

CIVIL SERVICE COMMISSION
GENERAL SESSION AGENDA
May 24, 2018
3:30 P.M., ROOM 102A, CITY HALL

I. Approval of the Minutes of the meeting (regular and executive) on April 19, 2018.

II. Commission Correspondence: None

III. Classification/Reclassification:

Emergency Communications/ 911 Classify: (1)	Shift Supervisor/Temporary (5/1/18 – 4/30/19) Br. 210 (\$50,846 - \$67,439) Competitive
RFD/Fire Chief's Officer Classify: (1)	Clerk III/Typing/Temporary (4/23/18 – 6/30/18) Br. 7 (\$32,390 - \$40,492) Competitive
DES/Commissioner's Office Classify: (1)	Administrative Assistant/Temporary (4/16/18 – 5/16/18) Br. 16 (\$41,776 - \$53,623) Competitive
DES/Commissioner's Office/Security Classify: (1)	Supervising Security Guard/Temporary (4/19/18 – 6/30/18) Br. 16 (\$41,776 - \$53,623) Non-Competitive
DES/Operations/Director's Office Classify: (1)	Project Manager Br. 23 (\$56,453 - \$74,437) Competitive
DES/Operations/Special Services Classify: (3)	Operations Worker/Temporary (5/7/18 – 5/5/19) Br. 41 (\$16.92 - \$21.24) Non-Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Building Maintenance Helper/Temporary (5/7/18 – 5/5/19) Br. 52 (\$14.50 - \$17.65) Labor
LIBRARY/Central/Information Center Classify: (1)	Library Assistant Br. 14 (\$39,162 - \$50,300) Competitive
NBD/Business & Housing Development Classify: (1)	Economic Development Specialist Br. 22 (\$54,103 - \$71,333) Competitive
FINANCE/Treasury Classify: (1)	Mail Room Coordinator/On Call/ Temporary (1 year) Br. N140 (\$21.52 - \$27.64) Competitive
DRYS/BEST & YS Classify (1)	Vocational Manager/Temporary (4/16/18-6/30/18) Br. 26 (\$64,141-\$84,574) Competitive

DRYS/Commissioner's Office Classify: (1)	Summer Program Clerk/Seasonal (6/18/18-8/31/18) Br. P454 (\$11.26) Non-Competitive
DRYS/BEST & Y.S Classify: (5)	Assistant Summer Program Coordinator/Seasonal (6/1/18-8/31/18) Br.P459 (\$11.92) Non-Competitive

IV. Adoption of Job Specifications:

- Secretary to the Deputy Mayor

V. Establishment of Civil Service Eligible List(s):

- Clerk III/Typing, 18EDCR1803
- Communications Research Assistant, 18EOC61777
- Senior property Rehabilitation Specialist/RHA, 18EOC68417

A. Close-Out of examination process:

- Clerk III/Typing, 18EDCR1805P

VI. Request for Extension of Civil Service Eligible Lists(s): **None**

VII. Request for Extension of Temporary positions: **None**

VIII. Transfers: **None**

IX. Reinstatement Requests:

- The Finance Department has submitted a request to reinstate former Mail Room Coordinator Gwendolyn Kelley to Mail Room Coordinator/On Call/Temporary (June 1, 2018 – June 30, 2019).

X. Proposed Civil Service Commission Meeting Dates; July – December 2018.

THE END