

**CIVIL SERVICE COMMISSION
MINUTES
Thursday, August 9, 2012
3:30 P.M., ROOM 102A, CITY HALL**

PRESENT: Commissioners: Elizabeth Ortiz, Chair
Alan Caine
Diane Larter
John Feola

STAFF SUPPORT: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Thomas Johnson, Human Resource Coordinator
Deborah Callerame, Human Resource Consultant

The Civil Service meeting was called to order at 3:30 PM.

- I. The Commission approved the minutes of the meeting (regular and executive) on July 12, 2012 and July 26, 2012.
- II. Commission Correspondence: NONE
- III. A. The Commission approved the following requests for classification/reclassification:

Administration/BHRM Classify (1)	Benefits Manager Br. 30 \$69,194 - \$91,237 Competitive
DES/Commissioner's Office Classify (1)	Human Resource Coordinator/Part-Time Br. N268 \$28.21 - \$37.19 Competitive
DES/Operations & Parks/Solid Waste Classify (1)	Accountant Br 17 \$38,596.58 - \$50,012.50 Competitive
DES/Operations & Parks/Bldg. Services Classify (1)	Maintenance Mechanic/Temporary (Temporary – 6 months) Br P608 \$15.38 - \$16.34 Non-Competitive
DES/Operations & Parks/Bldg. Services Classify (1)	Senior Maintenance Mechanic/Temporary (Temporary – 6 months) Br 62 \$16.09 - \$20.33 Non-Competitive
DES/Water/Distribution Classify (1)	Superintendent of Water Distribution Br. 25 \$56,225 - \$74,135 Competitive

III. A. The Commission approved the following requests for classification/reclassification
(continued):

DES/Water/Engineering Classify	(1)	Principal Engineering Technician/Seasonal (Seasonal – 8 months) Br P188 \$19.18 - \$25.03 Competitive
DRYS/Youth Services Classify	(1)	Summer Program Coordinator/Seasonal Br P338 \$18.14 Non-Competitive
ECD/Operations Classify	(1)	911 Operations Manager-Temporary (Temporary – 3 months) Br 29 \$66,329 - \$87,456 Competitive
ECD/Operations Classify	(4)	911 Dispatcher I Br 150 \$23.03 - \$27.01 Competitive
NBD/Bureau of Housing Development Classify	(1)	Research Assistant/Temporary (Temporary – 1 year) Br 16 \$37,463 - \$48,088 Competitive
NBD/Planning & Zoning Classify	(1)	Senior Zoning Analyst Br 24 \$53,881 - \$71,046 Competitive
RPD/Administration/TSS Classify	(1)	Clerk II Br 9 \$30,501 - \$38,507 Competitive
RPL/Central/Local History Classify	(1)	Historical Researcher Br 18 \$39,893 - \$52,069 Competitive
RPL/Community/Lincoln Classify	(1)	Literacy Aide/Part-Time/Temporary (Temporary – 3 months) Br N403 \$8.62 - \$10.23 Competitive

- B. The Civil Service Commission approved placement of the following position in the
Unclassified Service

City Clerk's Office Classify	(1)	Legislative Clerk/Temporary (Temporary to 12/31/12) Br 7 \$29,046 - \$36,311 Unclassified
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- IV. The Civil Service Commission adopted the following Job Specifications:

Accountant
Grant Support Associate
Junior Accountant
Manager of Administrative Services
Police Sergeant
Research Assistant
Senior Accountant
Senior Water Plant Operator

- V. A. Establishment of Civil Service Eligible List(s): NONE
B. Close-out of examination process: NONE

- VI. The Civil Service Commission approved the extension of the following Civil Service
Eligible Lists(s) for an additional year (unless or until new eligible list is established):

Area Coordinator, 11EOC64493
Code Enforcement Inspector, 11EOC64779
Engineer II/Water, 09EP74766
Engineer II/Water, 09EOC61468
Engineer III/Water, 09EP74767
Human Resource Coordinator, 11EP79837
Librarian I/Bilingual (Spanish), 09EDCR0914
Photographer Grade II, 09EOC69454
Program Development Specialist, 11EOC63748
Property Conservation Inspector, 09EOC62867
Property Conservation Inspector/Bilingual, 11EOC63298
Real Property Appraiser, 09EOC69590
Senior Real Estate Specialist, 09EOC69591
Assistant Purchaser/RHA, 11EOC60400
Clerk I, 11EP79367
Clerk I/RHA, 11EP79368
Code Enforcement Officer, 11EP78460

- VI. The Civil Service Commission approved the extension of the following Civil Service Eligible Lists(s) for an additional year (unless or until new eligible list is established):
(continued)
- Code Enforcement Officer, 11EOC60589
 - Code Enforcement Officer/Bilingual, 11EP79181
 - GIS Technician, 11EOC64815
 - Labor Relations Specialist, 11EOC60928
 - Senior Human Resource Consultant/RHA, 11EP78422
 - Senior Payroll Associate, 11EP79559
- VII. Request for extension of temporary positions: NONE
- VIII. The Commission approved a request from the Rochester Police Department to extend two provisional appointments in the title of Property Clerk. The Commission modified its approval to allow the two provisional appointments to be extended up to 60 days, if necessary.
- IX. Transfers: NONE
- X. The Civil Service Commission approved the following request from incumbent Danielle Waters for voluntary demotion from 911 Dispatcher I to 911 Telecommunicator in the Emergency Communications Department
- XI. The Civil Service Commission approved the following reinstatement requests:
- Request to reinstate James Felice to the position of Dispatcher I/Part-Time in the Emergency Communications Department
 - Request to reinstate former Monroe County Deputy Sheriff Investigator Andrew Trerise to the title of Public Safety Aide (RPD)

Meeting was adjourned at 5:18 PM

Respectfully submitted,



Thomas Johnson
Human Resource Coordinator