CIVIL SERVICE COMMISSION GENERAL MINUTES August 30, 2018 3:30 P.M., ROOM 102A, CITY HALL

PRESENT: Commissioners:

John Feola (Chair)

Alan Caine Sally Partner Fernan Cepero Serina Brown

IN ATTENDANCE:

Tassie Demps, Executive Secretary

Yvette Green, Law Department

Deborah Callerame, Senior Human Resource Consultant Lieutenant Charles Gorman, Rochester Police Dept. Sergeant Darlene Rogers, Rochester Police Dept. Police Officer Ted Coriddi, Rochester Police Dept. Police Officer Gina Faggiano, Rochester Police Dept.

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 July 26, 2018.
- II. The Commission reviewed the following items of Correspondence: None
- **III.** The following Classifications/Reclassifications were approved as presented:

DES/Commissioner's Office	Supervising Security Guard/Temporary
Classify: (1)	(9/4/18 – 12/31/18)
	Br. 16 (\$42,612 - \$54,695)
	Non-Competitive
DES/Operations/Special Services	Ground Equipment Operator/Temporary
Classify: (1)	(8/20/18 – 11/18/18)
	Br. P362 (\$15.90)
	Non-Competitive
DES/Buildings & Parks/Building Services	Assistant Manager of Building
Classify: (1)	Services/Temporary
	(7/23/18 – 1/31/19)
	Competitive
LIBRARY/Central/Info Desk	Library Assistant/Part-time
Classify: (1)	Br. N145 (\$20.91 - \$23.89)
	Non-competitive
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LIBRARY/Central/Facilities		Clerk III
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Classify: (1)	Br. 7 (\$33,038 - \$41,302)
		Competitive
LIBRARY/Community/Lincoln	•	Security Guard / Part-time
Classify: (1)	Br. N015 (\$15.08 - \$17.22)
		Non-competitive
Information Technology		Systems Engineer I
Classify: (1)	Br. 25 (\$62,698 - \$82,670)
(1	,	Competitive
NDD/Neighborhood Dropowystic	· · · · · · · · · · · · · · · · · · ·	
NBD/Neighborhood Preservatio		Clerk Typist/Part-Time/Temporary
Classify: (1)	(8/13/18 – 6/30/19)
		Br. N703 (\$16.58 - \$18.75)
		Non-Competitive
DRYS/Recreation Administration	on	Program Development
Classify: (1)	Specialist/Temporary
(,	,	Br. 26 (\$65,424-\$86,265)
		(7/1/18-8/31/18)
		Competitive
DRYS/Recreation Administration	•••	Program Development Specialist
Classify: (1)	Br. 26 (\$65,424-\$86,265)
		Competitive
DRYS/BEST/YS		Project Assistant
Classify: (1)		Br. 12 (\$37,591-\$48,184)
Cidony.		Competitive
DRYS/Recreation Administration		
	n	Program Coordinator/Part-Time
Classify: (1)		Br. N160 (\$23.41-\$26.47)
		Competitive
DRYS/Recreation Administration	on	Program Coordinator/Seasonal
Classify: (1)		Br. N160 (\$23.41-\$26.47)
` ·		February-September
		Competitive
DRYS/BEST/YS		Coordinator of Youth Workforce
Classify: (1)		Development
BBB (4.1	<u> </u>	Br. 23 (\$57,582-\$75-926)
RPD/Administration/Research		Police Program Grant Specialist Part-
Classify: (1)		time/Temporary
		(8/7/18-9/6/18)
		Br. 248 (\$28.89 - \$38.09 / Hourly)
		Competitive
RPD/Administration/Research	& Evaluation	Crime Research Specialist
Classify: (1)		Br. 24 (\$60,084 - \$79,224)
Classity.		
DDD/Oti/A-iI-C		Competitive
RPD/Operations/Animal Service		Animal Care Technician/Temporary
Classify: (1)	(up to 3 months)
		Br. 2 (\$29,577-\$36,406)
		Non-Competitive

RPD/Operations/Animal Services	Animal Care Technician/Temporary
Classify: (1)	(7/9/2018-10/8/2018)
	Br. 2 (\$29,577-\$36,406)
	Non-Competitive
RPD/Administration/Technical Services Section	Clerk III
(1)	Br. 7 (\$33,038 - \$41,302)
	Competitive

- IV. The Commission adopted the following Job Specifications: None
- V. The Commission established the following Eligible List(s) for one (1) year, unless extended:
 - Customer Service Representative, 18EP78126
 - Customer Service Representative/Bilingual, 18EOC5997
 - Historical Researcher, 18EOC68014
 - Senior Payroll Auditor, 18EP71016
- **VI.** The Commission established the following Preferred List(s):
 - Administrative Analyst, Br. 20
- VII. The Commission affirmed the extension of the following Civil Service Eligible Lists for one year unless replaced with a new list:
 - 911 Dispatcher II/ECD, 17ELP1706
 - 911 Shift Supervisor, 17ELP1707
 - Assistant Superintendent of Construction & Repair, 16EOC63154
 - Associate Real Estate Specialist, 16EOC64259
 - Associate Real Estate Specialist, 16EP71150
 - Building Supervisor, 17EOC69560
 - Business Analyst, 16ELOC1606
 - Business Analyst I, 16ELOC1607
 - Business Analyst II, 16ELOC1608
 - Deputy City Treasurer, 16EP72428
 - Electrical Inspector, 16EOC66267
 - Fire Lieutenant 16EP70851
 - Historical Services Consultant, 17EOC62537
 - Library Area Coordinator, 17EOC67670
 - Library Assistant, 15EOC62080
 - Manager of Administrative Services, 17EP77309
 - Manager of Building Services, 16EP70954
 - Manager of Employment Services, 17EOC63539

- VII. The Commission affirmed the extension of the following Civil Service Eligible Lists for one year unless replaced with a new list (Continued):
 - Master Electrician, 16EOC63555
 - Municipal Assistant, 17ELOC1719
 - Senior Code Enforcement Officer, 17EP72849
 - Service Representative, 17EOC69786
 - Service Representative, 17EP77849
 - Service Representative/Bilingual, 17EOC62033
 - Supervisor of Structures and Equipment, 17EOC60763
- **VIII.** The Commission approved the following Extension of Temporary position(s):
 - One position of Secretary to the Library Director (encumbered by Deborah Mansour) in the Central Library Department.
 - IX. The Commission approved the following Transfer Request(s): None
 - X. The Commission approved the following Reinstatement Request(s):
 - The Emergency Communications Department requested the reinstatement of Raquel Serrano to the title of Service Representative/Bilingual/Part – Time.

The meeting was adjourned at 4:30 PM

Lorah Callerame

Respectfully submitted,

Deborah Callerame

Senior Human Resource Consultant

THE END