

**AGENDA
CHEMUNG COUNTY/CITY OF ELMIRA
REGIONAL CIVIL SERVICE COMMISSION
Regular Meeting – January 4, 2022**

- ITEM I: Act on Resolution approving and dispensing with the minutes of the December 7, 2021 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 ELMIRA.
- ITEM V: Act on Resolution approving personnel changes for the employees of the TOWN OF HORSEHEADS.
- ITEM VI: Act on Resolution approving personnel changes for the employees of the VILLAGE OF ELMIRA HEIGHTS
- 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 HORSEHEADS CENTRAL SCHOOL DISTRICT.
- ITEM IX: Act on Resolution approving personnel changes for the employees of the SPENCER VAN-ETTEN CENTRAL SCHOOL DISTRICT.
- ITEM X: Act on Resolution approving personnel changes for the employees of the GST BOCES DISTRICT.
- ITEM XI: Act on Resolution approving personnel changes for the employees of the ELMIRA WATER BOARD.
- ITEM XII: Act on Resolution approving personnel changes for the employees of the CHEMUNG COUNTY SOIL & WATER CONSERVATION DISTRICT.

ITEM XIII: Act on Resolution to establish the following eligible lists:

Title	EL#	# on list	Estab.	Expires
Chief Wastewater Treatment Plant Operator	73236	1	01/04/2022	01/04/2023
Computer Programmer/Analyst	21760	1	01/04/2022	01/04/2023
Deputy Director of Information Services	69717	1	01/04/2022	01/04/2023
District Data Coordinator	64854	1	01/04/2022	01/04/2023
Information Security Officer	67079	1	01/04/2022	01/04/2023
Network Technology Specialist	21729	2	01/04/2022	01/04/2023
Project Manager II	67003	1	01/04/2022	01/04/2023
Senior Computer Programmer/Analyst	21776	1	01/04/2022	01/04/2023
Wastewater Treatment Plant Operator III	71527	1	01/04/2022	01/04/2023

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

TITLE	EL#	# ON LIST	ESTAB	EXPIRE
Control Clerk	DCCC1219	5	01/07/2020	01/07/2023

- ITEM XV: Act on Resolution to transfer Ambir Robinson to the title of Clerk/Typist to the Chemung County Sheriff's Office.
- ITEM XVI: Act on Resolution to transfer Thomas Dinmore to the title of Wastewater Treatment Plant Operator to the Chemung County Sewer District.
- ITEM XVII: Recommendation to classify a new position in the Horseheads Central School District as Nurse Practitioner (Schools).

- ITEM XVIII:** Recommendation to reclassify an encumbered Meter Reader position in at Elmira Water Board to Water Meter Repairer.
- ITEM XIX:** Recommendation to reclassify an encumbered Meter Reader position in at Elmira Water Board to Water Meter Repairer.
- ITEM XX:** Acknowledgement of receipt by Commissioners of confidential reports on leaves of absence and disciplinary actions.
- ITEM XXI:** Additional Item(s)
- ITEM XXII:** Act on Resolution to adjourn.

January 4, 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 December 7, 2021 at 3:00PM in the Second floor conference room of the Hazlett Building.

PRESENT:

Chairman G. Thomas Tranter Jr. Attended via WebEx
Commissioner Thomas Gough Jamie Flynn, Senior Personnel Technician
Commissioner Ernest Hartman Amy Wagner, Personnel Technician
Jeffrey Walker, Secretary to the Commission

ITEM I: Motion was made by Ernest Hartman to approve the minutes of the November 2, 2021 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 G. Thomas Tranter Jr. to approve personnel changes for employees of the County of Chemung. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM IIA: Motion was made by G. Thomas Tranter Jr. to approve the title of Administrative Assistant-County Treasurer to remain in the Exempt Class. Seconded by Ernest Hartman. All were in favor. Motion carried.

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

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

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

December 7, 2021 Meeting Minutes
Page 2

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

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

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

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

ITEM XII: Motion was made by G. Thomas Tranter Jr. 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 G. Thomas Tranter Jr. to adopt a new job specification for Maintenance Worker III. Seconded by Thomas Gough. All were in favor. Motion carried.

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

Title	EL#	# on list	Estab.	Expires
Information Technology Specialist I	21755	1	12/07/2021	12/07/2022
Operations Communication Specialist	21756	1	12/07/2021	12/07/2022
Special Patrol Officer	65516	1	12/07/2021	12/07/2022

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

ITEM XV: Motion was made by G. Thomas Tranter Jr. to approve the reinstatement of Megan Peters to the title of Public Health Nurse in the Chemung County Health Department. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM XVI: Motion was made by G. Thomas Tranter Jr. to approve the reinstatement of John Everett to the title Police Officer in the City of Elmira. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM XVII: Motion was made by G. Thomas Tranter Jr. to approve the reinstatement of Laura Jacobus-Palmer to the title of Administrative Assistant in the Chemung County Sheriff's Office. Seconded by Ernest Hartman. All were in favor. Motion carried.

December 7, 2021 Meeting Minutes
Page 3

ITEM XVIII: Motion was made by Thomas Gough to approve the transfer of Conor Everett from the Chemung County Sheriff's Office to the City of Elmira in the title Police Officer. Seconded by Ernest Hartman. All were in favor. Motion carried.

ITEM XIX: Motion was made by G. Thomas Tranter Jr. to approve the appointment of Jennifer VonNeida to the title of Senior Account Clerk per Section 52(7) of NYS Civil Service Law. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM XX: Motion was made by G. Thomas Tranter Jr. to approve the reinstatement of Denise Dittler to the Program Assistant eligible list #69309. Seconded Ernest Hartman. All were in favor. Motion carried.

ITEM XXI: Motion was made by G. Thomas Tranter Jr. to classify a new position in the Town of Big Flats as Program Assistant. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM XXII: Motion was made by G. Thomas Tranter Jr. to classify a new position in the GST BOCES District as a Principal Account Clerk. Seconded Ernest Hartman. All were in favor. Motion carried.

ITEM XXII: Motion was made by G. Thomas Tranter Jr. to classify a new position in the GST BOCES District as a Principal Account Clerk. Seconded Ernest Hartman. All were in favor. Motion carried.

ITEM XXIII: Motion was made by Thomas Gough to classify a new position in the Chemung County Treasurers Office as a Principal Account Clerk. Seconded Ernest Hartman. All were in favor. Motion carried.

ITEM XXIV: Motion was made by Ernest Hartman to classify a new position in the Chemung County Sewer District as a Maintenance Worker III. Seconded Thomas Gough. All were in favor. Motion carried.

ITEM XXV: Motion was made by Ernest Hartman to reclassify a vacant Secretary I position in the Town of Big Flats as a Principal Account Clerk. Seconded Thomas Gough. All were in favor. Motion carried.

ITEM XXVI: Motion was made by G. Thomas Tranter Jr to reclassify a Clerk/Typist position currently held by Linda Lou Johnson in the Elmira City School District as a Secretary I. Seconded Ernest Hartman. All were in favor. Motion carried.

ITEM XXVII: Motion was made by G. Thomas Tranter Jr to reclassify a vacant Administrative Assistant position in the Elmira Heights Central School District as a Administrative Aide. Seconded Thomas Gough. All were in favor. Motion carried.

ITEM XXVIII: Motion was made by G. Thomas Tranter Jr to reclassify an Account Clerk position currently held by Holly Herrick in the Chemung County Treasurers Office as a Senior Account Clerk. Seconded Ernest Hartman. All were in favor. Motion carried.

December 7, 2021 Meeting Minutes
Page 4

ITEM XXIX: Motion was made by G. Thomas Tranter Jr to reclassify a vacant Secretary I position in the Chemung County Department of Mental Hygiene as a Senior Clerk. Seconded Thomas Gough. All were in favor. Motion carried.

ITEM XXX: The Commissioners acknowledge the receipt of the 2022 Chemung County/City of Elmira Regional Civil Service Commission meeting schedule.

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

ITEM XXXII: Additional Items:

A) Motion was made by G. Thomas Tranter Jr. to adopt a new job specification for Legal Grant Coordinator. Seconded by Ernest Hartman. All were in favor. Motion carried.

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

Title	EL#	# on list	Estab.	Expires
Occupational Therapist	DCCOT1221	3	12/07/2021	12/07/2022

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

C) Motion was made by G. Thomas Tranter Jr. to classify a new position in the Chemung County Executive Office as Legal Grant Coordinator. Seconded by Ernest Hartman. All were in favor. Motion carried.

D) Motion was made by G. Thomas Tranter Jr. to classify a new position in the Chemung County Executive Office as Secretary I. Seconded by Thomas Gough. All were in favor. Motion carried.

ITEM XXXIII: The meeting was adjourned at 3:14 p.m.

January 4, 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

12/29/2021

01/04/2022 to 01/04/2022

Employee Name	Emp #	Position	Title	Wage	SIC/T/T	Action	Action Date	Ref Date
PALMA, LYNETTE	SYS-020419	001965-SYS	NURSE AIDE	13.94/H	P/N/P/F	A	11/30/2021	01/04/2022
Agency CHCO	Dept: CCNF	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022	21-098		Grade:	Step: YR17
OSTRANDER, CASEY L	SYS-020990	000859-SYS	PRINCIPAL CLERK	16.32/H	P/C/P/F	A	12/01/2021	01/04/2022
Agency CHCO	Dept: DSS	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022	21-229		Grade:	Step: 3
ZYWICKI, SARAH R.	SYS-016268	004845-SYS	SENIOR CASEWORKER	25.57/H	P/C/P/F	A	12/13/2021	01/04/2022
Agency CHCO	Dept: DSS	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022	21-447		Grade:	Step: 2
HANSEN, KATHRYN	004090-SYS	ASSISTANT DISTRICT		76500.00/Y	P/X/P/F	A	12/15/2021	01/04/2022
Agency CHCO	Dept: DA	Union	SINGLE RATE	Auth/Res: RCSC 01/04/2022	20-514		Grade:	Step:
SHAW, TERESA L.	002009-SYS	CASHIER LICENSE EXAMINER		15.85/H	P/C/P/F	A	12/14/2021	01/04/2022
Agency CHCO	Dept: LIC	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022	20-458		Grade:	Step: 1
WATSON, AUDRIANA	001969-SYS	CORRECTION OFFICER		21.61/H	P/C/P/F	A	12/14/2021	01/04/2022
Agency CHCO	Dept: JAIL	Union	CORRECTION OFFICER'S	Auth/Res: RCSC 01/04/2022	21-347		Grade:	Step: E
CUMMINGS, JENNIFER	008389-SYS	CHILDREN'S INTEGRATED		22.27/H	V/C/P/F	AP	12/27/2021	01/04/2022
Agency CHCO	Dept: DSS	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022	TERMINATION		Grade:	Step: ENTRY
WANDELL, TAHESION	SYS-021692	009727-SYS	ELIGIBILITY CLERK	16.82/H	V/C/P/F	AP	12/14/2021	01/04/2022
Agency CHCO	Dept: DSS	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022	21-673		Grade:	Step: ENTRY
CONRAD, EISHA	002361-SYS	CASEWORKER		22.27/H	V/C/P/F	AP	12/27/2021	01/04/2022
Agency CHCO	Dept: DSS	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022	21-680		Grade:	Step: ENTRY
GONZALEZ, TROY	030397-AUTO	INFORMATION TECHNOLOGY		19.83/H	V/C/P/F	AP	12/16/2021	01/04/2022
Agency CHCO	Dept: DSS	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022	21-533		Grade:	Step: ENTRY
SPENCER, LAURIE	000378-SYS	PRINCIPAL ACCOUNT CLERK		19.83/H	T/C/P/F	AT	12/07/2021	01/04/2022
Agency CHCO	Dept: DPW	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022	20-194		Grade:	Step: ENTRY
PRESTON, VICKI	00450-SYS	COMMUNITY SERVICES AIDE		12.75/H	T/N/T/F	AT	12/10/2021	01/04/2022
Agency CHCO	Dept: HLTH	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022	21-049		Grade:	Step: ENTRY
HABECK, DIANE	SYS-000375	000449-SYS	COMMUNITY SERVICES AIDE	12.75/H	T/N/T/D	AT	12/13/2021	01/04/2022
Agency CHCO	Dept: HLTH	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022			Grade:	Step: ENTRY
WANDELL, TAHESION	SYS-021692	009727-SYS	ELIGIBILITY CLERK	16.82/H	T/C/P/F	AT	12/13/2021	01/04/2022
Agency CHCO	Dept: DSS	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022			Grade:	Step: ENTRY
MANNIS, KRISTINE	000450-SYS	COMMUNITY SERVICES AIDE		12.75/H	T/N/T/D	AT	12/13/2021	01/04/2022
Agency CHCO	Dept: HLTH	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022			Grade:	Step:

Employee Action Report

01/04/2022 to 01/04/2022

Employee Name	Emp #	Position	Title	Wage	SIC/T/T	Action	Action Date	Ref Date
VANNESS, JEFFREY		007859-SYS	CORRECTION OFFICER	21.61/H	T/C/P/F	AT	12/20/2021	01/04/2022
Agency CHCO	Dept: JAIL	Union	CORRECTION OFFICER'S	Auth/Res: RCSC 01/04/2022	PLA	Grade:	Grade:	Step: ENTRY
SHERBERT, NATHANIEL		000784-SYS	CORRECTION OFFICER	21.61/H	T/C/P/F	AT	12/21/2021	01/04/2022
Agency CHCO	Dept: JAIL	Union	CORRECTION OFFICER'S	Auth/Res: RCSC 01/04/2022	PLA	Grade:	Grade:	Step: ENTRY
DINMORE, THOMAS B		SYS-020353	WASTEWATER TREATMENT	22.12/H	T/C/P/F	AT	12/27/2021	01/04/2022
Agency CHCO	Dept: SEWER	Union	SEWER DISTRICT (CSEA)	Auth/Res: RCSC 01/04/2022		Grade:	Grade:	Step: ENTRY
BUZZETTI, JODIE L		SYS-000970	RECEPTIONIST PT	14.27/H	T/N/P/P	END TEMP	12/09/2021	01/04/2022
Agency CHCO	Dept: HLTH	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022		Grade:	Grade:	Step: 4
EVANS, CASSIDY		000196-SYS	COMMUNITY SERVICES AIDE	12.75/H	T/N/S/F	END TEMP	08/18/2021	01/04/2022
Agency CHCO	Dept: AIR	Union	COMMUNITY SERVICES AIDE	Auth/Res: RCSC 01/04/2022		Grade:	Grade:	Step:
STEELE, LYNDISAY		000626-SYS	NURSE AIDE	12.93/H	B/N/P/F	PROB	12/01/2021	01/04/2022
Agency CHCO	Dept: CCFN	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022	21-536	Grade:	Grade:	Step: YR21
CASABLANCA, KATHRYN G		SYS-022004	NURSE AIDE	12.93/H	B/N/P/F	PROB	12/01/2021	01/04/2022
Agency CHCO	Dept: CCFN	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022	21-536	Grade:	Grade:	Step: YR21
HIGGINS, HEATHER		002175-SYS	NURSE AIDE	12.93/H	B/N/P/F	PROB	11/30/2021	01/04/2022
Agency CHCO	Dept: CCFN	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022	21-603	Grade:	Grade:	Step: YR21
SPARBANIE, TEAZHIA S		SYS-021994	NURSE AIDE	12.93/H	B/N/P/F	PROB	11/30/2021	01/04/2022
Agency CHCO	Dept: CCFN	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022	21-603	Grade:	Grade:	Step: YR21
RICHARDSON, DANIELLE J		SYS-018733	INFORMATION TECHNOLOGY	19.83/H	B/C/P/F	PROB	12/08/2021	01/04/2022
Agency CHCO	Dept: DATA	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022	21-541	Grade:	Grade:	Step: ENTRY
VON NEIDA, JENNIFER		SYS-011599	SENIOR ACCOUNT CLERK	31.71/H	B/C/P/F	PROB	12/08/2021	01/04/2022
Agency CHCO	Dept: YOUTH	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022	21-604	Grade:	Grade:	Step: 15YR
GLASS, AMARIC		SYS-019235	NURSE AIDE	12.93/H	B/N/P/F	PROB	12/14/2021	01/04/2022
Agency CHCO	Dept: CCFN	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022	21-603	Grade:	Grade:	Step: YR21
SEGUR, GERALD		009399-SYS	SPECIAL PATROL OFFICER	30000.00/Y	B/C/P/P	PROB	12/08/2021	01/04/2022
Agency CHCO	Dept: SD	Union	SINGLE RATE/PART TIME	Auth/Res: RCSC 01/04/2022	20-459	Grade:	Grade:	Step:
SHIPMAN, LOGAN		000369-SYS	GARAGE ATTENDANT	17.40/H	B/N/P/F	PROB	12/27/2021	01/04/2022
Agency CHCO	Dept: DPW	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 01/04/2022	21-594	Grade:	Grade:	Step: ENTRY
FONTANA, OLIVIA		000725-SYS	ASSISTANT PUBLIC DEFENDER	64110.00/Y	B/X/P/F	PROB	06/14/2021	01/04/2022
Agency CHCO	Dept: PUBDF	Union	SINGLE RATE	Auth/Res: RCSC 01/04/2022	21-340	Grade:	Grade:	Step:

12/29/2021

Employee Action Report

01/04/2022 to 01/04/2022

Employee Name	Emp #	Position	Title	Wage	SIC/TT	Action	Action Date	Ref Date
JACOBUS, LAURA	SYS-000461	000780-SYS	ADMINISTRATIVE ASSISTANT	22.45/H	T/C/T/F	REI	12/08/2021	01/04/2022
Agency CHCO	Dept: SD	Union SINGLE RATE		Auth/Res: RCSC 01/04/2022		Grade:		Step:
PARKER, KAYLA K	SYS-019076	004081-SYS	NURSE AIDE	14.12/H	P/N/P/F	RES	11/26/2021	01/04/2022
Agency CHCO	Dept: CCNF	Union CIVIL SERVICE EMPLOYEES		Auth/Res: RCSC 01/04/2022		Grade:		Step: YR15
KELLY, FAITH R	SYS-021394	004598-SYS	NURSE AIDE	13.85/H	P/N/P/F	RES	12/09/2021	01/04/2022
Agency CHCO	Dept: CCNF	Union CIVIL SERVICE EMPLOYEES		Auth/Res: RCSC 01/04/2022		Grade:		Step: YR18
LEE, GABRIELLE	SYS-015274	000626-SYS	NURSE AIDE	13.85/H	B/N/P/D	RES	11/30/2021	01/04/2022
Agency CHCO	Dept: CCNF	Union CIVIL SERVICE EMPLOYEES		Auth/Res: RCSC 01/04/2022		Grade:		Step: YR19
STERNQUIST, KRISTEN M.	SYS-016905	009278-SYS	CASE SUPERVISOR - GRADE B	40.73/H	V/C/P/F	RES	12/03/2021	01/04/2022
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES		Auth/Res: RCSC 01/04/2022 20-415		Grade:		Step: 8
HOFF, KIMBERLY M	SYS-016529	004151-SYS	LICENSED PRACTICAL NURSE	19.21/H	P/N/P/F	RES	11/23/2021	01/04/2022
Agency CHCO	Dept: CCNF	Union CIVIL SERVICE EMPLOYEES		Auth/Res: RCSC 01/04/2022		Grade:		Step: YR11
FISH, YOLANDA D.	SYS-021914	004416-SYS	COMMUNICATIONS OPERATOR	22.23/H	P/C/P/F	RES	01/01/2022	01/04/2022
Agency CHCO	Dept: EM911	Union SHERIFF'S CIVILIAN UNIT		Auth/Res: RCSC 01/04/2022		Grade:		Step: 2
BUTTON, KATRINA M	SYS-020415	004706-SYS	RECEPTIONIST PT	14.56/H	P/N/P/D	RES	12/07/2021	01/04/2022
Agency CHCO	Dept: CCNF	Union CIVIL SERVICE EMPLOYEES		Auth/Res: RCSC 01/04/2022		Grade:		Step: 4
MAWHIR, KEAGAN	004192-SYS		CORRECTION OFFICER	21.61/H	V/C/P/P	RES	12/29/2021	01/04/2022
Agency CHCO	Dept: JAIL	Union CORRECTION OFFICER'S		Auth/Res: RCSC 01/04/2022 21-044		Grade:		Step: ENTRY
QUINLAN, CHRISTOPHER G	SYS-020335	004750-SYS	ASSISTANT PUBLIC DEFENDER	80377.02/Y	P/X/P/F	RES	12/20/2021	01/04/2022
Agency CHCO	Dept: PUBDF	Union SINGLE RATE		Auth/Res: RCSC 01/04/2022 19-577		Grade:		Step:
MONTGOMERY, CHERYL L	SYS-000633	004517-SYS	HEAD NURSE	38.55/H	P/C/P/F	RET	11/30/2021	01/04/2022
Agency CHCO	Dept: CCNF	Union NEW YORK STATE NURSES		Auth/Res: RCSC 01/04/2022		Grade:		Step: 7
BROWN, LINDSEY	SYS-008374	000494-SYS	SENIOR ENVIRONMENTAL	46.20/H	P/C/P/F	RET	12/04/2021	01/04/2022
Agency CHCO	Dept: HLTH	Union CIVIL SERVICE EMPLOYEES		Auth/Res: RCSC 01/04/2022		Grade:		Step: 25YR
FULKROD, SUSAN A	SYS-004075	010137-SYS	PRINCIPAL ACCOUNT CLERK	53916.00/Y	P/C/P/F	RET	12/07/2021	01/04/2022
Agency CHCO	Dept: DPW	Union SINGLE RATE		Auth/Res: RCSC 01/04/2022 20-500; 20-520		Grade:		Step:
GILLIAM, DEBORAH E	SYS-017944	000647-SYS	SUPERVISING NURSE	39.15/H	P/C/P/F	RET	12/16/2021	01/04/2022
Agency CHCO	Dept: CCNF	Union NEW YORK STATE NURSES		Auth/Res: RCSC 01/04/2022		Grade:		Step: 5
SMITH, E SCOTT	SYS-008711	004300-SYS	DEPUTY SHERIFF	38.22/H	P/C/P/F	RET	12/13/2021	01/04/2022
Agency CHCO	Dept: SD	Union SHERIFF'S ASSOCIATION		Auth/Res: RCSC 01/04/2022		Grade:		Step: 8

Employee Action Report

12/29/2021

01/04/2022 to 01/04/2022

Employee Name	Emp #	Position	Title	Wage	S/C/T/T	Action	Action Date	Ref Date
					Total Actions		45	
					Grand Total		45	

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

January 4, 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.

Personnel Actions by Reference Date
 ALL Agencies ALL Departments
 on 01/04/2022 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	ANDERSON, JAMES W	SCHOOL TRAFFIC OFFICER PT[002599-SYS]	P		12.50/H SUB		12/01/2021
xxx-xx-xxxx	CHARLANOW, YURI A.	POLICE LIEUTENANT[005161-SYS]	F		93466.11 AT		05/28/2021
xxx-xx-xxxx	LANTZ, RYAN T.	LABORER[002094-SYS]	F		13.00/H END		11/29/2021
xxx-xx-xxxx	SOLT III, WILLIAM	POLICE CAPTAIN[001046-SYS]	F		101049.62 AT		05/28/2021

TOTAL ACTIONS FOR CITY OF ELMIRA-4

TOTAL ACTIONS FOR CITY OF ELMIRA-4

January 4, 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 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 01/04/2022 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	CHALK, DAMON	CLEANER[030398-AUTO]	P		15.00/H	PROB	05/04/2021
xxx-xx-xxxx	CLOKE, GABRIELLA J	CLERK TO THE TOWN JUSTICE[006879-SYS]	F		31000.00	PROB	01/01/2022
xxx-xx-xxxx	FAULISI, ANTHONY J	TRAFFIC OFFICER[008993-SYS]	F		46606.00	PROB	12/26/2021

TOTAL ACTIONS FOR TOWN OF ELMIRA-3

TOTAL ACTIONS FOR TOWN OF ELMIRA-3

January 4, 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 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.

Personnel Actions by Reference Date
 ALL Agencies ALL Departments
 on 01/04/2022 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 HORSEHEADS						
DEPARTMENT: TOWN OF HORSEHEADS						
xxx-xx-xxxx ALLEN, STEVEN W.	LABORER[006354-SYS]	P		14.25/H	END	11/01/2021
xxx-xx-xxxx BACCILE II, TYRONE	LABORER[007198-SYS]	F		12.50/H	END	11/01/2021
xxx-xx-xxxx BLEIL JR., GARY	LABORER[007197-SYS]	P		12.50/H	END	11/01/2021
xxx-xx-xxxx FOULKROD, JEREMY	LABORER[008249-SYS]	P		12.50/H	END	11/01/2021
xxx-xx-xxxx MALLOY, GAIL	LABORER[SYS-006626]	P		15.44/H	END	11/01/2021
xxx-xx-xxxx NORWOOD, WILLIAM H.	LABORER[006626-SYS]	F		12.50/H	END	11/01/2021
xxx-xx-xxxx PATRICK, GARY S.	LABORER[006627-SYS]	F		13.79/H	END	11/01/2021
xxx-xx-xxxx RAPALEE, WILLIAM A.	LABORER[030246-AUTO]	F		18.04/H	PROB	11/24/2021
xxx-xx-xxxx ROARK JR, RICHARD	LABORER[006626-SYS]	F		12.87/H	END	11/01/2021
xxx-xx-xxxx WEST, CURTIS A.	LABORER[003772-SYS]	P		12.50/H	END	11/01/2021

TOTAL ACTIONS FOR TOWN OF HORSEHEADS-10

TOTAL ACTIONS FOR TOWN OF HORSEHEADS-10

January 4, 2022

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 Elmira Heights** 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 01/04/2022 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: VILLAGE OF ELM HGTS						
DEPARTMENT: VILLAGE OF ELM HGTS						
xxx-xx-xxxx MAWHIR, KEAGAN F	POLICE OFFICER[002593-SYS]	F	BLANK	50964.00	PROB	01/10/2022
xxx-xx-xxxx ROBY, DONALD W	BUILDING INSPECTOR CODE ENFORCEMENT OFFICER[001792-SYS]	P		21.42/H	PROB	10/07/2021

TOTAL ACTIONS FOR VILLAGE OF ELM HGTS-2

TOTAL ACTIONS FOR VILLAGE OF ELM HGTS-2

115

January 4, 2022

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.

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 01/04/2022 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: ELMIRA CITY SCHOOLS							
DEPARTMENT: ELMIRA CITY SC DIST							
xxx-xx-xxxx	ARRINDELL, JUSTIN S	FOOD SERVICE HELPER[002249-SYS]	P		10323.00	PROB	11/18/2021
xxx-xx-xxxx	BOWE, MICHAEL J	SKILLED MECHANIC[001198-SYS]	F		36146.00	PROB	11/18/2021
xxx-xx-xxxx	BRILL, EMILY M	FOOD SERVICE HELPER[002570-SYS]	D		12.50/H	SUB	11/18/2021
xxx-xx-xxxx	BRILL, EMILY M	FOOD SERVICE HELPER[002570-SYS]	D		12.50/H	RES	12/01/2021
xxx-xx-xxxx	BROWN, ANNA M	TEACHER AIDE[001207-SYS]	P		15362.00	RES	11/26/2021
xxx-xx-xxxx	DOUGLAS, CAROL	BUS ATTENDANT[002097-SYS]	P		9768.00/H	PROB	11/18/2021
xxx-xx-xxxx	HALL, MARCKES L	FOOD SERVICE HELPER[002570-SYS]	P		0.00/H	SUB	11/18/2021
xxx-xx-xxxx	MOOD, GRACEANNAH M	FOOD SERVICE HELPER[003893-SYS]	P		10323.00	PROB	11/18/2021
xxx-xx-xxxx	MORRISON, JOSHUA A.	CUSTODIAL LABORER[002331-SYS]	D		12.50/H	SUB	11/18/2021
xxx-xx-xxxx	OGLESBY, MELISSA S	FOOD SERVICE HELPER[002672-SYS]	P		7576.00/Y	PROB	11/18/2021
xxx-xx-xxxx	RAVERT, LAWRENCE	CUSTODIAN[001139-SYS]	F		43555.00	PROB	10/25/2021
xxx-xx-xxxx	ROARK, LINDA S.	TEACHER AIDE[005601-SYS]	P		13098.00	RES	11/26/2021
xxx-xx-xxxx	ROSS, KYLE C.	BUS DRIVER[001121-SYS]	F		0.00/H	RES	12/01/2021
xxx-xx-xxxx	TARBY, BRANDON M.	SKILLED MECHANIC[005492-SYS]	F		35422.00	PROB	12/06/2021
xxx-xx-xxxx	WOOD, DAVID	HEAD CUSTODIAN[002057-SYS]	F		43555.00	AP	11/15/2021

TOTAL ACTIONS FOR ELMIRA CITY SC DIST-15

TOTAL ACTIONS FOR ELMIRA CITY SCHOOLS-15

January 4, 2022

Item No. VIII

**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.

Personnel Actions by Reference Date
 ALL Agencies ALL Departments
 on 01/04/2022 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: HORSEHEADS CSD							
DEPARTMENT: HORSEHEADS SCHOOLS							
xxx-xx-xxxx	BROWN, ROMARIO K	BUS DRIVER TRAINEE[005986-SYS]	P		15.00/H AT		11/15/2021
xxx-xx-xxxx	DAVIS, KELLY L	SENIOR CLERK/TYPIST[002261-SYS]	F		26918.00 AP		08/30/2021
xxx-xx-xxxx	DUBUQUE, HEATHER K	SENIOR CLERK/TYPIST[00805973-SYS]	F		26918.00 AP		11/17/2021
xxx-xx-xxxx	FARR, LUCINDA	FOOD SERVICE HELPER[002028-SYS]	P		12.50/H SUB		11/19/2021
xxx-xx-xxxx	PALMER, GARY D	CLEANER[003314-SYS]	F		26568.00 PROB		12/10/2021
xxx-xx-xxxx	STANSFIELD, TRINA L	FOOD SERVICE HELPER[002640-SYS]	D		12.50/H SUB		11/19/2021
xxx-xx-xxxx	UHLER, VALERIE M	CLERK/TYPIST[000143-SYS]	F		13.09/H AP		09/07/2021
xxx-xx-xxxx	WASCHER, TYLER J	CLEANER[003629-SYS]	F		26568.00 PROB		12/10/2021

TOTAL ACTIONS FOR HORSEHEADS SCHOOLS-8

TOTAL ACTIONS FOR HORSEHEADS CSD-8

January 4, 2022

Item No. IX

**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.

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 01/04/2022 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: SPENCER VE SCH DIST						
DEPARTMENT: SPENCER VE SCH DIST						
xxx-xx-xxxx CLARK, KODY	CLEANER[005765-SYS]	P		12.50/H SUB		12/13/2021
xxx-xx-xxxx CONKLIN, LORI	FOOD SERVICE HELPER[002803-SYS]	F		12.50/H PROB		12/13/2021

TOTAL ACTIONS FOR SPENCER VE SCH DIST-2

TOTAL ACTIONS FOR SPENCER VE SCH DIST-2

January 4, 2022

Item No. X

**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 01/04/2022 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: BOCES - GST						
	DEPARTMENT: BOCES - GST						
xxx-xx-xxxx	ALBERT, KALIA M	PRINTING CLERK[010071-SYS]	F		15.24/H RES		10/08/2021
xxx-xx-xxxx	BAILEY, ALIJIA-JEAN K	COMPUTER OPERATIONS SPECIALIST[009237-SYS]	F		35511.00 A		11/03/2021
xxx-xx-xxxx	FEE, CHRISTOPHER J.	SENIOR COMPUTER PROGRAMMER/ANALYST[008152-SYS]	F		58482.00 AP		10/05/2021
xxx-xx-xxxx	FINCH, TEENA L.	COOK MANAGER[007304-SYS]	F		41193.00 RET		12/31/2021
xxx-xx-xxxx	GLASHAUSER, CHERYL L	LICENSED PRACTICAL NURSE[008639- SYS]	F		17.28/H A		11/12/2021
xxx-xx-xxxx	HROMADA, DAWN E	ACCOUNT CLERK[008975-SYS]	F		0.00/H AP		10/04/2021
xxx-xx-xxxx	HROMADA, DAWN E	ACCOUNT CLERK[008975-SYS]	F		16.53/H AP		10/04/2021
xxx-xx-xxxx	LEPKOWSKI, ALYSSA E.	PROGRAM ASSISTANT[007267-SYS]	F		34628.18 PROB		10/06/2021
xxx-xx-xxxx	LOPER, ABIGAIL	LICENSED PRACTICAL NURSE[009413- SYS]	P		21578.40 RES		10/15/2021
xxx-xx-xxxx	MAHEU, JUSTIN C	NETWORK TECHNOLOGY SPECIALIST[030115-AUTO]	F		33000.00 AP		10/18/2021
xxx-xx-xxxx	MAWHIR, KYLE	ACCOUNT CLERK[008470-SYS]	F		15.54/H RES		10/15/2021
xxx-xx-xxxx	MAWHIR, KYLE	INSURANCE CLERK[008140-SYS]	F		34080.00 AP		10/18/2021
xxx-xx-xxxx	MCLAUGHLIN, LINDA K	OCCUPATIONAL THERAPIST[008410- SYS]	F		95991.00 RET		11/23/2021
xxx-xx-xxxx	MEYBAUM, PETER	PROGRAM ASSISTANT[009223-SYS]	F		34628.18 RES		10/17/2021
xxx-xx-xxxx	MEYBAUM, PETER	HEALTH & SAFETY COMPLIANCE SPECIALIST[009505-SYS]	F		52000.00 AP		10/18/2021
xxx-xx-xxxx	PATTERSON, SHERRI	COOK MANAGER[008103-SYS]	F		31500.00 PROB		10/25/2021
xxx-xx-xxxx	PHENES, RYAN S	WORKING FOREPERSON[007342-SYS]	F		53500.00 PROB		06/28/2021
xxx-xx-xxxx	RINWALSKE, ANDREW S	COMPUTER PROGRAMMER ANALYST TRAINEE[010203-SYS]	F		35586.00 A		11/13/2021
xxx-xx-xxxx	ROUSH, PAULETTE	COOK MANAGER[008103-SYS]	F		35000.00 PROB		10/27/2021

Personnel Actions by Reference Date
ALL Agencies ALL Departments
on 01/04/2022 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	SEMSKI, DYLAN	MAINTENANCE HELPER[010193-SYS]	F		16.26/H	RES	07/02/2021
xxx-xx-xxxx	VANAMBURG, CHRISTOPHER L	NETWORK TECHNOLOGY SPECIALIST[007277-SYS]	F		36033.00	RES	11/19/2021
xxx-xx-xxxx	WATERS, SARAH	TEACHER AIDE[007219-SYS]	F		12.50/H	RES	10/29/2021
xxx-xx-xxxx	WHITE, EDWARD	NETWORK TECHNOLOGY SPECIALIST[030115-AUTO]	F		33000.00	AP	10/25/2021
xxx-xx-xxxx	WHITE, STACEY	SENIOR ACCOUNT CLERK[008843-SYS]	F		17.42/H	A	12/07/2021

TOTAL ACTIONS FOR BOCES - GST-24**TOTAL ACTIONS FOR BOCES - GST-24**

January 4, 2022

ITEM NO. XI

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that I have received **Reports of Personnel Changes** for the **Elmira Water Board** 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 01/04/2022 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: ELMIRA WATER BOARD						
DEPARTMENT: ELMIRA WATER BOARD						
xxx-xx-xxxx VICTOR, TRAVIS E	MOTOR EQUIPMENT OPERATOR III[006756-SYS]	F		22.88/H PROB		11/22/2021

TOTAL ACTIONS FOR ELMIRA WATER BOARD-1

TOTAL ACTIONS FOR ELMIRA WATER BOARD-1

January 4, 2022

ITEM NO. XII

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that I have received **Reports of Personnel Changes** for the **Chemung County Soil & Water Conservation 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.

12/29/2021

Personnel Actions by Reference Date
SOIL & WATER CON DIS Agencies SOIL & WATER CON
on 01/04/2022 Sorted By Agency

Page 1

<u>Name</u>	<u>Title/Position</u>	<u>Time</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
AGENCY: SOIL & WATER CON DIS						
DEPARTMENT: SOIL & WATER CON DIS						
xxx-xx-xxxx JANSSEN, TODD	EQUIPMENT OPERATOR I(010312-SYS)	P		25.00/H ASEAS		01/01/2021

TOTAL ACTIONS FOR SOIL & WATER CON DIS-1

TOTAL ACTIONS FOR SOIL & WATER CON DIS-1

1

January 4, 2022

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):

Title	EL#	# on list	Estab.	Expires
Chief Wastewater Treatment Plant Operator	73236	1	01/04/2022	01/04/2023
Computer Programmer/Analyst	21760	1	01/04/2022	01/04/2023
Deputy Director of Information Services	69717	1	01/04/2022	01/04/2023
District Data Coordinator	64854	1	01/04/2022	01/04/2023
Information Security Officer	67079	1	01/04/2022	01/04/2023
Network Technology Specialist	21729	2	01/04/2022	01/04/2023
Project Manager II	67003	1	01/04/2022	01/04/2023
Senior Computer Programmer/Analyst	21776	1	01/04/2022	01/04/2023
Wastewater Treatment Plant Operator III	71527	1	01/04/2022	01/04/2023

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.

January 4, 2022

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	DCCC1219	5	01/07/2020	01/07/2023

RESOLUTION:

RESOLVED, that the communication from Jamie Flynn 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.

January 4, 2022

ITEM NO. XV

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that William Schrom, Chemung County Sheriff, has made a **request to transfer** Ambir Robinson, a permanent Legal Secretary in the District Attorney's Office to the title of Clerk/Typist in the Chemung County Sheriff's Office. NYS Department of Civil Service has determined that the scope of examination and the minimum qualifications for the position of Legal Secretary are greater than those of Clerk/Typist. Ambir Robinson was properly appointed to the title of Legal Secretary from an appropriate eligible lists on August 9, 2019.

All the rules have been met with regards to the transfer procedure. There is no preferred eligible list, no departmental promotion list for the position; and it is felt that this transfer would be a benefit to the Chemung County Sheriff's Office.

I, therefore, respectfully request that the Regional Civil Service Commission approve the above transfer.

RESOLUTION

RESOLVED, that the transfer of Ambir Robinson from the title of Legal Secretary to the title of Clerk/Typist in the Chemung County Sheriff's Office is hereby received and placed on file; and be it further

RESOLVED, that the transfer of Ambir Robinson from the title of Legal Secretary to the title of Clerk/Typist in the Chemung County Sheriff's Office is hereby approved.



SHERIFF OF CHEMUNG COUNTY
203 William Street
P.O. Box 588
Elmira, New York 14902-0588
Administrative Office: (607) 737-2987 Fax: (607) 737-2930



WILLIAM A. SCHROM
Sheriff

SEAN D. HOLLEY
Undersheriff

TO : Chairman G. Thomas Tranter

FROM: Sheriff William A. Schrom *WAS*

DATE : 12/10/21

RE : Reinstatement



At this time, I am respectfully requesting that the County of Chemung/City of Elmira Civil Service Commission reinstate Legal Secretary Ambir Robinson to the rank of Clerk/Typist with the Chemung County Sheriff's Office.

Mrs. Robinson has permanently served in the position of Legal Secretary with the Chemung County District Attorney's Office from 2019 to 2021. Mrs. Robinson possesses the skill and knowledge to successfully discharge the duties of Clerk/Typist and her reinstatement would benefit the Chemung County Sheriff's Office.

If you have any questions, please feel free to contact me.

WAS/mab

cc: File

January 4, 2022

ITEM NO. XVI

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that Tom Rhoads, Acting Executive Director at the Chemung County Sewer District made a request to transfer Thomas Dinmore, a permanent Wastewater Treatment Plant Operator in the Village of Owego to the Chemung County Sewer District as a Wastewater Treatment Plant Operator. Mr. Dinmore was properly appointed to the position of Wastewater Treatment Plant Operator from an appropriate eligible list #80000 on February 11, 2019 and successfully completed his 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 City of Elmira.

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

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 Sewer Districts

607-733-2887 www.ChemungCountyNY.gov/Sewer 600 Milton Street, Elmira, New York
14904

December 9, 2021

Chemung County Regional Civil Service Commission
PO Box 588
Elmira, New York 14902

Re: Thomas Blaze Dinsmore

To Whom it May Concern,

I would like to respectfully request that the Civil Service Commission approve the transfer to Thomas Blaze Dinsmore from the Village of Owego Sewer Department to the Chemung County Sewer Districts (CCSD). Dinsmore has been employed by the Village of Owego as a Wastewater Operator since February of 2019 and has permanent status. He meets the qualifications to transfer to CCSD as a Wastewater Treatment Plant Operator I. Thank you for your consideration.

Sincerely,

A.T. Rhoads

Tom Rhoads
Interim Executive Director
Chemung County Sewer Districts

CC: Ali Rennie, CCSD

January 4, 2022

ITEM NO. XVII

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that the Chemung County/City of Elmira Regional Civil Service Commission is in receipt of a New Position Duties Statements from Caitlin DeFilippo, Director of Human Resources for Horseheads Central School District requesting the classification of a new position. After reviewing the request and communicating with the appointing authority I recommend that the Commission approve the recommendation to classify this new position as a Nurse Practitioner (Schools).

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

NEW POSITION DUTIES STATEMENT

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

1. DEPARTMENT	BUREAU, DIVISION, UNIT, OR SECTION	LOCATION OF POSITION
Student Services	Horseheads Central School District	District Office

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

PERCENT OF WORK TIME	
20	Assist the Superintendent and his/her designee to manage the overall health service program for school district.
10	Advise Superintendent in establishing and maintaining implementation of appropriate policies and procedure for school health services .
10	HPN Coordinator for public and non-public schools for mandated reporting of immunization surveys BMI survey, daily absenteeism, etc.
5	Budget planning in consultation with administrators including ordering and replacing medical equipment as needed, assuring that all health offices and programs have needed equipment and supplies.
10	Provide and oversee well child care, including prevention, developmental and diagnostic procedures Perform comprehensive physical, emotional and neurological assessments and examinations in accordance with NYS Education Law and district policy.
5	Provide in-service training opportunities to district staff on student health issues.
	In cooperation with administrators, supervise nursing staff including RN's and LPN's under direction from district administrators and district physician.
10	Clinical consultation with, supervision and evaluation of nursing staff and Medicaid billing oversight.
10	Liaison with Chemung County and NYS Departments of Health, school physician, nursing staff, and district administration re communicable diseases and public health issues.
10	Provide day-to-day nursing services to students on an as-needed basis.
10	Other student health-related and/or administrative duties as assigned.

ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED

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

NAME	TITLE	TYPE OF SUPERVISION
Kelly Squires	Director of Student Services	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
All District nurses		general
All District licensed practical nurses		general

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

NAME	TITLE	LOCATION OF POSITION

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

College X years, with specialization in: graduation from accredited program for Nurse Practitioner

Other _____ years, with specialization in: _____

Experience (list amount and type):

Essential knowledges, skills and abilities:

Type of license or certificate required: NYS registered professional Nurse and NYSED nurse practitioner certification

7. The above statements are accurate and complete.

Date: 12/28/2021 Title: Director of Human Resources Signature: s/Curtis W. DeFilippo

CERTIFICATE OF CIVIL SERVICE COMMISSION

8. In accordance with the provisions of Civil Service Law, Section 22, the _____

Civil Service Commission certifies that the appropriate civil service title for the position described is _____

Date: _____ Signature: _____

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position: Approved Disapproved

January 4, 2022

ITEM NO. XVIII

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that the Chemung County/ City of Elmira Regional Civil Service Commission is in receipt of a Job Classification Questionnaire from Christopher Aderhold, Meter Reader at the Elmira Water Board. After reviewing the request and communicating with the appointing authority, I recommend that the Commission approve a recommendation to reclassify Mr. Aderhold's position from Meter Reader to Water Meter Repairer.

D Aderhold Christopher John Last First Middle			Chemung County Civil Service Commission Hazlett Building - Elmira, NY JOB CLASSIFICATION QUESTIONNAIRE			Form MS 220 Leave this space blank
2. Payroll or budget title Meter Reader		3. City, county, town, Village City of Elmira		4. Rate of Pay <input type="checkbox"/> Annually <input type="checkbox"/> Monthly <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Hourly \$ 26		
5. Place of Work (bldg. and room) Elmira Water Board - Meter Shop		6. Department Meter		7. Division or Bureau		
8. Civil Service Status of Position <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Non Competitive		<input type="checkbox"/> Exempt Labor <input type="checkbox"/> Unclassified		9. Number Years in Service 13		
10. How Many Years in Position <div style="text-align: right;">13</div>						
11. Name and titles of persons from whom you receive supervision or direction, and the degree of this supervision.						
NAMES		TITLES		DEGREE OF SUPERVISION		
Jay Boudreau		Water Meter Superintendent		Direct Supervisor		
Alyssa Mack		Treasurer		Administrative Supervisor		
Mark LaDouce		General Manager		Administrative Supervisor		
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						
50%	Meter Reading - Read residential and commercial water meters with computerized hand held machine; read water meters manually if necessary; record readings making necessary calculation, assess conditions and situations that indicate meter failure; make mathematical computations quickly and accurately; maintain good customer relations with consumers; comprehensive understanding of city geography and knowledge of meter locations throughout the distribution system					
50%	Meter Repair - Install, repair, and inspect water meters, meter pits, meter reading equipment, valves, pressure gauges, test meter accuracy; assess consumer consumption and verify readings are within standard consumption - then use this data to troubleshoot problems with meters or issues with consumer's plumbing; responds to customer service requests - connections, disconnects, re-reading meters, checking for leaks - also required to respond to 24/7 emergency callouts; create and update spreadsheets utilizing gps mapping system; ensure proper inventory of parts and supplies necessary for the installation of meter related equipment; keeping a meter truck supplied with parts for many different types of meters; keeping safety equipment, instruments, and tools in safe operating condition; analyzing work sites for hazardous conditions such as confined space entry and establishing worksite traffic control equipment.					
WHAT LICENSES OR CERTIFICATES ARE REQUIRED FOR THIS POSITION? NYSDOH grade D operator certification						
IF MORE SPACE IS NEEDED ATTACH A SEPARATE SHEET						

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.

Assignments are scheduled for approximate times via clerical workers or management and distributed through printed work orders or online scheduling software

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

Responsibilities include the installation, inspection, maintenance, repair, and servicing of the full range of water meters used within the distribution system; respond to reports or leaks, high/low pressure complaints, high/low consumption reports, operate a variety of hand and power tool equipment necessary to complete assigned tasks, respond to emergency situations when necessary, perform duties in confined space settings while observing required safety standards, conduct service interruptions on delinquent accounts, maintain a high level of customer service when interacting with the public

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

Direct supervisor reviews most daily tasks - some is written form but a majority is submitted and reviewed electronically

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.

12/17/2021



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:

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

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

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

Merely read and write	Common school and highschool										College				Other special or technical courses.	
	1	2	3	4	5	6	7	8	9	10	11	12	1	2		3
													N	D		

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

yes

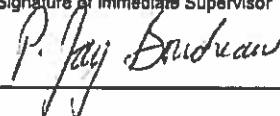
22. Give your idea of the essential nature of the work and responsibilities of the position and the attention and supervision it requires.

*Meter Reading meter repairing. Installation of meter ranging from 3/4" to 10".
Curb Walk Repair and maintenance. Signal line inspection. all work is supervised*

23. Date

24. Signature of Immediate Supervisor

12/30/2021



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

12/30/2021



January 4, 2022

ITEM NO. XIX

**FROM JEFFREY WALKER
SECRETARY TO THE COMMISSION**

This is to advise that the Chemung County/ City of Elmira Regional Civil Service Commission is in receipt of a Job Classification Questionnaire from Terry Bliss, Meter Reader at the Elmira Water Board. After reviewing the request and communicating with the appointing authority, I recommend that the Commission approve a recommendation to reclassify Mr. Bliss's position from Meter Reader to Water Meter Repairer.

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.
We receive assignments thru work orders; the work orders give us data for where the assignment is and general information such as meter number, type, etc and what we need to do.

15 Summarize your work responsibilities, as you understand them.
Read Meters; Repair Meters; Changeout Meters; Install Radio Equipment; Shut off Non Pays or Customers Needing to Make Repairs to their Service; Repair Curb Wells.

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

17 Date
12/16/21

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.
Cherry B...

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:

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

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

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

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

Merely read and write	Common school and 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.)
Yes

22 Give your idea of the essential nature of the work and responsibilities of the position and the attention and supervision it requires.
meter reading with repair. Installation of meters ranging 3/4" to 10". curb well repair and maintenance. Service line inspection. all work is supervised.

23 Date
12/20/2021

24 Signature of Immediate Supervisor
P. Jay B...

TO BE FILLED IN BY THE DEPARTMENT HEAD

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

26 Date
12/20/2021

27 Signature of Department Head
P. Jay B...

January 4, 2022

ITEM NO. XXII

**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, February 1, 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 **January 4, 2022**.

Jeffrey Walker
Secretary to the Commission