

CIVIL SERVICE COMMISSION
GENERAL SESSION
AGENDA
Thursday, September 25, 2014
3:30 P.M., ROOM 102A, CITY HALL

I. Approval of the minutes of the meeting (regular and executive) on **August 28, 2014**.

II. Commission Correspondence: **None**

III. Classification/Reclassification:

ECD/311 Call Center Classify: (1)	Service Representative/Bilingual/Part-Time/Temporary (Temporary - 8 months) Br. N812 (\$16.70 - \$18.31/hr) Competitive
DES/Operations & Parks/Director's Office Classify: (1)	Engineering Intern/Seasonal Br. N308 (\$13.38 - \$14.96/hr) Non-competitive
DES/Water/Director's Office Classify: (1)	Clerk III/Typing/Temporary (8/31/14 – 9/25/14) Br. 7 (\$30,521 - \$38,156) Competitive
DES/Water/Director's Office Classify: (1)	Clerk III/Typing Br. 7 (\$30,521 - \$38,156) Competitive
DES/Water/Engineering Classify: (1)	Engineering Technician Br. 12 (\$34,728 - \$44,514) Competitive
NBD/Business & Housing Development Classify: (1)	Clerk III/Temporary (9/15/14 – 6/30/15) Br. 7 (\$30,521 - \$38,156) Competitive
NBD/Planning & Zoning Classify: (1)	Clerk II/Typing Br. 9 (\$32,051 - \$40,463) Competitive
LIBRARY/Central/Children's Classify: (1)	Clerk III/Typing/Part-Time/Temporary (8/27/14 – 11/26/14) Br. N075 (\$16.09 - \$18.36) Non-competitive
LIBRARY/Community/SW-Arnett Classify: (1)	Library Assistant/Part-Time/Temporary (9/22/14 – 10/21/14) Br. N145 (\$19.46 - \$22.24/hr) Non-competitive
LIBRARY/Community/SW-Arnett Classify: (1)	Library Assistant/Part-Time Br. N145 (\$19.46 - \$22.24) Non-competitive

FINANCE/Accounting Classify: (1)	Associate Accountant/Temporary (8/25/14 – 9/25/14) Br. 24 (\$56,058 - \$73,916) Competitive
FINANCE/Accounting Classify: (1)	Associate Accountant Br. 24 (\$56,058 - \$73,916) Competitive
FINANCE/Purchasing Classify: (1)	Project Assistant/Temporary (Temporary - 1 year) Br. 12 (\$34,728 - \$44,514) Competitive
DRYS/BEST Classify (1)	Administrative Analyst/Seasonal Br. N720 (\$24.55 - \$26.93/hr) Non-competitive
DRYS/BEST Classify (1)	Sr. Recreation Assistant/Seasonal Br. P810 (\$13.31- \$14.12) Non-Competitive
POLICE/Operations Classify: (1)	Police Captain/Temporary (Temporary 8/25/14 – 11/24/14) Br. 95 (\$93,357 - \$98,987) Competitive
POLICE/TSS Classify: (1)	Police Information Clerk Br. 9 (\$32,051 - \$40,463) Competitive
POLICE/Operations Classify: (1)	Police Lieutenant/Temporary (8/25/14 – 11/24/14) Br. 94 (\$82,736 - \$87,724) Competitive
POLICE/Operations Classify: (1)	Police Lieutenant/Temporary (9/5/14 – 12/4/14) Br. 94 (\$82,736 - \$87,724) Competitive
POLICE/Operations Classify: (1)	Police Sergeant/Temporary (9/5/14 – 12/4/14) Br. 92 (\$73,165 - \$77,577) Competitive
POLICE/Special Operations Classify: (2)	School Traffic Officer II/Part-Time Br. P458 (\$13.08/ hr) Labor

IV. Adoption of Job Specifications:

- Examination Administrator
- Senior Payroll Auditor
- Youth Services Manager

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

- Assistant Service Manger, 14EP72296
- Assistant Service Manager, 14EOC66469
- Equipment Trainer, 14EOC61436
- Fleet Service Manager, 14EOC61915
- Integrity Compliance Officer / Part-Time, 14EOC61445
- Receptionist Typist, 14EOC61452
- Service Manager, 14EP72294

B. Close-out of examination process: **None**

VI. Request for Extension of Civil Service Eligible Lists(s): **None**

VII. Request for Extension of Temporary Position(s):

- One Position of Police Sergeant (encumbered by Brian Phillips) in the Rochester Police Department

VIII. Transfers: **None**

IX. Reinstatement Requests:

- The Rochester Police Department is requesting the reinstatement of Police Officer Laurie Kingsley to the title of Public Safety Aide
- The Department of Environmental Services is requesting permission to reinstate Clarissa Mosher to the title of Clerk III/Typing

THE END