

AGENDA
CHEMUNG COUNTY/CITY OF ELMIRA
REGIONAL CIVIL SERVICE COMMISSION
Regular Meeting – August 2, 2022

- ITEM I: Act on Resolution approving and dispensing with the minutes of the July 5, 2022 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 to revise all job specifications that require a postsecondary degree.
- ITEM VII: Act on Resolution to revise the job specification for Records Imaging Center Supervisor.
- ITEM VIII: Act on Resolution to establish the following eligible lists:

Title	EL#	# on list	Estab.	Expires
Career Program Specialist (OC)	68842	4	08/02/2022	08/02/2023
Career Program Specialist (PR)	72417	4	08/02/2022	08/02/2023
Cashier License Examiner	60678	4	08/02/2022	08/02/2023
Network Technology Specialist Trainee	22101	7	08/02/2022	08/02/2023
Youth Program Assistant	60803	2	08/02/2022	08/02/2023
Youth Program Coordinator (NCP)	76355	1	08/02/2022	08/02/2023

- ITEM IX: Act on Resolution to appoint a Section 55A eligible candidate to the position of Children’s Integrated Services Facilitator in the Chemung County Department of Social Services.
- ITEM X: Act on Resolution to reinstate Keith Cooper to the title of Network Technology Specialist in the GST BOCES district.
- ITEM XI: Act on Resolution to reinstate Donald Loomis to the title of Network Technology Specialist in the GST BOCES district.
- ITEM XII: Act on Resolution to reinstate James Roberts to the title of Network Technology Specialist in the GST BOCES district.
- ITEM XIII: Act on Resolution to reinstate Davis Ruhmel to the position of Special Patrol Officer per Section 209-v of General Municipal Law.
- ITEM XIV: Recommendation to reclassify a senior clerk position in Chemung County B&G to the title of Program Assistant.
- ITEM XV: Discussion Item: Exam fees
- ITEM XVI: Acknowledgement of receipt by Commissioners of confidential reports on leaves of absence and disciplinary actions.
- ITEM XVII: Additional Item(s)
- ITEM XVIII: Act on Resolution to adjourn.

August 2, 2022

ITEM NO. I

**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 Chairman G. Thomas Tranter Jr. on July 5, 2022 at 3:00PM in the Second floor conference room of the Hazlett Building.

PRESENT:

Chairman G. Thomas Tranter Jr.	Taylor Maggs, Personnel Administrator
Commissioner Thomas Gough	Jamie Flynn, Senior Personnel Technician
Commissioner Ernest Hartman	Peter Meybaum
Jeffrey Walker, Secretary to the Commission	

ITEM I: Motion was made by Thomas Gough to approve the minutes of the June 7, 2022 meeting of the Chemung County/City of Elmira Regional Civil Service Commission. Seconded by Ernest Hartman. All were in favor. Motion carried.

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

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

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

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

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

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

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

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

ITEM XIV: Motion was made by G. Thomas Tranter Jr. to revise the job specification for Community Information Specialist and Computer Services Program Aide. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM XV: Motion was made by G. Thomas Tranter Jr. to establish the following eligible list(s):

Title	EL#	# on list	Estab.	Expires
Assessor's Aide	60412	4	07/05/2022	07/05/2023
Staff Development Assistant	70857	2	07/05/2022	07/05/2023

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

ITEM XVI: Motion was made by G. Thomas Tranter Jr. to extend the following eligible lists:

<u>TITLE</u>	<u>EL#</u>	<u># ON LIST</u>	<u>ESTAB</u>	<u>EXPIRE</u>
Payroll Specialist	67578	10	08/06/2019	08/06/2023

Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM XVII: Motion was made by G. Thomas Tranter Jr. to reclassify a Senior Stenographer position to Personnel Clerk upon the retirement of the incumbent in the GST BOCES District. Seconded by Ernest Hartman. All were in favor. Motion carried.

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

ITEM XIX: Additional Items:

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- A) **Motion** was made by G. Thomas Tranter Jr. to classify a new position at the Chemung County Health Department as Public Health Program Coordinator. Seconded by Ernest Hartman. All were in favor. Motion Carried.
- B) **Motion** was made by Thomas Gough to classify a new position at the Chemung County Health Department as Public Health Sanitarian. Seconded by Ernest Hartman. All were in favor. Motion Carried.

ITEM XX: The meeting was adjourned at 3:09 p.m.

August 2, 2022

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

07/25/2022

08/02/2022 to 08/02/2022

Employee Name	Emp #	Position	Title	Wage	S/C/T/T	Action	Action Date	Ref Date
MARTEL, CARL	009701-SYS	Union SINGLE RATE	PROJECT MANAGER II	89935.00/Y	P/C/P/F	A	07/05/2022	08/02/2022
Agency CHCO	Dept: DPW		Auth/Res: RCSC 08/02/2022	19-618			Grade:	Step:
TIBERIA, FRANK J	SYS-000913	030414-AUTO	DEPUTY PROBATION	99399.00/Y	P/C/P/F	A	07/20/2022	08/02/2022
Agency CHCO	Dept: PROB	Union SINGLE RATE	Auth/Res: RCSC 08/02/2022	22-204			Grade:	Step:
YEARICK, CHRISTOPHER D	SYS-021155	010248-SYS	MUNICIPAL UTILITY GIS	61800.00/Y	P/C/P/F	A	07/07/2022	08/02/2022
Agency CHCO	Dept: SEWER	Union SINGLE RATE	Auth/Res: RCSC 08/02/2022				Grade:	Step:
KERR, JUDI	009232-SYS	Union CIVIL SERVICE EMPLOYEES	LICENSED PRACTICAL NURSE	19.18/H	P/N/P/F	A	07/12/2022	08/02/2022
Agency CHCO	Dept: HLTH	Union SINGLE RATE	Auth/Res: RCSC 08/02/2022	21-097			Grade:	Step:1
REID, AMANDA J	SYS-020257	030368-AUTO	LEGAL SECRETARY	37024.00/Y	P/C/P/F	A	07/23/2022	08/02/2022
Agency CHCO	Dept: PUBAD	Union SINGLE RATE	Auth/Res: RCSC 08/02/2022	19-468			Grade:	Step:
HAMMOND, DYLAN R	SYS-020728	009729-SYS	PUBLIC WORKS SPECIALIST	20.82/H	P/N/P/F	A	07/23/2022	08/02/2022
Agency CHCO	Dept: DPW	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 08/02/2022	21-346			Grade:	Step:4
GRIFFIN, ANDREW J	SYS-022068	009594-SYS	PUBLIC WORKS SPECIALIST	18.18/H	P/N/P/F	A	07/28/2022	08/02/2022
Agency CHCO	Dept: DPW	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 08/02/2022	21-232			Grade:	Step:ENTRY
SHERBERT, NATHANIEL	000784-SYS	Union CORRECTION OFFICER	CORRECTION OFFICER	21.61/H	P/C/P/F	A	07/12/2022	08/02/2022
Agency CHCO	Dept: JAIL	Union CORRECTION OFFICER'S	Auth/Res: RCSC 08/02/2022	22-051			Grade:	Step:ENTRY
VANNES, JEFFREY	007859-SYS	Union CORRECTION OFFICER'S	CORRECTION OFFICER	21.61/H	P/C/P/F	A	07/12/2022	08/02/2022
Agency CHCO	Dept: JAIL	Union CORRECTION OFFICER'S	Auth/Res: RCSC 08/02/2022	22-051			Grade:	Step:ENTRY
KELLEY, JOHN	002497-SYS	Union SINGLE RATE	ASSISTANT DISTRICT	66674.00/Y	P/X/P/F	A	07/26/2022	08/02/2022
Agency CHCO	Dept: DA	Union SINGLE RATE	Auth/Res: RCSC 08/02/2022	21-593			Grade:	Step:
MORSE, HEAVEN M	SYS-021665	002170-SYS	NURSE AIDE	16.08/H	P/N/P/D	A	07/13/2022	08/02/2022
Agency CHCO	Dept: CCNF	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 08/02/2022	20-500			Grade:	Step:23
BEARD, MICHELLE L	SYS-021695	000858-SYS	PRINCIPAL ACCOUNT CLERK	20.72/H	V/C/P/F	AP	07/01/2022	08/02/2022
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 08/02/2022	22-200			Grade:	Step:E
BURNS, MARTEL T	SYS-015063	008570-SYS	SENIOR CLERK	15.39/H	V/C/P/F	AP	07/11/2022	08/02/2022
Agency CHCO	Dept: MENTH	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 08/02/2022	22-055			Grade:	Step:ENTRY
SWARTHOUT, LINDA S	SYS-000892	030276-AUTO	PUBLIC HEALTH NURSE	31.64/H	V/C/P/F	AP	06/24/2022	08/02/2022
Agency CHCO	Dept: HLTH	Union NEW YORK STATE NURSES	Auth/Res: RCSC 08/02/2022				Grade:	Step:
JACKSON, TIERRA E	SYS-014065	000520-SYS	CLERK	14.97/H	V/C/P/F	AP	07/18/2022	08/02/2022
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 08/02/2022	22-384			Grade:	Step:2

Employee Action Report

08/02/2022 to 08/02/2022

Employee Name	Emp #	Position	Title	Wage	S/C/T/T	Action	Action Date	Ref Date
WANDELL, REBECCA A	SYS-021503	Union	SENIOR CASEWORKER	25.95/H	V/C/P/F	AP	07/18/2022	08/02/2022
Agency CHCO	Dept: DSS	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC	08/02/2022	22-384		Grade:	Step: ENTRY
GREEN, KAREN	004088-SYS	Union	CASEWORKER	23.28/H	V/C/P/F	AP	07/18/2022	08/02/2022
Agency CHCO	Dept: DSS	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC	08/02/2022	22-384		Grade:	Step: ENTRY
PIERRE, MARIE	004088-SYS	Union	CASEWORKER	23.28/H	V/C/P/F	AP	07/18/2022	08/02/2022
Agency CHCO	Dept: DSS	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC	08/02/2022	22-384		Grade:	Step: ENTRY
COXFORD, MARIA	004088-SYS	Union	CASEWORKER	23.28/H	V/C/P/F	AP	07/18/2022	08/02/2022
Agency CHCO	Dept: DSS	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC	08/02/2022	22-384		Grade:	Step: ENTRY
LOWMAN, EMMA	000395-SYS	Union	COMMUNITY SERVICES AIDE	13.20/H	P/N/S/F	ASEAS	06/27/2022	08/02/2022
Agency CHCO	Dept: DA		Auth/Res: RCSC	08/02/2022			Grade:	Step:
DAVIS, JESSICA	003838-SYS	Union	SENIOR RECREATION LEADER	16.00/H	T/C/S/F	ASEAS	06/30/2022	08/02/2022
Agency CHCO	Dept: YOUTH		Auth/Res: RCSC	08/02/2022			Grade:	Step:
SCHWAB, RILEY	002242-SYS	Union	RECREATION LEADER	14.20/H	T/C/S/F	ASEAS	07/05/2022	08/02/2022
Agency CHCO	Dept: YOUTH		Auth/Res: RCSC	08/02/2022			Grade:	Step:
SQUIRES, DAVID	002219-SYS	Union	LABORER	13.97/H	T/L/S/F	ASEAS	07/11/2022	08/02/2022
Agency CHCO	Dept: DPW		Auth/Res: RCSC	08/02/2022			Grade:	Step:
BURDICK, JODIE L	SYS-021947	Union	RECREATION LEADER	14.20/H	T/C/S/F	ASEAS	07/13/2022	08/02/2022
Agency CHCO	Dept: YOUTH		Auth/Res: RCSC	08/02/2022			Grade:	Step:
COSS, SYDNEE	000664-SYS	Union	LIFEGUARD PT	14.75/H	T/N/S/F	ASEAS	07/13/2022	08/02/2022
Agency CHCO	Dept: P&REC		Auth/Res: RCSC	08/02/2022			Grade:	Step:
HOUWER, CALUM	004173-SYS	Union	CORRECTION OFFICER	21.61/H	T/C/P/F	AT	07/11/2022	08/02/2022
Agency CHCO	Dept: JAIL	CORRECTION OFFICER'S	Auth/Res: RCSC	08/02/2022	PLA		Grade:	Step: ENTRY
STEHM, LORI	007018-SYS	Union	CLEANER	13.20/H	T/L/P/F	AT	07/05/2022	08/02/2022
Agency CHCO	Dept: CCNF	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC	08/02/2022	PLA		Grade:	Step: ENTRY
HILLARD, DOUGLAS R	SYS-011149	Union	WASTEWATER TREATMENT	23.70/H	T/C/P/F	AT	07/01/2022	08/02/2022
Agency CHCO	Dept: SEWER	SEWER DISTRICT (CSEA)	Auth/Res: RCSC	08/02/2022	PLA		Grade:	Step: 2
FAULKNER, CHRISTOPHER L	SYS-020967	Union	MAINTENANCE WORKER III	23.89/H	T/N/P/F	AT	07/01/2022	08/02/2022
Agency CHCO	Dept: SEWER	SEWER DISTRICT (CSEA)	Auth/Res: RCSC	08/02/2022	PLA		Grade:	Step: 4
LYNOUGH, RICHARD	000733-SYS	Union	SPECIAL INVESTIGATOR-	49000.00/Y	T/X/P/F	AT	07/25/2022	08/02/2022
Agency CHCO	Dept: PUBDF	SINGLE RATE	Auth/Res: RCSC	08/02/2022	PLA		Grade:	Step:

Employee Action Report

07/25/2022

08/02/2022 to 08/02/2022

Employee Name	Emp #	Position	Title	Wage	S/C/T/T	Action	Action Date	Ref Date
ERWIN, CHERI	000400-SYS	Union CIVIL SERVICE EMPLOYEES	LEGAL SECRETARY	20.72/H	T/C/P/F	AT	07/22/2022	08/02/2022
Agency CHCO	Dept: DA		Auth/Res: RCSC 08/02/2022	PLA		Grade:		Step: ENTRY
VANNESS, ZACKARY	004188-SYS	Union CORRECTION OFFICERS	CORRECTION OFFICER	21.61/H	T/C/P/F	AT	07/25/2022	08/02/2022
Agency CHCO	Dept: JAIL		Auth/Res: RCSC 08/02/2022	PLA		Grade:		Step: ENTRY
TURNER, DAVID	SYS-013204	Union CIVIL SERVICE EMPLOYEES	LAUNDRY AIDE	16.93/H	P/L/P/F	DEC	07/13/2022	08/02/2022
Agency CHCO	Dept: CCFN		Auth/Res: RCSC 08/02/2022			Grade:		Step: 15YR
SCHILL, MELISSA	000490-SYS	Union CIVIL SERVICE EMPLOYEES	SENIOR ACCOUNT CLERK	19.12/H	B/C/P/F	PROB	06/24/2022	08/02/2022
Agency CHCO	Dept: HLTH		Auth/Res: RCSC 08/02/2022	22-137		Grade:		Step: ENTRY
FRENCH, MISTY	002013-SYS	Union CIVIL SERVICE EMPLOYEES	NURSE AIDE	15.15/H	B/N/P/F	PROB	07/01/2022	08/02/2022
Agency CHCO	Dept: CCFN		Auth/Res: RCSC 08/02/2022			Grade:		Step: ENTRY
HALPIN, MEGAN	001916-SYS	Union CIVIL SERVICE EMPLOYEES	NURSE AIDE	15.15/H	B/N/P/F	PROB	07/01/2022	08/02/2022
Agency CHCO	Dept: CCFN		Auth/Res: RCSC 08/02/2022	22-267		Grade:		Step: ENTRY
DURYEA, TABITHA	002170-SYS	Union CIVIL SERVICE EMPLOYEES	NURSE AIDE	15.15/H	B/N/P/F	PROB	07/01/2022	08/02/2022
Agency CHCO	Dept: CCFN		Auth/Res: RCSC 08/02/2022	22-267		Grade:		Step: ENTRY
HOUSTON, WALTER	003565-SYS	Union CIVIL SERVICE EMPLOYEES	LICENSED PRACTICAL NURSE	18.20/H	B/N/P/F	PROB	07/01/2022	08/02/2022
Agency CHCO	Dept: CCFN		Auth/Res: RCSC 08/02/2022	21-603		Grade:		Step: ENTRY
COOKE, NYEISHA	000623-SYS	Union CIVIL SERVICE EMPLOYEES	NURSE AIDE	15.15/H	B/N/P/F	PROB	07/09/2022	08/02/2022
Agency CHCO	Dept: CCFN		Auth/Res: RCSC 08/02/2022	22-267		Grade:		Step: ENTRY
RENNA, HANNA	002498-SYS	Union SINGLE RATE	ASSISTANT DISTRICT	85500.00/Y	B/X/P/F	PROB	07/11/2022	08/02/2022
Agency CHCO	Dept: DA		Auth/Res: RCSC 08/02/2022	22-309		Grade:		Step:
TIMERMAN, ZACHARY	009050-SYS	Union CIVIL SERVICE EMPLOYEES	CLEANER	13.20/H	B/L/T/D	PROB	07/12/2022	08/02/2022
Agency CHCO	Dept: CCFN		Auth/Res: RCSC 08/02/2022			Grade:		Step: ENTRY
BRIGGS, MERCADIEZ	001916-SYS	Union CIVIL SERVICE EMPLOYEES	NURSE AIDE	15.15/H	B/N/P/F	PROB	07/12/2022	08/02/2022
Agency CHCO	Dept: CCFN		Auth/Res: RCSC 08/02/2022			Grade:		Step: ENTRY
EISNAUGLE, HARRY	006659-SYS	Union CIVIL SERVICE EMPLOYEES	ASSISTANT PUBLIC ADVOCATE	75000.00/H	B/X/P/F	PROB	07/25/2022	08/02/2022
Agency CHCO	Dept: PUBAD		Auth/Res: RCSC 08/02/2022	22-310		Grade:		Step:
PALMER, PATRICK	SYS-009645	Union CIVIL SERVICE EMPLOYEES	STAFF DEVELOPMENT	20.72/H	B/C/P/F	PROB	07/11/2022	08/02/2022
Agency CHCO	Dept: DSS		Auth/Res: RCSC 08/02/2022	21-601		Grade:		Step: ENTRY
GRAHAM, KELLY	004687-SYS	Union CIVIL SERVICE EMPLOYEES	RECEPTIONIST PT	14.39/H	P/N/P/P	PROB	07/12/2022	08/02/2022
Agency CHCO	Dept: CCFN		Auth/Res: RCSC 08/02/2022			Grade:		Step: ENTRY

Employee Action Report

08/02/2022 to 08/02/2022

Employee Name	Emp #	Position	Title	Wage	S/C/T/F	Action	Action Date	Ref Date
STARK, ANNE	009820-SYS	Union SINGLE RATE	ASSISTANT DISTRICT	85500.00/Y	B/X/P/F	PROB	07/25/2022	08/02/2022
Agency CHCO	Dept: DA	Auth/Res: RCSC 08/02/2022	Auth/Res: RCSC 08/02/2022	22-048		Grade:	Grade:	Step:
CARNEGIE, ERICA	008273-SYS	Union CIVIL SERVICE EMPLOYEES	COMMUNITY SERVICES AIDE	13.20/H	B/N/P/F	PROB	07/18/2022	08/02/2022
Agency CHCO	Dept: MENTH	Auth/Res: RCSC 08/02/2022	Auth/Res: RCSC 08/02/2022	22-384		Grade:	Grade:	Step:ENTRY
WITHERWAX, WAYNE	030419-AUTO	Union SINGLE RATE	EXECUTIVE ASSISTANT	100000.00/Y	B/X/P/P	PROB	08/01/2022	08/02/2022
Agency CHCO	Dept: DA	Auth/Res: RCSC 08/02/2022	Auth/Res: RCSC 08/02/2022	22-262		Grade:	Grade:	Step:
MCLAUGHLIN, NICOLE	004171-SYS	Union CORRECTION OFFICER'S	CORRECTION OFFICER	25.84/H	P/C/P/F	REI	06/07/2022	08/02/2022
Agency CHCO	Dept: JAIL	Auth/Res: RCSC 08/02/2022	Auth/Res: RCSC 08/02/2022	22-312		Grade:	Grade:	Step:5
PARISI, JOSEPH	004304-SYS	Union SHERIFF'S ASSOCIATION	DEPUTY SHERIFF	30.85/H	P/C/P/F	REI	05/03/2022	08/02/2022
Agency CHCO	Dept: SD	Auth/Res: RCSC 08/02/2022	Auth/Res: RCSC 08/02/2022			Grade:	Grade:	Step:2
DUNBAR, ZACHARY	000467-SYS	Union CIVIL SERVICE EMPLOYEES	ENVIRONMENTAL HEALTH	25.95/H	T/C/P/F	RES	06/24/2022	08/02/2022
Agency CHCO	Dept: HLTH	Auth/Res: RCSC 08/02/2022	Auth/Res: RCSC 08/02/2022	22-137		Grade:	Grade:	Step:ENTRY
KELLY, KATRINA N	SYS-018772	Union SINGLE RATE	WIC NUTRITIONIST	49250.00/H	P/C/P/F	RES	06/18/2022	08/02/2022
Agency CHCO	Dept: HLTH	Auth/Res: RCSC 08/02/2022	Auth/Res: RCSC 08/02/2022	19-628		Grade:	Grade:	Step:
HARKNESS, KELLY	002013-SYS	Union CIVIL SERVICE EMPLOYEES	NURSE AIDE	15.15/H	B/N/P/F	RES	06/24/2022	08/02/2022
Agency CHCO	Dept: CCNF	Auth/Res: RCSC 08/02/2022	Auth/Res: RCSC 08/02/2022	22-053		Grade:	Grade:	Step:ENTRY
DELZELL, HAILEIGH M	SYS-021760	Union CIVIL SERVICE EMPLOYEES	NURSE AIDE	16.08/H	P/N/P/F	RES	06/29/2022	08/02/2022
Agency CHCO	Dept: CCNF	Auth/Res: RCSC 08/02/2022	Auth/Res: RCSC 08/02/2022			Grade:	Grade:	Step:3
BUCK, BROOKE	SYS-021773	Union CIVIL SERVICE EMPLOYEES	CASEWORKER	24.70/H	P/C/P/F	RES	07/12/2022	08/02/2022
Agency CHCO	Dept: DSS	Auth/Res: RCSC 08/02/2022	Auth/Res: RCSC 08/02/2022			Grade:	Grade:	Step:3
STRADER, DAVID	002221-SYS	Union LABORER	LABORER	13.97/H	T/L/S/F	RES	07/12/2022	08/02/2022
Agency CHCO	Dept: DPW	Auth/Res: RCSC 08/02/2022	Auth/Res: RCSC 08/02/2022			Grade:	Grade:	Step:
AUGUSTINE, DEBRA	008801-SYS	Union SUMMER YOUTH	SUMMER YOUTH	17.00/H	T/C/S/F	RES	07/08/2022	08/02/2022
Agency CHCO	Dept: YOUTH	Auth/Res: RCSC 08/02/2022	Auth/Res: RCSC 08/02/2022			Grade:	Grade:	Step:
CARTWRIGHT, AMY K	SYS-018476	Union LICENSED PRACTICAL NURSE	LICENSED PRACTICAL NURSE	20.85/H	P/N/P/F	RES	07/13/2022	08/02/2022
Agency CHCO	Dept: CCNF	Auth/Res: RCSC 08/02/2022	Auth/Res: RCSC 08/02/2022			Grade:	Grade:	Step:5
VAUGHN, JENNIFER L	SYS-000002	Union CORRECTION OFFICER	CORRECTION OFFICER	32.63/H	P/C/P/F	RET	06/30/2022	08/02/2022
Agency CHCO	Dept: JAIL	Auth/Res: RCSC 08/02/2022	Auth/Res: RCSC 08/02/2022			Grade:	Grade:	Step:9
HENDERSHOTT, DONNA	SYS-008386	Union CORRECTION OFFICER'S	CORRECTION OFFICER	31.82/H	P/C/P/F	RET	07/20/2022	08/02/2022
Agency CHCO	Dept: JAIL	Auth/Res: RCSC 08/02/2022	Auth/Res: RCSC 08/02/2022			Grade:	Grade:	Step:8

August 2, 2022

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.

ALL Agencies ALL Departments

on 08/02/2022 Sorted By Agency

<u>Name</u>	<u>Title/Position</u>	<u>Tme</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	ROBERTS, PRISCILLA A	DEPUTY CITY CLERK[001000-SYS]	F	44307.12	RET	06/30/2022
xxx-xx-xxxx	RODRIGUEZ, CHRISTINA C.	DEPUTY CITY CLERK[010108-SYS]	F	35162.00	AT	05/23/2022

TOTAL ACTIONS FOR CITY OF ELMIRA-2

TOTAL ACTIONS FOR CITY OF ELMIRA-2

August 2, 2022

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.

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 08/02/2022 Sorted By Agency

<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 MARONEY, CLAUDIA A	PLANNING BOARD MEMBER[009216-SYS]	P		25.00/U A		02/11/2021

TOTAL ACTIONS FOR TOWN OF CATLIN-1

TOTAL ACTIONS FOR TOWN OF CATLIN-1

August 2, 2022

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.

Personnel Actions by Reference Date
 ALL Agencies ALL Departments
 on 08/02/2022 Sorted By Agency

<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 ELMIRA						
DEPARTMENT: TOWN OF ELMIRA						
xxx-xx-xxxx BEACH, EMMA G	LIFEGUARD PT[003223-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx BENJAMIN, LYDIA	LIFEGUARD PT[003223-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx BOWES, MARA	LIFEGUARD PT[003223-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx BUTLER, THERESA L.	RECREATION ATTENDANT[008982-SYS]	F		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx CADWALLADER, LILLIAN M.	LIFEGUARD PT[003224-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx CAPILLI, MIA S	LIFEGUARD PT[003223-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx COLLETT, MAILI K	RECREATION ATTENDANT[008982-SYS]	F		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx DEGNAN JR, ANDREW E	LIFEGUARD PT[003223-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx DUVALL, ABIGAIL	RECREATION ATTENDANT[008982-SYS]	F		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx FERNAN, COURTNEY L	RECREATION ATTENDANT[009645-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx HARKENRIDER, AMBER	RECREATION ATTENDANT[009645-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx JOHNSON, ANDREW C.	LIFEGUARD PT[003224-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx KEEFE, BRADY	LIFEGUARD PT[003854-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx KEEFE, TYLER	LIFEGUARD PT[003856-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx LAMBERT, ABIGAIL M	LIFEGUARD PT[003854-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx LAMBERT, HANNAH M	LIFEGUARD PT[003854-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx LECHOWSKI, ALEXANDER P	RECREATION ATTENDANT[009646-SYS]	P	BLANK	13.20/H ASEAS		06/27/2022
xxx-xx-xxxx LOVELL, CHARLES E	LIFEGUARD PT[003854-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx MACE, KENDRA	LIFEGUARD PT[003223-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx MURPHY, CHARLES J	LIFEGUARD PT[003854-SYS]	P		13.20/H ASEAS		06/27/2022

Personnel Actions by Reference Date
 ALL Agencies ALL Departments
 on 08/02/2022 Sorted By Agency

	<u>Name</u>	<u>Title/Position</u>	<u>Tme</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
xxx-xx-xxxx	MURRAY, ERIN M.	LIFEGUARD PT[003223-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx	O'DELL, CHRISTOPHER P	LIFEGUARD PT[003223-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx	OVERTON, CALI B	LIFEGUARD PT[003223-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx	PEET, NICHOLAS S	LIFEGUARD PT[003223-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx	QUAGLIANA, MARIA A	POOL DIRECTOR[009643-SYS]	P		17.25/H ASEAS		06/27/2022
xxx-xx-xxxx	ROSE, JACOB	LIFEGUARD PT[003223-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx	SAYERS, LOREN	LIFEGUARD PT[003223-SYS]	P		16.50/H ASEAS		06/27/2022
xxx-xx-xxxx	TAFT, COOPER L	LIFEGUARD PT[003223-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx	TAFT, WESLEY	LIFEGUARD PT[003223-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx	TAFT, WESLEY	LIFEGUARD PT[003223-SYS]	P		13.20/H ASEAS		06/27/2022
xxx-xx-xxxx	WOODARD, TAMMY	LIFEGUARD PT[003223-SYS]	P		13.20/H ASEAS		06/27/2022

TOTAL ACTIONS FOR TOWN OF ELMIRA-31

TOTAL ACTIONS FOR TOWN OF ELMIRA-31

August 2, 2022

ITEM NO. VI

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that the following job specification(s) have been revised. These specification(s) are being revised based on communication from the Municipal Services Division of the NYS Department of Civil Service.

ALL job specifications that require a postsecondary degree.

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

RESOLUTION:

RESOLVED, that the communication from Jeffrey Walker 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.



**Department of
Civil Service**

KATHY HOCHUL
Governor

TIMOTHY R. HOGUES
Commissioner

PAR-04-22

POLICY ADVISORY REPORT

TO: All Municipal Civil Service Agencies

FROM: Municipal Services Division

SUBJECT: Minimum Qualifications and Application Review - Amended Federal Regulations Governing the Recognition of Accrediting Agencies

DATE: July 11, 2022

The purpose of this Policy Advisory Report (PAR) is to notify municipal civil service agencies of amended regulations governing the recognition of accrediting agencies provided by the United States Department of Education (USDOE).

The USDOE's Office of Postsecondary Education amended their regulations to provide greater flexibility for institutions to engage in innovative educational practices more expeditiously and meet local workforce needs. Due to this change, the phrase "regionally accredited," is no longer the most accurate.

It is recommended that municipal civil service agencies review the minimum qualifications for positions under their jurisdiction and update this language. It is also recommended that a copy of this memo be retained in your agency's classification file as the basis for the change.

We suggest that minimum qualifications be updated using the following sample format. Include the required degree in the minimum qualifications and place a note that follows explaining accreditation:

"Minimum Qualifications: Possession of Bachelor's Degree in Business Administration.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee."

There are multiple mentions of "regionally accredited" in our manuals on MSD Online including the Position Classification Manual and the Elements of Recruitment Manual. We are

in the process of updating all our manuals, however until these manuals are updated in accordance with the USDOE's amended regulations, this PAR will supersede all references to "regionally accredited," particularly where sample language is provided.

Thank you for your attention to this matter and for sharing this update with all appropriate staff. Please contact the Municipal Services Division at assistance.request@cs.ny.gov or by phone at 518-473-5037 with any questions regarding the information in this memo.

August 2, 2022

ITEM NO. VII

**FROM JEFFREY WALKER
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.

Records Imaging Center Supervisor

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

RESOLUTION:

RESOLVED, that the communication from Jeffrey Walker 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.

RECORDS IMAGING CENTER SUPERVISOR

Department: Chemung County
Classification: Competitive
Adopted: April 12, 2012
Revised: August 2, 2022
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving responsibility for managing the County's Records Imaging Center. The incumbent ensures compliance with guidelines established by the New York State Archives in preparing, scanning, indexing and purging County records and documents. The incumbent works with representatives from each County Department developing and maintaining a schedule for scanning, indexing and disposing of all County records. The records processed are frequently of a sensitive and confidential nature. Work is performed under the general supervision of the Director of Central Services with leeway for the exercise of independent judgment. Supervision is exercised over a clerical staff. 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.)

- Direct the daily operations of the Records Imaging Center;
- Supervise, train and direct staff;
- Schedule departments for scanning inactive records;
- Assist County Departments in the transfer of their inactive records for electronic imaging, determining index values for document retrieval, and ensuring proper documentation for file transfers;
- Develop and manage a schedule for disposition of transferred documents;
- Serve as a liaison to the County's IT staff in troubleshooting issues related to various scanners, personal computers and copiers;
- Coordinate with IT Staff and County Departments for the installation of software and security to allow staff access to scanned records;
- Prepare departments to independently maintain their own scanning as their current records become inactive;
- Coordinate the disposition of obsolete records in accordance with the NYS Records Retention and disposition schedules;
- Coordinate the transfer of inactive files to the RIC's storage area and ensure proper documentation of received records;
- Maintain suitable storage area for inactive records awaiting scanning;
- Facilitate NYS Archives training for all appropriate County staff;
- Processes, indexes, sorts, records and files a variety of control records;
- Assists in the development of the County Clerk's Records Management Program;
- Scans all records to be maintained on a permanent basis;
- Develop, implement and maintain filing systems that meet NYS Archive standards;
- Manage the RIC's budget and resources and process invoices for payment;
- Related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge NYS Archives Records Management Protocols; Good Knowledge of hardware and software used for electronic imaging; strong organization skills; ability to follow complex oral and written instructions; good oral and written communication skills; ability to direct the work of others; ability to establish and maintain an effective working relationship with others; integrity; good judgment; initiative; resourcefulness; 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 a Bachelor's Degree or higher in Business Administration, Secretarial Science, Accounting or related field; **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 or higher in Business Administration, Secretarial Science, Accounting or related field and two (2) years of clerical experience which shall have involved supervision; **or**
- (C) Graduation from high school or possession of an equivalency diploma and four (4) years of clerical experience which shall have involved supervision.

August 2, 2022

ITEM NO. VIII

**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):

Title	EL#	# on list	Estab.	Expires
Career Program Specialist (OC)	68842	4	08/02/2022	08/02/2023
Career Program Specialist (PR)	72417	4	08/02/2022	08/02/2023
Cashier License Examiner	60678	4	08/02/2022	08/02/2023
Network Technology Specialist Trainee	22101	7	08/02/2022	08/02/2023
Youth Program Assistant	60803	2	08/02/2022	08/02/2023
Youth Program Coordinator (NCP)	76355	1	08/02/2022	08/02/2023

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 Jamie Flynn 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.

August 2, 2022

ITEM NO. IX

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that the Civil Service Office has received a request from the Chemung County Department of Social Services asking to appoint a **Section 55a** eligible candidate.

The District is requesting that a Children's Integrated Services Facilitator position be designated as Section 55a Non-Competitive and that it be filled by Jennifer Cummings who has been certified by the State Education Department, ACCES-VR as qualified to perform satisfactorily the duties of this position.

I, therefore, respectfully request that the Commission designate the position of Children's Integrated Services Facilitator in the Chemung County Department of Social Services as Non-Competitive, which may be filled by a Section 55a certified individual.

RESOLUTION:

RESOLVED, that the correspondence from Jeffrey Walker concerning the designation of a position of Children's Integrated Services Facilitator as Non-Competitive and may be filled by a Section 55a certified individual is received and place on file; and be it further

RESOLVED, that a position of Children's Integrated Services Facilitator be considered a designated position and classified as Non-Competitive and may be filled by Jennifer Cummings, a Section 55a certified individual.

August 2, 2022

ITEM NO. X

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that a **REINSTATEMENT REQUEST** was made by C. Douglas Johnson, Director of Human Resources and Employee Relations for GST BOCES to reinstate Keith Cooper to the title of Network Technology Specialist. Mr. Cooper was permanently appointed to the title of Network Technology Specialist at GST BOCES on 7/1/2011 from eligible list #15085. He received permanent status as a Network Technology Specialist.

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 Keith Cooper possesses the knowledge and skill to serve in the title of Network Technology Specialist 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 Keith Cooper to the title of Network Technology Specialist at the GST BOCES.

RESOLUTION

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

RESOLVED, that the above reinstatement of Keith Cooper to the title of Network Technology Specialist at the GST BOCE is granted.

August 2, 2022

ITEM NO. XI

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that a **REINSTATEMENT REQUEST** was made by C. Douglas Johnson, Director of Human Resources and Employee Relations for GST BOCES to reinstate Donald Loomis to the title of Network Technology Specialist. Mr. Loomis was permanently appointed to the title of Network Technology Specialist at GST BOCES on 2/27/2020 from eligible list #20451. He received permanent status as a Network Technology Specialist.

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 Donald Loomis possesses the knowledge and skill to serve in the title of Network Technology Specialist 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 Donald Loomis to the title of Network Technology Specialist at the GST BOCES.

RESOLUTION

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

RESOLVED, that the above reinstatement of Donald Loomis to the title of Network Technology Specialist at the GST BOCE is granted.

August 2, 2022

ITEM NO. XII

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that a **REINSTATEMENT REQUEST** was made by C. Douglas Johnson, Director of Human Resources and Employee Relations for GST BOCES to reinstate James Roberts to the title of Network Technology Specialist. Mr. Roberts was permanently appointed to the title of Network Technology Specialist at GST BOCES on 5/31/16 from eligible list #17715. He received permanent status as a Network Technology Specialist.

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 James Roberts possesses the knowledge and skill to serve in the title of Network Technology Specialist 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 James Roberts to the title of Network Technology Specialist at the GST BOCES.

RESOLUTION

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

RESOLVED, that the above reinstatement of James Roberts to the title of Network Technology Specialist at the GST BOCE is granted.

August 2, 2022

ITEM NO.

XIII

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that a **REINSTATEMENT REQUEST** was made by Rick Churches, Chief of Police of the Village of Elmira Heights to reinstate David Ruhmel to the title of Special Patrol Officer on a part time basis. Mr. Ruhmel was permanently appointed to the title of Police Officer in the Village of Horseheads on 06/01/2002 and retired as a permanent Police Officer in the Village of Horseheads on 06/17/2022. Section 209-v of General Municipal Law authorizes the reemployment of former members of police or sheriff's departments, or retired former correction, parole or probation officers to serve as Special Patrol Officers. A retiree who had permanent competitive class status in one of the occupations mentioned may be reinstated to a Special Patrol Officer position without further examination.

All the rules have been met with regards to the reinstatement procedure. There are no preferred eligible lists or binding promotional lists for this title, Mr. Ruhmel possesses the knowledge and skill to serve in the title of Special Patrol Officer 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 David Ruhmel to the title of Special Patrol Officer in the Village of Elmira Heights.

RESOLUTION

RESOLVED, that the request to reinstate David Ruhmel to the title of Special Patrol Officer in the Village of Elmira Heights is hereby received and placed on file; and be it further

RESOLVED, that the above reinstatement of David Ruhmel to the title of Special Patrol Officer in the Village of Elmira Heights is granted.

August 2, 2022

ITEM NO. XIV

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

The Regional Civil Service Commission is in receipt of a Job Classification Questionnaire from Donald Bishop, Superintendent of Buildings & Grounds for Chemung County to reclassify a Senior Clerk position currently held by Elise Root. Based upon the statements made in the questionnaire and discussions with the appointing authority, it is recommended that this Senior Stenographer position be reclassified to Program 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.

Procedural instructions are provided. Independent judgment is used in performing daily job duties. Certain situations may require communication with supervisors before action is taken.

15. Summarize your work responsibilities, as you understand them.

Manage on-line reservation systems used for camping and facility rentals. Process incoming work orders from County Departments. Compile and analyze data for billing and reporting purposes. Assist in preparing to open and operate parks.

16. Who checks or reviews your work, and what is the nature of such check?

Lisa Sprague and Angela Cavatuzzi

17. Date
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.

- Simple repetitive routine
- Repetitive but involves independent decisions in individual cases.
- Customarily involves independent decisions on order of tasks and methods used.
- Customarily involves independent decisions as to scope and planning of projects.

- Does not involve any oversight, planning or supervision of the work of others.
- Involves some advisory or "straw-boss" supervision of the work of others.
- Involves the regular but routine supervision of the work of others in the immediate field of activity.
- Involves responsibility for the planning and assigning of work activities of considerable variety and importance.

- Requires no previous training or specialized education
- Requires some previous training or experience but with NO specialization in the department activity.
- Requires some previous training or experience WITH some specialization in the department activity.
- Requires thorough training in the trade or profession but NO specialized experience in the department activity.
- Requires thorough training in the trade or profession WITH specialized experience in the department activity.
- Requires administrative ability in the trade or profession with advanced training and experience in the department activity.

IF THE POSITION INVOLVES STENOGRAPHY CHECK ONE OF THE FOLLOWING

- Includes occasional or incidental stenography but a qualified stenographer is NOT necessary to fill the position.
- Includes occasional or incidental stenography and REQUIRES a qualified stenographer.
- Involves stenography as the major function of the position.
- Involves stenographic duties of a secretarial nature.
- Involves shorthand reporting of hearings or similar audiences.

IF THE POSITION INVOLVES TYPING CHECK ONE OF THE FOLLOWING

- Is under immediate oversight.
- Is not under immediate supervision but is performed according to a definitely prescribed practice or procedure.
- Is under general supervision and makes decisions on ordinary questions of procedure and order of tasks.
- Is subject to administrative approval and is responsible for planning and initiation of projects.

- Includes occasional or incidental typing but a qualified typist is NOT necessary to fill the position.
- Includes occasional or incidental typing and REQUIRES a qualified typist.
- Involves typing as the major function of the position.
- 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 highschool												College				Other special or technical courses		
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4			
																	N	D	

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

Completed by Lisa Sprague on behalf of the employee

22. Give your idea of the essential nature of the work and responsibilities of the position and the attention and supervision it requires.

Manage on-line reservation systems used for camping and facility rentals. Process incoming work orders from County Departments. Compile and analyze data for billing and reporting purposes. Assist in preparing to open and operate parks.

23. Date
24. Signature of Immediate Supervisor

7-27-22 Lisa Sprague

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
27. Signature of Department Head

7-27-22 Don Bily

August 2, 2022

ITEM NO. XV

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

Discussion regarding possible temporary suspension/elimination of exam fees due to recruitment difficulties.

August 2, 2022

ITEM NO. XVIII

**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, September 6, 2022**.

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 August 2, 2022**.

**Jeffrey Walker
Secretary to the Commission**