

**CIVIL SERVICE COMMISSION
MINUTES
Thursday, July 12, 2012
3:30 P.M., ROOM 102A, CITY HALL**

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

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

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 June 21, 2012.
- II. Commission Correspondence: NONE
- III. The Commission approved the following requests for classification/reclassification:

DES/Arch/Engineering/Construction Classify (1)	Engineer II/Seasonal Br 24 \$53,881 - \$71,046 Competitive
DES/Operations & Parks/Building Ser. Classify (1)	Mechanical Engineer Br 23 \$51,638 - \$68,087 Competitive
RPL/Central Library/Communications Classify (1)	Duplicating Operator/Part-Time/Temporary (Temporary – 2 months) Br N065 \$14.84 - \$16.96 Non-Competitive

- IV. The Civil Service Commission adopted the following Job Specifications:**

Assistant to the NSC Administrator
Associate Accountant
Code Enforcement Inspector
Code Enforcement Inspector/Bilingual
Code Enforcement Officer
Code Enforcement Officer/Bilingual
Credit Manager
Director of Housing Operations
Historical Researcher
Manager of Zoning

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

Animal Control Officer, 12EOC68483
Assistant HVAC Engineer, 12EOC64679
Parking Enforcement Supervisor, 12EP79775
Parking Compliance Monitor, 12EOC65295
Property Clerk, 12EOC69999

- B. The Commission acknowledged the close out of the examination process of the following titles, with no successful candidates:

HVAC Engineer, 12EOC64685
HVAC Engineer, 12EP79432

- VI. Request for Extension of Civil Service Eligible Lists(s): NONE

- VII. The Civil Service Commission approved requests to extend the following temporary positions:

- Cemetery Service Representative (DES) from 6/3/12 – 7/31/12
- Senior Maintenance Mechanic/Bldgs. (DES) from 6/1/12 – 9/1/12

- VIII. Transfers: NONE

- IX. Reinstatement requests: NONE

Meeting was adjourned at 5:15 PM

Respectfully submitted,



Thomas Johnson
Human Resource Coordinator