

CIVIL SERVICE COMMISSION
AGENDA
Thursday, February 27, 2014
3:30 P.M., ROOM 102A, CITY HALL

I. Approval of the minutes of the meeting (regular and executive) on January 16, 2014.

II. Commission Correspondence: **None**

III. Classification/Reclassification:

ADMIN/DHRM Classify: (1)	Clerk III/Temporary (c) (2/2/14 – 5/9/14) Br. 7 (\$30,219 - \$37,778) Competitive
ADMIN/DHRM Classify: (1)	Affirmative Action Officer Br. 26 (\$59,843 - \$78,907) Non-Competitive
ADMIN/Communications Classify: (1)	Graphic Artist/Part-Time/Temporary (2/11/14 – 6/30/14) Br. N150 (\$20.70 - \$23.40/hr) Non-Competitive
ECD/Operations Classify: (1)	911 Telecommunicator Br. 110 (\$28,410 - \$43,869) Competitive
RFD/Chief's Office Classify: (1)	Deputy Fire Chief/Temporary (2/5/14 – 3/21/14) Br. 86 (109,630 - \$125,805) Non-Competitive
DES/Commissioner's Office/Environmental Quality Reclassify: (1)	Senior City Planner Br. 24 (\$54,959 - \$72,467) Competitive To Senior Environmental Specialist/Planner Br. 27 (\$62,442 - \$82,332) Competitive
DES/Architecture & Engineering Reclassify: (1)	Assistant Architect Br. 21 (\$46,016 - \$61,088) Competitive To Architect Br. 24 (\$54,959 - \$72,467) Competitive
DES/Operations & Parks/Special Services Classify: (1)	Ground Equipment Operator/Temporary (1/20/14 – 6/30/14) Br. 56 (\$14.55 - \$17.91/hr) Non-Competitive
RPL/Central/Finance Office Reclassify: (1)	Administrative Analyst Br. 20 (\$44,249 - \$58,656) Competitive To Senior Administrative Analyst Br. 24 (\$54,959 - \$72,467) Competitive

RPL/Community/Arnett Branch Classify: (1)	Clerk Typist/Part-Time Br. N035 (\$14.56 - \$16.61/hr) Non-Competitive
RPL/Community/Lincoln Classify: (1)	Librarian I/Bilingual Br. 18 (\$41,505 - \$54,172) Competitive
RPL/Community/Lincoln Classify: (1)	Clerk Typist/Part-Time/Temporary (Temporary to 6/30/14) Br. N035 (\$14.56 - \$16.61/hr) Non-Competitive
RPL/Community/Lincoln Classify: (1)	Library Assistant/Part-Time/Temporary (3/1/14 – 6/30/14) Br. N145 (\$19.27 - \$22.02/hr) Non-Competitive
IT/Technical Infrastructure Classify: (1)	Senior IT Call Center Analyst/Temporary (2/10/14 – 3/21/14) Br. 19 (\$42,767 - \$56,361) Competitive
NBD/Neighborhood Preservation Classify (1)	Senior Community Program Planner/Temporary (1/19/14 – 6/30/14) Br. 24 (\$54,959 - \$72,467) Competitive
FINANCE/Parking Bureau Classify: (1)	Parking Enforcement Officer/Temporary (2/3/14 – 4/2/14) Br. 10 (\$32,527 - \$41,306) Competitive
DRYS/Employment Opportunities Classify: (1)	Youth Intervention Supervisor / Temporary (2/17/14-5/17/14) Br. 26 (\$59,843-\$78,907) Non-Competitive
RPD/Operations/West Classify: (1)	Clerk III/Typing/Temporary (1/9/14 – 4/8/14) Br. 7 (\$30,219 - \$37,778) Competitive
RPD/Operations Classify: (1)	Police Lieutenant Br. 94 (\$82,736 - \$87,724) Competitive
RPD/R & Evaluation Classify: (1)	Info Services Analyst I/Temporary (2/10/14 – 2/26/14) Br. N268 (\$28.77 - \$37.94/hr) Competitive
RPD/R & Evaluation Classify: (1)	Information Services Analyst I Br. 26 (\$59,843 - \$78,907) Competitive
RPD/Operations/East Classify: (1)	Police Sergeant/Temporary (1/21/14 – 6/30/14) Br. 92 (\$73,165-\$77,578) Competitive
RPD/Operations/East Classify: (1)	Police Investigator/Temporary (1/27/14 – 7/26/14) Br. 191 (\$72,665 - \$77,077) Competitive

RPD/Operations/SOD Classify: (1)	Police Sergeant/Temporary (1/4/14 – 6/30/14) Br. 92 (\$73,165-\$77,578) Competitive
RPD/Operations/West Classify: (1)	Police Investigator/Temporary (1/27/14 – 7/26/14) Br. 191 (\$72,665 - \$77,077) Competitive
RPD/Operations/Animal Services Classify: (1)	Assistant Supervisor of Animal Control Br. 14 (\$36,538 - \$46,929) Competitive
RPD/Operations/Animal Services Classify: (1)	Shelter Veterinarian/On-Call/Temporary (12/30/13 – 6/30/14) Br. N268, (\$28.77 - \$37.94/hr) Competitive
Rochester Housing Authority Classify: (1)	Human Resource Coordinator \$47,500 - \$61,500 Competitive

IV. Adoption of Job Specifications:

- Human Resource Assistant
- Human Resource Assistant Bilingual

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

- Clerk III/Typing/Bilingual – EDCRT0635
- Retrieval Room Aide/Part Time – EDCRT2154
- Senior Retrieval Room Aide/ Part Time – 13EOC61449
- Senior Retrieval Room Aide/ Part Time – 13EP73554

B. Establishment of Civil Service Preferred List(s): **None**

C. Close-out of examination process: **None**

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

- π Accountant,13EOC66370
- π Adjudication Assistant,12EP71553
- π Administrative Assistant/RHA,12EP70617
- π Application Services Analyst I,11EOC15525
- π Application Services Analyst II,11EOC66449
- π Application Services Analyst II,11EP79759
- π Application Services Analyst III,11EP79760
- π Application Services Developer,11EOC66838
- π Assistant Library Director III,11EOC60678
- π Assistant Superintendent/Water Distribution,12EP70613
- π Assistant Superintendent/Water Distribution,12EOC68417
- π Associate Accountant,13EOC66270
- π Associate City Planner,10EOC62687
- π Associate City Planner,10EP78591
- π Backflow Prevention Inspector,12EOC68418
- π Battalion Chief,12EP70618
- π Building Maintenance Supervisor/RHA,11EOC66559
- π Business Process Analyst I,11EOC66839
- π Business Process Analyst II,11EOC66841
- π Business Process Developer,11EOC15434
- π Business Process Services Manager,11EOC66536
- π Clerk II/Typing/Bilingual,11EDCR1116
- π Computer Communications Technician,11EOC15701
- π Dispatcher,13EOC61448
- π Economic Development Project Manager,11EP78321
- π Electrical Inspector,11EOC64718
- π Engineer I,11EOC67159
- π Engineer II,11EP70036
- π Engineer II,11EOC67160
- π Engineer III,11EP70037
- π Engineer III,11EOC67161
- π Executive Assistant,12EP79002
- π Field Auditor,11EOC62827
- π Fire Communications Technician,12EOC67731
- π Firefighter,12ELOC1117
- π Housing Specialist/RHA,12EOC64680
- π Information Services Analyst I,11EOC66524
- π Information Services Analyst II,11EOC66526
- π Information Services Analyst III,11EOC66523
- π Information Services Developer,11EOC65259
- π IT Relationship Manager,11EOC65262
- π IT Relationship Manager,11EP79546
- π Junior Accountant,11EOC62795
- π Library Automation Specialist,11EOC60544

VI. Request for Extension of Civil Service Eligible Lists(s)**Continued:**

- π Management Trainee,11ELOC1109
- π Manager of Small Market Development,11EP78538
- π Manager of Water Distribution,12EOC68218
- π Manager of Water Distribution,12EP70515
- π Meter Reader,13EOC61673
- π Navigator/RHA,12EOC64950
- π Operations Manager,12EP72117
- π Principal Account Clerk,12EP79447
- π Principal Staff Assistant,12EP70614
- π Property Rehabilitation Specialist,10EOC62817
- π Senior Accountant,11EOC62794
- π Senior Accountant,11EP79007
- π Senior Economic Development Specialist,11EOC60744
- π Senior Field Auditor,11EOC60921
- π Senior Property Rehabilitation Specialist,10EP79012
- π Senior Property Rehabilitation Specialist/RHA,10EOC67082
- π Superintendent of Water Distribution,12EOC68067
- π Supervising Water Distribution Technician,12EP79028
- π Supervisor of Administrative Services,12EP72121
- π Supervisor of Water Supply Maintenance,12EP77517
- π Systems Engineer I,11EOC15437
- π Systems Engineer II,11EOC66591
- π Systems Engineer III,11EOC66594
- π Systems Engineer IV,11EOC66595
- π Systems Engineer IV,11EP79780
- π Technical Infrastructure Services Manager,11EOC65239
- π Water Distribution Trainee,12EOC68052
- π Water Operations Supervisor,12EOC65670
- π Water Operations Supervisor,12EP77518
- π Water Quality Laboratory Technician,11EOC63368

VII. Request for Extension of Temporary Positions:

- ⊖ One position of Police Sergeant/ Temporary (encumbered by Joseph Perrone) in the Rochester Police Department.
- ⊖ One position of Police Captain/ Temporary (encumbered by David Smith) in the Rochester Police Department.
- ⊖ One position of Shelter Vet/ On-Call (encumbered by Aida Aponte) in the Animal Services Bureau of the Rochester Police Department.
- ⊖ One position of Cleaner/Part-Time/Temp (encumbered by Percy Jackson) in the Rochester Public Library/NE Quadrant.

VIII. Transfers: **None**

IX. Reinstatement Requests:

- Amy Jasinski to the title of Payroll System Supervisor
- Lillian Chang to the title of Payroll Systems Supervisor/On Call/Temporary

X. Request for Voluntary Demotion; ECD from 911 Dispatcher I to Telecommunicator:

- ⊖ Joshua L. Kelly
- ⊖ Angela M. Sehm

XI. **Consolidated Laws of New York Annotated; 2014 Cumulative Pocket Part.
New York State Commission Laws.**

THE END