

**AGENDA  
CHEMUNG COUNTY/CITY OF ELMIRA  
REGIONAL CIVIL SERVICE COMMISSION  
Regular Meeting – February 1, 2022**

- ITEM I: Act on Resolution approving and dispensing with the minutes of the January 4, 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 BIG FLATS.
- ITEM V: Act on Resolution approving personnel changes for the employees of the TOWN OF CATLIN.
- ITEM VI: Act on Resolution approving personnel changes for the employees of the TOWN OF VETERAN.
- ITEM VII: Act on Resolution approving personnel changes for the employees of the VILLAGE OF ELMIRA HEIGHTS
- ITEM VIII: Act on Resolution approving personnel changes for the employees of the VILLAGE OF HORSEHEADS.
- ITEM IX: Act on Resolution approving personnel changes for the employees of the ELMIRA CITY SCHOOL DISTRICT.
- ITEM X: Act on Resolution approving personnel changes for the employees of the ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT.
- ITEM XI: Act on Resolution approving personnel changes for the employees of the HORSEHEADS CENTRAL SCHOOL DISTRICT.
- ITEM XII: Act on Resolution approving personnel changes for the employees of the SPENCER VAN-ETTEN CENTRAL SCHOOL DISTRICT.
- ITEM XIII: Act on Resolution approving personnel changes for the employees of the GST BOCES DISTRICT.
- ITEM XIV: Act on Resolution approving personnel changes for the employees of the CHEMUNG COUNTY LIBRARY DISTRICT.
- ITEM XV: Act on Resolution approving personnel changes for the employees of the ELMIRA WATER BOARD.
- ITEM XVI: Act on Resolution approving personnel changes for the employees of the WOODLAWN CEMETERY COMMISSION.
- ITEM XVII: Act on Resolution to create a new job specification for the position of Grants Manager.
- ITEM XVIII: Act on Resolution to revise the job specification for Public Health Educator (Tobacco Grant).
- ITEM XIX: Act on Resolution to establish the following eligible lists:
 

<b>Title</b>	<b>EL#</b>	<b># on list</b>	<b>Estab.</b>	<b>Expires</b>
Deputy Sheriff Lieutenant	70276	4	02/01/22	02/01/23
- ITEM XX: Act on Resolution to reinstate Eric Scouten to the title of Network Technology Specialist in the GST BOCES District.
- ITEM XXI: Act on Resolution to transfer Daniel Nybeck, a permanent Firefighter in the City of Corning, to the City of Elmira in the position of Firefighter.
- ITEM XXII: Recommendation to classify a new position in the Chemung County Planning Department as Grants Manager.

ITEM XXIII: Acknowledgement of receipt by Commissioners of confidential reports on leaves of absence and disciplinary actions.

ITEM XXIV: Additional Item(s)

ITEM XXV: Act on Resolution to adjourn.

**February 1, 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 January 4, 2022 at 3:00PM in the Second floor conference room of the Hazlett Building.

**PRESENT:**

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

**ITEM I:** Motion was made by Thomas Gough to approve the minutes of the December 7, 2021 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 G. Thomas Tranter Jr. to approve the personnel changes for the employees of the City of Elmira. Seconded by Ernest Hartman. All were in favor. Motion carried.

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

**ITEM V:** Motion was made by Ernest Hartman to approve the personnel changes for the employees of the Town of Horseheads. Seconded by G. Thomas Tranter Jr. 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 Elmira Heights. 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.

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

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**ITEM IX:** Motion was made by G. Thomas Tranter Jr. 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 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 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 Thomas Gough to approve the personnel changes for the employees of the Chemung County Soil & Water Conservation District. Seconded by G. Thomas Tranter Jr. Thomas Gough and G. Thomas Tranter Jr. were in favor, Ernest Hartman abstained. Motion carried.

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

<b>Title</b>	<b>EL#</b>	<b># on list</b>	<b>Estab.</b>	<b>Expires</b>
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

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

**ITEM XIV:** Motion was made by Thomas Gough to extend the following eligible list:

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

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

**ITEM XV:** Motion was made by G. Thomas Tranter Jr. to approve the Transfer of Ambir Robinson to the title of Clerk/Typist in the Chemung County Sheriff's Office. Seconded by Ernest Hartman. All were in favor. Motion carried.

**ITEM XVI:** Motion was made by G. Thomas Tranter Jr. to approve the Transfer of Thomas Dinmore to the title Wastewater Treatment Plant Operator in the Chemung County Sewer District. Seconded by Ernest Hartman. All were in favor. Motion carried.

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**ITEM XVII:** Motion was made by Thomas Gough to classify a new positions in the Horseheads Central School District as Nurse Practitioner (Schools). Seconded by G. Thomas Tranter Jr. All were in favor. Motion carried.

**ITEM XVIII:** Motion was made by G. Thomas Tranter Jr. to reclassify an encumbered Meter Reader position in the Elmira Water Board as a Water Meter Repairer. Seconded by Thomas Gough. All were in favor. Motion carried.

**ITEM XIX:** Motion was made by Thomas Gough to reclassify an encumbered Meter Reader position in the Elmira Water Board as a Water Meter Repairer. Seconded by G. Thomas Tranter Jr. Thomas Gough and G. Thomas Tranter Jr. were in favor, Ernest Hartman abstained. Motion carried.

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

**ITEM XXI:** Additional Items:

- A) Motion was made by G. Thomas Tranter Jr. to approve the voluntary demotion of Samantha Pfuntner to the title of Correction Officer. Seconded by Ernest Hartman. All were in favor. Motion carried.

**ITEM XXII:** The meeting was adjourned at 3:11 p.m.

February 1, 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**

01/26/2022

02/01/2022 to 02/01/2022

Employee Name	Emp #	Position	Title	Wage	SIC/T/T	Action	Action Date	Ref Date
DITTLER, DENISE	SYS-011447	000177-SYS	PRINCIPAL CLERK	27.37/H	P/C/P/F	A	01/01/2022	02/01/2022
Agency CHCO	Dept: AGING	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/01/2022	21-544		Grade:	Step: 15YR
PFJUNTER, SAMANTHA A	SYS-001258	004079-SYS	CORRECTION OFFICER	32.63/H	P/C/P/P	A	01/01/2022	02/01/2022
Agency CHCO	Dept: JAIL	Union	CORRECTION OFFICER'S	Auth/Res: RCSC 02/01/2022			Grade:	Step: 9
FRENCH, JASON	SYS-008778	000365-SYS	DEPUTY COMMISSIONER OF	91562.00/Y	P/X/P/F	A	01/12/2022	02/01/2022
Agency CHCO	Dept: DPW	Union	SINGLE RATE	Auth/Res: RCSC 02/01/2022	21-048		Grade:	Step:
RUSSO, DANNIELLE M	SYS-002904	009570-SYS	INFORMATION TECHNOLOGY	25.20/H	P/C/P/F	A	09/18/2021	02/01/2022
Agency CHCO	Dept: DATA	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/01/2022	20-336		Grade:	Step: 1
NOVAKOWSKI, SAMANTHA A.	SYS-019001	004196-SYS	CORRECTION SERGEANT	32.70/H	V/C/P/F	AP	01/01/2022	02/01/2022
Agency CHCO	Dept: JAIL	Union	CORRECTION OFFICER'S	Auth/Res: RCSC 02/01/2022			Grade:	Step: 6
SPENCER, LAURIE	000378-SYS		PRINCIPAL ACCOUNT CLERK	20.72/H	V/C/P/F	AP	01/10/2022	02/01/2022
Agency CHCO	Dept: DPW	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/01/2022	21-675		Grade:	Step: ENTRY
CLARK, KIM L.	SYS-021771	004844-SYS	SENIOR CASEWORKER	24.83/H	V/C/P/F	AP	01/21/2022	02/01/2022
Agency CHCO	Dept: DSS	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/01/2022	21-673		Grade:	Step: ENTRY
GALBRAITH, DIANE L	SYS-017188	009184-SYS	SUPPORT INVESTIGATOR	18.29/H	V/C/P/F	AP	01/21/2022	02/01/2022
Agency CHCO	Dept: DSS	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/01/2022	21-680		Grade:	Step: ENTRY
DUFFY, AMY M	SYS-020840	009278-SYS	CASE SUPERVISOR - GRADE B	27.90/H	V/C/P/F	AP	01/11/2022	02/01/2022
Agency CHCO	Dept: DSS	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/01/2022	22-052		Grade:	Step: ENTRY
SCHEEPSMA, JOHN	030174-AUTO		CASEWORKER	22.27/H	V/C/P/F	AP	01/24/2022	02/01/2022
Agency CHCO	Dept: DSS	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/01/2022	21-601		Grade:	Step: ENTRY
CARBERRY, LAURA	000647-SYS		SUPERVISING NURSE	32.56/H	V/C/P/F	AP	01/14/2022	02/01/2022
Agency CHCO	Dept: CCNF	Union	NEW YORK STATE NURSES	Auth/Res: RCSC 02/01/2022	21-400		Grade:	Step: 3
NICHOLS, DOMONIQUE L.	030399-AUTO		HUMAN RESOURCE	60000.00/Y	T/C/P/F	AT	12/28/2021	02/01/2022
Agency CHCO	Dept: CCNF	Union	SINGLE RATE	Auth/Res: RCSC 02/01/2022	PLA		Grade:	Step:
DINMORE, THOMAS B	SYS-020353	004775-SYS	WASTEWATER TREATMENT	22.12/H	T/C/P/F	AT	01/05/2022	02/01/2022
Agency CHCO	Dept: SEWER	Union	SEWER DISTRICT (CSEA)	Auth/Res: RCSC 02/01/2022	PLA		Grade:	Step: ENTRY
DUFFY, AMY M	SYS-020840	009278-SYS	CASE SUPERVISOR - GRADE B	27.90/H	T/C/P/F	AT	01/07/2022	02/01/2022
Agency CHCO	Dept: DSS	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/01/2022			Grade:	Step: ENTRY
WHEELER, ALEC	000854-SYS		MAINTENANCE WORKER	17.22/H	T/N/T/F	AT	01/12/2022	02/01/2022
Agency CHCO	Dept: DSS	Union		Auth/Res: RCSC 02/01/2022			Grade:	Step: ENTRY

## Employee Action Report

01/26/2022

02/01/2022 to 02/01/2022

Employee Name	Emp #	Position	Title	Wage	SIC/T/T	Action	Action Date	Ref Date
BEECHER, JUDITH	004463-SYS	Union	REGISTERED PROFESSIONAL	29.30/H	T/N/T/D	AT	01/11/2022	02/01/2022
Agency CHCO	Dept: HLTH	Union	NEW YORK STATE NURSES	Auth/Res: RCSC 02/01/2022		Grade:		Step:3
NAMBIRO, JACQUELINE	002657-SYS	Union	REGISTERED PROFESSIONAL	29.30/H	T/N/T/D	AT	01/11/2022	02/01/2022
Agency CHCO	Dept: HLTH	Union	NEW YORK STATE NURSES	Auth/Res: RCSC 02/01/2022		Grade:		Step:ENTRY
BARR, ALEXANDRA	002003-SYS	Union	RECREATION SUPERVISOR PT	17.70/H	T/N/T/P	AT	01/24/2022	02/01/2022
Agency CHCO	Dept: YOUTH	Union		Auth/Res: RCSC 02/01/2022		Grade:		Step:
CULLEN, VICKY	SYS-000197	008132-SYS	INFORMATION TECHNOLOGY	39.29/H	T/C/T/F	AT	01/14/2022	02/01/2022
Agency CHCO	Dept: DSS	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/01/2022		Grade:		Step:25YR
TOWNSEND, BRENDA L	000476-SYS	Union	NUTRITION SERVICES AIDE	12.97/H	B/L/P/F	PROB	12/27/2021	02/01/2022
Agency CHCO	Dept: HLTH	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/01/2022	21-674	Grade:		Step:ENTRY
GRAY, JEFFREY	000440-SYS	Union	DIRECTOR OF FIRE &	67016.00/Y	B/X/P/F	PROB	03/09/2021	02/01/2022
Agency CHCO	Dept: EMMAN	Union	SINGLE RATE	Auth/Res: RCSC 02/01/2022	21-162	Grade:		Step:
HALL, SHANTA	000623-SYS	Union	NURSE AIDE	13.63/H	B/N/P/F	PROB	12/30/2021	02/01/2022
Agency CHCO	Dept: CCNF	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/01/2022	21-603	Grade:		Step:YR21
ZOLKOSKY, PATRICIA A	000633-SYS	Union	RECEPTIONIST PT	13.77/H	B/N/P/D	PROB	12/24/2021	02/01/2022
Agency CHCO	Dept: CCNF	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/01/2022		Grade:		Step:ENTRY
EBERHARDT, LUKE	009697-SYS	Union	PUBLIC WORKS SPECIALIST I	18.00/H	B/N/P/F	PROB	01/07/2022	02/01/2022
Agency CHCO	Dept: DPW	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/01/2022	21-595	Grade:		Step:ENTRY
KENNISON, CRYSTAL L.	SYS-016437	004290-SYS	DEPUTY SHERIFF	27.00/H	B/C/P/F	PROB	12/28/2021	02/01/2022
Agency CHCO	Dept: SD	Union	SHERIFF'S ASSOCIATION	Auth/Res: RCSC 02/01/2022	21-678	Grade:		Step:ENTRY
MARTEL, CARL	009701-SYS	Union	PROJECT MANAGER II	89935.00/Y	B/C/P/F	PROB	01/05/2022	02/01/2022
Agency CHCO	Dept: DPW	Union	SINGLE RATE	Auth/Res: RCSC 02/01/2022	19-618	Grade:		Step:
SMETANKA, BRETT	SYS-004269	030307-AUTO	WASTEWATER TREATMENT	33.36/H	B/C/P/F	PROB	01/05/2022	02/01/2022
Agency CHCO	Dept: SEWER	Union	SEWER DISTRICT (CSEA)	Auth/Res: RCSC 02/01/2022	20-366	Grade:		Step:6
LANNING, MICHAEL D	SYS-020234	010218-SYS	CHIEF WASTEWATER	80069.00/Y	B/C/P/F	PROB	01/05/2022	02/01/2022
Agency CHCO	Dept: SEWER	Union	SINGLE RATE	Auth/Res: RCSC 02/01/2022		Grade:		Step:
JOHNSON, MAKENZIE	001969-SYS	Union	REGISTERED PROFESSIONAL	28.66/H	B/N/P/F	PROB	01/10/2022	02/01/2022
Agency CHCO	Dept: JAIL	Union	NEW YORK STATE NURSES	Auth/Res: RCSC 02/01/2022	21-600	Grade:		Step:1
WITHERWAX, KATHLEEN	008618-SYS	Union	SECRETARY PT	18.29/H	B/C/P/P	PROB	01/07/2022	02/01/2022
Agency CHCO	Dept: DA	Union	CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/01/2022	20-516	Grade:		Step:ENTRY

**Employee Action Report**

01/26/2022

02/01/2022 to 02/01/2022

Employee Name	Emp #	Position	Title	Wage	S/C/T/T	Action	Action Date	Ref Date
MCGRIFF, DAJERA T Agency CHCO	SYS-020641 Dept: CCNF Union	000623-SYS	NURSE AIDE	13.20/H Auth/Res: RCSC 02/01/2022 21-603	B/N/P/F	PROB	01/11/2022 Grade:	02/01/2022 Step:21
POPE, MARY ANN Agency CHCO	010023-SYS Dept: CCNF Union	NEW YORK STATE NURSES	SUPERVISING NURSE PT	32.56/H Auth/Res: RCSC 02/01/2022 21-612	B/N/P/D	PROB	01/11/2022 Grade:	02/01/2022 Step:3
BUCKLEY, HERMOINE Agency CHCO	SYS-021988 Dept: CCNF Union	000623-SYS	NURSE AIDE	13.20/H Auth/Res: RCSC 02/01/2022 21-603	B/N/P/F	PROB	01/11/2022 Grade:	02/01/2022 Step:21
BOUWENS, REBECCA Agency CHCO	000626-SYS Dept: CCNF Union	CIVIL SERVICE EMPLOYEES	NURSE AIDE	13.20/H Auth/Res: RCSC 02/01/2022 21-603	B/N/P/F	PROB	01/11/2022 Grade:	02/01/2022 Step:YR21
CHANDLER, NICOLE R. Agency CHCO	SYS-021056 Dept: DSS Union	004854-SYS	SENIOR CLERK	15.17/H Auth/Res: RCSC 02/01/2022 22-052	B/C/P/F	PROB	01/11/2022 Grade:	02/01/2022 Step:2
MILES, DOMINIQUE Agency CHCO	008281-SYS Dept: MENTH Union	CIVIL SERVICE EMPLOYEES	COMMUNITY SERVICES AIDE	13.20/H Auth/Res: RCSC 02/01/2022 21-601	B/N/P/F	PROB	01/24/2022 Grade:	02/01/2022 Step:ENTRY
MATUSICK, STEPHEN C Agency CHCO	SYS-022218 Dept: DATA Union	000359-SYS	DEPUTY DIRECTOR OF	70872.00/Y Auth/Res: RCSC 02/01/2022 19-572	B/C/P/F	PROB	01/06/2022 Grade:	02/01/2022 Step:
DEVITA, JOSEPH Agency CHCO	010111-SYS Dept: DATA Union	CIVIL SERVICE EMPLOYEES	INFORMATION SECURITY	26.46/H Auth/Res: RCSC 02/01/2022 20-138	B/C/P/F	PROB	01/06/2022 Grade:	02/01/2022 Step:1
MCNEILL, LAURIE Agency CHCO	009049-SYS Dept: TREAS Union	000000-SYS	ADMINISTRATIVE ASSISTANT	48000.00/Y Auth/Res: RCSC 02/01/2022 22-047	B/X/P/F	PROB	01/24/2022 Grade:	02/01/2022 Step:
WRIGHT JR, TAIL Agency CHCO	SYS-020671 Dept: JAIL Union	002302-SYS	CORRECTION OFFICER	21.61/H Auth/Res: RCSC 02/01/2022 21-401	B/C/P/F	PROB	12/22/2021 Grade:	02/01/2022 Step:ENTRY
DEAN, KELLY R Agency CHCO	SYS-022119 Dept: MENTH Union	008185-SYS	CHILDREN'S INTEGRATED	22.94/H Auth/Res: RCSC 02/01/2022	V/C/P/F	RES	12/18/2021 Grade:	02/01/2022 Step:2
MUCCI, JAMES MICHAEL Agency CHCO	SYS-019464 Dept: LAW Union	030334-AUTO	SPECIAL INVESTIGATOR-	30000.00/Y Auth/Res: RCSC 02/01/2022	T/D/P/P	RES	01/01/2022 Grade:	02/01/2022 Step:
ROSEKRANS, MEAGAN L Agency CHCO	SYS-016942 Dept: LAW Union	006805-SYS	ASSISTANT COUNTY	30000.00/Y Auth/Res: RCSC 02/01/2022 20-137	B/X/P/P	RES	12/31/2021 Grade:	02/01/2022 Step:
MOSHER, BRIAN Agency CHCO	SYS-013754 Dept: JAIL Union	004202-SYS	CORRECTION OFFICER	30.07/H Auth/Res: RCSC 02/01/2022	P/C/P/F	RES	01/03/2022 Grade:	02/01/2022 Step:6
PICARAZZI, SHARIL Agency CHCO	SYS-016078 Dept: HLTH Union	009231-SYS	LICENSED PRACTICAL NURSE	19.45/H Auth/Res: RCSC 02/01/2022	P/N/P/F	RES	01/02/2022 Grade:	02/01/2022 Step:YR10

**Employee Action Report**

01/26/2022

02/01/2022 to 02/01/2022

Employee Name	Emp #	Position	Title	Wage	S/C/T/T	Action	Action Date	Ref Date
PICARAZZI, SHARI L	SYS-021193	Union 004528-SYS	LICENSED PRACTICAL NURSE	19.45/H	P/N/P/P	RES	01/02/2022	02/01/2022
Agency CHCO	Dept: CCNF	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/01/2022			Grade:		Step: YR10
RAINEY, STEPHNIQUE G	SYS-021442	Union 010181-SYS	COMMUNICATIONS OPERATOR	23.15/H	P/C/P/F	RES	01/18/2022	02/01/2022
Agency CHCO	Dept: EM911	Union SHERIFF'S CIVILIAN UNIT	Auth/Res: RCSC 02/01/2022			Grade:		Step: 3
GILL, LAURA	001965-SYS	Union 001965-SYS	NURSE AIDE	13.63/H	T/N/T/F	RES	01/17/2022	02/01/2022
Agency CHCO	Dept: CCNF	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/01/2022	21-536		Grade:		Step: YR21
GLOVER, MILDRED S.	SYS-017314	Union 009333-SYS	RECEPTIONIST PT	14.16/H	P/N/P/D	RES	01/11/2022	02/01/2022
Agency CHCO	Dept: CCNF	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/01/2022			Grade:		Step: 3
WOOD, TYLER M.	SYS-016746	Union 003906-SYS	CORRECTION OFFICER	30.01/H	P/C/P/F	RES	01/13/2022	02/01/2022
Agency CHCO	Dept: JAIL	Union CORRECTION OFFICER'S	Auth/Res: RCSC 02/01/2022			Grade:		Step: 6
CULLEN, VICKY	SYS-000197	Union 008132-SYS	INFORMATION TECHNOLOGY	39.29/H	P/C/P/F	RET	12/31/2021	02/01/2022
Agency CHCO	Dept: DSS	Union CIVIL SERVICE EMPLOYEES	Auth/Res: RCSC 02/01/2022			Grade:		Step: 25YR
PAUTZ, SCOTT J	SYS-000719	Union 000534-SYS	ASSISTANT COUNTY	17000.00/Y	P/X/P/P	RET	01/01/2022	02/01/2022
Agency CHCO	Dept: LAW	Union SINGLE RATE/PART TIME	Auth/Res: RCSC 02/01/2022			Grade:		Step:
ROBINSON, AMBIR J.	SYS-021616	Union 000781-SYS	CLERKTY/PIST	19.78/H	T/C/P/F	TR	01/07/2022	02/01/2022
Agency CHCO	Dept: SD	Union SHERIFF'S CIVILIAN UNIT	Auth/Res: RCSC 02/01/2022	PLA		Grade:		Step: 1
<b>Total Actions</b>						<b>53</b>		
<b>Grand Total</b>						<b>53</b>		

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

**February 1, 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 02/01/2022 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>
<b>AGENCY: CITY OF ELMIRA</b>						
<b>DEPARTMENT: CITY OF ELMIRA</b>						
xxx-xx-xxxx	ANDREWS III, RUSSELL	DEPUTY POLICE CHIEF[001002-SYS]	F	112989.00	PROB	12/21/2021
xxx-xx-xxxx	CRUZ, AUBREE M	POLICE OFFICER[005095-SYS]	F	50863.70	PROB	01/05/2022
xxx-xx-xxxx	DECKER, BRANDON	ASSISTANT CODE ENFORCEMENT OFFICER/BUILDING INSPEC[030094- AUTO]	F	37714.00	PROB	10/06/2021
xxx-xx-xxxx	DECKER, BRANDON	ASSISTANT CODE ENFORCEMENT OFFICER/BUILDING INSPEC[030094- AUTO]	F	37714.00	A	01/01/2022
xxx-xx-xxxx	GOODWIN, WILLIAM J	POLICE SERGEANT[005166-SYS]	F	85873.91	PROB	12/21/2021
xxx-xx-xxxx	LAWSON, NICOLE M	POLICE OFFICER[005091-SYS]	F	50863.70	PROB	01/05/2022
xxx-xx-xxxx	MILLER, REECE P	SOLID WASTE SPECIALIST I[006982-SYS]	F	17.10/H	RES	12/23/2021
xxx-xx-xxxx	SOLT III, WILLIAM	POLICE CAPTAIN[001046-SYS]	F	101049.62	PROB	12/21/2021

**TOTAL ACTIONS FOR CITY OF ELMIRA-8**

**TOTAL ACTIONS FOR CITY OF ELMIRA-8**

February 1, 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 Big Flats** as follows:

SEE ATTACHED

**RESOLUTION:**

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

ALL Agencies ALL Departments  
on 02/01/2022 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>
<b>AGENCY: TOWN OF BIG FLATS</b>							
<b>DEPARTMENT: TOWN OF BIG FLATS</b>							
xxx-xx-xxxx	ACHTERBERG, JENNIFER A	PRINCIPAL ACCOUNT CLERK(001526-SYS)	F		16.48/H AP		12/08/2021
xxx-xx-xxxx	ADAMS, KATHLEEN M	SECRETARY I(008143-SYS)	F		16.48/H AP		12/08/2021
xxx-xx-xxxx	FLYNN, HEATHER	DEPUTY TOWN CLERK(001507-SYS)	F		16.92/H PROB		12/09/2021
xxx-xx-xxxx	FRISBIE, CAMERON	PROGRAM ASSISTANT(030402-AUTO)	F		21.03/H AP		12/08/2021
xxx-xx-xxxx	HARTIGAN-HUTEN, PATRICIA	DIRECTOR OF RECREATION(006566-SYS)	P		19.03/H A		12/01/2021
xxx-xx-xxxx	ORLANDO, SAMANTHA L	CLERK TO THE TOWN JUSTICE(004977-SYS)	P		15.00/H PROB		11/29/2021

**TOTAL ACTIONS FOR TOWN OF BIG FLATS-6**

**TOTAL ACTIONS FOR TOWN OF BIG FLATS-6**

February 1, 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 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 02/01/2022 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>
<b>AGENCY: TOWN OF CATLIN</b>						
<b>DEPARTMENT: TOWN OF CATLIN</b>						
xxx-xx-xxxx SILVERNAIL, DAVID	COUNCILMEMBER[009130-SYS]	F		2000.00/Y	RET	01/01/2022

TOTAL ACTIONS FOR TOWN OF CATLIN-1

TOTAL ACTIONS FOR TOWN OF CATLIN-1

February 1, 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 **Town of Veteran** 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 02/01/2022 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>
<b>AGENCY: TOWN OF VETERAN</b>						
<b>DEPARTMENT: TOWN OF VETERAN</b>						
xxx-xx-xxxx DECICCO, LOUIS	COUNCILMEMBER[006382-SYS]	F		6804.00/Y	ENDTR	01/01/2022
xxx-xx-xxxx LEE, BRANDON R.	LABORER[001783-SYS]	F		14.75/H	PROB	08/23/2021
xxx-xx-xxxx LEWIS, DAVID	COUNCILMEMBER[006383-SYS]	P		7984.00/Y	ENDTR	01/01/2022
xxx-xx-xxxx LEWIS, DAVID	SUPERVISOR (ELECTED)[001785-SYS]	P		22407.00	ELECTE	01/01/2022
xxx-xx-xxxx WINKKY, WILLIAM	COUNCILMEMBER[008077-SYS]	P		7008.00/Y	ELECTE	01/01/2022

**TOTAL ACTIONS FOR TOWN OF VETERAN-5**

**TOTAL ACTIONS FOR TOWN OF VETERAN-5**

February 1, 2022

ITEM NO. VII

**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 02/01/2022 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>
<b>AGENCY: VILLAGE OF ELM HGTS</b>						
<b>DEPARTMENT: VILLAGE OF ELM HGTS</b>						
xxx-xx-xxxx    CARDINALE, CALEB T	POLICE OFFICER[006400-SYS]	P		15.00/H PROB		01/10/2022

**TOTAL ACTIONS FOR VILLAGE OF ELM HGTS-1**

**TOTAL ACTIONS FOR VILLAGE OF ELM HGTS-1**

February 1, 2022

ITEM NO. VIII

**FROM JEFFREY WALKER  
SECRETARY TO THE COMMISSION**

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

**SEE ATTACHED**

**RESOLUTION:**

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

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

<u>Name</u>	<u>Title/Position</u>	<u>Tme</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
<b>AGENCY: VILLAGE OF HORSEHEADS</b>						
<b>DEPARTMENT: VILLAGE OF HORSEHEADS</b>						
xxx-xx-xxxx	AUDINWOOD, PATRICK J.	POLICE SERGEANT[003293-SYS]	F	33.25/H	PROB	09/08/2021
xxx-xx-xxxx	ENO, BRIAN A	LABORER[006822-SYS]	F	16.51/H	PROB	11/29/2021
xxx-xx-xxxx	ROSE, CORY	POLICE SERGEANT[001854-SYS]	F	33.42/H	PROB	09/08/2021

TOTAL ACTIONS FOR VILLAGE OF HORSEHEADS-3

TOTAL ACTIONS FOR VILLAGE OF HORSEHEADS-3

February 1, 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 **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 02/01/2022 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>
<b>AGENCY: ELMIRA CITY SCHOOLS</b>							
<b>DEPARTMENT: ELMIRA CITY SC DIST</b>							
xxx-xx-xxxx	BOWMAN, LINZIE A	CUSTODIAL LABORER[005371-SYS]	F		26208.00	PROB	12/16/2021
xxx-xx-xxxx	FAUCETT, MATTHEW B	CUSTODIAL LABORER[002045-SYS]	F		26208.00	PROB	12/16/2021
xxx-xx-xxxx	FOSTER, WALTER L	BUS DRIVER[002522-SYS]	P		0.00/H	PROB	11/01/2021
xxx-xx-xxxx	GARCIA-EDKIN, NORA	COOK MANAGER[001131-SYS]	F		0.00/H	PROB	10/14/2021
xxx-xx-xxxx	GLOVER, THOMAS A	BUS DRIVER TRAINEE[009351-SYS]	P		0.00/H	AT	09/23/2021
xxx-xx-xxxx	GROVER, CATHIE J.	BUS DRIVER[002485-SYS]	P		13882.00	RES	08/10/2021
xxx-xx-xxxx	JONES, MICHAEL A.	SKILLED MECHANIC[005492-SYS]	F		50357.00	PROB	11/01/2021
xxx-xx-xxxx	LAWRENCE, MEDELINA B	FOOD SERVICE HELPER[002258-SYS]	P		12.50/H	RES	08/26/2021
xxx-xx-xxxx	MORRISON, FRED M	CUSTODIAL LABORER[002379-SYS]	F		26208.00	PROB	12/16/2021
xxx-xx-xxxx	SAWYER, ZACHARY	BUS DRIVER[002321-SYS]	P		14297.00	PROB	12/16/2021
xxx-xx-xxxx	SHEEHAN JR, THOMAS D	CUSTODIAL LABORER[005410-SYS]	F		26208.00	PROB	12/16/2021

**TOTAL ACTIONS FOR ELMIRA CITY SC DIST-11**

**TOTAL ACTIONS FOR ELMIRA CITY SCHOOLS-11**

February 1, 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 **ELMIRA HEIGHTS  
CENTRAL SCHOOL DISTRICT** as follows:

**SEE ATTACHED**

**RESOLUTION:**

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

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

	<u>Name</u>	<u>Title/Position</u>	<u>Tme</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
<b>AGENCY: ELMIRA HEIGHTS CSD</b>							
<b>DEPARTMENT: ELMIRA HEIGHTS CSD</b>							
xxx-xx-xxxx	HALL, CHERYL J	FOOD SERVICE HELPER/COOK[001237-SYS]	P		13.20/H SUB		01/03/2022
xxx-xx-xxxx	MCNEELY, AMY	COOK[001227-SYS]	F		14.01/H PROB		01/06/2022
xxx-xx-xxxx	PUTNEY, JOHN M	CUSTODIAN[005943-SYS]	F		19.90/H AP		12/02/2021
xxx-xx-xxxx	SHILLING, KATHRYN M.	FOOD SERVICE HELPER[001973-SYS]	P		12.50/H SUB		12/02/2021
xxx-xx-xxxx	SHILLING, KATHRYN M.	FOOD SERVICE HELPER[001973-SYS]	P		13.20/H PROB		01/06/2022
xxx-xx-xxxx	WARFLE, ANNASTASIA M	FOOD SERVICE HELPER[008477-SYS]	P		12.50/H SUB		11/04/2021
xxx-xx-xxxx	WARFLE, ANNASTASIA M	FOOD SERVICE HELPER[008477-SYS]	P		13.20/H PROB		01/06/2022

**TOTAL ACTIONS FOR ELMIRA HEIGHTS CSD-7**

**TOTAL ACTIONS FOR ELMIRA HEIGHTS CSD-7**

February 1, 2022

Item No. XI

**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 02/01/2022 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>
	<b>AGENCY: HORSEHEADS CSD</b>						
	<b>DEPARTMENT: HORSEHEADS SCHOOLS</b>						
xxx-xx-xxxx	COLON, MARSHALL	BUS DRIVER TRAINEE[005986-SYS]	P		15.00/H AT		07/12/2021
xxx-xx-xxxx	COLON, MARSHALL	BUS DRIVER[001325-SYS]	P		15.00/H PROB		11/08/2021
xxx-xx-xxxx	DILLON, KENNETH F	BUS DRIVER[001325-SYS]	P		19.40/H PROB		11/01/2021
xxx-xx-xxxx	GAUL, SYDNEY M	SCHOOL MONITOR[002260-SYS]	P		12.70/H RES		12/20/2021
xxx-xx-xxxx	HOCKEBORN, BROOKE A	PRINCIPAL ACCOUNT CLERK[030259-AUTO]	F		38000.00 AP		08/23/2021
xxx-xx-xxxx	HOLZLEIN, KELLY ANN	BUS DRIVER[001325-SYS]	P		19.40/H PROB		12/20/2021
xxx-xx-xxxx	HUM, CONNIE	FOOD SERVICE HELPER[006103-SYS]	P		12.70/H PROB		12/16/2021
xxx-xx-xxxx	LANE, ASHLEY M.	CLEANER[003490-SYS]	P		12.50/H SUB		11/15/2021
xxx-xx-xxxx	LANE, ASHLEY M.	CLEANER[003490-SYS]	P		29392.00 RES		08/26/2021
xxx-xx-xxxx	LAVALLEE, CHRISTOPHER M	BUS DRIVER TRAINEE[005986-SYS]	P		15.00/H AT		07/12/2021
xxx-xx-xxxx	LAVALLEE, CHRISTOPHER M	BUS DRIVER[001325-SYS]	P		19.40/H PROB		09/03/2021
xxx-xx-xxxx	MICELOTTA, RICHARD T.	SUPERVISOR OF TRANSPORTATION[001392-SYS]	F		90000.00 AP		10/26/2021
xxx-xx-xxxx	MICELOTTA, RICHARD T.	SUPERVISOR OF TRANSPORTATION[001392-SYS]	F		90000.00 PROB		12/10/2021
xxx-xx-xxxx	MORGAN, RONDA L	FOOD SERVICE HELPER[001340-SYS]	P		12.70/H PROB		12/16/2021
xxx-xx-xxxx	PARRILLO, NANCY A.	SECRETARY TO THE SCHOOL SUPERINTENDENT[001377-SYS]	F		68620.00 RES		12/31/2021
xxx-xx-xxxx	POTTER, SUSAN D	FOOD SERVICE HELPER[006106-SYS]	P		12.70/H PROB		12/16/2021
xxx-xx-xxxx	SABIN, RENEE C	CLEANER[003616-SYS]	F		26568.00 PROB		11/22/2021
xxx-xx-xxxx	SABIN, RENEE C	CLEANER[003616-SYS]	F		26568.00 RES		11/24/2021
xxx-xx-xxxx	SMITH, EMILLY O.	CLEANER[006072-SYS]	F		29926.00 RES		01/23/2022
xxx-xx-xxxx	STERLING, MORGAN	BUS DRIVER TRAINEE[005986-SYS]	P		15.00/H AT		07/12/2021

Personnel Actions by Reference Date  
ALL Agencies ALL Departments  
on 02/01/2022 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	STERLING, MORGAN	BUS DRIVER TRAINEE[005986-SYS]	P		15.00/H	RES	11/09/2021
xxx-xx-xxxx	STONE, RICHARD	BUS DRIVER[001325-SYS]	P		19053.20	RES	02/09/2021
xxx-xx-xxxx	WHEELER, LORI J	SCHOOL MONITOR[003016-SYS]	P		12.70/H	RES	12/17/2021
xxx-xx-xxxx	WRIGHT, MICHAEL J.	SCHOOL MONITOR[003013-SYS]	P		12.70/H	SUB	01/03/2022

**TOTAL ACTIONS FOR HORSEHEADS SCHOOLS-24**

**TOTAL ACTIONS FOR HORSEHEADS CSD-24**

February 1, 2022

Item No. XII

**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 02/01/2022 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>
<b>AGENCY: SPENCER VE SCH DIST</b>						
<b>DEPARTMENT: SPENCER VE SCH DIST</b>						
xxx-xx-xxxx	CORCORAN, DAVID G					
	BUS DRIVER[001407-SYS]	P		17.90/H	PROB	01/14/2022
xxx-xx-xxxx	DIETER, MONTANA					
	SCHOOL MONITOR[002798-SYS]	P		12.50/H	RES	01/13/2022

TOTAL ACTIONS FOR SPENCER VE SCH DIST-2

TOTAL ACTIONS FOR SPENCER VE SCH DIST-2

February 1, 2022

Item No. XIII

**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.

	<u>Name</u>	<u>Title/Position</u>	<u>Tme</u>	<u>Union</u>	<u>Wage</u>	<u>Act</u>	<u>Eff. Date</u>
	<b>AGENCY: BOCES - GST</b>						
	<b>DEPARTMENT: BOCES - GST</b>						
xxx-xx-xxxx	BURDICK, LAURA J	SENIOR ACCOUNT CLERK[008614-SYS]	F		17.42/H A		12/21/2021
xxx-xx-xxxx	CHADWELL, THOMAS R	NETWORK TECHNOLOGY SPECIALIST[007243-SYS]	F		55000.00 AP		12/06/2021
xxx-xx-xxxx	CLARK, YVONNE	COOK MANAGER[007452-SYS]	F		29500.00 PROB		12/13/2021
xxx-xx-xxxx	CLEMONS, TREMAINE	TEACHER AIDE[007282-SYS]	F		12.50/H RES		10/26/2021
xxx-xx-xxxx	DICKSON, JOELLE	TEACHER AIDE[007255-SYS]	F		12.50/H RES		11/18/2021
xxx-xx-xxxx	FLETCHER, REBEKAH	FOOD SERVICE DRIVER[007382-SYS]	F		14.76/H PROB		09/01/2021
xxx-xx-xxxx	GRENOLDS, KATELYN M	TEACHER AIDE[007212-SYS]	P		14208.00 RES		12/05/2021
xxx-xx-xxxx	HARTIGAN, MARTINA M.	COMPUTER APPLICATIONS SPECIALIST[009075-SYS]	F		20.99/H RES		11/14/2021
xxx-xx-xxxx	HARTIGAN, MARTINA M.	DISTRICT DATA COORDINATOR[010185- SYS]	F		57000.00 AP		11/15/2021
xxx-xx-xxxx	HEARD, BONNIE	TEACHER AIDE[007255-SYS]	F		12.50/H RES		10/31/2021
xxx-xx-xxxx	HINTZ, JESSICA L	PROGRAM ASSISTANT[009223-SYS]	F		17.69/H AP		11/01/2021
xxx-xx-xxxx	IANNARILLI, MEGAN	LICENSED PRACTICAL NURSE[009682- SYS]	F		17.56/H PROB		12/06/2021
xxx-xx-xxxx	LOOMIS, DONALD A	OPERATIONS COMMUNICATION SPECIALIST[007286-SYS]	F		43000.00 PROB		12/08/2021
xxx-xx-xxxx	MANCHESTER, MELISSA M.	SENIOR ACCOUNT CLERK[007430-SYS]	F		16.89/H A		12/22/2021
xxx-xx-xxxx	MANN, MARK C	NETWORK TECHNOLOGY SPECIALIST[007516-SYS]	F		36033.00 A		12/16/2021
xxx-xx-xxxx	MAYER, CHRISTOPHER A	NETWORK TECHNOLOGY SPECIALIST[009607-SYS]	F		39099.00 RES		12/05/2021
xxx-xx-xxxx	SHALINE, AMANDA	TEACHER AIDE[007213-SYS]	F		13875.00 A		12/10/2021
xxx-xx-xxxx	SHOEMAKER, TANYA E	TEACHER AIDE[007242-SYS]	F		13.50/H PROB		11/15/2021
xxx-xx-xxxx	SINSABAUGH, MELISSA A	TEACHER AIDE[007261-SYS]	F		12.50/H RES		10/22/2021

Personnel Actions by Reference Date  
 ALL Agencies ALL Departments  
 on 02/01/2022 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	SWIMLEY, SHANE M.	NETWORK TECHNOLOGY SPECIALIST[007445-SYS]	F		41350.00	A	12/16/2021
xxx-xx-xxxx	TICE, ASHLEY W.	CLEANER[007346-SYS]	P		15179.76	A	01/04/2022
xxx-xx-xxxx	TRIMBLE, SANDRA J.	PROGRAM ASSISTANT[009434-SYS]	F		17.42/H	RES	01/13/2022
xxx-xx-xxxx	TRIMBLE, SANDRA J.	COMPUTER APPLICATIONS SPECIALIST[009075-SYS]	F		21.65/H	AP	01/14/2022
xxx-xx-xxxx	TRYON, RONALD B.	SCHOOL BUSINESS EXECUTIVE[009274- SYS]	F		80000.00	AP	12/27/2021
xxx-xx-xxxx	WARREN, KATELYN M	OCCUPATIONAL THERAPIST[008413- SYS]	F		49338.00	PROB	12/08/2021
xxx-xx-xxxx	WATCHES, KATHERINE A	OCCUPATIONAL THERAPIST[008413- SYS]	F		57960.00	AP	11/04/2021
xxx-xx-xxxx	WATCHES, KATHERINE A	OCCUPATIONAL THERAPIST[008413- SYS]	F		57960.00	PROB	12/08/2021
xxx-xx-xxxx	WEBBER, SHERRY	CHIEF PAYROLL CLERK[007401-SYS]	F		52983.00	PROB	11/03/2021
xxx-xx-xxxx	WILSON, ETTA D	TEACHER AIDE[007212-SYS]	P		13.50/H	RES	12/05/2021

**TOTAL ACTIONS FOR BOCES - GST-29**

**TOTAL ACTIONS FOR BOCES - GST-29**

February 1, 2022

ITEM NO. XIV

**FROM JEFFREY WALKER  
SECRETARY TO THE COMMISSION**

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

SEE ATTACHED

**RESOLUTION:**

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

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

Personnel Actions by Reference Date  
ALL Agencies ALL Departments  
on 02/01/2022 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>
<b>AGENCY: CHEMUNG COUNTY LIBRARY DISTRIC</b>						
<b>DEPARTMENT: CHEMUNG COUNTY LIBRARY DIST</b>						
xxx-xx-xxxx	COSTON, AMY M					
	LIBRARY CLERK[007068-SYS]	F		16.30/H A		01/25/2022

TOTAL ACTIONS FOR CHEMUNG COUNTY LIBRARY DIST-1

TOTAL ACTIONS FOR CHEMUNG COUNTY LIBRARY DISTRIC-1

February 1, 2022

ITEM NO. XV

**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 02/01/2022 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>
<b>AGENCY: ELMIRA WATER BOARD</b>						
<b>DEPARTMENT: ELMIRA WATER BOARD</b>						
xxx-xx-xxxx	CORTER, TYLER D.	LABORER[009077-SYS]	F	21.46/H A		12/27/2021
xxx-xx-xxxx	CORTER, TYLER D.	MOTOR EQUIPMENT OPERATOR III[006726-SYS]	F	22.88/H PROB		12/28/2021
xxx-xx-xxxx	DUPUY, TYLER A.	WATER METER REPAIRER[001305-SYS]	F	24.52/H PROB		01/05/2022

**TOTAL ACTIONS FOR ELMIRA WATER BOARD-3**

**TOTAL ACTIONS FOR ELMIRA WATER BOARD-3**

February 1, 2022

ITEM NO. XVI

**FROM JEFFREY WALKER  
SECRETARY TO THE COMMISSION**

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

**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 02/01/2022 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>
<b>AGENCY: CEMETERY COMMISSION</b>						
<b>DEPARTMENT: CEMETERY COMMISSION</b>						
xxx-xx-xxxx	CAMPBELL, NANCY			25.00/H A		01/13/2022
	SECRETARY TO THE CEMETERY COMMISSION[000156-SYS]	P				

**TOTAL ACTIONS FOR CEMETERY COMMISSION-1**

**TOTAL ACTIONS FOR CEMETERY COMMISSION-1**

February 1, 2022

ITEM NO. XVII

**FROM JEFFREY WALKER  
SECRETARY TO THE COMMISSION**

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

**Grants Manager**

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

**RESOLUTION:**

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

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

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

## GRANTS MANAGER

**Department:** County  
**Classification:** Competitive  
**Adopted:** February 1, 2022  
**By:** Regional Civil Service Commission

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for coordinating the development, writing, and procuring of grants for all county departments. An employee in this class performs professional level work in identifying possible funding sources to develop or subsidize programs for Chemung County. The employee researches grant opportunities, conducts grant administration and develops contacts to facilitate the process of grants procurement. The employee is expected to fiscally monitor the grant monies as they pertain to invoices and reimbursement requests for all grants. The employee works under the direction of the Commissioner of Planning. 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.)

- Researches grant opportunities;
- Conducts grant administration;
- Produces a variety of reports, including reports on grant process, reports on contract performance, and other reports as they pertain to grants management; conducts special projects as assigned;
- Maintains continued contact with public/private not-for-profit agency responsible for programs;
- Trains county staff on grant administration as management procedures;
- Initiates and researches sources for possible funding available to develop or subsidize programs for Chemung County;
- Utilizes private/public sources to research documents of government and private institutions;
- Identifies, through personal contact with local government official, areas of concern for program development which has not occurred due to lack of local public monies;
- Brings into focus various areas which afford the potential of grant availability and development;
- Other duties as assigned.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of grants preparation, educational principles and practices; working knowledge of the sources for funding in the area of the public, corporations, funding foundations and similar institutions; working knowledge of the principles and practices used in grants proposal applications and the administration of the grant; ability to coordinate program/project and supervise and assign staff accordingly; ability to gather and analyze data, draw conclusions from, obtain data and present in a logical, proven interpersonal skills; concise

**Grants Manager**  
**Page 2**

manner both verbally and in written narrative format; ability to prepare detailed reports and to support recommendations; ability to conduct interviews for the purpose of obtaining information and to establish and maintain effective working relationships with the public, private, corporate, industry and not-for-profit agencies and their representatives; ability to read and understand complex narrative materials; ability to express oneself effectively, both orally and in writing; resourcefulness; creativity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher and one (1) year full time (or part time equivalent) paid work experience as defined in "typical work activities" above; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one (2) years full time paid (or part time equivalent) work experience as defined in "typical work activities" above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of full time paid (or part time equivalent) work experience as defined in "typical work activities" above.

February 1, 2022

ITEM NO. XVIII

**FROM JEFFREY WALKER  
SECRETARY TO THE COMMISSION**

This is to advise that the following job specification has been revised. This specification is revised through communication with the Appointing Authorities.

**Public Health Educator (Tobacco Grant)**

I, therefore, respectfully request for the above revised job specification 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 listed above be received and placed on file and be it further

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

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

**PUBLIC HEALTH EDUCATOR  
(TOBACCO GRANT)**

**Department:** Chemung County Health Department  
**Classification:** Competitive  
**Adopted:** 08/05/2014  
**Revised:** 02/01/2022  
**By:** Regional Civil Service Commission

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves providing health education services in the department's health program. The incumbent assists the Public Health Program Coordinator in providing public health education services to individuals and groups within the County and assists in determining health education needs of the County. This is the first level of professional public health education work. Assignments are normally limited to those tasks which do not require advanced training or experience. The work is performed under the direct supervision of the Public Health Program Coordinator. Does related work as required.

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

- Organizes or works with community groups and directs educational efforts to influence public attitudes and behavior with regard to given health needs;
- Participates in studies and surveys of public health education needs in the community and evaluates the materials and methods used to determine the effectiveness of the program;
- Assists in planning and directing workshops, institutes forums and discussion groups to promote public health and health education;
- Writes, edits and proofreads health education materials such as fact sheets, pamphlets and brochures.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the basic principles, practices, techniques and literature of public health education; ability to prepare reports and correspondence; ability to establish and maintain cooperative relations with community agencies and groups; ability to address groups; good judgment; initiative; resourcefulness; integrity; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Pursuant to Part 11 of the State Sanitary Code (10 NYCRR), effective on August 20, 2008, candidates must possess either:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in health education, health science, public health, health promotion, community health or health communications; **or**
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in education, nursing, epidemiology, wellness and fitness or nutrition and one (1) year experience in health education; **or**
- C) Graduation from a regionally accredited or New York State Registered college or university with a Bachelor's degree in marketing, human services, social work or psychology and two (2) years experience in health education; **or**
- D) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in public health or health education.

**SPECIAL REQUIREMENT:** A local public health educator must satisfactorily complete 15 hours of continuing education in health education related topics approved by the New York State Health Department within one (1) year of appointment.

February 1, 2022

ITEM NO. XIX

**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):

<b>Title</b>	<b>EL#</b>	<b># on list</b>	<b>Estab.</b>	<b>Expires</b>
Deputy Sheriff Lieutenant	70276	4	02/01/2022	02/01/2023

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.

February 1, 2022

ITEM NO. XX

**FROM JEFFREY WALKER  
SECRETARY TO THE COMMISSION**

This is to advise that a **REINSTATEMENT REQUEST** was made C. Douglas Johnson, Director of Human Resources and Employee Relations for GST BOCES to reinstate Eric Scouten to the position of Network Technology Specialist. Mr. Scouten was permanently appointed to the title of Network Technology Specialist in the GST BOCES on 7/2/2018 from eligible list#19234. Re resigned 8/10/2019. He was permanent in this title.

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 Eric Scouten possesses the knowledge, skills, and abilities to serve in this title of Network Technology Specialist 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 Eric Scouten 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 Eric Scouten to the title of Network Technology Specialist at the GST BOCES is granted.

February 1, 2022

ITEM NO. XXI

**FROM JEFFREY WALKER  
SECRETARY TO THE COMMISSION**

This is to advise that Joseph Martino, Fire Chief at the City of Elmira made a request to transfer Daniel Nybeck, a permanent Firefighter in the City of Corning to the City of Elmira as a Firefighter. Mr. Nybeck was properly appointed to the position of Firefighter from an appropriate eligible list #61987 on August 6, 2018 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 City of Elmira.

**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.

February 1, 2022

ITEM NO. XXII

**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 Statement from Kevin Meindl, Chemung County Commissioner of Planning, requesting classification of a new position. After reviewing the request and communicating with the appointing authority I recommend that this position be classified as Grants Manager.

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
Planning		400 E. Church St. Elmira, NY 14902

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

PERCENT OF WORK TIME	
100%	<p>Research grant opportunities, conduct grant administration, report on grant progress, provide documentation as needed or requested by others, process invoices and reimbursement requests, monitor contract performance, coordinate between departments and organizations, train other staff on grant administration and management procedures, prepare and maintain grant gateway accounts including but not limited to Grants.gov, FEMAGO, and New York State Grants Gateway, and others. Prepare grant applications including but not limited to the preparation and creation of grant narratives, schedules, staffing plans, and budgets, to various federal, state, local and philanthropic funding programs including but not limited to the Community Development Block Grant (CDBG), the New York State Consolidated Funding Application (CFA), the Economic Development Administration (EDA), and others. Performs other duties as assigned by the Commissioner of Planning.</p>

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

NAME	TITLE	TYPE OF SUPERVISION
Kevin Meindl	Commissioner	General

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

NAME	TITLE	TYPE OF SUPERVISION

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?

Education \_\_\_\_\_

College \_\_\_\_\_ years, with specialization in: \_\_\_\_\_

Other \_\_\_\_\_ years, with specialization in: \_\_\_\_\_

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

**Master's Degree in any field with at least 1 year work experience related to job duties**

**Or**

**Bachelor's Degree in any field with at least 2 years work experience related to job duties**

**Or**

**High School Diploma or GED with at least 4 years work experience related to job duties**

Type of license or certificate required: none

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7. The above statements are accurate and complete.

Date: 1/18/2022 Title: Commissioner of Planning Signature: Kevin J. Meindl

<b>CERTIFICATE OF CIVIL SERVICE COMMISSION</b>
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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: \_\_\_\_\_

<b>ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY</b>
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9. Creation of described position:  Approved  Disapproved

February 1, 2022

ITEM NO. XXV

**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, March 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 **February 1, 2022**.

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Jeffrey Walker  
Secretary to the Commission