

CIVIL SERVICE COMMISSION
MINUTES
Thursday, March 28, 2013
(Rescheduled from March 21, 2013)
3:30 P.M., ROOM 102A, CITY HALL

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

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

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 February 21, 2013.
- II. Commission Correspondence: NONE
- III. Commission approved the following requests for classification/reclassification:

ADM/DHRM Classify (1)	Senior Payroll Associate (C) Br 18, \$40,691-\$53,110 Competitive
ADM/DHRM Classify (1)	Senior Administrative Analyst/On-Call/Temporary (Temporary to 6/30/13) Br 24 \$53,881 - \$71,046 Competitive
DES/Commissioner's Office/ Cemeteries Classify (2)	Cemetery Worker / Seasonal (4/1/13-12/1/13) Br. P578 \$14.45 - \$16.34 Non-Competitive
DES/Operations & Parks/Parks Classify (1)	Ground Equipment Operator/Temporary (Temporary to 6/30/13) Br. 56 \$13.98 - \$17.21 Non-Competitive
DES/Operations & Parks/Parks Classify (1)	Senior Maintenance Mechanic/Carpenter Br. 65 \$17.53 – \$22.18 Non-Competitive

DES/Operations & Parks/Equipment Services Classify (1)	College Junior Intern/Seasonal Br. P452 \$12.86 - \$14.38 Non-Competitive
IT/Application Services Classify (1)	Microfilm Equipment Operator/Temporary (Temporary – 10 weeks) Br. 6, \$28,308-\$35,347 Non-Competitive
RPD/Operations/Patrol/East Classify (1)	Police Lieutenant/Temporary (2/16/13 – 8/5/13) Br. 94 \$82,736 - \$87,724 Competitive
RPD/Admin/Tech Services Classify (1)	Police Sergeant/Temporary (3/5/13 – 9/4/13) Br. 92 \$73,165 - \$77,072 Competitive
RHA Classify (1)	Systems Engineer/RHA \$43,000 - \$62,500 Competitive

IV. The Commission adopted the following Job Specifications:

Assistant Commissioner
Benefits Manager
Director of Inspection and Compliance
Firefighter Trainee
Human Resource Assistant/Bilingual
Library Page
Police Identification Technician
Systems Engineer/RHA

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

Adjudication Assistant, 12EP71553
Navigator (RHA), 12EOC64950
Operations Manager, 12EP72117
Principal Account Clerk, 12EP79447
Supervisor of Administrative Services, 12EP72121

B. Close-out of examination process: None

VI. The 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 Assistant/RHA, 12EP70617
 Animal Control Officer, 12EOC68483
 Assistant HVAC Engineer, 12EOC64679
 Asst Supt/Water Distribution, 12EP70613
 Asst Supt/Water Distribution, 12EOC68417
 Backflow Prevention Inspector, 12EOC68418
 Clerk II/Typing, 12EDCR1118
 Clerk II/Typing/Bilingual, 11EDCR1116
 Clerk II/Typing/RHA, 11EDCR1111P
 Clerk III/Bilingual, 11EOC63218
 Code Compliance Coordinator, 10EP78113
 Communications Aide, 12EOC68423
 Communications Aide/Bilingual, 12EOC60711
 Community Housing Planner, 10EOC65651
 Equipment Training Coordinator, 12EOC60603
 Executive Assistant, 12EP79002
 Fire Communications Tech, 12EOC67731
 Fire Equipment Maint Supv, 12EOC64903
 Forestry Technician, 12EOC63221
 Housing Specialist/RHA, 12EOC64680
 HVAC Engineer, 10EP76557
 Mgr of Water Distribution, 12EP70515
 Mgr of Water Distribution, 12EOC68218
 Parking Compliance Monitor, 12EOC65295
 Parking Enforcement Supvr, 12EP79775
 Parking Monitor, 10EOC64959
 Principal Staff Assistant, 12EP70614
 Project Assistant, 11EP79156
 Project Assistant, 11EOC63223
 Project Assistant/Bilingual, 11EOC63224
 Property Clerk, 12EOC69999
 Property Manager - RHA, 10EP77649
 Recreation Center Director, 12EP70874
 Recreation Leader, 12EOC69063
 Recreation Supervisor, 12EP70875
 Recreation Supvr/Bilingual, 12EP70876
 Sr Community Housing Planner, 10EOC65656
 Sr Forestry Worker, 12EOC60593
 Sr Forestry Worker, 12EP78461
 Service Rep/Bilingual, 11EOC63225
 Service Rep/Bilingual, 11EP79157
 Supt of Water Distribution, 12EOC68067
 Supv Water Distribution Tech, 12EP79028
 Supvr of Water Supply Maint, 12EP77517
 Water Distribution Trainee, 12EOC68052
 Water Operations Supvr, 12EP77518
 Water Operations Supvr, 12EOC65670

VII. The following requests for extension of temporary positions were approved:

- One position of Building Maintenance Helper in the Department of Environmental Services from 02/10/13 – 06/30/13
- One position of Supervising Security Guard in the Police Department from 02/11/13 – 03/13/13

VIII. The following requests for transfers were approved:

Transfer Christine MacDonald from the position of Senior Payroll Associate in the Rochester Police Department to the position of Senior Payroll Associate in the Department of Human Resource Management

Transfer Kisha Albarran from the position of Clerk III/Typing at the Rochester Housing Authority to the position of Clerk III/Typing in the Rochester Police Department

IX. Reinstatement requests: None

X. The Commission approved a request for non-competitive promotional exam (without further testing) for Daniel Banks, from Automotive Parts Clerk to Senior Automotive Parts Clerk in the Department of Environmental Services (§52.7 NYS Civil Service Law).

XI. The Commission reviewed and signed the 2012 Annual Report, and requested an update for the April 18 meeting regarding the status of exams for provisionals who have been in service for three years or longer.

XII. The Commission held Executive Session to review confidential correspondence and to consider recommendations to disqualify 911 Telecommunicator/Dispatcher I and Firefighter candidates.

The meeting was adjourned at 4:30 PM.

Respectfully submitted,



Deborah Callera
Human Resource Consultant

END