

CIVIL SERVICE COMMISSION
AGENDA
Thursday, September 20, 2012
1:00 P.M., ROOM 102A, CITY HALL

- I. Approval of the minutes of the meeting (regular and executive) on August 9, 2012.
- II. Correspondence:
 - Emails from John Langdon (June 14 and August 14, 2012) and letters of response (July 18 and August 15, 2012) by Tassie Demps re: Examination for Engineer II/Water and related matters
- III. Summary of Annual Reports
- IV. Classification/Reclassification:

DES/Operations & Parks/Special Ser. Classify (2)	Light Equipment Operator/Seasonal Br P455 \$11.36 Non-Competitive
DES/Operations & Parks/Bldg. Ser. Classify (2)	Building Maintenance Helper/Part-Time Br P528 \$13.14 - \$14.85 Labor
DES/Operations & Parks/Bldg. Ser. Classify (1)	Building Maintenance Helper Br 52 \$13.01 - \$15.83 Labor
DRYS/Recreation Classify (1)	Administrative Analyst/Part-Time Br N720 \$23.37 - \$26.42 Non-Competitive
DRYS/Recreation Classify (1)	Youth Camp Supervisor/Temporary (Temporary – 1 year) Br 12 \$33,049 - \$42,362 Competitive
DRYS/Recreation Classify (2)	Youth Intervention Aide/Part-Time Br P850 \$16.76 - \$17.81 CPNC
DRYS/Youth Services Classify (1)	Youth Services Assistant/Part-Time Br N075 \$15.24 - \$17.38 Competitive
DRYS/Recreation Classify (1)	Youth Camp Supervisor/Temporary (Temporary thru 6/30/13) Br 12 \$33,049 - \$42,362 Competitive

IV. Classification/Reclassification (continued):

FIN/Parking Classify	(1)	Executive Assistant/On-Call/Temporary (Temporary – 12 months) Br N200 \$23.60 - \$26.68 Competitive
FIN/Parking Classify	(2)	Clerk III/Typing/Temporary (Temporary – 3 months) Br P707 \$15.27 - \$17.26 Competitive
NBD/ Classify	(1)	Property Conservation Inspector/ Bilingual/Temporary (Temporary – 10 months) Br 18 \$39,893 - \$52,069 Competitive
RFD/Line Division Classify	(2)	Battalion Chief/Temporary (Temporary – 10 months, 7 days) Br 85 \$92,843 – 97,437 Competitive
RFD/Line Division Classify	(2)	Battalion Chief Br 85 \$92,843 – 97,437 Competitive
RPD/Operations Classify	(1)	Police Captain/Temporary (Temporary – 1 year) Br 94 \$82,736 – \$87,724 Competitive
RPD/Operations Classify	(5)	Police Sergeant/Temporary (Temporary – 3 months) Br 92 \$73,165 – \$77,577 Competitive
RPL/Central/Security Classify	(2)	Security Guard/Part-Time/Temporary (Temporary – 1 month) Br N015 \$13.63 - \$15.55 Non-Competitive
RPL/Central/Security Classify	(2)	Security Guard/Part-Time Br N015 \$13.63 - \$15.55 Non-Competitive

IV. Classification/Reclassification (continued):

RHA/Property Maintenance Classify	(1)	Maintenance Mechanic Specialist/Temporary (Temporary – 9/10-9/19/12 only) \$28,828 - \$36,162 Non-Competitive
RHA/Property Maintenance Classify	(1)	Maintenance Mechanic Specialist \$28,828 - \$36,162 Non-Competitive

V. Adoption of Job Specifications:

- 911 Dispatcher I
- 911 Dispatcher I/Bilingual
- 911 Telecommunicator
- 911 Telecommunicator/Bilingual
- 911 Operations Manager
- 911 Shift Supervisor
- Chief of Maintenance/RHA
- Digital Media Specialist
- Family Self Sufficiency Supervisor
- Municipal Facilities Coordinator
- Property Maintenance Supervisor/RHA
- Special Events Operations Manager
- Supervisor of Electrical Trades
- Veterinary Assistant

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

- 911 Dispatcher I, 12ENC1031
- Manager of Library Finance, 12EP79547
- Materials Equipment Fleet & Facilities Coordinator, 12EOC67595
- Operations Analyst, 12EOC60716
- Permit Office Manager, 12ENC1884
- Permit Office Manager, 12EOC68220
- Plumbing Inspector, 12EOC69382
- Police Lieutenant, 11EP78986
- Program Coordinator, 12EOC67571
- Senior Code Enforcement Officer, 12EP70511
- Senior Surveying Technician, 12EOC68262

VII. B. Close-out of examination process:

- Fire Equipment Maintenance Supervisor, 12EP79490

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

Administrative Analyst, 11EP79898
Architect, 09EP74678
Architect, 11EOC68410
Assistant Architect, 11EOC60929
Automotive Parts Clerk, 10EOC68421
Cemetery Service Representative, 11EOC66497
Cemetery Service Representative, 11EP79763
Cemetery Service Representative/Bilingual, 11EOC66506
Clerk III/Typing, 11EDCR1108P
Clerk III/Typing, 11EDCR1107
Deputy Director BHRM, 10EP76499
Director of Business Intelligence, 11EP78537
Equipment Trainer, 10EOC67205
Fleet Maintenance Technician, 10EOC69274
Human Resource Consultant I, 10EOC64674
Integrity Compliance Officer/Part Time, 10EOC68897
Lead Police Information Clerk, 10EP77326
Operations Superintendent, 10EP77648
Police Information Clerk, 10EOC64753
Principal Engineering Technician, 09EP76521
Principal Engineering Technician, 09EOC61713
Principal Engineering Technician/CADD, 11EOC60953
Public Safety Aide, 10EOC68459
Purchaser, 10EP77512
Senior Engineering Technician, 09EOC61708
Senior Property Clerk, 11EP79448
Senior Retrieval Room Aide/PT, 09EOC63180
Special Events Coordinator, 10EP77528
Special Events Coordinator, 10EOC61058
Supervising Stock Clerk, 10EOC68852

IX. Request for extension of temporary positions:

- Request to extend the position of Duplicating Operator/Part-Time/Temporary (LIB) from 8/28/12 – 10/31/12
- Request to extend the position of Senior Maintenance Mechanic/Buildings/Temporary (DES) from 8/1/12 – 12/31/12
- Request to extend the position of Program Coordinator/Temporary (DRYS) from 9/4/13 – 9/28/12

X. Transfers: NONE

XI. Reinstatement requests:

- Request to reinstate Paramaswary Pathmanathan to the position of Executive Assistant in the Department of Finance/Parking Bureau

THE END