

**CIVIL SERVICE COMMISSION
MINUTES
Thursday, April 18, 2013
3:30 P.M., ROOM 102A, CITY HALL**

PRESENT: Commissioners: Alan Caine – acting chair
John Feola
Sally Partner

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

The Civil Service meeting was called to order at 4:10 PM

- I. The Commission approved the minutes of the meeting (regular and executive) on March 28, 2013.
- II. Commission Correspondence: NONE
- III. Commission approved the following requests for classification/reclassification:

DES/Operations & Parks/Building Svcs Classify:	(3)	Mechanic Helper / Seasonal Br. P462, \$12.07/hr Labor
DES/Operations & Parks/Solid Waste Classify:	(1)	Refuse Operations Manager/Temporary (Temporary 3/18/13 – 6/1/13) Br. 30, \$69,194 - \$91,237 Competitive
NBD/Inspection & Compliance Classify:	(1)	Property Conservation Inspector/Bilingual Br. 18, \$40,691 – \$53,110 Competitive
RPD/Administration/Personnel Classify:	(1)	Administrative Assistant/Temporary (Temporary 4/08/13 – 4/18/13) Br 16, \$38,212-\$49,049 Competitive
RPD/Administration/Personnel Classify:	(1)	Administrative Assistant Br 16, \$38,212-\$49,049 Competitive

RPD/Operations/West Classify:	(1)	Police Lieutenant/Temporary (Temporary 4/6/13 – 7/1/13) Br. 94, \$82,736 - \$87,724 Competitive
RPD/Operations/West Classify:	(1)	Police Sergeant/Temporary (Temporary 4/6/13 – 7/1/13) Br. 92, \$73,165 - \$77,072 Competitive
RPL/Community/Southeast /Highland Classify:	(1)	Literacy Aide/ Part Time Bkt N403, \$8.53/hr-\$10.13/hr CPNC

IV. Adoption of Job Specifications: None

V. A. The Commission established the following Civil Service Eligible List(s); for one year except as noted:

911 Dispatcher I, ELCR1031
 911 Telecommunicator, ELCR2851
 Accountant, 13EP72244
 Accountant, 13EOC66370
 Associate Accountant, 13EOC66270
 Dispatcher, 13EOC61448
 Meter Reader, 13EOC61673
 Records Management Coordinator, 13ENCP77513

B. The Commission closed out the following examination process with no successful candidates:
 Associate Accountant, 13EP72205

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

VII. The Commission approved a request to extend one position of Supervising Security Guard in the Police Department from 03/14/13 – 06/20/13, encumbered by: Anthony Golino

VIII. Transfers: None

IX. Reinstatement requests: None

X. Staff provided the Commission with a report on Provisionals (3 years or longer), indicating the current status of each. The report was requested by the Commission at the last meeting.

XI. The Commission approved a request from Sara Sanderson for restoration to the Firefighter eligible list.

- XII. The Commission moved into Executive Session to consider Firefighter and Police Officer Disqualifications, review correspondence related to disqualifications and appeals, and to hear candidate appeals.

The meeting was adjourned at 6:10 PM.

Respectfully submitted,

A handwritten signature in black ink, reading "Deborah Callerame". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Deborah Callerame
Human Resource Consultant

END

