

CIVIL SERVICE COMMISSION  
AGENDA  
**Thursday, April 25, 2024**  
2:00 P.M. @ Training and Safety

Attendees	Present	Arrived Late	Left Early	Absent	
Carol Kramer, Commissioner, Chair					
Zahira Jimenez, Commissioner				X	
Orlando Rivera, Commissioner					
Edward Stulginsky, Commissioner					
Tashanda Thomas-Brown, Commissioner					
Dr. Rose Nichols, Executive Secretary					

<b>Time Meeting Began:</b>					
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**I. Approval of the Minutes of the meeting on March 21, 2024**

Commissioner	Motioned	2 <sup>nd</sup>	Agree	Nay	Abstain
Carol Kramer					
Zahira Jimenez					
Orlando Rivera					
Edward Stulginsky					
Tashanda Thomas-Brown					

**II. Commission Correspondence(s):**

Commissioner	Motioned	2 <sup>nd</sup>	Agree	Nay	Abstain
Carol Kramer					
Zahira Jimenez					
Orlando Rivera					
Edward Stulginsky					
Tashanda Thomas-Brown					

**III. Classification/Reclassification(s):**

ECD/311 Call Center Classify (1)	Service Representative/Temporary (Temporary 1 Year) Br. 12 (\$42,218 - \$54,115) Competitive
DES/Architecture & Engineering Classify (1)	Executive Assistant Br. 20 (\$54,331 - \$72,019) Competitive
DES/Architecture & Engineering Classify (1)	Assistant Landscape Architect/On-Call/Temporary (Temporary 1 Year) Br. 248N (\$32.44 - \$42.78) Competitive
DES/Buildings & Parks/Forestry Classify (1)	Forestry Technician/On-Call/Temporary (Temporary 1 Year) Br. 178N (\$23.70 - \$30.70) Competitive
NBD/Buildings & Compliance Classify (1)	Clerk III/Typing/On-Call Br. 70N (\$20.39 - \$25.49) Competitive

FIN/Parking Classify (1)	Executive Assistant Br. 20 (\$54,331.00 - \$72,019) Competitive				
DRHS/Human Services Classify (3)	College Junior Intern/Seasonal Br. 408 (\$16.26 - \$18.19) Non-Competitive				
DRHS/Human Services Classify (1)	Graduate Intern/Seasonal Br. 463 (\$19.64) Non-Competitive				
RFD/Office of the Chief Classify (2)	College Junior Intern/Seasonal Br. P452 (\$16.26) Non-Competitive				
RFD/Office of the Chief Classify (1)	Graduate Intern/Seasonal Br. 463N (\$19.64) Non-Competitive				
Rochester Housing Authority Classify (1)	Chief of Maintenance/On-Call/Temporary (Temporary 1 Year) (\$34.32 - \$48.13) Competitive				
Rochester Housing Authority Classify (2)	Senior Maintenance Mechanic/Part-time (\$17.79 - \$24.59) Non-Competitive				
Rochester Housing Authority Classify (4)	Maintenance Mechanic/Part-time (\$16.35 - \$23.32) Non-Competitive				
Rochester Housing Authority Classify (4)	Senior Housing Specialist/Part-time (\$20.66 - \$29.95) Competitive				
Rochester Housing Authority Classify (8)	Housing Specialist/Part-time (\$19.78 - \$28.30) Competitive				
Rochester Housing Authority Classify (1)	Human Services Specialist/Part-time (\$19.78 - \$28.30) Competitive				
Rochester Housing Authority Classify (2)	Clerk I/Part-time (\$18.68 - \$25.27) Competitive				
Rochester Housing Authority Classify (2)	Clerk II/Part-time (\$17.58 - \$24.18) Competitive				
Rochester Housing Authority Classify (2)	Clerk III/Typing/Part-Time (\$16.49 - \$23.08) Non-Competitive				
<b>Commissioner</b>	<b>Motioned</b>	<b>2<sup>nd</sup></b>	<b>Agree</b>	<b>Nay</b>	<b>Abstain</b>
Carol Kramer					
Zahira Jimenez					
Orlando Rivera					
Edward Stulginsky					
Tashanda Thomas-Brown					

**IV. Adoption of Job Specification(s):**

- Director of Animal Services

Commissioner	Motioned	2 <sup>nd</sup>	Agree	Nay	Abstain
Carol Kramer					
Zahira Jimenez					
Orlando Rivera					
Edward Stulginsky					
Tashanda Thomas-Brown					

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

- 911 Shift Supervisor, 24ELP2401
- Adjudication Assistant, 23EOC63526
- Clerk II, 23EOC68861
- Clerk II/Bilingual, 23EOC69081
- Clerk II, 23EP72948
- Clerk III, 23EOC69176
- Clerk III/Bilingual, 23EOC69193
- Employment and Training Coordinator, 23EOC62148

Commissioner	Motioned	2 <sup>nd</sup>	Agree	Nay	Abstain
Carol Kramer					
Zahira Jimenez					
Orlando Rivera					
Edward Stulginsky					
Tashanda Thomas-Brown					

- **Close-out of examination process:**

- Clerk II/Bilingual, 23EP73179
- Clerk III, 23EP73294

Commissioner	Motioned	2 <sup>nd</sup>	Agree	Nay	Abstain
Carol Kramer					
Zahira Jimenez					
Orlando Rivera					
Edward Stulginsky					
Tashanda Thomas-Brown					

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

Commissioner	Motioned	2 <sup>nd</sup>	Agree	Nay	Abstain
Carol Kramer					
Zahira Jimenez					
Orlando Rivera					
Edward Stulginsky					
Tashanda Thomas-Brown					

**VII. Request for Extension of Temporary Position(s):**

Commissioner	Motioned	2 <sup>nd</sup>	Agree	Nay	Abstain
Carol Kramer					
Zahira Jimenez					
Orlando Rivera					

Edward Stulginsky					
Tashanda Thomas-Brown					
<b>VIII. Transfer(s):</b>					
<b>Commissioner</b>	<b>Motioned</b>	<b>2<sup>nd</sup></b>	<b>Agree</b>	<b>Nay</b>	<b>Abstain</b>
Carol Kramer					
Zahira Jimenez					
Orlando Rivera					
Edward Stulginsky					
Tashanda Thomas-Brown					
<b>IX. Reinstatement Request(s):</b>					
<ul style="list-style-type: none"> <li>• The Emergency Communication Department is requesting to reinstate a 911 Dispatcher I</li> <li>• Department of Neighborhood and Business Development is requesting to reinstate a Clerk III/Typing On-Call</li> </ul>					
<b>Commissioner</b>	<b>Motioned</b>	<b>2<sup>nd</sup></b>	<b>Agree</b>	<b>Nay</b>	<b>Abstain</b>
Carol Kramer					
Zahira Jimenez					
Orlando Rivera					
Edward Stulginsky					
Tashanda Thomas-Brown					
<b>X. Misc.:</b>					
<ul style="list-style-type: none"> <li>• Review meeting procedures for General and Executive Sessions</li> </ul>					
<b>Commissioner</b>	<b>Motioned</b>	<b>2<sup>nd</sup></b>	<b>Agree</b>	<b>Nay</b>	<b>Abstain</b>
Carol Kramer					
Zahira Jimenez					
Orlando Rivera					
Edward Stulginsky					
Tashanda Thomas-Brown					
<b>XI. Executive Session:</b>					
<b>Commissioner</b>	<b>Motioned</b>	<b>2<sup>nd</sup></b>	<b>Agree</b>	<b>Nay</b>	<b>Abstain</b>
Carol Kramer					
Zahira Jimenez					
Orlando Rivera					
Edward Stulginsky					
Tashanda Thomas-Brown					
<b>Time Executive Session Began:</b>					
<b>Attendees</b>	<b>Present</b>	<b>Arrived Late</b>	<b>Left Early</b>	<b>Absent</b>	
Carol Kramer, Commissioner, Chair					
Zahira Jimenez					
Orlando Rivera, Commissioner					
Edward Stulginsky, Commissioner					
Tashanda Thomas-Brown, Commissioner					
Dr. Rose Nichols, Executive Secretary					

<b>The Commission will hear, discuss, and render final decisions regarding the following:</b>					
<ul style="list-style-type: none"> <li>• Rochester Police Department is recommending the disqualifications of prospective Police Officer candidates</li> </ul>					
<b>Commissioner</b>	<b>Motioned</b>	<b>2<sup>nd</sup></b>	<b>Agree</b>	<b>Nay</b>	<b>Abstain</b>
Carol Kramer					
Zahira Jimenez					
Orlando Rivera					
Edward Stulginsky					
Tashanda Thomas-Brown					
<ul style="list-style-type: none"> <li>• Rochester Fire Department Firefighter appeals</li> </ul>					
<b>Commissioner</b>	<b>Motioned</b>	<b>2<sup>nd</sup></b>	<b>Agree</b>	<b>Nay</b>	<b>Abstain</b>
Carol Kramer					
Zahira Jimenez					
Orlando Rivera					
Edward Stulginsky					
Tashanda Thomas-Brown					
<b>Time Executive Session Ended:</b>					
<b>Commissioner</b>	<b>Motioned</b>	<b>2<sup>nd</sup></b>	<b>Agree</b>	<b>Nay</b>	<b>Abstain</b>
Carol Kramer					
Zahira Jimenez					
Orlando Rivera					
Edward Stulginsky					
Tashanda Thomas-Brown					
<b>Time Meeting Ended:</b>					