

**CIVIL SERVICE COMMISSION
MINUTES
Thursday, December 20, 2012
3:30 P.M., ROOM 102A, CITY HALL**

PRESENT: Commissioners: John Feola, Acting Chair
Alan Caine
Diane Larter

STAFF SUPPORT: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Thomas Johnson, Human Resource Coordinator
Deborah Callerame, Human Resource Consultant

The Civil Service meeting was called to order at 3:30 PM

- I. The Commission approved the minutes of the meeting (regular and executive) on November 15, 2012
- II. Staff informed the Commission that William McIntyre, Ph.D. will be attending the next Commission meeting to introduce himself and his services. Dr. McIntyre has entered into a contract with the City to provide psychological evaluations for candidates in the selection process for police and 911 entry-level positions.
- III. Commission Correspondence:
 - Email exchange with Joshua Artuso subsequent to November's title change of his GIS Analyst/City Planner position. The State has scheduled testing in the spring for the GIS Analyst/City Planner and Sr. GIS Analyst/City Planner titles.
- IV. The Commission approved the following requests for classifications and reclassifications:

DES/Architecture & Engineering Classify (1)	Senior Engineer/Special Projects/On-Call/ Temporary (Temporary thru 6/30/13) Br 29 \$66,329 - \$87,456 Competitive
DES/Oper. & Parks/Bldg. Services Classify (1)	Building Maintenance Helper/Temporary (Temporary – 3 months) Br 52 \$13.01 - \$15.83 Labor

IV. Classifications/Reclassifications – approved (continued)

DES/Oper. & Parks/Bldg. Services Classify (1)	Cleaner/Temporary (Temporary – 3 months) Br 1 \$25,358 - \$31,230 Labor
DES/Oper. & Parks/Bldg. Services Classify (1)	Maintenance Mechanic/Temporary (Temporary – 6 months) Br 60 \$15.23 - \$19.13 Non-Competitive
DES/Oper. & Parks/Bldg. Services Classify (1)	Building Maintenance Helper Br 52 \$13.01 - \$15.83 Labor
DES/Oper. & Parks/Special Services Classify (1)	Operations Worker/Temporary (Temporary – 3 months) Br 41 \$15.18 - \$19.05 Non-Competitive
DES/Water/Upland Classify (1)	Engineering Intern/Seasonal Br N308 \$12.86 - \$14.38 Non-Competitive
DHRM/Labor Relations Classify (1)	Senior Labor Relations Specialist/ Part-Time Br N298 \$31.89 - \$42.05 Competitive
DRYS/Youth Service Classify (1)	Youth Camp Supervisor/Temporary (Temporary thru 6/30/13) Br 12 \$33,049 - \$42,362 Competitive
DRYS/Youth Service Classify (1)	Rink Aide/Seasonal/Temporary (Temporary – 1 month) Br P448 \$8.61 Non-Competitive
Finance Classify (2)	Interdepartmental Messenger/Part-Time Br N706 \$14.58 - \$16.49 Labor
ITD/Business Process Services Classify (1)	Business Analyst Br 23 \$51,638 - \$68,087 Competitive

IV. Classifications/Reclassifications – approved (continued)

ITD/Business Process Services Classify	(1)	Business Analyst I Br 25 \$56,225 - \$74,135 Competitive
ITD/Technical Infrastructures Classify	(1)	Systems Engineer III Br 29 \$66,329 - \$87,456 Competitive
ITD/Technical Infrastructures Classify	(1)	Systems Engineer I Br 25 \$56,225 - \$74,135 Competitive
RPD/Operations/East Classify	(1)	Clerk Typist/Part-Time/Temporary (Temporary – 3 months) Br N703 \$13.94 - \$15.76 Non-Competitive
RPD/Operations/West Classify	(1)	Police Sergeant/Temporary (Temporary – 6 months) Br 92 \$73,165 - \$77,577 Competitive
RPD/Operations/West Classify	(1)	Police Sergeant/Temporary (Temporary – 6 months) Br 92 \$73,165 - \$77,577 Competitive
RPD/Operations/West Classify	(1)	Police Sergeant/Temporary (Temporary – 12 months) Br 92 \$73,165 - \$77,577 Competitive
RPD/Operations/East Classify	(1)	Police Sergeant/Temporary (Temporary – 15 months) Br 92 \$73,165 - \$77,577 Competitive

V. The Commission adopted the following Job Specifications:

Assistant Supervisor of Animal Control
Assistant Water Instrumentation Technician
Police Officer
Youth Intervention Aide¹

- ¹ The Commission has not decided the appropriate jurisdictional class for Youth Intervention Aide. It is currently identified as competitive pending non-competitive. However, the Commission directed that staff contact the New York State Department of Civil Service to determine the possibility of obtaining a training and experience examination if the position were to remain competitive. The Commission will consider the State's response before deciding whether or not to pursue noncompetitive classification.

VI. A. The Commission established the following eligible lists for one year, unless extended:

911 Dispatcher II/ECD, 12ELP1121
Counseling Specialist, 12EOC63367

B. Close-out of examination process: NONE

VII. The Commission approved a non-competitive promotional exam (without further testing) for Jon Ciccoria, from Supervising Stock Clerk to Senior Supervising Stock Clerk, pursuant to §52.7 of NYS Civil Service Law.

VIII. Request for Extension of Civil Service Eligible Lists(s): NONE

IX. Request for extension of temporary positions: NONE

X. Transfers: NONE

XI. Reinstatement requests:

- The Commission approved a request to reinstate Michael Oliveri to the position of Senior Labor Relations Specialist/Part-Time in the Department of Human Resource Management
- The Commission approved a request to reinstate Michael Talbot to the position of Public Safety Aide in the Rochester Police Department based on his prior status as a Police Officer. (Staff reported that more than 50% of incumbents in this title were appointed from the open-competitive eligible list.)

- XII. The Commission approved a request from incumbent Destiny Jones for voluntary demotion from 911 Dispatcher I to 911 Telecommunicator in the Emergency Communications Department

- XIII. Police Selection Process
--- Oral Report from Tom Johnson (DHRM) and Lamar Cousins (RPD)

The Rochester Police Department is currently conducting backgrounds in preparation to hire a small number of Police Officers in February 2013. To that end, the Commission has agreed to hold a special meeting, if needed, in early February to hear and decide on appeals of disqualification.

Also, the selection process is undergoing revision with respect to the timing and sequence of selection steps to enhance compliance with the Americans with Disabilities Act.

- XIV. Oral Report: Next recruit class for Firefighter
--- Tassie Demps, Executive Secretary, Tom Johnson (DHRM) and Lamar Cousins (RPD)

Staff reviewed plans for a Firefighter recruit class in July 2013 and January 2014.

- XV. The Commission considered a request to reclassify Loren Caples from Program Coordinator (Bracket 16) to PRIME Counselor (Bracket 16).

Following establishment of the Program Coordinator eligible list, it has become apparent that the classification assigned to Mr. Caples' position is inappropriate. The Program Coordinator classification includes administrative positions involved in the planning, development, and administration of programs. The examination is included in the Administrative Analysis and Budgeting exam series and tests for competencies in areas such as program planning, evaluation, supervision, and budgeting.

Mr. Caples' position, in contrast, is not involved in program administration; instead, his position focuses on providing direct services to assist ex-offenders in the transition from corrections to the community. Mr. Caples conducts outreach and recruitment, interviews potential participants, determines eligibility, and then coaches, trains, and mentors participants toward securing employment.

The Commission approved the reclassification of Mr. Caples position to a new classification of PRIME Counselor to resolve the erroneous classification.

XV. Reclassification to PRIME Counselor (continued):

The Commission has not decided the appropriate jurisdictional class for PRIME Counselor, although it will initially be identified as competitive pending non-competitive. However, the Commission directed that (1) staff attempt to obtain information from other jurisdictions regarding the classification of similar positions that deal with challenging at-risk populations and (2) staff contact the New York State Department of Civil Service to determine the possibility of obtaining a training and experience examination if the position were to remain competitive. The Commission will consider this information in deciding whether or not to pursue noncompetitive classification.

DRYS/Employment Opportunities Re-Classify (1)	Program Coordinator Br 16 Competitive To PRIME Counselor Br 16 CPNC . . . subject to further review
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XVI. The Commission held Executive Session to review confidential correspondence, to hear and consider appeals related to Police and Fire disqualification, and to review the status of legal issues and obtain legal counsel.

Meeting was adjourned at 5:20 PM.

Respectfully submitted,



Thomas Johnson
Human Resource Coordinator

THE END