

**AGENDA
CHEMUNG COUNTY/CITY OF ELMIRA
REGIONAL CIVIL SERVICE COMMISSION
Regular Meeting – March 3, 2026**

- ITEM I: Act on Resolution approving and dispensing with the minutes of the February 3, 2026 meeting of the Chemung County/City of Elmira Regional Civil Service Commission.
- ITEM II: Act on Resolution approving personnel changes for the employees of the COUNTY OF CHEMUNG.
- ITEM III: Act on Resolution approving personnel changes for the employees of the CITY OF ELMIRA.
- ITEM IV: Act on Resolution approving personnel changes for the employees of the TOWN OF CATLIN.
- ITEM V: Act on Resolution approving personnel changes for the employees of the TOWN OF ELMIRA.
- ITEM VI: Act on Resolution approving personnel changes for the employees of the VILLAGE OF HORSEHEADS.
- ITEM VII: Act on Resolution approving personnel changes for the employees of the ELMIRA CITY SCHOOL DISTRICT.
- ITEM VIII: Act on Resolution approving personnel changes for the employees of the ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT.
- ITEM IX: Act on Resolution approving personnel changes for the employees of the HORSEHEADS CENTRAL SCHOOL DISTRICT.
- ITEM X: Act on Resolution approving personnel changes for the employees of the SPENCER VAN ETTEN CENTRAL SCHOOL DISTRICT.
- ITEM XI: Act on Resolution approving personnel changes for the employees of the CHEMUNG COUNTY LIBRARY DISTRICT.
- ITEM XII: Act on Resolution approving personnel changes for the employees of the GST BOCES DISTRICT.
- ITEM XIII: Act on Resolution to establish the following eligible lists:

<u>TITLE</u>	<u>EL #</u>	<u># ON LIST</u>	<u>ESTAB.</u>	<u>EXPIRE</u>
Administrator-Nursing Facility	DCANF0326	1	03/03/2026	03/03/2027
Assistant Fire Marshal	70017300	1	03/03/2026	03/03/2027
Computer Applications Specialist	24317020	1	03/03/2026	03/03/2027
Computer Services Coordinator	70019560	2	03/03/2026	03/03/2027
County Fire Coordinator	60046630	6	03/03/2026	03/03/2027
Deputy Sheriff Captain	70018530	2	03/03/2026	03/03/2028
Deputy Sheriff Lieutenant	70018520	2	03/03/2026	03/03/2028
Police Captain (City)	70010840	3	03/03/2026	03/03/2028
Police Lieutenant (City)	70021350	2	03/03/2026	03/03/2028
Social Welfare Examiner	70024050	1	03/03/2026	03/03/2027
Supervising Nurse	DCSN0326	1	03/03/2026	03/03/2027

- ITEM XIV: Act on Resolution to extend the following eligible list:

<u>TITLE</u>	<u>EL #</u>	<u># ON LIST</u>	<u>ESTAB.</u>	<u>EXPIRE</u>
Control Clerk	DCCC0225	3	03/04/2025	03/04/2027

- ITEM XV: Act on resolution to reinstate Heather Saltsman to the title of Personnel Clerk (GST BOCES) in the GST BOCES district.

- ITEM XVI: Act on resolution to reinstate Anne Frisbie to the title of Senior Account Clerk in the Spencer Van Etten Central School District.
- ITEM XVII: Act on resolution to reinstate Kyle Storms to the title of Traffic Officer in the Town of Elmira.
- ITEM XVIII: Act on resolution to approve the transfer of Brooke Buck, a permanent Probation officer in the Schuyler County Probation Department, to Probation Officer I in the Chemung County Probation Department.
- ITEM XIX: Recommendation to classify two new positions in the Chemung County Library District as Library Clerks.
- ITEM XX: Recommendation to reclassify an encumbered Senior Clerk position to Principal Clerk in the Chemung County Clerk's office.
- ITEM XXI: Acknowledgement of receipt by Commissioners of confidential reports on leaves of absence and disciplinary actions.
- ITEM XXII: Additional Items
- ITEM XXIII: Act on Resolution to adjourn.

March 3, 2026

ITEM NO. 1

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

The regular meeting of the Chemung County/City of Elmira Regional Civil Service Commission was called to order by Commissioner Ernest Hartman on February 3, 2026, at 3:00PM in the 3rd floor conference room of 150 Lake Street Building.

PRESENT:

Commissioner Thomas Gough	Jim DeFilippo, Director of Personnel
Commissioner Ernest Hartman	Taylor Maggs, Deputy Personnel Director
Jeffrey Walker, Secretary to Commission	Jessica Molter, Employee Benefits Liaison

ITEM I: Motion was made by Ernest Hartman to approve the minutes of the January 6, 2026, regular meeting of the Chemung County/City of Elmira Regional Civil Service Commission. Seconded by Thomas Gough. All were in favor. Motion carried.

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

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

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

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

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

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

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

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

February 3, 2026 Meeting Minutes

Page 2

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

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

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

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

ITEM XIV: Motion was made by Ernest Hartman to approve personnel changes for employees of the GST BOCES District. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM XV: Motion was made by Ernest Hartman to approve personnel changes for employees of the Woodlawn Cemetery Commission. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM XVI: Motion was made by Thomas Gough to adopt a new job specification for Legal Office Manager. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM XVII: Motion was made by Thomas Gough to amend the job specifications for Bus Driver Trainee, Director of Real Property Tax Service II, Nurse Practitioner (School) and Supervisor of Fiscal Services (Airport). Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM XVIII: Motion was made by Thomas Gough. to establish the following eligible list:

<u>TITLE</u>	<u>EL #</u>	<u># ON LIST</u>	<u>ESTAB</u>	<u>EXPIRE</u>
Computer Application Specialist Trainee	24300020	4	02/03/2026	02/03/2027
Senior Computer Services Program Aide	24298020	1	02/03/2026	02/03/2027
Sewer System Maint. & Inspec. Crew Leader	78500010	1	02/03/2026	02/03/2027

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

ITEM XIX: Motion was made by Thomas Gough to classify a new position in the Chemung County Airport as Supervisor of Fiscal Services (Airport). Seconded by Ernest Hartman. All were in favor. Motion carried.

February 3, 2026 Meeting Minutes

Page 3

ITEM XX: **Motion** was made by Thomas Gough to classify a new position in the Chemung County District Attorney's Office as Legal Office Manager. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM XXI: **Motion** was made by Thomas Gough to classify a new position in the GST BOCES District as Nurse Practitioner (Schools). Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM XXII: **Motion** was made by Thomas Gough to reclassify an encumbered Senior Account Clerk/Typist position to Principal Account Clerk in the GST BOCES District. Seconded by Ernest Hartman. All were in favor. Motion carried.

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

ITEM XXIV: Additional items:

A) **Motion** was made by Thomas Gough to establish the following eligible lists:

<u>TITLE</u>	<u>EL</u>	<u># ON LIST</u>	<u>ESTAB.</u>	<u>EXPIRE</u>
Account Clerk	DCAC0126	5	02/03/2026	02/03/2027
Caseworker	DCCW0126	1	02/03/2026	02/03/2027
Clerk	DCC0126	5	02/03/2026	02/03/2027
Clerk/Typist	DCCT0126	3	02/03/2026	02/03/2027
Library Clerk	DCLC0126	2	02/03/2026	02/03/2027
Water Treat. Plant Oper. Trainee	WTPOT0126	1	02/03/2026	02/03/2027
Wastewater Treat. Plant Oper. Trainee	WWTPOT0126	1	02/03/2026	02/03/2027

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

ITEM XXV: The meeting was adjourned at 3:07 P.M.

March 3, 2026

ITEM NO. II

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

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

SEE ATTACHED

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.

Employee Action Report

02/24/2026

03/03/2026 to 03/03/2026

Employee Name	Emp #	Position	Title	Wage	S/C/T/T	Action	Action Date	Ref Date
RODRIGUES, AMANDA		030571-AUTO	SENIOR CLERK (HELP)	19.30/H	P/N/P/F	A	02/03/2026	03/03/2026
Agency CHCO	Dept:	DSS Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:1
BURCHARD, CHYNNA		030649-AUTO	SUPPORT INVESTIGATOR	22.51/H	P/N/P/F	A	02/11/2026	03/03/2026
Agency CHCO	Dept:	DSS Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:1
FAULKNER, CHRISTOPHER L		SYS-020967 000772-SYS	SEWER SYSTEM MAINT &	61347.53/Y	P/C/P/F	A	02/03/2026	03/03/2026
Agency CHCO	Dept:	SEWER Union	SINGLE RATE	Auth/Res: RCSC 03/03/2026			Grade:	Step:
BROOKS, HANNAH		030659-AUTO	YOUTH PROGRAM	25.10/H	P/N/P/F	A	02/11/2026	03/03/2026
Agency CHCO	Dept:	YOUTH Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:ENTRY
BRISTOW, ELIZABETH		004853-SYS	CASEWORKER	27.29/H	P/C/P/F	A	02/28/2026	03/03/2026
Agency CHCO	Dept:	DSS Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:1
BEARD, MICHELLE L		SYS-021695 030654-AUTO	SUPERVISOR OF FISCAL	71802.48/Y	P/N/P/F	A	02/12/2026	03/03/2026
Agency CHCO	Dept:	HLTH Union	SINGLE RATE	Auth/Res: RCSC 03/03/2026			Grade:	Step:
CHANDLER, TRAVIS		030656-AUTO	PUBLIC HEALTH SANITARIAN	30.36/H	P/C/P/F	A	02/12/2026	03/03/2026
Agency CHCO	Dept:	HLTH Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:1
MOLTER, JESSICA		SYS-015985 030672-AUTO	EMPLOYEE BENEFITS LIAISON	50970.00/Y	V/C/P/F	AP	02/02/2026	03/03/2026
Agency CHCO	Dept:	PERS Union	SINGLE RATE	Auth/Res: RCSC 03/03/2026			Grade:	Step:
BERNAL, ADELINA		003906-SYS	CORRECTION OFFICER	25.17/H	V/C/P/F	AP	02/02/2026	03/03/2026
Agency CHCO	Dept:	JAIL Union	CORRECTION OFFICERS	Auth/Res: RCSC 03/03/2026			Grade:	Step:ENTRY
DRAKE, JILLIAN		SYS-012645 030447-AUTO	PROBATION OFFICER 1	29.37/H	V/C/P/F	AP	01/30/2026	03/03/2026
Agency CHCO	Dept:	PROB Union	PROBATION OFFICERS	Auth/Res: RCSC 03/03/2026			Grade:	Step:
GIAMMICHELE, JACOB C		SYS-021751 010260-SYS	CORRECTION LIEUTENANT	37.81/H	V/C/P/F	AP	01/30/2026	03/03/2026
Agency CHCO	Dept:	JAIL Union	CORRECTION OFFICERS	Auth/Res: RCSC 03/03/2026			Grade:	Step:5
RICHTER, PENNY		004518-SYS	HEAD NURSE	35.97/H	V/C/P/F	AP	02/17/2026	03/03/2026
Agency CHCO	Dept:	CCNF Union	NEW YORK STATE NURSES	Auth/Res: RCSC 03/03/2026			Grade:	Step:3
DEPRIMO, JOSALYN		002302-SYS	CORRECTION OFFICER	25.17/H	V/C/P/F	AP	02/21/2026	03/03/2026
Agency CHCO	Dept:	JAIL Union	CORRECTION OFFICERS	Auth/Res: RCSC 03/03/2026			Grade:	Step:ENTRY
SHERWOOD, CHACE		003920-SYS	LABORER	17.05/H	T/L/T/D	AT	02/02/2026	03/03/2026
Agency CHCO	Dept:	DPW Union		Auth/Res: RCSC 03/03/2026			Grade:	Step:ENTRY
MILLO, MICAH F		SYS-021991 001916-SYS	NURSE AIDE	17.05/H	T/N/P/F	AT	02/03/2026	03/03/2026
Agency CHCO	Dept:	CCNF Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:ENTRY

Employee Action Report

02/24/2026

03/03/2026 to 03/03/2026

Employee Name	Emp #	Position	Title	Wage	S/C/T/T	Action	Action Date	Ref Date
PARSONS, ALLYSON		001916-SYS	NURSE AIDE	17.05/H	T/N/P/F	AT	02/03/2026	03/03/2026
Agency CHCO	Dept:	CCNF Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:ENTRY
LAGRANGE, JANE		002012-SYS	NURSE AIDE	17.05/H	T/N/P/F	AT	02/03/2026	03/03/2026
Agency CHCO	Dept:	CCNF Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:ENTRY
AVILES, SELENA		002013-SYS	NURSE AIDE	17.05/H	T/N/P/F	AT	02/03/2026	03/03/2026
Agency CHCO	Dept:	CCNF Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:ENTRY
BATES, LAMARI		001965-SYS	NURSE AIDE	17.05/H	T/N/P/F	AT	02/03/2026	03/03/2026
Agency CHCO	Dept:	CCNF Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:ENTRY
BENJAMIN, KELLY		001965-SYS	NURSE AIDE	17.05/H	T/N/P/F	AT	02/03/2026	03/03/2026
Agency CHCO	Dept:	CCNF Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:ENTRY
COOK, SIERRA		001916-SYS	NURSE AIDE	17.05/H	T/N/P/F	AT	02/03/2026	03/03/2026
Agency CHCO	Dept:	CCNF Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:ENTRY
DAINS, JERRI		002012-SYS	NURSE AIDE	17.05/H	T/N/P/F	AT	02/03/2026	03/03/2026
Agency CHCO	Dept:	CCNF Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:ENTRY
GOINS, CHRISTIAN		001916-SYS	NURSE AIDE	17.05/H	T/N/P/F	AT	02/03/2026	03/03/2026
Agency CHCO	Dept:	CCNF Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:ENTRY
HOYLES, BREANNAH		001916-SYS	NURSE AIDE	17.05/H	T/N/P/F	AT	02/03/2026	03/03/2026
Agency CHCO	Dept:	CCNF Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:ENTRY
KIRBY, ALEXA		001916-SYS	NURSE AIDE	17.05/H	T/N/P/F	AT	02/03/2026	03/03/2026
Agency CHCO	Dept:	CCNF Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:ENTRY
KNAPP, GRACIE		001916-SYS	NURSE AIDE	17.05/H	T/N/P/F	AT	02/03/2026	03/03/2026
Agency CHCO	Dept:	CCNF Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:ENTRY
BRISSON, AMY		008485-SYS	CASE AIDE	19.30/H	T/C/P/F	AT	02/13/2026	03/03/2026
Agency CHCO	Dept:	DSS Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:1
CHAPMAN, JACK		000526-SYS	CORRECTION SERGEANT	34.00/H	T/C/P/F	AT	01/30/2026	03/03/2026
Agency CHCO	Dept:	JAIL Union	CORRECTION OFFICERS	Auth/Res: RCSC 03/03/2026	22-574		Grade:	Step:3
BARNER, ENALIAH		009928-SYS	RECREATION LEADER PT	16.75/H	T/N/T/P	AT	02/26/2026	03/03/2026
Agency CHCO	Dept:	YOUTH Union	RECREATION LEADER PT	Auth/Res: RCSC 03/03/2026			Grade:	Step:
CHRISTAIN, AMARI		009932-SYS	RECREATION LEADER PT	16.75/H	T/N/T/P	AT	02/26/2026	03/03/2026
Agency CHCO	Dept:	YOUTH Union	RECREATION LEADER PT	Auth/Res: RCSC 03/03/2026			Grade:	Step:

Employee Action Report

03/03/2026 to 03/03/2026

02/24/2026

Employee Name	Emp #	Position	Title	Wage	S/C/T/T	Action	Action Date	Ref Date
LINGA, ALEXUS		009928-SYS	RECREATION LEADER PT	16.75/H	T/N/T/P	AT	02/26/2026	03/03/2026
Agency CHCO	Dept: YOUTH	Union	Auth/Res: RCSC 03/03/2026				Grade:	Step:
MANGO, MADDYSON		009928-SYS	RECREATION LEADER PT	16.75/H	T/N/T/P	AT	02/26/2026	03/03/2026
Agency CHCO	Dept: YOUTH	Union	Auth/Res: RCSC 03/03/2026				Grade:	Step:
SMITH, SARAH		009931-SYS	RECREATION LEADER PT	16.75/H	T/N/T/P	AT	02/26/2026	03/03/2026
Agency CHCO	Dept: YOUTH	Union	Auth/Res: RCSC 03/03/2026				Grade:	Step:
BUCK, BROOKE		030444-AUTO	PROBATION OFFICER 1	29.37/H	T/C/P/F	AT	02/17/2026	03/03/2026
Agency CHCO	Dept: PROB	Union	Auth/Res: RCSC 03/03/2026				Grade:	Step:
HUNGERFORD, CODY		004189-SYS	CORRECTION OFFICER	25.17/H	B/C/P/F	PROB	12/18/2025	03/03/2026
Agency CHCO	Dept: JAIL	Union	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY
NORMAN, DASHAUN		004079-SYS	CORRECTION OFFICER	25.17/H	B/C/P/F	PROB	01/21/2026	03/03/2026
Agency CHCO	Dept: JAIL	Union	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY
LEBECK, TAYLOR		030671-AUTO	SENIOR CASEWORKER (HELP)	29.20/H	B/N/P/F	PROB	01/16/2026	03/03/2026
Agency CHCO	Dept: DSS	Union	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY
NEWTON, AMBER		030563-AUTO	CASEWORKER (HELP)	26.19/H	B/N/P/F	PROB	02/02/2026	03/03/2026
Agency CHCO	Dept: DSS	Union	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY
HARTWELL, JACOB		030674-AUTO	ENERGY MANAGEMENT	30.46/H	B/N/P/F	PROB	12/17/2025	03/03/2026
Agency CHCO	Dept: B&G	Union	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY
STEELE, LYNDSAY		001916-SYS	NURSE AIDE	19.15/H	B/N/P/D	PROB	02/03/2026	03/03/2026
Agency CHCO	Dept: CCNF	Union	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY
ARNOLD, RODNEY		001916-SYS	NURSE AIDE	19.15/H	B/N/P/D	PROB	02/03/2026	03/03/2026
Agency CHCO	Dept: CCNF	Union	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY
LAMB, KAYLEE		001965-SYS	NURSE AIDE	19.15/H	B/N/P/D	PROB	02/03/2026	03/03/2026
Agency CHCO	Dept: CCNF	Union	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY
FOSSACECA, SEAN		010010-SYS	PUBLIC WORKS SPECIALIST I	20.25/H	B/N/P/F	PROB	02/17/2026	03/03/2026
Agency CHCO	Dept: DPW	Union	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY
WRIGHT, JOSEPH		030581-AUTO	PUBLIC WORKS SPECIALIST	24.51/H	B/N/P/F	PROB	02/02/2026	03/03/2026
Agency CHCO	Dept: DPW	Union	Auth/Res: RCSC 03/03/2026				Grade:	Step:1
MCMINDS, ANDREW		030675-AUTO	AIRPORT SECURITY	20.74/H	B/N/P/F	PROB	12/17/2025	03/03/2026
Agency CHCO	Dept: AIR	Union	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY

Employee Action Report

02/24/2026

03/03/2026 to 03/03/2026

Employee Name	Emp #	Position	Title	Wage	S/C/T/T	Action	Action Date	Ref Date
WINTERS, JOHN		002497-SYS	ASSISTANT DISTRICT	95479.00/Y	B/N/P/F	PROB	01/30/2026	03/03/2026
Agency CHCO	Dept: DA	Union SINGLE RATE	Auth/Res: RCSC 03/03/2026				Grade:	Step:
MUSTICO, KEVIN		030571-AUTO	SENIOR CLERK (HELP)	18.37/H	B/N/P/F	PROB	02/13/2026	03/03/2026
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY
CARABALLO, ANTHONY		000626-SYS	NURSE AIDE	19.15/H	B/N/P/F	PROB	02/04/2026	03/03/2026
Agency CHCO	Dept: CCNF	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY
CARBONI, HALEY		002013-SYS	NURSE AIDE	19.15/H	B/N/P/F	PROB	02/04/2026	03/03/2026
Agency CHCO	Dept: CCNF	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY
GROVER JR, CHAD		001916-SYS	NURSE AIDE	19.15/H	B/N/P/F	PROB	02/04/2026	03/03/2026
Agency CHCO	Dept: CCNF	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY
HALL, NY'ANNI		002012-SYS	NURSE AIDE	19.15/H	B/N/P/F	PROB	02/04/2026	03/03/2026
Agency CHCO	Dept: CCNF	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY
SHAFFER, LILIAN		030685-AUTO	NUTRITION AIDE (HELP)	17.20/H	B/N/P/F	PROB	12/17/2025	03/03/2026
Agency CHCO	Dept: HLTH	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026				Grade:	Step:1
HAYES, LINDSEY A.		SYS-018017	NUTRITION AIDE (HELP)	16.39/H	B/N/P/F	PROB	12/17/2025	03/03/2026
Agency CHCO	Dept: HLTH	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY
AKINS, MORGAN		030686-AUTO	WIC NUTRITIONIST (HELP)	49246.00/Y	B/N/P/F	PROB	11/14/2025	03/03/2026
Agency CHCO	Dept: HLTH	Union SINGLE RATE	Auth/Res: RCSC 03/03/2026				Grade:	Step:
FORENZ, HEATHER M		030687-AUTO	WIC NUTRITIONIST (HELP)	53000.00/Y	B/N/P/F	PROB	11/14/2025	03/03/2026
Agency CHCO	Dept: HLTH	Union SINGLE RATE	Auth/Res: RCSC 03/03/2026				Grade:	Step:
BURROLA, MYABELLA		001916-SYS	NURSE AIDE	19.15/H	B/N/P/F	PROB	02/10/2026	03/03/2026
Agency CHCO	Dept: CCNF	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY
MESSMER, EMILEE		030418-AUTO	COMMUNITY SERVICES AIDE	16.56/H	B/N/P/F	PROB	02/17/2026	03/03/2026
Agency CHCO	Dept: PUBDF	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026	22.385			Grade:	Step:ENTRY
KANE, SARAH M		SYS-021545	YOUTH PROGRAM ASSISTANT	22.51/H	B/N/P/F	PROB	02/11/2026	03/03/2026
Agency CHCO	Dept: YOUTH	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026				Grade:	Step:1
CHALK, PATRICIA		008618-SYS	SECRETARY PT	21.51/H	B/N/P/F	PROB	02/17/2026	03/03/2026
Agency CHCO	Dept: DA	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY
BROCKENBERRY, PRECIOUS		030691-AUTO	LEGAL SECRETARY (HELP)	24.36/H	B/N/P/F	PROB	12/17/2025	03/03/2026
Agency CHCO	Dept: PUBDF	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026				Grade:	Step:1

Employee Action Report

03/03/2026 to 03/03/2026

02/24/2026

Employee Name	Emp #	Position	Title	Wage	S/C/T/T	Action	Action Date	Ret Date
GOODRICH, TAHESION	SYS-021692	030693-AUTO	SOCIAL WELFARE EXAMINER	22.51/H	B/N/P/F	PROB	01/24/2026	03/03/2026
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026				Grade:	Step:1
YOUNG, MARY		030694-AUTO	SENIOR CLERK (HELP)	18.37/H	B/N/P/F	PROB	02/12/2026	03/03/2026
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY
MOLTER, JESSICA	SYS-015985	030696-AUTO	EMPLOYEE BENEFITS LIAISON	50970.00/Y	B/N/P/F	PROB	02/11/2026	03/03/2026
Agency CHCO	Dept: PERS	Union SINGLE RATE	Auth/Res: RCSC 03/03/2026				Grade:	Step:
BOONE, JASMINE		030698-AUTO	CLERK (HELP)	17.99/H	B/N/P/F	PROB	02/18/2026	03/03/2026
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026				Grade:	Step:1
DEPRIMO, BRITTANY		030699-AUTO	PRINCIPAL ACCOUNT CLERK	24.36/H	B/N/P/F	PROB	02/18/2026	03/03/2026
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026				Grade:	Step:1
JACKSON, CHERI		030700-AUTO	CLERK (HELP)	17.08/H	B/N/P/F	PROB	02/18/2026	03/03/2026
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY
PRITCHARD, AMY		030701-AUTO	COMMUNITY MENTAL HEALTH	27.84/H	B/N/P/F	PROB	02/18/2026	03/03/2026
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026				Grade:	Step:2
ROBERSON-MARSHALL, HALEY		030702-AUTO	CLERK (HELP)	17.08/H	B/N/P/F	PROB	02/18/2026	03/03/2026
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY
KEAGLE, MASON		002302-SYS	CORRECTION OFFICER	26.15/H	P/C/P/F	RES	01/23/2026	03/03/2026
Agency CHCO	Dept: JAIL	Union CORRECTION OFFICERS	Auth/Res: RCSC 03/03/2026				Grade:	Step:1
SABATINI, MATTHEW F.	SYS-015944	010260-SYS	CORRECTION LIEUTENANT	41.01/H	P/C/P/F	RES	01/23/2026	03/03/2026
Agency CHCO	Dept: JAIL	Union CORRECTION OFFICERS	Auth/Res: RCSC 03/03/2026				Grade:	Step:7
LAUPER, EMILY		004123-SYS	CASEWORKER	26.24/H	P/C/P/F	RES	12/19/2025	03/03/2026
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026				Grade:	Step:1
KING, KYLEE		001916-SYS	NURSE AIDE	17.05/H	T/N/P/F	RES	01/26/2026	03/03/2026
Agency CHCO	Dept: CCNF	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY
KELLEY, JOHN		002497-SYS	ASSISTANT DISTRICT	106672.00/Y	P/X/P/F	RES	01/31/2026	03/03/2026
Agency CHCO	Dept: DA	Union SINGLE RATE	Auth/Res: RCSC 03/03/2026	21-593			Grade:	Step:3
BEAUMONT, SHELLEY		004518-SYS	HEAD NURSE	37.21/Y	B/C/P/F	RES	02/03/2026	03/03/2026
Agency CHCO	Dept: CCNF	Union NEW YORK STATE NURSES	Auth/Res: RCSC 03/03/2026				Grade:	Step:4
CORLETO, CHRISTIAN		030563-AUTO	CASEWORKER (HELP)	26.19/H	B/N/P/F	RES	02/09/2026	03/03/2026
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026				Grade:	Step:ENTRY

Employee Action Report

02/24/2026

03/03/2026 to 03/03/2026

Employee Name	Emp #	Position	Title	Wage	S/C/T/T	Action	Action Date	Ref Date
GREENO, DIANE E.	SYS-022135	001927-SYS	SOCIAL WELFARE EXAMINER	24.41/H	P/C/P/F	RES	02/11/2026	03/03/2026
Agency CHCO	Dept: DSS	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:5
VASQUEZ, KRISTINA		002012-SYS	NURSE AIDE	19.15/H	B/N/P/F	RES	02/17/2026	03/03/2026
Agency CHCO	Dept: CCNF	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:ENTRY
ROBERTS, DASHAWN		001916-SYS	NURSE AIDE	19.15/H	B/N/P/F	RES	02/15/2026	03/03/2026
Agency CHCO	Dept: CCNF	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:ENTRY
HUFFMAN, MICHELLE A		SYS-000205	ADMINISTRATIVE ASSISTANT	39.44/H	P/C/P/F	RET	01/31/2026	03/03/2026
Agency CHCO	Dept: AIR	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 03/03/2026			Grade:	Step:10YR
BRANT, DONALD		SYS-003565	CORRECTION OFFICER	38.01/H	P/C/P/F	RET	02/20/2026	03/03/2026
Agency CHCO	Dept: JAIL	Union	CORRECTION OFFICERS	Auth/Res: RCSC 03/03/2026			Grade:	Step:9
GRIFFITHS, KRISTINA		SYS-000118	DEPUTY DIRECTOR OF FIRE &	96768.52/Y	P/C/P/F	RET	02/27/2026	03/03/2026
Agency CHCO	Dept: PLAN	Union	SINGLE RATE	Auth/Res: RCSC 03/03/2026			Grade:	Step:
WATSON, CORIN M		SYS-015381	REGISTERED PROFESSIONAL	35.26/H	B/N/P/F	TR	01/30/2026	03/03/2026
Agency CHCO	Dept: AGING	Union	NEW YORK STATE NURSES	Auth/Res: RCSC 03/03/2026			Grade:	Step:5
Total Actions							82	

Grand Total

82

Actions Selected: AAP, ASEAS, AT, CA, CB, DEC, ELECTED, END, TEMP
 A, ENDTRM, LO, NCP, PROB, PROM, PRPROM, REASSIGNED, REI, RES, RET, RETREAT, SUB, TR, VOL
 DEM

March 3, 2026

ITEM NO. III

FROM JEFFREY WALKER
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:

SEE ATTACHED

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.

02/24/2026

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 03/03/2026 Sorted By Agency

Page 9

<u>Name</u>	<u>Title/Position</u>	<u>Time</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
AGENCY: CITY OF ELMIRA DEPARTMENT: CITY OF ELMIRA xxx-xx-xxxx DECKER, GORDON M	SCHOOL TRAFFIC OFFICER PT[001069- SYS]	P		16.00/H SUB		02/06/2026

TOTAL ACTIONS FOR CITY OF ELMIRA-1

TOTAL ACTIONS FOR CITY OF ELMIRA-1

March 3, 2026

ITEM NO. IV

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

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

SEE ATTACHED

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.

02/24/2026

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 03/03/2026 Sorted By Agency

Page 15

<u>Name</u>	<u>Title/Position</u>	<u>Tme</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
AGENCY: TOWN OF CATLIN						
DEPARTMENT: TOWN OF CATLIN						
xxx-xx-xxxx BUTLER, KAYLEEN E	PLANNING BOARD MEMBER[009215-SYS]	P		25.00/U	RES	02/02/2026
xxx-xx-xxxx CUTLER, YVONNE M	CLERK PT[009810-SYS]	P		15.50/H	PROB	09/11/2025
xxx-xx-xxxx JIVIDEN, CAROL A	CLERK TO THE TOWN JUSTICE[009132-SYS]	P		17.50/H	RES	01/29/2026
xxx-xx-xxxx JOCHEM, SAMANTHA J	CLERK TO THE TOWN JUSTICE[009132-SYS]	F		22.50/H	PROB	02/12/2026
TOTAL ACTIONS FOR TOWN OF CATLIN-4						
TOTAL ACTIONS FOR TOWN OF CATLIN-4						

March 3, 2026

ITEM NO. V

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

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

SEE ATTACHED

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.

02/24/2026

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 03/03/2026 Sorted By Agency

Page 16

<u>Name</u>	<u>Title/Position</u>	<u>Time</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
AGENCY: TOWN OF ELMIRA DEPARTMENT: TOWN OF ELMIRA xxx-xx-xxxx	SABATINI, MATTHEW F	TRAFFIC OFFICER[006329-SYS]	P	56100.00	PROB	02/02/2026
xxx-xx-xxxx	STORMS, KYLE E.	TRAFFIC OFFICER[007098-SYS]	P	30.00/H	AT	01/19/2026

TOTAL ACTIONS FOR TOWN OF ELMIRA-2

TOTAL ACTIONS FOR TOWN OF ELMIRA-2

March 3, 2026

ITEM NO. VI

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

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

SEE ATTACHED

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.

02/24/2026

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 03/03/2026 Sorted By Agency

Page 17

<u>Name</u>	<u>Title/Position</u>	<u>Time</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
AGENCY: VILLAGE OF HORSEHEADS						
DEPARTMENT: VILLAGE OF HORSEHEADS						
xxx-xx-xxxx BAKER, LESLIE	TRUSTEE[004219-SYS]	P		11500.00	ELECTE	11/06/2025
xxx-xx-xxxx BURGESS, JAMIE	POLICE OFFICER PT[001928-SYS]	P		33.65/H	RES	12/13/2025
xxx-xx-xxxx GAYLORD, DONALD W	DIRECTOR OF PUBLIC WORKS[030703-AUTO]	P		5833.00/M	AP	07/22/2024
xxx-xx-xxxx GAYLORD, DONALD W	DIRECTOR OF PUBLIC WORKS[030703-AUTO]	P		5833.00/M	RES	12/31/2025

TOTAL ACTIONS FOR VILLAGE OF HORSEHEADS-4

TOTAL ACTIONS FOR VILLAGE OF HORSEHEADS-4

176

March 3, 2026

Item No. VII

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

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

SEE ATTACHED

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.

	<u>Name</u>	<u>Title/Position</u>	<u>Tme</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
	AGENCY: ELMIRA CITY SCHOOLS						
	DEPARTMENT: ELMIRA CITY SC DIST						
xxx-xx-xxxx	ALI, SHAIMAA A	FOOD SERVICE HELPER[002571-SYS]	P		11840.00	PROB	02/02/2026
xxx-xx-xxxx	ANDERSON, LISA J	FOOD SERVICE HELPER[002921-SYS]	P		12580.00	PROB	02/09/2026
xxx-xx-xxxx	ANDRUS, THOMAS R	BUS DRIVER[002257-SYS]	P		17368.00	PROB	01/30/2026
xxx-xx-xxxx	BELLGRAPH, JOSEPH P	BUS ATTENDANT[001941-SYS]	P		11655.00	RES	01/15/2026
xxx-xx-xxxx	BELLGRAPH, JOSEPH P	BUS DRIVER TRAINEE[009236-SYS]	P		16.00/H	RES	01/15/2026
xxx-xx-xxxx	BENSON, STEPHANIE	TEACHER AIDE[001111-SYS]	F		0.00/H	PROB	02/12/2026
xxx-xx-xxxx	BROWN, SHELLEY	TEACHER AIDE[001206-SYS]	P		0.00/Y	SUB	02/25/2026
xxx-xx-xxxx	CANNIZZARO, MELISSA M	REGISTERED PROFESSIONAL NURSE[001181-SYS]	F		38995.00	A	03/04/2026
xxx-xx-xxxx	CHICAS, ANA E	CLERK[002603-SYS]	D		0.00/H	SUB	02/12/2026
xxx-xx-xxxx	CHICAS, ANA E	TEACHER AIDE[001206-SYS]	D		0.00/H	SUB	02/12/2026
xxx-xx-xxxx	CINTRON, ESTEBAN E	FOOD SERVICE HELPER[005428-SYS]	P		16.00/H	RES	01/19/2026
xxx-xx-xxxx	CINTRON, ESTEBAN E	TEACHER AIDE[001206-SYS]	P		0.00/H	PROB	01/20/2026
xxx-xx-xxxx	CRAWN, NICHOLAS J	SCHOOL MONITOR[002476-SYS]	P		19093.45	RES	02/28/2026
xxx-xx-xxxx	CURREN, ALICESUE E	TEACHER AIDE[001206-SYS]	D		0.00/H	SUB	02/06/2026
xxx-xx-xxxx	DECKER, MADELYN R	TEACHER AIDE[001206-SYS]	P		0.00/H	PROB	02/12/2026
xxx-xx-xxxx	HASSAN, ENAS S	TEACHER AIDE[001913-SYS]	F		20090.00	A	02/13/2026
xxx-xx-xxxx	HERAGHTY, MAURA M	CUSTODIAL LABORER[005376-SYS]	F		32240.00	PROB	02/09/2026
xxx-xx-xxxx	HOOSE, MARCELLA A	TEACHER AIDE[001206-SYS]	F		0.00/H	PROB	02/12/2026
xxx-xx-xxxx	IANNARILLI, MEGAN	LICENSED PRACTICAL NURSE[002372-SYS]	F		30539.70	RES	01/20/2026
xxx-xx-xxxx	INGRAM, NICOLE L	TEACHER AIDE[001206-SYS]	F		0.00/H	PROB	02/12/2026

Personnel Actions by Reference Date
 ALL Agencies ALL Departments
 on 03/03/2026 Sorted By Agency

	<u>Name</u>	<u>Title/Position</u>	<u>Time</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
xxx-xx-xxxx	JAMES, AVA E	TEACHER AIDE[001206-SYS]	D		0.00/H	SUB	02/12/2026
xxx-xx-xxxx	KELLEY, ADRIANNA E	TEACHER AIDE[001206-SYS]	D		16.00/H	SUB	02/12/2026
xxx-xx-xxxx	KIMBLE, GAIL	TEACHER AIDE[004942-SYS]	P		15090.26	RES	01/30/2026
xxx-xx-xxxx	LONG, ANGELA G	TEACHER AIDE[002252-SYS]	P		15553.30	RES	01/30/2026
xxx-xx-xxxx	MANN, FEONA N	TEACHER AIDE[001206-SYS]	D		16.00/H	SUB	11/20/2025
xxx-xx-xxxx	MANN, MAX W	TEACHER AIDE[001206-SYS]	P		0.00/H	SUB	02/05/2026
xxx-xx-xxxx	MCDONALD, RYAN C	MAINTENANCE MECHANIC[001169-SYS]	F		36400.00	PROB	02/17/2026
xxx-xx-xxxx	MOYER, LOGAN D	CUSTODIAL LABORER[002379-SYS]	F		32240.00	PROB	11/16/2025
xxx-xx-xxxx	MUNIZ, AANA	TEACHER AIDE[001911-SYS]	P		19029.00	A	02/13/2026
xxx-xx-xxxx	PROCTOR, SIERRA A	SCHOOL MONITOR[001184-SYS]	F		0.00/H	PROB	03/02/2026
xxx-xx-xxxx	PUENTE, LUZ Y	FOOD SERVICE HELPER[002639-SYS]	P		14060.00	PROB	02/02/2026
xxx-xx-xxxx	RITTER, ANDREW L	CUSTODIAL LABORER[005375-SYS]	P		16.00/H	SUB	11/21/2025
xxx-xx-xxxx	ROUPP, ELISABETH A	TEACHER AIDE[001913-SYS]	F		18664.15	A	02/24/2026
xxx-xx-xxxx	SANCHEZ, CIARA J	CONTROL CLERK[005362-SYS]	F		42391.00	A	03/04/2026
xxx-xx-xxxx	SHAW, IANIYA M	TEACHER AIDE[001911-SYS]	F		20007.50	A	02/13/2026
xxx-xx-xxxx	SMITH, IZABELLA A	TEACHER AIDE[001206-SYS]	P		16.00/H	SUB	10/15/2025
xxx-xx-xxxx	SMITH, IZABELLA A	TEACHER AIDE[001206-SYS]	P		0.00/H	PROB	11/20/2025
xxx-xx-xxxx	WRIGHT, ANIYA E	TEACHER AIDE[001206-SYS]	D		0.00/H	SUB	01/22/2026

TOTAL ACTIONS FOR ELMIRA CITY SC DIST-38

TOTAL ACTIONS FOR ELMIRA CITY SCHOOLS-38

March 3, 2026

Item No. VIII

**FROM JEFFREY WALKER
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:

SEE ATTACHED

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.

02/24/2026

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 03/03/2026 Sorted By Agency

Page 12

<u>Name</u>	<u>Title/Position</u>	<u>Tme</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
AGENCY: ELMIRA HEIGHTS CSD						
DEPARTMENT: ELMIRA HEIGHTS CSD						
xxx-xx-xxxx ROOTE, TRISTAN M	CLEANER[002888-SYS]	F		16.32/H PROB		01/08/2026
xxx-xx-xxxx TOWNSON, JOHN R	BUS ATTENDANT[003256-SYS]	P		16.02/H SUB		02/11/2026
xxx-xx-xxxx TOWNSON, JOHN R	BUS DRIVER[005927-SYS]	P		25.01/H RET		02/09/2026
xxx-xx-xxxx TOWNSON, JOHN R	BUS DRIVER[001219-SYS]	D		21.58/H SUB		02/11/2026
xxx-xx-xxxx TOWNSON, JOHN R	TEACHER AIDE[001259-SYS]	D		16.02/H SUB		02/11/2026
xxx-xx-xxxx VARGESON, STEVIE N	FOOD SERVICE HELPER[001234-SYS]	P		16.32/H A		02/06/2026

TOTAL ACTIONS FOR ELMIRA HEIGHTS CSD-6

TOTAL ACTIONS FOR ELMIRA HEIGHTS CSD-6

March 3, 2026

Item No.

IX

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

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

SEE ATTACHED

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.

02/24/2026

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 03/03/2026 Sorted By Agency

Page 13

<u>Name</u>	<u>Title/Position</u>	<u>Time</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
AGENCY: HORSEHEADS CSD						
DEPARTMENT: HORSEHEADS SCHOOLS						
xxx-xx-xxxx	BROME, JOHN C	BUS DRIVER TRAINEE[005986-SYS]	P	16.00/H AT		02/09/2026
xxx-xx-xxxx	CONNEL, GENIE A	CENTRAL REGISTRAR & INFORMATION SPECIALIST (HELP)[030673-AUTO]	F	24.91/H PROB		12/17/2025
xxx-xx-xxxx	ELIAS, STEPHANIE N	FOOD SERVICE HELPER[003085-SYS]	F	16.54/H PROB		02/09/2026
xxx-xx-xxxx	SPENCER, JOANN	FOOD SERVICE HELPER[003028-SYS]	P	16.54/H SUB		02/09/2026
xxx-xx-xxxx	WISE, CHRISTOPHER L	BUS DRIVER TRAINEE[005986-SYS]	P	16.00/H AT		10/27/2025
xxx-xx-xxxx	WISE, CHRISTOPHER L	BUS DRIVER[001326-SYS]	F	24.57/H PROB		02/02/2026

TOTAL ACTIONS FOR HORSEHEADS SCHOOLS-6

TOTAL ACTIONS FOR HORSEHEADS CSD-6

March 3, 2026

Item No. X

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

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

SEE ATTACHED

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.

02/24/2026

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 03/03/2026 Sorted By Agency

Page 14

<u>Name</u>	<u>Title/Position</u>	<u>Time</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
AGENCY: SPENCER VE SCH DIST						
DEPARTMENT: SPENCER VE SCH DIST						
xxx-xx-xxxx BUTLER, JACQUELYN M	SCHOOL MONITOR[002798-SYS]	P		17.80/H RES		03/13/2026
xxx-xx-xxxx DAVENPORT, STACEY	BUS DRIVER[002748-SYS]	P		16.50/H SUB		11/10/2025
xxx-xx-xxxx DAVENPORT, STACEY	BUS DRIVER[002748-SYS]	P		20.20/H PROB		12/12/2025
xxx-xx-xxxx NELSON, RYAN G.	WORKING FOREPERSON[030704-AUTO]	F		22.11/H PROB		02/13/2026
xxx-xx-xxxx TALADA, ELIZABETH	SCHOOL MONITOR[002838-SYS]	P		16.00/H SUB		02/17/2026
xxx-xx-xxxx TALADA, ELIZABETH	SCHOOL BUS MONITOR[009366-SYS]	P		16.00/H SUB		02/17/2026

TOTAL ACTIONS FOR SPENCER VE SCH DIST-6

TOTAL ACTIONS FOR SPENCER VE SCH DIST-6

March 3, 2026

ITEM NO. XI

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

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

SEE ATTACHED

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.

02/24/2026

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 03/03/2026 Sorted By Agency

Page 8

<u>Name</u>	<u>Title/Position</u>	<u>Time</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
AGENCY: CHEMUNG COUNTY LIBRARY DISTRICT						
DEPARTMENT: CHEMUNG COUNTY LIBRARY DIST						
xxx-xx-xxxx BROWN, HALEY J	LIBRARY CLERK[007120-SYS]	F		16.00/H AT		02/23/2026
xxx-xx-xxxx BROWN, KELLY JO	SENIOR LIBRARY CLERK[007062-SYS]	F		26.59/H AP		02/23/2026
xxx-xx-xxxx MATHEWS, JEFFREY S.	SENIOR LIBRARY CLERK[007062-SYS]	F		22.77/H RES		02/05/2026

TOTAL ACTIONS FOR CHEMUNG COUNTY LIBRARY DIST-3

TOTAL ACTIONS FOR CHEMUNG COUNTY LIBRARY DISTRICT-3

March 3, 2026

Item No. XII

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

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

SEE ATTACHED

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.

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 03/03/2026 Sorted By Agency

<u>Name</u>	<u>Title/Position</u>	<u>Time</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
AGENCY: BOCES - GST						
DEPARTMENT: BOCES - GST						
xxx-xx-xxxx ARORA, RACHU	TEACHER AIDE[007229-SYS]	F		19240.00	PROB	01/05/2026
xxx-xx-xxxx AUSTIN, TINA M	SENIOR ACCOUNT CLERK (HELP)[030684-AUTO]	F		38386.58	PROB	12/17/2025
xxx-xx-xxxx BAKER, JOSHUA A	HEALTH & SAFETY COMPLIANCE SPECIALIST (HELP)[030697-AUTO]	F		59000.00	PROB	12/17/2025
xxx-xx-xxxx BAKSH, KAHLIA	TEACHER AIDE[007257-SYS]	P		18870.00	RES	01/04/2026
xxx-xx-xxxx BRUCE, CHRISTINE E	PERSONNEL CLERK (GST BOCES) (HELP)[030683-AUTO]	F		47821.73	PROB	12/17/2025
xxx-xx-xxxx CALLEAR, KATHERINE	PERSONNEL CLERK (GST BOCES) (HELP)[030682-AUTO]	F		53264.88	PROB	12/17/2025
xxx-xx-xxxx CARL, LOGAN M	NETWORK TECHNOLOGY SPECIALIST TRAINEE[008864-SYS]	F		32364.00	AP	12/29/2025
xxx-xx-xxxx CURKENDALL, GUY R	CLEANER[007264-SYS]	F		58657.46	RET	04/15/2026
xxx-xx-xxxx DAVIS, ZACHARY	COMPUTER APPLICATIONS SPECIALIST[030481-AUTO]	F		43084.58	A	02/03/2026
xxx-xx-xxxx GAYLORD, MARJORIE	SENIOR COMPUTER SERVICES PROGRAM AIDE[007707-SYS]	F		44846.33	PROB	02/03/2026
xxx-xx-xxxx GIRARDI, MARY A	COOK MANAGER[008102-SYS]	F		35301.70	RET	04/03/2026
xxx-xx-xxxx IMMERMANN, SARA	EDUCATION GRANT SPECIALIST[009471- SYS]	F		57551.16	RET	01/10/2026
xxx-xx-xxxx INGRAM, NICOLE	TEACHER AIDE[007213-SYS]	F		17760.00	RES	02/04/2026
xxx-xx-xxxx LITTLE, TAMMY	PRINCIPAL ACCOUNT CLERK (HELP)[030676-AUTO]	F		83036.72	PROB	12/17/2025
xxx-xx-xxxx MEYER, TIMOTHY E	OPERATIONS COMMUNICATION SPECIALIST[007227-SYS]	F		52000.00	A	09/29/2025
xxx-xx-xxxx MILLER, ANGELA	PRINCIPAL ACCOUNT CLERK (HELP)[030680-AUTO]	F		53244.00	PROB	12/17/2025
xxx-xx-xxxx MILLER, BRYAN	SUPERVISOR OF COMPUTER SERVICES (HELP)[030681-AUTO]	F		97760.00	PROB	12/17/2025
xxx-xx-xxxx MOLTER, JESSICA Z	SENIOR COMPUTER SERVICES PROGRAM AIDE[007541-SYS]	F		46661.26	RES	01/30/2026
xxx-xx-xxxx MUCHA, TESSA	HEALTH & SAFETY COMPLIANCE SPECIALIST (HELP)[030679-AUTO]	F		50000.00	PROB	12/17/2025

02/24/2026

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 03/03/2026 Sorted By Agency

Page 2

	<u>Name</u>	<u>Title/Position</u>	<u>Time</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
xxx-xx-xxxx	SPENCER, LAURIE C	PERSONNEL CLERK (GST BOCES) (HELP)[030678-AUTO]	F		55081.44	PROB	12/17/2025
xxx-xx-xxxx	SPRAGUE, TIFFANY	REGISTERED PROFESSIONAL NURSE[008422-SYS]	F		37407.46	RES	12/29/2025
xxx-xx-xxxx	SWASTA, ELIJAH	COMPUTER APPLICATIONS SPECIALIST TRAINEE[030492-AUTO]	F		31320.00	PROB	02/03/2026
xxx-xx-xxxx	VOSBURG, KATTIE JO	COOK MANAGER[007452-SYS]	F		41472.00	PROB	01/20/2026
xxx-xx-xxxx	WHITE, EDWARD	DATA PROTECTION OFFICER (HELP)[030677-AUTO]	F		69680.00	PROB	12/17/2025

TOTAL ACTIONS FOR BOCES - GST-24

TOTAL ACTIONS FOR BOCES - GST-24

March 3, 2026

ITEM NO. XIII

**FROM JEFFREY WALKER
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):

<u>TITLE</u>	<u>EL #</u>	<u># ON LIST</u>	<u>ESTAB.</u>	<u>EXPIRE</u>
Administrator-Nursing Facility	DCANF0326	1	03/03/2026	03/03/2027
Assistant Fire Marshal	70017300	1	03/03/2026	03/03/2027
Computer Applications Specialist	24317020	1	03/03/2026	03/03/2027
Computer Services Coordinator	70019560	2	03/03/2026	03/03/2027
County Fire Coordinator	60046630	6	03/03/2026	03/03/2027
Deputy Sheriff Captain	70018530	2	03/03/2026	03/03/2028
Deputy Sheriff Lieutenant	70018520	2	03/03/2026	03/03/2028
Police Captain (City)	70010840	3	03/03/2026	03/03/2028
Police Lieutenant (City)	70021350	2	03/03/2026	03/03/2028
Social Welfare Examiner	70024050	1	03/03/2026	03/03/2027
Supervising Nurse	DCSN0326	1	03/03/2026	03/03/2027

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 Jaida Briggs 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.

March 3, 2026

ITEM NO. XIV

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that the Commission's staff conducted a review of expiring eligible lists. It is recommended that the following eligible list(s) be **extended** as follows:

<u>TITLE</u>	<u>EL</u>	<u># ON LIST</u>	<u>ESTAB</u>	<u>EXPIRE</u>
Control Clerk	DCCC0225	3	03/04/2025	03/04/2027

RESOLUTION:

RESOLVED, that the communication from Jaida Briggs requesting an extension of the expiration date for the eligible list(s) stated above be received and placed on file; and be it further

RESOLVED, that the request for an extension of the expiration date for eligible list(s) above be extended to expire as noted above.

March 3, 2026

ITEM NO. XV

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that a **REINSTATEMENT REQUEST** was made by Danielle Major, Director of Human Resources, to reinstate Heather Saltsman to the title of Personnel Clerk in the GST BOCES District. Mrs. Saltsman was appointed probationary to the title of Personnel Clerk (GST BOCES) on June 28, 2022 from eligible list #62360. She received permanent status as a Personnel Clerk (GST BOCES).

All the rules and law have been met with regards to the reinstatement procedure. There are no preferred eligible lists or binding promotional lists for this title; it is believed that Heather Saltsman possesses the knowledge and skill to serve in the title of Personnel Clerk (GST BOCES), and it is felt that her reinstatement is for the good of the service.

I, therefore, respectfully request that the Regional Commission approve the reinstatement of Heather Saltsman to the title of Personnel Clerk (GST BOCES) in the GST BOCES District.

RESOLUTION

RESOLVED, that the above reinstatement is hereby received and placed on file; and be it further.

RESOLVED, that the above reinstatement of Heather Saltsman to the title of Personnel Clerk (GST BOCES) in the GST BOCES District is approved.



Danielle Major, Director of Human Resources
2475 Coming Road, Elmira, NY 14903
dmajor@gstboces.org • 607-739-3581, ext. 7002233

Service • Leadership • Collaboration • Integrity

2/20/2026

Chemung County Civil Service
203 Lake Street
P.O. Box 588
Elmira, NY 14902

To Whom It May Concern:

This letter is to request the reinstatement of Heather Saltsman to the title of Personnel Clerk effective March 4th, 2026. She was previously permanent in that title. Mrs. Saltsman has the knowledge, skills, and abilities to be successful. Her reinstatement is for the good of the service at the Greater Southern Tier BOCES.

Thank you for your consideration

Sincerely,

Danielle Major

Danielle Major
Director of Human Resources

March 3, 2026

ITEM NO. XVI

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that a **REINSTATEMENT REQUEST** was made by Patrick Patterson, Superintendent of the Spencer Van-Etten Central School District, to reinstate Anne Frisbie to the title of Senior Account Clerk in the Spencer Van Etten Central School District effective July 1, 2024. Ms. Frisbie was appointed probationary to the title of Senior Account Clerk on January 11, 2011 from eligible list #61880. She received permanent status as a Senior Account Clerk.

All the rules and law have been met with regards to the reinstatement procedure. There are no preferred eligible lists or binding promotional lists for this title; it is believed that Heather Saltsman possesses the knowledge and skill to serve in the title of Personnel Clerk (GST BOCES), and it is felt that her reinstatement is for the good of the service.

I, therefore, respectfully request that the Regional Commission approve the reinstatement of Anne Frisbie to the title of Senior Account Clerk in the Spencer Van Etten Central School District.

RESOLUTION

RESOLVED, that the above reinstatement is hereby received and placed on file; and be it further.

RESOLVED, that the above reinstatement of Anne Frisbie to the title of Senior Account Clerk in the Spencer Van Etten Central School District is approved.



Spencer-Van Etten Central School
District Office
16 Dartts Crossroad
Spencer, New York 14883
(607) 589-7100
FAX (607) 589-3010

Patrick Patterson
Superintendent of Schools

February 9, 2026

Chemung County Personnel & Civil Service
County of Chemung
150 Lake Street, Third Floor
PO Box 588
Elmira, NY 14902-0588

RE: Anne Frisbie

Please reinstate Anne Frisbie to the title of Senior Account Clerk, effective July 1, 2024. She will be working in a substitute/temporary capacity until further notice.

Thank you.

A handwritten signature in black ink, appearing to read "Patrick Patterson", is written over a horizontal line.

Patrick Patterson
Superintendent

March 3, 2026

ITEM NO. XVII

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that a **REINSTATEMENT REQUEST** was made by Robert J. Richards VI, Traffic District Chief, to reinstate Kyle Storms to the title of Traffic Officer Part-Time in the Town of Elmira. Mr. Storms transferred to the Town of Elmira with permanent status from the Village of Hammondsport. He was properly appointed to the position of Police Officer from appropriate eligible lists. A copy of his roster cards and the exam announcements are on file.

All the rules and law have been met with regards to the reinstatement procedure. There are no preferred eligible lists or binding promotional lists for this title; it is believed that Kyle Storms possesses the knowledge and skill to serve in the title of Traffic Officer Part-time and it is felt that his reinstatement is for the good of the service.

I, therefore, respectfully request that the Regional Commission approve the reinstatement of Kyle Storms to the title of Traffic Officer Part-Time in the Town of Elmira.

RESOLUTION

RESOLVED, that the above reinstatement is hereby received and placed on file; and be it further.

RESOLVED, that the above reinstatement of Kyle Storms to the title of Traffic Officer Part-Time in the Town of Elmira is approved.



WEST ELMIRA POLICE DEPARTMENT

TOWN OF ELMIRA, NEW YORK ♦ TRAFFIC DISTRICT #1

1255 W. WATER STREET ♦ ELMIRA, NY 14905

PHONE: 607-734-2031 ♦ FAX: 607-734-4089



REQUEST FOR REINSTATEMENT

To the Chemung County Civil Service Commission,

I am writing to recommend and request the reinstatement of Kyle E. Storms to the position of Town of Elmira Traffic Officer (Part-Time), from which he previously resigned.

The Town of Elmira will greatly benefit from Kyle Storms' return to this position and it will be for the good of the service. Kyle Storms is an experienced officer, with extensive knowledge and training in criminal investigations.

Thank you for your consideration,

Chief Robert J. Richards

Chief Robert J. Richards VI
February 23, 2026

March 3, 2026

ITEM NO. XVIII

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that Frank Tiberia, Chemung County Probation Director (Group B) made a request to transfer Brooke Buck, a permanent Probation Officer in the Schuyler County Probation Department effective February 17, 2026. Mrs. Buck was properly appointed to the position of Probation Officer from an appropriate eligible list #63265 on August 8, 2022, and successfully completed her probationary period.

All the rules have been met with regards to the transfer procedure. There is no preferred eligible list for this title, no departmental promotion list containing three or more names for the position; and it is felt that this transfer would benefit the Chemung County Probation Department.

I, therefore, respectfully request that the Regional Commission approve the above transfer to the Chemung County Probation Department.

RESOLUTION

RESOLVED, that the above transfer is hereby received and placed on file; and be it further

RESOLVED, that the above transfer is hereby approved.



**CHEMUNG COUNTY PROBATION DEPARTMENT
INTER-DEPARTMENTAL CORRESPONDENCE**

TO: James DeFilippo, Director of Personnel
FROM: Frank J. Tiberia, Director of Probation
DATE: February 11, 2026
RE: **Transfer of Brooke Buck from Schuyler County Probation to Chemung County Probation**

Please accept this correspondence as a request for a lateral transfer of Brooke Buck from the Schuyler County Probation Department to the Chemung County Probation Department.

Ms. Buck has been a Probation Officer employed with Schuyler County Probation/civil service since August 8, 2022. She has been hired by the Chemung County Probation Department in the capacity of Probation Officer and is scheduled to begin employment on February 17, 2026.

If you have any questions or require any other information from me, please contact me at your convenience

Sincerely,

Frank J. Tiberia
Director of Probation

CC: Taylor Lance
Jaida Briggs

March 3, 2026

ITEM NO.

XIX

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

The Regional Civil Service Commission is in receipt of a request from Paul Chapman, Library Director for the Chemung County Library District to classify two new positions. The appointing authority is certifying that the duties and qualifications conform to those in the standard class specification published by the Regional Civil Service Commission for Library Clerk. Based upon the statement made I recommend that the Commission approve the request to classify these new positions in the Chemung County Library District as Library Clerks.

TO: Chemung County/City of Elmira Regional Civil Service Commission
203 Lake Street, Elmira NY 14901

We request the Chemung County/City of Elmira Regional Civil Service Commission to approve the new position listed below. We certify that the duties and qualifications conform to those in the standard class specification published by Chemung County/City of Elmira Regional Civil Service Commission for the title listed. We agree to submit a form New Position Duties Statement if requested by Chemung County/City of Elmira Regional Civil Service Commission.

Signed [Signature] Date 2/19/20

Title EXECUTIVE DIRECTOR

Department:	<u>CHEMUNG COUNTY LIBRARY DISTRICT</u>
Submitter:	<u>PAUL CHAPMAN</u>
Title of New Position:	<u>FULL TIME LIBRARY CLERK</u>
Number of Position(s):	<u>2</u>
Duration of Position(s):	
<input checked="" type="checkbox"/> Permanent	
<input type="checkbox"/> Temporary*	
<hr/> <p>*Indicate the reason and expected duration of position.</p>	

_____ Approved _____ Disapproved

Chemung County/City of Elmira Regional Civil Service Commission Date

Adopted 5/2/2023

March 3, 2026

ITEM NO. XX

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

The Regional Civil Service Commission is in receipt of a Job Classification Questionnaire from Linda Forrest, Chemung County Clerk requesting consideration to reclassify a Senior Clerk position currently encumbered by Rachael Micelotta in the Chemung County Clerk's Office. 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 Senior Clerk to Principal Clerk.

1. Name of officer or employee Michelle Rachael M Last First Middle		Chemung County Civil Service Commission Hazlet Building - Elmira, NY		Form MS 220 Leave this space blank		
2. Payroll or budget title Senior Clerk current Principle Clerk promotion		3. City, county, town, Village Chemung County	4. Rate of Pay \$19.30 current	<input type="checkbox"/> Annually <input type="checkbox"/> Monthly <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Hourly		
5. Place of work (bldg. and room) 210 Lake Street, Elmira NY 14901		6. Department County Clerk's Office	7. Division or Bureau			
8. Civil Service Status of Position <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Non Competitive		<input type="checkbox"/> Exempt <input type="checkbox"/> Labor <input type="checkbox"/> Unclassified	9. Number Years In Service 1 Year and 8 Months	10. How Many Years In Position 1 Year and 8 Months		
11. Name and titles of persons from whom you receive supervision or direction, and the degree of this supervision.						
NAMES		TITLES		DEGREE OF SUPERVISION		
Linda A. Forrest		Chemung County Clerk		Supervisor / Department Head		
12. If your work involves the direction or supervision of the work of others, give their names, titles and the degree of supervision.						
NAMES		TITLES		DEGREE OF SUPERVISION		
13. DESCRIPTION OF DUTIES - Describe the work that you do. Use a separate paragraph for each kind of work. Take the most important kind first, that is the kind that takes up most of your time. Explain it fully. Then take up the next most important and so on, putting the special or occasional duties last. Be sure to make your descriptions definite enough and in enough detail to give a clear picture of the work. In the columns at the left give your best estimate of the fraction of percent of your total working time that is taken up by each kind of work described.						
PERCENT OF TIME						
64%	<p>General Clerical Duties:</p> <ul style="list-style-type: none"> •Entry and filing of all land records and documents •Answering phones, emails, and assisting customers / abstractors / attorneys that come into the office •Scanning and uploading documents •Locating records using computer, records book, and fiche / microfiche. •Mailing, emailing, and printing any records upon request. •Sending back filed land records at the end of each week. •Triple Verification process of documents •General office maintenance such as filing paper trays in printers, putting books away, making sure computer space is free of any papers/trash, etc. •Preparing docket report and sending to Supreme Court •Monitoring the New York State Courts Electronic Filing system for new incoming documents for processing and review, assigning Index numbers to cases, and printing any documents that need to be signed for reuploading or kept for our records. •Records retention management- monitoring the retention span of filings, ensuring they are in compliance with retention time guidelines •Creating and updating training guide and training other new senior clerks •Sending monthly printer reads to central services •Verifying of documents and update cover dates and public verified dates for research. 					
30%	<p>Purchasing and oversight of Accounts Payable for the DMV and County Clerk Office:</p> <ul style="list-style-type: none"> •Maintaining Inventory •Creating purchase orders •Placing orders •Handling returns •Communication with vendors •Ensuring transactions are in compliance with county guidelines. •Preparing direct pay cover sheets •Submitting Invoices to the Treasurer's Office •Processing P-card Invoices •Communicating with vendors when billing or item issues occur •Tracking paid and unpaid invoices. •Ledger balance monitoring and reconciliation •Submitting journal entries / Invoice entries into New World •Financial record maintenance •Creating reports when needed. 					
7%	<p>Departmental Budget Duties</p> <ul style="list-style-type: none"> • Attending budget kickoff meetings • ClearGov trainings for budget preparation • Preparing and maintaining department budget • Monitor spending • Attending the department's meeting with budget office alongside department head. 					
6%	<p>Passport Agent duties</p> <ul style="list-style-type: none"> • Completing passport applications as a passport agent • Assembling passport applications for the Department of State • Yearly passport agency trainings • Taking and processing payments for passports using register and computer. 					
3%	<p>Grant Support</p> <ul style="list-style-type: none"> •Sitting in on grant-related meetings •Assistance in drafting / supporting grant documentation when needed 					
TBD	Will be responsible for payroll at some point after training alongside department head (per Linda Forrest. Can take around 25% of time)					
TBD	Obtaining Notary License after exam in March 2026 and will be doing notarizations in office					
WHAT LICENSES OR CERTIFICATES ARE REQUIRED FOR THIS POSITION?						
IF MORE SPACE IS NEEDED ATTACH A SEPARATE SHEET						

March 3, 2026

ITEM NO. XXIII

**FROM JEFFREY WALKER
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, April 7, 2025**.

I, hereby, certify that the foregoing constitutes a complete and accurate reading of the Chemung County/City of Elmira Regional Civil Service Commission agenda for **March 3, 2026**.

Jeffrey Walker
Secretary to the Commission