CIVIL SERVICE COMMISSION GENERAL SESSION MINUTES Thursday, August 24, 2017 3:30 P.M., ROOM 102A, CITY HALL

PRESENT: Commissioners:

John Feola (Chair)

Alan Caine Sally Partner Fernan Cepero

IN ATTENDANCE:

Tassie Demps, Executive Secretary

Kimberly Kamagate, Senior Human Resource Associate

Tammy Sardou, Human Resource Consultant II Sgt. Darlene Rogers, Rochester Police Department

Police Officer Emre Arican, Rochester Police Department

The Civil Service Commission meeting was called to order at 3:31 pm.

- I. The Commission **Approved** the minutes of the meeting (regular and executive session) on July 27, 2017.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassifications were Approved as presented:

Administration/Communications	Associate Communications Assistant
Classify: (1)	Br. 24 (\$57,751 - \$76,148)
	Competitive
DES/Commissioner's Office/Security	Clerk III/Typing/Seasonal
Classify: (1)	Br. N070 (\$17.44 - \$19.73)
	Non-Competitive
DES/Architecture & Engineering	Senior Engineer/Street Design/On-
Classify: (1)	Call/Temporary
	(7/24/17 – 12/31/17)
	Br. N298 (\$34.18 - \$45.07)
	Competitive
NBD/Buildings & Zoning	Code Enforcement Officer/Part-Time
Classify: (1)	Br. P721 (\$23.25 - \$30.86)
	Competitive
FINANCE/Accounting	Clerk II
Classify: (1)	Br. 9 (\$33,346 - \$42,098)
	Competitive
FINANCE/Parking	Administrative Assistant
Classify: (1)	Br. 16 (\$40,957 - \$52,572)
	Competitive

RPD/Operations/Family & Victim Services Section	Victim Assistance Counselor/Temporary (2/1/2018-7/30/2018)
Classify: (1)	Br. 14 (\$38,394 - \$49,313)
	Competitive
RPD/Operations/Family & Victim Services	Victim Assistance
Section	Counselor/Bilingual/Temporary
Classify: (1)	(10/1/2017-6/30/18)
	Br. 14 (\$38,394 - \$49,313)
	Competitive
RPD/Operations/Patrol	Police Officer
Classify: (25)	Br. 090 (\$41,985-\$73,315)
	Competitive

- IV. The Commission adopted the following Job Specifications: None
- V. The Commission **Established** the following **Eligible List**(s) for one (1) year, unless extended:
 - Police Sergeant, 17ELP1705
 - Senior Human Resource Consultant/Bilingual, 17EOC68224
- VI. The Commission Closed out the following Exam Process with no successful candidates:
 - Senior Human Resource Consultant/Bilingual, 17EP71644
- VII. The Commission **Affirmed** the **Extension** of the following Civil Service **Eligible Lists** for one year unless replaced with a new list:
 - 911 Operations Manager, 15ELP1508
 - Administrative Secretary,16EP70882
 - Administrative Secretary/Bilingual,16EP70881
 - Clerk III/Bilingual,15EOC66285
 - Equipment Trainer,14EOC61436
 - Human Resource Coordinator, 16EP71123
 - Library Cataloging Clerk II,16EOC63405
 - Mail Room Coordinator,16EOC64139
 - Police Lieutenant, 16ELP1614
 - Process Improvement Specialist,16EOC66104
 - Receptionist Typist,14EOC61452
 - Senior Crime Research Specialist, 16EP74296
 - Service Manager, 14EP72294
 - Service Representative/Bilingual,15EOC66325

- VIII. The Commission **Approved** the following **Extension of Temporary** position(s):
 - One position of Animal Control Officer (encumbered by Gregory Emerick) in the Rochester Police Department/Operations.
 - One position of Animal Care Technician (encumbered by Michelle Bianchi & Heather Smeltzer) in the Rochester Police Department/Operations.
 - IX. The Commission approved the following Transfer request(s): None
 - X. The Commission **Approved** the following **Reinstatement Request**(s):
 - The Rochester Police Department is requesting the reinstatement of Steve Small to title of Public Safety Aide/Part-Time
 - The Rochester Police Department is requesting the reinstatement of Erica Gnam to the title of Public Safety Aide/Part-Time
 - The Emergency Communication Department is requesting the reinstatement of Eric Alderman to the title of 911 Telecommunicator.
 - The Neighborhood and Business Development Department is requesting the reinstatement of Peter Saxe to the title of Code Enforcement Officer/Part Time.

The meeting was adjourned at 5:30 PM

Respectfully submitted,

Kimberly Kamagate

Senior Human Resource Associate

THE END