

CIVIL SERVICE COMMISSION  
GENERAL SESSION AGENDA  
**Thursday, July 27, 2017**  
3:30 P.M., ROOM 102A, CITY HALL

- I. Approval of the minutes of the meeting (regular and executive) on June 23, 2017 and June 29, 2017.
- II. Commission Correspondence: **None**
- III. Classification/Reclassification:

Administration/Mayor' Office Classify: (1)	Executive Staff Assistant I/Temporary (7/10/17 – 7/26/17) Br. 16 (\$40,957 - \$52,572) Exempt
Administration/Mayor' Office Classify: (1)	Executive Staff Assistant I Br. 16 (\$40,957 - \$52,572) Exempt
Administration/Law Classify: (1)	Paralegal Br. 20 (\$46,497 - \$61,636) Competitive
DES/Architecture & Engineering Classify: (1)	Engineering Technician/Temporary (6/19/17 – 6/18/18) Br. 12 (\$36,131 - \$46,313) Competitive
DES/Operations/Special Services Classify: (1)	Supervising Engineering Technician/CADD Br. 21 (\$48,354 - \$64,192) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Administrative Analyst Br. 20 (\$46,497 - \$61,636) Competitive
LIBRARY/ Branch Administration Classify: (1)	Shipping Aide/Part-time/Temporary (7/1/17 – 7/31/17) Br. N402 (\$9.70 - \$9.96) Non-competitive
LIBRARY/ Branch Administration Classify: (1)	Shipping Aide/Part-time Br. N402 (\$9.70 - \$9.96) Non-competitive
NBD/Commissioner's Office/Planning Classify: (1)	Senior Community Housing Planner Br. 24 (\$57,751 - \$76,148) Competitive
NBD/Neighborhood & Business Development Classify: (1)	Senior Economic Development Specialist Br. 24 (\$57,751 - \$76,148) Competitive
NBD/Buildings & Zoning Classify: (1)	Administrative Assistant/Bilingual Br. 16 (\$40,957 - \$52,572) Competitive
FINANCE/Assessment Classify: (1)	Supervising Real Property Appraiser/On Call/Temporary (1 Year) Br. N288 (\$35.76 - \$43.30) Competitive

IV. Adoption of Job Specifications:

- Contract Administrator
- Senior Code Enforcement Officer
- Senior Police Identification Technician

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

- Administrative Assistant/Bilingual, 17EP77275
- Assistant Mail Room Coordinator, 17EOC60147
- Executive Assistant, 17EP72324
- Public safety Communicator I, 17ELOC1711

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

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

VIII. Request for Extension of Temporary positions:

- One Position of Animal Care Technician (encumbered by Michelle Bianchi and Heather Smeltzer) in the Operations/Police Department.
- One Position of Animal Control Officer (encumbered by Gregory Emerick) in the Operations/Police Department.

IX. Transfers: **None**

X. Reinstatement Requests:

- The Finance Department is requesting the reinstatement of Robert Kubera to the title of Supervising Real Property Appraiser/On Call/Temporary.
- The Emergency Communications Department is requesting the reinstatement of Rebecca McLean to the title of 911 Dispatcher I.
- The Rochester Police Department is requesting the reinstatement of Lisa Hayes to the title of Public Safety Aide.
- The Rochester Police Department is requesting the reinstatement of Traci A. Russo to the title of Police Information Clerk.

XI. Misc.:

- The Department of Environmental Services is requesting the approval of a promotion by non-competitive examination for Michael Bushart. Permanent status is being recommended in the position of Managing Engineer/Water Design (52.7 New York State Civil Service Law).

THE END