

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

**PRESENT:** Commissioners: Elizabeth Ortiz, Chair  
Alan Caine  
Diane Larter  
Sally Partner  
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 1:00 PM

- I. The Commission approved the minutes of the meeting (regular and executive) on August 9, 2012 with a correction to Commissioner attendance (Commissioner Elizabeth Ortiz was present and Commissioner Sally Partner was absent).
- II. The Civil Service Commission reviewed the following item of 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. The Commission reviewed 2011 Summary of Annual Reports
- IV. The Commission approved the following requests for 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

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

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/Part-Time/ Temporary (Temporary thru 6/30/13) Br P712 \$18.16 Competitive
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

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

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
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. The Civil Service Commission adopted the following 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. The Commission established the following Civil Service Eligible Lists for one year unless extended:

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. The Commission acknowledged the close out of the examination process of the following title, with no successful candidates:

Fire Equipment Maintenance Supervisor, 12EP79490

- VIII. 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):

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

VIII. 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:

Senior Property Clerk, 11EP79448  
Senior Retrieval Room Aide/PT, 09EOC63180  
Special Events Coordinator, 10EP77528  
Special Events Coordinator, 10EOC61058  
Supervising Stock Clerk, 10EOC68852

IX. The Civil Service Commission approved requests to extend the following 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

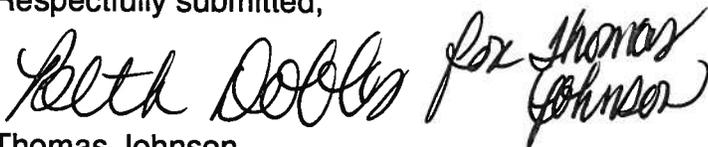
X. Transfers: NONE

XI. The Civil Service Commission approved the following reinstatement request:

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

Meeting was adjourned at 4:30 PM.

Respectfully submitted,

A handwritten signature in black ink that reads "Beth Dobbie for Thomas Johnson". The signature is written in a cursive style.

Thomas Johnson  
Human Resource Coordinator