication with the appointing authority, I recommend that the Commission reclassify this position from Licensed Practical Nurse to Training and Development Assistant.

14 Describe fully in what detail your assignments are made to you stating what form (such as - penciled lay-out, rough draft etc.) your work is in when it comes to you what decisions have already been made for you what decisions are left to you
 Incidents reports incomplete; require follow up and completion. Responsible for Electronic Health Record Implementation. Responsible for developing policies relating to Electronic Health Records. Responsible for audits and training implementation. Responsible for CPR instruction.

15 Summarize your work responsibilities, as you understand them
 Responsible for Incident Investigations, Subject matter expert on Electronic Health Record system including employee training, maintenance, system updates and policy and procedure creation and updates. Quality assurance, risk assessment and staff training needs. Staff CPR instructor.

16 Who checks or reviews your work and what is the nature of such check?
 Director of Nursing; review incidents. Coordinator of Training and Development; Electronic Health Record reviews.

17 Date 6/16/2016 18 Signature - I certify that the entries to the above questions are my own answers to the questions and to the best of my knowledge and belief are correct and complete answers to the questions

TO BE FILLED BY IMMEDIATE SUPERVISOR OF EMPLOYEE

19 Place an X mark opposite that item in each group which will best describe the work of this position on

<input type="checkbox"/> Simple repetitive routine	<input type="checkbox"/> Does not involve any oversight, planning or supervision of the work of others
<input type="checkbox"/> Repetitive but involves independent decisions in individual cases	<input type="checkbox"/> Involves some advisory or "straw-boss" supervision of the work of others
<input type="checkbox"/> Customarily involves independent decisions on order of tasks and methods used	<input type="checkbox"/> Involves the regular but routine supervision of the work of others in the immediate field of activity
<input checked="" type="checkbox"/> Customarily involves independent decisions as to scope and planning of projects	<input checked="" type="checkbox"/> Involves responsibility for the planning and assigning of work activities of considerable variety and importance

<input type="checkbox"/> Requires no previous training or specialized education	IF THE POSITION INVOLVES STENOGRAPHY CHECK ONE OF THE FOLLOWING
<input type="checkbox"/> Requires some previous training or experience but with NO specialization in the department activity	
<input type="checkbox"/> Requires some previous training or experience WITH some specialization in the department activity	
<input type="checkbox"/> Requires thorough training in the trade or profession but NO specialized experience in the department activity	
<input checked="" type="checkbox"/> Requires thorough training in the trade or profession WITH specialized experience in the department activity	
<input type="checkbox"/> Requires administrative ability in the trade or profession with advanced training and experience in the department activity	<input type="checkbox"/> Includes occasional or incidental stenography but a qualified stenographer is NOT necessary to fill the position
	<input type="checkbox"/> Includes occasional or incidental stenography and REQUIRES a qualified stenographer
	<input type="checkbox"/> Involves stenography as the major function of the position
	<input type="checkbox"/> Involves stenographic duties of a secretarial nature
	<input type="checkbox"/> Involves shorthand reporting of hearings or similar audiences

<input type="checkbox"/> Is under immediate oversight	IF THE POSITION INVOLVES TYPING CHECK ONE OF THE FOLLOWING
<input type="checkbox"/> Is not under immediate supervision but is performed according to a definitely prescribed practice or procedure.	
<input type="checkbox"/> Is under general supervision and makes decisions on ordinary questions of procedure and order of tasks	
<input checked="" type="checkbox"/> Is subject to administrative approval and is responsible for planning and initiation of projects	
	<input type="checkbox"/> Includes occasional or incidental typing but a qualified typist is NOT necessary to fill the position.
	<input type="checkbox"/> Includes occasional or incidental typing and REQUIRES a qualified typist
	<input type="checkbox"/> Involves typing as the major function of the position
	<input checked="" type="checkbox"/> Involves typing requiring the ability to set up complex tabulations, statistical tables and similar material

20 How much formal education should be required in case of a vacancy. Show by the letter "N" in the appropriate space the least that you consider should be accepted and by a "D" the amount desirable

Merely read and write	Common school and high school												College				Other special or technical courses
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	
																	Position has evolved over time. Education and training in Electronic Health Records strongly desired. Bachelor degree strongly preferred for this position due to knowledge of Electronic Health Records

21 Are the above statements of the employee accurate and complete? (Indicate any inaccuracies or incomplete items)
 Yes

22 Give your idea of the essential nature of the work and responsibilities of the position and the attention and supervision it requires
 Oversight of Incident Investigations and risk management. Oversight of Electronic Health Record system and responsible for training employees and system maintenance. CPR instruction for all staff.

23 Date 10/26/16 24 Signature of Immediate Supervisor Rachel R May

TO BE FILLED IN BY THE DEPARTMENT HEAD

25 Comment on above statements of employee and supervisor (Indicate any inaccuracies)
 THE ABOVE STATEMENTS APPEAR COMPLETE AND ACCURATE.

26 Date 10/26/16 27 Signature of Department Head Rachel R May

November 1, 2016

ITEM NO.

XX

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

This is to advise that the Chemung County/City of Elmira Regional Civil Service Commission is in receipt of a New Position Duties Statement from Jennifer Stimson, Commissioner of Human Services. After reviewing the request and communicating with the appointing authority I recommend that the position be classified as Coordinator of Child Support Enforcement.

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission. Effective April 1, 1959.

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this commission.

I. DEPARTMENT	BUREAU, DIVISION, UNIT, OR SECTION	LOCATION OF POSITION
Department of Social Services	Child Support	Human Resources Center

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

PERCENT OF WORK TIME	
70%	<p>Responsible for coordinating and supervising the overall activities of the Child Support Unit, including overseeing all child support research work, financial record keeping, support collections and court actions</p> <p>Develop Unit policies and procedures while adhering to Federal, State, and local social services laws, policies and regulations as they relate to the establishment, enforcement, and collection of financial support</p> <p>Coordinates staff meetings to discuss updates and revisions to the laws and regulations pertaining to child support establishment, enforcement, and collection</p> <p>Interprets Federal, State, and local social services laws, policies, and regulations as they relate to child support establishment, enforcement, and collection</p> <p>Establishes and maintains a working relationship with the LDSS County Attorney and Family Court</p>
20%	<p>Acts as a liaison with various divisions of the local social services for prompt exchange of case information</p> <p>Acts as a liaison with the State Office of Child Support and Parent Locator Service</p>
10%	<p>Coordinates training for all employees on issues relating to the Child Support Unit</p> <p>Attends trainings, such as NYPWA, for the most up to date policies and procedures as they relate to the establishment, enforcement, and collection of financial support</p>

ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED

3. Names and Titles of persons supervising this position (General, Direct, Administrative, etc.):

NAME	TITLE	TYPE OF SUPERVISION
Jennifer Stimson	Commissioner of Human Services	Direct

4. Names and Titles of persons supervised by employee in this position:

NAME	TITLE	TYPE OF SUPERVISION
Lorraine Wieziolowki	Supervising Support Investigator	Direct
Geraldine Foulke	Senior Support Investigator	Direct
	All Support Investigators	Direct

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position:

NAME	TITLE	LOCATION OF POSITION

6. What minimum qualifications do you think should be required for this position? Please see below.

Education _____

College _____ years, with specialization in: _____

Other _____ years, with specialization in: _____

Experience (list amount and type): Essential knowledges, skills and abilities:

(A) Graduation from a regionally accredited or New York State registered four (4) year college with a Bachelor's Degree in Business Administration, Human Services, or a related field and at least two (2) years of which must have been in a responsible administrative, managerial or supervisory position involving planning, directing and coordinating the activities of a subordinate staff; or

(B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Business Administration, Human Services or a related field, and at least four (4) years of which must have been in a responsible administrative, managerial or supervisory position involving planning, directing and coordinating the activities of a subordinate staff; or

(C) Candidates must be permanently employed in the Competitive class in the Chemung County Department of Human Services and must have served continuously on a permanent basis for 12 months as Supervising Support Investigator, 24 months as a Senior Support Investigator, or 36 months as a Support Investigator immediately preceding the date of the examination and must be, at the time of appointment from the resulting eligible list, employed by the Chemung County Department of Human Services.

Comprehensive knowledge of Federal, State and local social service laws, rules and procedures particularly as they relate to establishment and enforcement of paternity and collection of financial support; ability to plan and direct the work of Child Support staff; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to communicate effectively orally and in writing; initiative; resourcefulness; integrity; good judgment; physical condition commensurate with the demands of the position.

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 12/20/14 Title: Commissioner of Human Services Signature: [Signature]

CERTIFICATE OF CIVIL SERVICE COMMISSION

8. In accordance with the provisions of Civil Service Law, Section 22, the _____
Civil Service Commission certifies that the appropriate civil service title for the position described is _____

Date: _____ Signature: _____

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position: Approved Disapproved

November 1, 2016

ITEM NO: XXI

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

This is to advise that the Chemung County Department of Information Services is in the process of developing a software program for the maintenance of employee roster records, position control and examination administration. This program will replace PStek, the current software program. Chemung County no longer contracts with PStek to provide support of their program. The new program will incorporate a workflow that will begin with the application.

Effective after the first of next year, applicants will have the ability to submit applications and pay exam fees on-line through the Chemung County website. This pilot program will be optional at the onset, but will be moving towards a mandatory on-line application process.

This has been a very ambitious project with the IT department working closely with the Commission's staff. The Commission will receive progress reports as the process evolves.

November 1, 2016

ITEM NO. XXIV

**FROM MARY BRIEM
SECRETARY TO THE COMMISSION**

RESOLVED, that the regular meeting of the **Chemung County/City of Elmira Regional Civil Service Commission** meeting was adjourned at _____ P.M. The next Regular Meeting is set for **Tuesday, December 6, 2016**.

I, hereby, certify that the foregoing constitutes a complete and accurate reading of the Chemung County/City of Elmira Regional Civil Service Commission regular meeting minutes for **November 1, 2016**.

Mary Briem
Secretary to the Commission