

CIVIL SERVICE COMMISSION
GENERAL SESSION AGENDA
Thursday, October 26, 2017
3:30 P.M., ROOM 102A, CITY HALL

- I. Approval of the minutes of the meeting (regular and executive) on September 28, 2017.
- II. Commission Correspondence: **None**
- III. Classification/Reclassification:

Administration/DHRM Classify: (1)	Clerk III/Temporary (10/30/17 – 6/30/18) Br. 7 (\$31,755 - \$39,698) Competitive
Administration/Communications Classify: (1)	Assistant Digital Media Specialist Br. 22 (\$53,042 - \$69,939) Competitive
Administration/Communications Classify: (1)	Junior Speechwriter/Temporary (10/26/17 – 6/30/18) Br. 18 (\$43,614 - \$56,924) Competitive
DES/Commissioner's Office/Security Classify: (1)	Supervising Security Guard/Temporary (10/26/17 – 3/31/18) Br. 16 (\$40,957 - \$52,572) Non-competitive
DES/Operations/Solid Waste Classify: (1)	Clerk III/Temporary (10/30/17 – 6/30/18) Br. 7 (\$31,755 - \$39,698) Competitive
DES/Buildings & Parks/Parks Operations Classify: (1)	Rosarian/Part-Time/Temporary (10/3/17 – 11/26/17) Br. 61 (\$17.20 - \$21.64) Competitive
DES/Equipment Services Classify: (1)	Senior Automotive Maintenance Mechanic Br. 14 (\$38,394 - \$49,314) Non-competitive
NBD/Buildings & Zoning Development Classify: (1)	Clerk II/Typing Br. 9 (\$33,346 - \$42,098) Competitive
NBD/Buildings & Zoning Development Classify: (1)	Clerk III/Temporary (10/30/17 – 6/30/18) Br. 7 (\$31,755 - \$39,698) Competitive
NBD/Buildings & Zoning Development Classify: (1)	Clerk III/Typing/Seasonal (10/16/17 – 12/31/17) Br. 070 (\$17.44 - \$19.73) Competitive

Finance/Traffic Violations Agency Classify: (1)	Executive Director – Traffic Violations Agency Br. 28 (\$68,309 - \$90,069) CPNC
Finance/Traffic Violations Agency Classify: (1)	Municipal Attorney I Br. 25 (\$60,264 - \$79,459) Exempt
DRYS/Commissioner’s Office Classify: (1)	Program Coordinator/Temporary Br. 16 (\$40,957-\$52,572) Competitive
DRYS/Recreation Administration Classify: (2)	Youth Worker/Part-Time Br. P353 (\$9.70) Labor
DRYS/BEST Classify: (2)	Pregnancy Prevention Trainer/Temporary Br. 13 (\$37,239-\$47,707) Competitive
DRYS/BEST Classify: (2)	Grants Specialist/Temporary Br. 20 (\$46,497-\$61,636) Competitive

IV. Request to Rescind a Previous Classification:

- The Information Technology Department is requesting to rescind the classification for Chief Information Security Officer (Bracket 31) and restore the previously abolished, Information Security Analyst III (Bracket 29).

V. Adoption of Job Specifications:

- Animal Care Technician

VI. Establishment of Civil Service Eligible List(s):

- 911 Dispatcher II/ECD, 17ELP1706
- 911 Shift Supervisor, 17ELP1707
- Fire Captain, 17EP77249

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

VII. Request for Extension of Civil Service Eligible Lists(s):

- Assistant Library Director III, 14EOC65442
- Associate Real Estate Specialist, 16EOC64259
- Associate Real Estate Specialist, 16EP71150
- Business Analyst, 16ELOC1606
- Business Analyst I, 16ELOC1607
- Business Analyst II, 16ELOC1608
- Electrical Inspector, 16EOC66267
- Librarian I/Bilingual (Spanish), 14EOC65444
- Library Assistant, 15EOC62080
- Master Electrician, 16EOC63555
- Senior Water Plant Operator, 14EP72368
- Street Lighting Program Coordinator, 16EP72128
- Water Treatment Supervisor, 14EP74038

VIII. Request for Extension of Temporary positions:

- One position of Animal Care Technician /Temporary (encumbered by Heather Smeltzer) in the Rochester Police Department /Operations.
- One Position of Animal Control Officer /Temporary (encumbered by Gregory Emerick) in the Rochester Police Department /Operations.

IX. Transfers: **None**

X. Reinstatement Requests:

- The Rochester Police Department is requesting permission to reinstate retired Police Officer Nicole (Cookingham) Rivazfar to the title of Public Safety Aide/Part-Time.
- The Emergency Communication Department is requesting permission to reinstate former Public Safety Communicator I /Bilingual Tanisha Rivera to the title of Public Safety Communicator I /Bilingual.

XI. Voluntary Demotion:

- Patrick Kohl is requesting a voluntary demotion from 911 Dispatcher I to 911 Telecommunicator I.

XII. Misc:

- Prospective Commissioner; Cynthia Ford attending General Session.

THE END