

CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
Thursday, March 22, 2018
 3:30 P.M., ROOM 102A, CITY HALL

PRESENT: Commissioners: John Feola (Chair)
 Fernan Cepero
 Sally Partner

IN ATTENDANCE: Tassie Demps, Executive Secretary
 Deborah Callerame, Senior HR Consultant
 Acting Director Stephen Cusenz, ECD

The Civil Service Commission meeting was called to order at **3:30 pm**.

- I. The Commission approved the minutes of the meeting (regular and executive session) on **February 22, 2018**.
- II. The Commission reviewed the following items of correspondence: **None**
- III. The following **Classifications/Reclassifications** were approved as presented:

Administration/Law Classify: (1)	Legal Secretary/Temporary (4/1/18 – 6/30/18) Br. 9 (\$34,013 - \$42,940) Competitive
Emergency Communications/911 Call Center Classify: (1)	Public Safety Communicator I Br. 110 (\$30,450 - \$47,020) Competitive
DES/Commissioner's Office Classify: (1)	Administrative Assistant/Temporary (2/23/18 – 3/23/18) Br. 16 (\$41,776 - \$53,623) Competitive
DES/Architecture & Engineering Classify: (1)	Administrative Assistant/Temporary (3/22/18 – 6/30/18) Br. 16 (\$41,776 - \$53,623) Competitive
DES/Architecture & Engineering Classify: (1)	Assistant to the City Engineer/On-Call/Temporary (3/12/18 – 6/30/18) Br. N328 (\$39.41 - \$51.97) Competitive
Library/Central/Director's Office Classify: (1)	Secretary to the Library Director (Conf) / Temporary (1 month) Br. 18 (\$44,486 - \$58,062) Competitive

NBD/Business & Housing Development Classify: (1)	Municipal Assistant/Temporary (3/22/18 – 6/30/18) Br. 18 (\$44,486 - \$58,062) Competitive
Finance/Director's Office/Traffic Violations Agency Classify: (1)	Administrative Secretary (c) /Temporary (3/18/18 – 3/22/18) Br. 13 (\$37,984 - \$48,661) Competitive
Finance/Director's Office/Traffic Violations Agency Classify: (1)	Administrative Secretary (c) Br. 13 (\$37,984 - \$48,661) Competitive
Finance/Director's Office/Traffic Violations Agency Classify: (6)	Motor Vehicle Representative Br. 10 (\$34,864 - \$44,273) Competitive
Finance/Director's Office/Traffic Violations Agency Classify: (1)	Supervising Motor Vehicle Representative Br. 18 (\$44,486 - \$58,062) Competitive
DRYS/Recreation Administration Classify: (1)	Program Coordinator/Temporary (5/28/18-9/28/18) Br. 16 (\$41,776-53,622) Competitive
DRYS/BEST &YS Classify: (1)	Youth & Adult Employment Coordinator/Temporary (3/19/15-6/30/18) Br. 23 (\$56,453-\$74,437) Competitive

IV. The Commission adopted the following **Job Specifications**:

- Parking Enforcement Supervisor
- Paralegal/Litigation
- Paralegal/Real Estate

V. The Commission established the following **Eligible List(s)** for one (1) year, unless extended:

- 911 Dispatcher I, ELCR1031-1
- 911 Telecommunicator, ELCR2851-1
- Assistant Operations Superintendent, 17EOC61559
- Assistant Operations Superintendent, 17EP78117
- Assistant Special Events Operations Manager, 17EOC69323
- Clerk II, 17EP78288
- Clerk II/Bilingual, 17EOC63286
- Clerk III, 17EOC63920
- Clerk III/Bilingual, 17EOC63928
- Computer Aide Library/PT, 17EOC66630
- Credit Manager, 17EP78138
- Engineering Technician, 17EOC63259
- Police Evidence Technician, 18EOC69783
- Pregnancy Prevention Trainer, 17EOC61252
- Program Development Specialist, 17EOC66003
- Youth Services Assistant, 17EOC69304

VI. The Commission **Closed out** the following exam process:

- Clerk III, 17EP78293
- Clerk III/Bilingual, 17EP78289

VII. The Commission affirmed the **Extension of the following Civil Service Eligible Lists** for one year unless replaced with a new list:

- Accountant, 15EP75485
- Accountant, 17EOC69293
- Animal Control Officer, 15EOC65769
- Assistant Service Manager, 17EOC66777
- Associate Accountant, 15EOC66238
- Battalion Chief, 15EP74662
- Code Enforcement Officer Trainee, 15ELOC1502
- Code Enforcement Officer Trainee/Bilingual, 15ELOC1503
- Coordinator/Horticultural & Environmental Programming, 17EOC63333
- Director of Finance/RHA, 17EOC68414
- Firefighter Trainee, 17ELOC1708
- Junior Accountant, 17EOC61012
- Lead Police Information Clerk, 15EP74035

VII. The Commission affirmed the **Extension of the following Civil Service eligible lists** for one year unless replaced with a new list (**CONTINUED**):

- Librarian IV, 17EP77024
- Librarian IV, 17EOC69219
- Management Trainee, 15ELOC1501
- Parking Enforcement Officer, 15EOC60563
- Police Paralegal, 16EOC67497
- Principal Graphic Designer, 16EP71927
- Principal Graphic Designer, 16EOC65429
- Secretary to the Executive Director/RHA, 17EOC69646
- Senior Accountant, 17EOC69302
- Senior Accountant, 17EP77235
- Senior Field Auditor, 15EOC66263
- Senior Forestry Worker, 15EOC60599
- Senior Forestry Worker, 15EP73224

VIII. The Commission approved the following **Extension of Temporary** position(s):

- One position of Clerk III/Typing (encumbered by Kathy Anderson) in the Rochester Police Department/Operations.

IX. The Commission approved the following Transfer Request(s): **None**

X. The Commission approved the following **Reinstatement Request(s)**:

- Former Public Safety Aide/Part-Time, Britanee H. Lewis will be reinstated as Public Safety Aide/Part-Time.

The meeting was adjourned at PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant

THE END