

**CIVIL SERVICE COMMISSION
AGENDA
Thursday, June 21, 2012
3:30 P.M., ROOM 102A, CITY HALL**

I. EXECUTIVE SESSION:

- To review backgrounds and psychological evaluations of police candidates, and resolutions of the Recommendation Committee

II. Approval of the minutes of the meeting (regular and executive) on May 17, 2012.

III. Commission Correspondence:

- Inquiry from New York State Civil Service regarding the reclassifications of positions within the Bureau of Human Resource Management in light of the abolishment of a Senior Personnel Analyst position

IV. Request from Chief Mitrano to address the Commission regarding City residency for the Firefighter Civil Service Exam

V. Classification/Reclassification:

ADM/Mayor's Office Classify (1)	Administrative Analyst/Part-Time (C) Br N200 \$23.37 - \$26.42 Non-Competitive
ADM/Mayor's Office Classify (1)	Executive Staff Assistant IV Br 31 \$71,314 - \$94,033 Exempt
ADM/Bureau of Human Resource Man... Classify (1)	Clerk II/Typing/Bilingual/Part-Time/Temp (C) (Temporary – 1 ½ months) Br N090 \$16.76 - \$18.94 Competitive
ADM/Bureau of Human Resource Man... Classify (1)	Clerk II/Typing/Bilingual/Part-Time (C) Br N090 \$16.76 - \$18.94 Competitive
ADM/Bureau of Human Resource Man... Classify (1)	Clerk III/Typing/Temporary (C) (Temporary – 2 months) Br 7 \$29,046 - \$36,311 Competitive
ADM/Bureau of Human Resource Man... Classify (1)	Exam Supervisor/Temporary (Temporary – 1 month) Br P460 \$14.33 Competitive

V. Classification/Reclassification (continued):

ADM/Communications Classify (1)	Communications Aide/BIL/Temporary (Temporary – 1 month) Br 16 \$37,462 - \$48,087 Competitive
ADM/Communications Classify (1)	Communications Aide/BIL Br 16 \$37,462 - \$48,087 Competitive
ADM/Communications Classify (1)	Communications Assistant/BIL/Temporary (Temporary – 1 month) Br 18 \$39,893 - \$52,069 Competitive
ADM/Communications Classify (1)	Communications Assistant/BIL Br 18 \$39,893 - \$52,069 Competitive
ADM/Communications Classify (1)	Communications Assistant Br 18 \$39,893 - \$52,069 Competitive
ADM/Office of Management & Budget Classify (1)	Administrative Analyst/Part-Time Br 20 \$42,531 - \$56,378 Non-Competitive
ADM/Office of Management & Budget Re-Classify (1)	Principal Staff Assistant Br 29 \$65,672 - \$86,590 Competitive TO Assistant Director/OMB Br 31 \$71,314 - \$94,033 Competitive
ADM/Office of Management & Budget Classify (1)	Administrative Analyst/Part-Time Br 20 \$42,531 - \$56,378 Non-Competitive
DES/Operations & Parks/Solid Waste Classify (1)	Clerk II/On-Call/Temporary (Temporary – 4 months) Br 9 \$30,501 - \$38,507 Competitive

V. Classification/Reclassification (continued):

DES/Operations & Parks/Solid Waste Classify (3)	Environmental Services Operations Trainee/ Temporary (Temporary – 6 months) Br 68 \$123 - \$131 Non-Competitive
DES/Commissioner's Office/Cemeteries Classify (1)	Municipal Assistant/On-Call/Temp (Temporary – 1 month) Br 18 \$39,893 - \$52,069 Competitive
DES/Commissioner's Office/Cemeteries Classify (1)	Municipal Assistant/On-Call (Temporary – July 1 – December 31, 2012) Br 18 \$39,893 - \$52,069 Competitive
DRYS/Administration Classify (1)	Clerk II/Temporary (Temporary – 3 months) Br 9 \$30,501 - \$38,507 Competitive
DRYS/Youth Services Bureau Classify (1)	Program Coordinator/Temporary (Temporary – 3 months) Br 16 \$37,462 - \$48,087 Competitive
FIN/Treasury Re- Classify (1)	Senior Accountant Br 20 \$42,531 - \$56,378 Competitive TO Senior Administrative Analyst Br 24 \$53,348 – \$70,342 Competitive
FIN/Treasury Re- Classify (1)	Principal Account Clerk Br 15 \$36,211 - \$46,479 Competitive TO Executive Assistant Br 20 \$42,530 - \$56,377 Competitive
FIN/Purchasing Classify (1)	Clerk III w Typing/Part-Time Br N707 \$15.27 - \$17.26 Non-Competitive

V. Classification/Reclassification (continued):

FIN/Purchasing Re- Classify (1)	Purchaser Br 19 \$41,106 - \$54,173 Competitive TO Senior Purchaser Br 21 \$44,229 - \$58,715 Competitive
FIN/Accounting Re- Classify (1)	Accountant Br 17 \$38,597 - \$50,013 Competitive TO Associate Accountant Br 24 \$53,348 – 70,342 Competitive
FIN/Parking Classify (1)	Account Clerk Br 5 \$27,617 - \$34,482 Competitive
FIN/Parking Classify (1)	Clerk III Br 7 \$29,046 - \$36,311 Competitive
ITD/Application Services Classify (2)	Computer Operator/On-Call (Temporary – July 1 – December 31, 2012) Br N120 \$33,049 - \$42,362 Competitive
NBD/Commissioner's Office Classify (1)	Secretary to the Commissioner/NBD/On-Call (Temporary – July 1 – December 31, 2012) Br 18 \$39,893 - \$52,069 Competitive
NBD/Bureau of Housing Development Classify (1)	Clerk III/Typing/Part-Time Br N707 \$15.27 - \$17.26 Non-Competitive
NBD/Bureau of Housing Dev./Real Estate Classify (1)	Associate Real Estate Specialist/Part-Time Br N268 \$27.93 - \$36.82 Competitive
NBD/Neighborhood Service Center (NSC) Classify (2)	Assistant to NSC Administrator Br 24 \$53,348 – 70,342 Competitive

V. Classification/Reclassification (continued):

NBD/Planning/Zoning Classify	(1)	GIS Analyst Br 20 \$42,530 - \$56,377 Competitive
NBD/Planning/Zoning Classify	(1)	Senior GIS Analyst Br 24 \$53,348 – 70,342 Competitive
NBD/Planning/Zoning Re- Classify	(1)	Associate City Planner Br 26 \$58,089 - \$76,594 Competitive TO Senior Architect Br 27 \$60,611 - \$79,919 Competitive
RPD/Administration/PDS Classify	(12)	Police Cadet/Part-Time Br P447 \$9.42 Non-Competitive
RPD/Operations Classify	(1)	Veterinary Assistant Br 4 \$27,010 - \$33,565 Competitive
RPD/Operations/Animal Services Classify	(2)	Police Sergeant Br 92 \$72,440 - \$76,809 Competitive
RPD/Operations/Investigations Classify	(1)	Police Evidence Technician Br 16 \$37,463 - \$48,088 Competitive
RPD/Operations/Security Classify	(2)	Security Guard/Part-Time Br P752 \$12.44 - \$14.07 Non-Competitive
RPL/Central/Maintenance Classify	(1)	Cleaner/Temporary (Temporary – 3 months) Br 1 \$25,358 - \$31,229 Labor
RPL/Central/Business & Science Classify	(1)	Librarian I/Temporary (Temporary – 4 months) Br 18 \$39,893 - \$52,069 Competitive

V. Classification/Reclassification (continued):

RPL/Branch/Admin. Classify	(1)	Cleaner/On-Call Br N015 \$13.30 - \$15.18 Labor
RPL/Central/Art Classify	(1)	Librarian I/Part-Time Br N165 \$19.65 - \$22.45 Competitive
RPL/Central/MCLS/Tech Services Re- Classify	(1)	Library Assistant Br 14 \$35,119 - \$45,107 Competitive TO Administrative Assistant Br 16 \$37,462 - \$48,087 Competitive
RPL/Central/Automation Re- Classify	(1)	Library Automation Assistant Br 13 \$34,062 - \$43,638 Competitive TO Library Automation Specialist Br 18 \$39,893 - \$52,069 Competitive
RPL/Central/Personnel Office Re- Classify	(1)	Human Resource Consultant II/Bilingual Br 21 \$44,229 - \$58,715 Competitive TO Manager of Library Administration Br 27 \$60,611 - \$79,919 Competitive
RPL/Central/Circulation Classify	(1)	Assistant to the Circulation Supervisor Br 11 \$32,116 - \$40,938 Competitive
RPL/Central/Communications Classify	(1)	Graphic Assistant Br 14 \$35,119 - \$45,107 Non-Competitive

VI. Adoption of Job Specifications:

Assistant to the Circulation Supervisor
Circulation Supervisor
Computer Operations Supervisor
911 Dispatcher II/ECD
Fire Equipment Body Repairer
Library Automation Specialist
Manager of Library Administration/Bilingual
Police Captain
Principal Graphic Designer
Purchaser
Purchasing Control Clerk
Secretary to the Assistant to the Mayor
Senior Parking Equipment Mechanic
Senior Purchaser
Supervising Library Materials Handler
Supervisor of Audio-Visual Services

VII. A. Establishment of Civil Service Eligible List(s):

Assistant Director of Operations, 12EP70452
Clerk II/Typing, 12EDCR1118
Forestry Technician, 12EOC63221
Recreation Center Director, 12EP70874
Recreation Leader, 12EOC69063
Recreation Supervisor, 12EP70875
Recreation Supervisor/Bilingual, 12EP70876
Senior Forestry Worker, EP78461
Senior Forestry Worker, 12EOC60593

B. Close-out of examination process:

Recreation Leader/Bilingual, 12EOC69064

VIII. Recommendation for non-competitive promotional exam (without further testing) for Robert J. Cherniss, from Elevator Inspector to Senior Elevator Inspector.

IX. Request to use Eligible List for Technical Infrastructure Services Manager to make permanent appointment to Director of Information Technology/RHA.

X. Request for Extension of Civil Service Eligible Lists(s):

Assistant HVAC Engineer, 10EOC67612
Assistant Operations Superintendent, 09EP74762
Assistant Operations Superintendent, 09EOC61464
Automotive Parts & Materials Manager, 09EOC61491
Clerk III/Bilingual, 11EOC63218
Code Compliance Coordinator, 10EP78113
Community Housing Planner, 10EOC65651
Fire Lieutenant, 09EP75355
GIS Applications Specialist, 09EOC67311
Human Resource Assistant, 09EP75231
Human Resource Consultant II, 09EP76045
HVAC Engineer, 10EP76557
HVAC Mechanic/RHA, 10EOC60032
Lead HVAC Engineer, 10EP76558
Operations Supervisor, 09EOC61465
Operations Supervisor, 09EP74763
Parking Monitor, 10EOC64959
Project Assistant, 11EP79156
Project Assistant, 11EOC63223
Project Assistant/Bilingual, 11EOC63224
Property Manager – RHA, 10EP77649
Senior Automotive Parts Clerk, 09EP74622
Senior Community Housing Planner, 10EOC65656
Senior Human Resource Consultant, 09EP76046
Service Representative/Bilingual, 11EOC63225
Service Representative/Bilingual, 11EP79157
Supervising Dispatcher, 09EP75432

XI. Request for extension of temporary positions: NONE

XII. Transfers:

- Request to transfer Teresa Lehman from the position of Clerk III/Typing in the Rochester Public Library/Central/Business Division to the position of Clerk III/Typing in the Finance Department/Bureau of Treasury
- Request to transfer Deborah Damico from the position of Clerk III/Typing in the Department of Recreation & Youth Services/Commissioner's Office to the position of Clerk III/Typing in the Finance Department/Bureau of Assessment

XIII. Reinstatement requests:

- Request to reinstate Maria Fisher to the position of Municipal Assistant/On-Call in the Department of Environmental Services

XIII. Reinstatement requests (continued):

- Request to reinstate Maria Fisher to the position of Municipal Assistant/On-Call (Temporary until December 31, 2012) in the Department of Environmental Services
- Request to reinstate Nancy Muniz to the position of Clerk II/On-Call (Temporary until December 31, 2012) in the Department of Environmental Services
- Request to reinstate both Sharon Kyle and Isaac Walker to the position of Computer Operator/On-Call in the Information Technology Department
- Request to reinstate Robert Zimmer to the position of Associate Real Estate Specialist/Part-Time in the Department of Neighborhood and Business Development
- Request to reinstate Jean Missler to the position of Administrative Analyst/On-Call in the Office of Management and Budget

THE END