

CIVIL SERVICE COMMISSION
 AGENDA
Thursday, March 15, 2012
 3:30 P.M., ROOM 102A, CITY HALL

- I. Approval of the minutes of the meeting (regular and executive) on February 16, 2012.
- II. Commission Correspondence: NONE
- III. Classification/Reclassification:

ADM/Communications Classify	(1)	Communications Aide/Bilingual/Part-Time Br N716 \$19.30 - \$21.83 Competitive
DES/Commissioner's Off/Env. Quality Classify	(1)	Research Aide/Temporary (Temporary – 3 months) Br N308 \$12.73 - \$14.24 Competitive
FIN/Accounting Classify	(2)	Clerk II/Typing Br 9 \$30,501 - \$38,507 Competitive
FIN/Accounting Classify	(2)	Clerk II/Typing/Temporary (Temporary – 6 months) Br 9 \$30,501 - \$38,507 Competitive
RPD/Operations/Technicians Classify	(1)	Senior Photo Lab Technician Br 11 \$32,116 - \$40,938 Competitive

- IV. Adoption of Job Specifications:

Assistant to the Director of Housing Operations/RHA
 Communications Aide/Bilingual
 Director of Development & Capital Projects/RHA
 Director of Housing Operations/RHA

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

Building Maintenance Supervisor/RHA, 11EOC66559
 Electrical Inspector, 11EOC64718
 Engineer I, 11EOC67159
 Engineer II, 11EP70036
 Engineer II, 11EOC67160

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

Engineer III, 11EP70037
Engineer III, 11EOC67161
Management Trainee, 11ELOC1109
Retrieval Room Aide/Part-Time, EDCRT2154

B. Close-out of examination process: NONE

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

311 Call Center Manager, 10EOC61885
Accountant, 11EOC62738
Administrative Assistant, 10EP76246
Associate Accountant, 11EP78401
Associate City Planner, 10EOC62687
Associate City Planner, 10EP78591
Asst Library Director III, 11EOC60678
Cemetery Operations Supervisor, 11EP79084
Director of Housing Operations/RHA, 09EP75318
Dispatcher, 09EOC61492
Economic Development Project Mgr, 11EP78321
Field Auditor, 11EOC62827
Housing Manager II/RHA, 09EOC69319
Housing Manager II/RHA, 09EP74038
Housing Manager III/RHA, 09EP75205
Human Resource Associate, 09EP76048
Human Resource Associate, 09EOC69700
Human Resource Associate/Bilingual, 09EOC63706
Human Resource Associate/Bilingual, 09EP76991
IT Call Center Analyst, 09EDCR14366
Junior Accountant, 11EOC62795
Librarian II, 11EP79358
Librarian II, 11EOC64144
Librarian IV, 08EOC62495
Manager of Small Market Development, 11EP78538
Meter Reader, 09EOC67532
Municipal Parking Compliance Auditor, 10EOC66912
Property Rehabilitation Specialist, 10EOC62817
Receptionist Typist, 09EOC64907
Receptionist Typist/Bilingual, 11EOC60677
Secretary to the Executive Director/RHA, 09EOC60483
Senior Accountant, 11EP79007
Senior Accountant, 11EOC62794

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

Senior Economic Development Specialist, 11EOC60744
Senior Field Auditor, 11EOC60921
Senior IT Call Center Analyst, 09EOC64414
Senior Property Rehab Specialist, 10EP79012
Senior Property Rehab Specialist/RHA, 10EOC67082
Supervising Meter Services Technician, 11EP78586
Water Quality Laboratory Technician, 11EOC63368

VII. Request for extension of temporary positions:

- Request to extend temporary position of Assistant Operations Superintendent/Temporary/On-Call (DES) from 1/28/12 – 6/30/12

VIII. Transfers: NONE

IX. Reinstatement requests:

- Request to reinstate Loretta Legree to the position of 911 Dispatcher I in the Emergency Communications Department.

THE END