

CIVIL SERVICE COMMISSION
AGENDA
Thursday, September 19, 2013
3:30 P.M., ROOM 102A, CITY HALL

- I. Approval of the minutes of the meeting (regular and executive) on August 1, 2013
- II. Commission Correspondence: **None**
- III. Deferred decision: update regarding (2) position jurisdiction classifications – Prime Counselor and Youth Intervention Aide Appearance by Keenan Allen (Manager of Employment Opportunities) and Anthony Jordan (Assistant Commissioner/DRYS).
- IV. Classification/Reclassification:

ADMIN/DHRM Classify (1)	Clerk III/Typing /Temporary (8/5/13 – 11/2/13) Br. 7, (\$30,219-\$37,778) Competitive
ADMIN/DHRM Re-Classify (1)	Senior Payroll Associate Br. 18, (\$41,505-\$54,172) Competitive to Principal Payroll Associate Br. 23, (\$52,670-\$69,449) Competitive
DES/Architecture & Engineering Classify (1)	Engineer /Mechanical Br. 24, (\$52,670-\$69,449) Competitive
DES/Operations & Parks/Director's Office Classify (1)	Clerk III/Typing /Part-Time Br. N707, (\$16.60-\$18.77/hr) Non-Competitive
DES/Operations & Parks/Solid Waste Classify (1)	Clerk II/Temporary (8/5/13 – 9/27/13) Br. 9, (\$31,734-\$40,063) Competitive
DRYS/Recreation Classify (1)	Sr. Recreation Assistant/PT Br. N707 (\$13.31- \$14.12) CPNC
DRYS/Recreation Classify (1)	Recreation Assistant/PT Br. P815 (\$9..22 - \$9.83) Non-Competitive
DRYS/Commissioners Office Classify: (1)	Youth Worker /PT Br. N400 (\$8.17) Labor
FINANCE / Accounting Classify: (1)	Assistant Payroll Systems Supervisor / Temp (9/19/13 – 6/30/14) Br. 26 (\$59,843 - \$78,907) Competitive
FINANCE / Purchasing Classify: (1)	Clerk III w/ Typing Br. 7 (\$30,219 - \$37,778) Competitive

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FINANCE / Purchasing Classify: (1)	Wage & Hour Investigator / Part-time Br. N716 (\$21.41 - \$24.22 / hour) Competitive
LIBRARY/Central/Catalog Classify: (1)	Librarian I Br. 18 (\$41,505 - \$54,172) Competitive
LIBRARY/Central/CLA Classify: (1)	Librarian I / TEMPORARY (3 mo) (Temp 9/16/13 – 12/15/13) Br. 18 (\$41,505 - \$54,172) Competitive
LIBRARY/Community/NE Quad Classify: (1)	Cleaner / PT / Temp (4 mo) (Temp 10/1/13 – 1/31/14)
NBD/Neighborhood Preservation Classify: (1)	Code Enforcement Inspector/Temporary (8/12/13 – 9/11/13) Br. 61 (\$16.37 - \$20.59/hr) Competitive
NBD/Inspection & Compliance Classify: (1)	Senior Code Enforcement Officer Br. 24, (\$52,670-\$69,449) Competitive
RPD/Animal Services Classify: (1)	Animal Care Technician/Temporary (9/12/13 – 11/11/13) Br. 2 (\$27,054 - \$33,300) Noncompetitive
RPD/Operations/East Classify: (1)	Police Sergeant/Temporary (9/9/13 – 12/8/13) Br. 92 (\$73,165 - \$77,072) Competitive
RPD/Operations/East Classify: (1)	Police Lieutenant/Temporary (9/9/13 – 12/8/13) Br. 94 (\$82,736 - \$87,724) Competitive

V. Adoption of Job Specifications:

- Firefighter Trainee

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- VI. **A. Establishment of Civil Service Eligible List(s):**
- Librarian II, EOC60387
 - Librarian II, EP73169
 - Librarian IV, 13EOC60389
 - Librarian IV, 13EP73170
- B. Close-out of examination process:**
- Clerk III/Typing Bilingual, 13EDCRT1313
- VII. Request for Extension of Civil Service Eligible Lists(s): **None**
- VI. Request for Extension of Unreachable Provisional Employee:
- RHA, Director of Human Resources
- VII. Request for extension of temporary positions:
- One position of Police Sergeant / Temporary (encumbered by Timothy Pancoe) in the Police Department.
- VIII. Transfers: **None**
- IX. Reinstatement requests:
- DES has requested permission to reinstate Jeffery Chase to Senior Surveying technician
 - RPD has requested permission to reinstate Norma Marchetti-Smith to Public Safety Aide
 - ECD has requested permission to reinstate Gregg Roegner to Communications Research Assistant/Part-time
- X. Request from Andrew F. Beyea for reinstatement to the Firefighter eligible list

THE END