

CIVIL SERVICE COMMISSION
GENERAL SESSION AGENDA
Thursday, June 29, 2017
3:30 P.M., ROOM 102A, CITY HALL

- I. Approval of the minutes of the meeting (regular and executive) on May 25, 2017.
- II. Commission Correspondence: **None**
- III. Classification/Reclassification:

Administration/Mayor' Office Classify: (1)	Process Improvement Associate Br. 23 (\$55,346 - \$72,977) Competitive
Administration/Mayor' Office Classify: (1)	Principal Field Auditor Br. 28 (\$68,309 - \$90,069) Competitive
Administration/DHRM Classify: (3)	College Junior Intern/Seasonal Br. N408 (\$13.92 - \$15.57) Non-Competitive
Administration/DHRM Classify: (1)	Executive Assistant Br. 20 (\$46,497 - \$61,636) Competitive
Administration/Communications Classify: (1)	Secretary to the Director of Communications/Bilingual Br. 18 (\$43,614 - \$56,924) Competitive
Emergency Communications/911 Call Center Classify: (2)	College Junior Intern/Seasonal Br. N408 (\$13.92 - \$15.57) Non-Competitive
Emergency Communications/311 Call Center Classify: (1)	Service Representative/Temporary (6/3/17 – 9/2/17) Br. N128 (\$17.37 - \$19.63) Competitive
DES/Commissioner's Office Classify: (1)	Workforce Development Specialist Br. 23 (\$55,346 - \$72,977) Competitive
DES/Architecture & Engineering Classify: (1)	Graduate Intern/Seasonal Br. N463 (\$16.81) CPNC
DES/Architecture & Engineering Classify: (1)	Engineer II Br. 24 (\$57,751 - \$76,148) Competitive
DES/Operations/Solid Waste Classify: (1)	Senior Code Enforcement Inspector Br. 63 (\$18.07 - \$22.86) Competitive
DES/Operations/Special Services Classify: (1)	Vending Inspector/Part-Time/Seasonal Br. 360 (\$16.72) Non-Competitive

DES/Buildings & Parks/Administration Classify: (1)	Clerk III/Seasonal Br. N070 (\$17.44 - \$19.73) Non-Competitive
DES/Water/Director's Office Classify: (1)	Principal Finance Clerk Br. 15 (\$39,588 - \$50,814) Competitive
DES/Water/Distribution Classify: (1)	Dispatcher/Temporary (5/25/17 – 9/30/17) Br. 64 (\$18.53 – \$23.54) Competitive
DES/Water/Upland Classify: (1)	Assistant Automated Systems Control Specialist/Temporary (7/1/17 – 6/30/18) Br. 23 (\$55,346 - \$72,977) Competitive
DES/Water/Upland Classify: (1)	Water Instrumentation Technician/Temporary (7/1/17 – 6/30/18) Br. 20 (\$46,467 - \$61,636) Competitive
Library/Central/Information Classify: (1)	Librarian I/Bilingual Br. 18 (\$43,614 - \$56,924) Competitive
Library/Central/Science Classify: (1)	Librarian II Br. 20 (\$46,497 - \$61,636) Competitive
Library/Central/Media Center Classify: (4)	Clerk Typist/Part-time Br. N035 (\$15.26 - \$17.41) Non-Competitive
Library/Central/Shipping Classify: (1)	Shipping Aide/Part-time Br. N402 (\$9.70 - \$9.96) Non-Competitive
Library/Community/Branch Administration Classify: (1)	Librarian IV / Temporary (7/1/17 – 7/31/17) Br. 24 (\$57,751 - \$76,148) Competitive
Information Technology Classify: (1)	Security Analyst II Br. 27 (\$65,613 - \$86,515) Competitive
Information Technology Classify: (1)	Business Analyst I Br. 25 (\$60,264 - \$79,459) Competitive
Information Technology Classify: (1)	Systems Engineer I Br. 25 (\$60,264 - \$79,459) Competitive

Information Technology Classify: (1)	Systems Engineer III Br. 27 (\$65,613 - \$86,515) Competitive
Information Technology Classify: (1)	IT Transition Analyst II/Temporary (7/1/17 – 6/30/18) Br. 27 (\$65,613 - \$86,515) Competitive
NBD/Commissioner's Office/Planning Classify: (1)	Manager of Planning Br. 30 (\$74,164 - \$97,790) Competitive
NBD/Commissioner's Office/Administration & Finance Classify: (1)	Principal Staff Assistant Br. 29 (\$71,093 - \$93,737) Competitive
NBD/Commissioner's Office/Administration & Finance Classify: (2)	Administrative Assistant Br. 16 (\$40,957 - \$52,572) Competitive
NBD/Neighborhood & Business Development Classify: (1)	Director of Development Services Br. 34 (\$87,125 - \$114,881) Non-Competitive
NBD/Neighborhood & Business Development Classify: (1)	Associate Administrative Analyst Br. 26 (\$62,883 - \$82,916) Competitive
NBD/Neighborhood & Business Development Classify: (1)	Project Assistant Br. 12 (\$36,131 - \$46,313) Competitive
NBD/Neighborhood & Business Development Classify: (1)	NSC Director Br. 30 (\$74,164 - \$97,790) CPNC
NBD/Buildings & Zoning Classify: (1)	Director of Buildings & Zoning Br. 34 (\$87,125 - \$114,881) CPNC
NBD/Buildings & Zoning Classify: (1)	Manager of Code Enforcement Br. 30 (\$74,164 - \$97,790) Competitive
NBD/Buildings & Zoning Classify: (1)	Manager of Zoning Br. 30 (\$74,164 - \$97,790) Competitive
NBD/Buildings & Zoning Classify: (1)	Code Enforcement Coordinator Br. 28 (\$68,309 - \$90,069) Competitive
Finance/Assessment Classify: (1)	Real Property Appraiser Trainee Br. 13 (\$37,239 - \$47,707) Competitive
Finance/Parking Classify: (1)	Business Analyst I/Temporary (6/5/17 – 6/30/17) Br. 25 (\$60,264 - \$79,459) Competitive

Finance/Parking Classify: (1)	Business Analyst I Br. 25 (\$60,264 - \$79,459) Competitive
Finance/Parking Classify: (1)	Supervisor of Structures and Equipment Br. 21 (\$48,354 - \$64,192) Competitive
Finance/Purchasing Classify: (1)	Administrative Analyst/Temporary (7/1/17 – 7/30/17) Br. 20 (\$46,497 - \$61,636) Competitive
DRYS/BEST Classify: (1)	Professional Development Specialist/Temporary (6/5/17 - 6/30/17) Br. 18 (\$43,614 - \$56,924) Competitive
DRYS/BEST Classify (10)	Youth Worker/Seasonal Br. P953 (\$9.70) Labor
DRYS/BEST Classify: (1)	Recreation Assistant/Part-time/Seasonal Br. P915 (\$10.44) Non-Competitive
DRYS: Recreation Classify (2)	Public Arts Coordinator/Part-time Br. N160 (\$22.50 - \$25.45) Competitive
DRYS: Commissioner's Office Classify (1)	HR Consultant II/Bilingual Br. 21 (\$48,354 - \$64,192) Competitive
DRYS: Commissioner's Office Classify (1)	Professional Development Specialist Br.18 (\$43-614 - \$56,924) Competitive
DRYS: BEST & Y.S Classify (2)	Professional Development Specialist Br.18 (\$43,614 - \$56,924) Competitive
DRYS: Recreation Administration Classify (1)	Youth Services Associate Br. 11 (\$35,111 - \$44,756) Competitive
DRYS: Commissioners Office Classify (1)	Assistant Supervisor of Markets/Temporary (7/1/17 - 6/30/18) Br. 16 (\$40,957-\$52,572) Competitive
DRYS: Commissioners Office Classify (1)	Ground Equipment Operator/Temp (7/1/17-6/30/18) P568 (\$15.28)
DRYS: BEST & Y.S Classify (1)	Mentoring Services Coordinator/Temp Br.18 (\$43,614-\$56-924) Competitive

DRYS: Recreation Administration Classify (1)	Clerk III/Typing/Seasonal Br.N070 (\$17.44) Non-competitive
DRYS: Commissioners Office Classify (2)	Clerk III/Typing/Seasonal Br.N070 (\$17.44) Non-competitive
DRYS: Commissioners Office Classify (1)	Clerk III/Typing/Part-Time Br.N070 (\$17.44) Non-competitive

IV. Adoption of Job Specifications:

- Animal Services Client Specialist
- Public Safety Communicator I
- Public Safety Communicator I/Bilingual (Spanish)
- Public Safety Communicator II
- Secretary to the Director of Communications/Bilingual (Spanish)

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

- Accountant, 17EOC69293
- Coordinator of Horticulture & Environmental Programming, 17EOC63333
- Director of Finance/RHA, 17EOC68414
- Firefighter Trainee, 17ELOC1708
- Junior Accountant, 17EOC61012
- Junior Accountant, 17EP77287
- Senior Accountant, 17EOC69302
- Senior Accountant, 17EP77235

B. Close-out of examination process:

- Accountant, 17EP77234
- Clerk III/Typing/Bilingual, EDCRT0635

C. Preferred List:

- Clerk II/Typing, PREF0605
- Manager of Internal Audit, PREF1703
- Parking Facilities Manager, PREF1864
- Retrieval Room Aide / Part Time, PREF2154
- Supervisor of Administrative Services, PREF2733

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

- Administrative Assistant, 16EP74450
- Administrative Assistant/Bilingual, 16EP71770
- Assistant Operations Superintendent, 15EOC66614
- Assistant Operations Superintendent, 15EP75647
- Assistant Plans Examiner, 16EOC63146
- Assistant Superintendent/Water Distribution, 14EOC62763
- Assistant Superintendent/Water Distribution, 14EP74034
- Automotive Parts Clerk, 14EOC60070
- Backflow Prevention Inspector, 14EOC63105
- Benefits Manager, 14EOC60328
- Building Maintenance Supervisor/RHA, 15EOC66265
- Clerk I/RHA, 14EP73542
- Clerk II, 15EP75506
- Clerk II/Bilingual, 15EOC66293
- Communications Assistant, 15EOC67171
- Crime Research Specialist, 16EOC67649
- Crisis Counseling Coordinator, 14EP73166
- Crisis Counseling Coordinator, 14EOC60384
- Engineer III/Water, 15EOC62708
- Engineer III/Water, 15EP73551
- Fire Captain, 14EP73233
- Human Resource Assistant, 14EP73077
- Human Resource Assistant, 14EOC60191
- Human Resource Assistant/Bilingual, 14EP73078
- Human Resource Assistant/Bilingual, 14EOC60193
- Human Resource Consultant I, 14EOC67931
- Human Resource Consultant II, 14EP72583
- Integrity Compliance Officer/PT/OC, 16EOC64604
- Manager of Library Administration, 14EP73571
- Payroll Auditor, 15EOC66234
- Plans Examiner, 16EP70998
- Police Identification Technician, 16EOC60187
- Property Maintenance Supervisor/RHA, 14EP72360
- Public Housing Inspector/RHA, 14EOC66794
- Public Safety Communicator II, 14ELOC1408
- Purchaser/RHA, 16EOC63106
- Recreation Supervisor, 14EP73228
- Recreation Supervisor/Bilingual, 14EP73229

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

- Senior Automotive Parts Clerk,14EP73759
- Senior Automotive Parts Clerk,14EOC61916
- Senior Cashier,15EOC67165
- Senior Cashier,15EP75957
- Senior Cashier/Bilingual,15EOC67166
- Senior Cashier/Bilingual,15EP75958
- Senior Marketing Specialist,15EOC60068
- Special Events Operations Manager,15EP73032
- Supt of Water Supply Maintenance,14EP74037
- Supt of Water Supply Maintenance,14EOC62772
- Supervising Stock Clerk,14EOC61794
- Veterinary Technician,15EOC60326
- Victim Assistance Counselor,14EOC63374
- Water Distribution Trainee,14EOC62774
- Water Operations Supervisor,14EP72480
- Youth Camp Supervisor,14EOC69875
- Youth Services Assistant/Part Time,14EOC66541
- Youth Services Coordinator,14EOC63167

VII. Request for extension of temporary positions:

- One position of Animal Control Officer (encumbered by Gregory Emerick) in the Operations/Police Department.

VIII. Transfers: **None**

IX. Reinstatement Requests: **None**

THE END