

CIVIL SERVICE COMMISSION
AGENDA
Wednesday, June 26, 2013
2:00 P.M., ROOM 102A, CITY HALL

I. Approval of the minutes of the meeting (regular and executive) on May 16, 2013.

II. **Commission Correspondence:**

❖ Two letters from AFSCME Council 66 requesting (1) a list of all non-permanent employees at the Rochester Housing Authority and (2) a Seniority List for titles at the Rochester Housing Authority and a response to Charles A. Masi (AFSCME Council 66) on two letters of May 22, 2013.

❖ Letter from and response to Pamela Delaney, and email to NYS Department of Civil Service, regarding concerns raised about the content of the exam for Senior GIS Analyst/City Planner.

III. **Firefighter Trainee Development Plan:**

❖ Fire Chief Salvatore Mitrano and **Molly Clifford (Director / Fire Administration**)** to discuss RFD Program Requirements for Firefighter Trainee

IV. **Classification/Reclassification:**

ADM / Mayor's Office Reclassify: (1)	Senior Administrative Analyst Br. 24 (\$53,881 - \$71,046) Competitive TO Supervisor of Administrative Services Br. 26 (\$58,670 - \$77,360) Competitive
ADM / Communications Classify: (1)	Receptionist Typist / Bilingual Br. 6 (\$28,874 - \$36,054) Competitive
ADM / Communications Reclassify: (1)	Communications Assistant Br. 18 (\$40,691 - \$53,110) Competitive TO Associate Communications Assistant Br. 22 (\$49,487 - \$65,253) Competitive
ADM / Communications Classify: (4)	College Junior Intern / Seasonal Br. P452 (\$12.86 - \$14.38) Non-Competitive
ADM / DHRM Reclassify: (1)	Clerk III/Typing/Bilingual Br. 7 (\$29,627 - \$37,037) Competitive TO Clerk II/Typing/Bilingual Br. 9 (\$31,111 - \$39,277) Competitive
ADM / DHRM Reclassify: (1)	Clerk III/Typing Br. 7 (\$29,627 - \$37,037) Competitive

	TO Clerk II Br. 9 (\$31,111 - \$39,277) Competitive
ADM / DHRM Classify: (2)	Clerk III/Typing/PT Br. N070 (\$16.27 - \$18.40) Non-Competitive
ADM / DHRM Classify: (1)	Senior Administrative Analyst/Part-Time Br. N248 Competitive
DES/Comm. Office/Cemeteries Classify: (1)	Cemetery Sales Counselor Br. 12 (\$33,710 - \$43,209) Non-Competitive
DES/Comm. Office/Environ Quality Classify: (1)	Senior City Planner Br. 24 (\$53,881 - \$71,046) Competitive
DES/Architecture & Engineering Reclassify: (1)	Accountant Br. 17 (\$39,369 - \$51,013) Competitive TO Associate Accountant Br. 24 (\$53,881 - \$71,046) Competitive
DES/Architecture & Engineering Classify: (1)	Executive Assistant Br. 20 (\$43,381 - \$57,505) Competitive
DES/Architecture & Engineering Reclassify: (1)	Landscape Architect Br. 24 (\$53,881 - \$71,046) Competitive TO Landscape Architect II Br. 26 (\$58,670 - \$77,360) Competitive
DES/Architecture & Engineering Classify: (1)	Principal Engineering Technician - CADD Br. 18 (\$40,691 - \$53,110) Competitive
DES/Operations & Parks / Building Services Classify: (1)	Locksmith Br. 62 (\$16.41 - \$20.73) CPNC
DES/Operations & Parks/Building Services Classify (1)	Supervisor of Structures and Equipment Br. 21 (\$45,114 - \$59,890) Competitive
DES/Water/Upland Reclassify: (1)	Engineer III/Water Br. 26 (\$58,670 - \$77,360) Competitive TO Engineer IV/Water Br. 28 (\$63,732 - \$84,034) Competitive
DES/Operations & Parks/ Equipment Services Reclassify: (1)	Accountant Br. 17 (\$39,369 - \$51,013) Competitive TO

		Senior Accountant Br. 20 (\$43,381 - \$57,505) Competitive
DRYS/Commissioners Office Classify:	(1)	Youth Worker /PT Br. N400 (\$7.93) Labor
DRYS/Commissioners Office Classify:	(1)	Youth Worker /Seasonal Br. P353 (\$7.93) Labor
DRYS/OEO Classify:	(1)	Clerk III/Typing/PT Br. N707 (\$16.27-\$18.40) Non-Competitive
DRYS/OEO Pathways Classify:	(1)	Clerk III/Typing/PT Br. N707 (\$16.27-\$18.40) Non-Competitive
DRYS/OEO Pathways Classify:	(1)	Youth Intervention Specialist Br. 18 (\$40,691-\$53,110)) Non-Competitive
DRYS/Recreation Classify:	(4)	Sr. Recreation Assistant/Seasonal Br. P810 (\$12.92 - \$13.71) CPNC
DRYS/Recreation Classify:	(5)	Youth Worker /Seasonal Br. P353 (\$7.93) Labor
DRYS/Recreation Classify:	(1)	Youth Worker /PT Br. N400 (\$7.93) Labor
DRYS/Recreation Classify:	(2)	Sr. Recreation Assistant/PT Br. N707 (\$12.92 - \$13.71) CPNC
DRYS/Recreation Classify:	(2)	Recreation Assistant/PT Br. P815 (\$8.95 - \$9.54) Non-Competitive
DRYS/Recreation Classify:	(2)	Sr. Recreation Assistant/PT Br. N707 (\$12.92 - \$13.71) CPNC
DRYS/Recreation Classify:	(2)	Sr. Recreation Assistant/PT Br. N707 (\$12.92 - \$13.71) CPNC
DRYS/Recreation Classify:	(2)	Youth Intervention Aide / Seasonal Br. P850 (\$16.93 - \$17.99) CPNC
DRYS/Recreation Classify:	(1)	Youth Camp Supervisor Br. 12 (\$33,710.00-\$43,209) Competitive
DRYS/Recreation/Public Market Classify:	(1)	Asst. Supervisor of Markets Br. 16 (\$38,212-\$49,050) Competitive
DRYS/Youth Services Reclassify:	(1)	Sr. Admin Analyst Br. 24 (\$53,881 - \$70,046) Competitive TO Supervisor of Administrative Services

		Br. 26 (\$58,670- \$77,360) Competitive
ECD/Administration Classify:	(1)	Communications Research Asst/PT Br. N712 (\$18.52- 20.94) Competitive
FINANCE/Accounting Classify:	(1)	Accountant Br. 17 (\$39,369 - \$51,013) Competitive
FINANCE/Accounting Re-Classify:	(1)	Senior Accountant Br. 20 (\$43,381 - \$57,505) Competitive TO Associate Accountant Br. 24 (\$53,881 - \$71,046) Competitive
FINANCE/Accounting Classify:	(1)	Payroll Systems Supervisor / On Call Br. N278 (\$29.43 - \$38.81 / hour) Competitive
FINANCE/Parking Classify:	(1)	Junior Accountant Br. 14 (\$35,821 - \$46,009) Competitive
FINANCE/Parking Classify:	(1)	Clerk III/Typing Br. 7 (\$29,627 - \$37,037) Competitive
FINANCE/Parking Classify:	(2)	Parking Equipment Mechanic / PT Br. P710 (\$15.33 - \$17.33 / hour) CPNC
IT / Application Services Classify:	(1)	Microfilm Equipment Operator/PT/Temp (5/25/13 – 6/28/13) Br. P068 (\$13,74 - \$15.70) Non-Competitive
IT / Application Services Reclassify:	(1)	Application Services Analyst I Br. 25 (\$56,225 - \$74,135) Competitive TO Application Services Analyst II Br. 27 (\$61,217 - \$80,718) Competitive
IT / Business Processing Services Classify:	(3)	Business Analyst Br. 23 (\$51,638 - \$68,087) Competitive
IT / Business Processing Services Classify:	(1)	Business Analyst III Br. 29 (\$66,329 - \$87,456) Competitive
LIBRARY/Branch Administration Re-classify:	(1)	Secretary Br. 11 (\$32,758 - \$41,757) Competitive TO Administrative Secretary Br. 13 (\$34,743 - \$44,510) Competitive

LIBRARY/Branch Administration Classify: (2)	Security Guard/Library/PT/Temp Br. N528 (\$13.14 - \$14.86) Non-Competitive
LIBRARY/Branch Administration Classify: (12)	Literacy Aide PT / Seasonal Br. N403 (\$8.62 - \$10.23) Non-Competitive
LIBRARY/Central Classify: (3)	Clerk III/Typing/PT Br. N075 (\$15.62 - \$17.82 / hour) Non-competitive
LIBRARY/Central/Catalog Classify: (1)	Librarian I / PT Br. N185 (\$20.89 - \$24.33 / hour) Non-competitive
LIBRARY/Central/Literature Re-classify: (1)	Librarian I Br. 18 (\$40,691 - \$53,110) Competitive TO Librarian II Br. 20 (\$43,381 - \$57,505) Competitive
LIBRARY/Central/TEC Classify: (1)	Project Assistant / PT Br. N125 (\$16.95 - \$19.16) Competitive
LIBRARY/Community/NE Quad Classify: (1)	Librarian II Br. 20 (\$43,381 - \$57,505) Competitive
LIBRARY/Community/NW Quad Re-classify: (1)	Librarian I Br. 18 (\$40,691 - \$53,110) Competitive TO Librarian II Br. 20 (\$43,381 - \$57,505) Competitive
LIBRARY/Community/SE Quad Re-classify: (1)	Librarian I Br. 18 (\$40,691 - \$53,110) Competitive TO Librarian II Br. 20 (\$43,381 - \$57,505) Competitive
LIBRARY/Community/SW Quad Re-classify: (1)	Librarian I Br. 18 (\$40,691 - \$53,110) Competitive TO Librarian II Br. 20 (\$43,381 - \$57,505) Competitive
NBD/Commissioner's Office Reclassify: (1)	Project Assistant/Bilingual Br. 12 (\$33,710 - \$43,209) Competitive TO Executive Assistant Br. 20 (\$43,381 - \$57,505) Competitive
NBD/Business & Housing Development Reclassify: (1)	Associate Real Estate Specialist Br. 26 (\$58,670 - \$77,360) Competitive TO

	Assistant Director of Real Estate Br. 28 (\$63,732 - \$84,064) Competitive
NBD/Business & Housing Development Reclassify: (1)	Senior Community Housing Planner Br. 24 (\$53,881 - \$71,046) Competitive TO Associate Community Housing Planner Br. 26 (\$58,670 - \$77,360) Competitive
NBD/Business & Housing Development Classify: (1)	Project Development Assistant Br. 18 (\$40,691 - \$53,110) Competitive
NBD/Inspection & Compliance Reclassify: (1)	Clerk III/Typing Br. 7 (\$29,627 - \$37,037) Competitive TO Clerk II Br. 9 (\$31,111 - \$39,277) Competitive
NBD / Inspection & Compliance Classify: (1)	Senior Code Enforcement Officer Br. 24 (\$53,881 - \$70,046) Competitive
NBD / Planning & Zoning Classify: (1)	Associate City Planner Br. 26 (\$58,670 - \$77,360) Competitive
NBD / Planning & Zoning Reclassify: (1)	Senior Service Assistant Br. 11 (\$32,758 - \$41,757) Competitive TO Project Assistant Br. 12 (\$33,710 - \$43,209) Competitive
RFD/Chief's Office Classify: (2)	Clerk III/Typing/Part-Time N707 (\$16.27 - \$18.40) Non-competitive
RFD/Suppression Classify: (16)	Firefighter Br. 80 (\$38,190 - \$66,691) Competitive
RFD/Suppression Classify: (1)	Fire Captain Br. 84 (\$82,279 - \$86,349) Competitive
RFD/Suppression Classify: (3)	Fire Lieutenant Br. 82 (\$72,764 - \$76,362) Competitive
RPD Reclassify: (1)	Police Identification Technician Br. 11 (\$32,758 - \$41,757) Competitive TO Senior Police Identification Technician Br. 16 (\$38,212 - \$49,049) Competitive

RPD/Operations/Animal Services Reclassify: (4)	Animal Care Technician Br. 2 (\$26,523 - \$32,647) Non-Competitive TO Animal Care Technician II Br. 6 (\$28,874 - \$36,054) CPNC
RPD/Operations/Animal Services Classify: (1)	Animal Care Technician II Br. 6 (\$28,874 - \$36,054) CPNC
RPD/Operations/CID Classify: (1)	Clerk III/Typing/Temporary (1 year) Br. 7 (\$29,627 - \$37,037) Competitive
RPD/Operations/Victim Services Classify: (1)	Victim Assistance Counselor/PT Br. N714 (\$19.69 - \$22.26) Non-competitive
RPD/Security Classify: (1)	Supervising Security Guard (c) Br. 16 (\$38,212 - \$49,049) Non-competitive

V. **Adoption of Job Specifications:**

- Animal Care Technician II
- Assistant Fleet Manager
- Coordinator of Duplicating and Supplies
- Senior Police Identification Technician
- Senior Parking Equipment Mechanic

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

- Administrative Secretary, 13EP71808
- Clerk III/Typing, 13EDCR1306
- Clerk II/Typing/Bilingual, 13EDCR1308
- Clerk II/Typing/Bilingual, 13EDCR1309P
- Credit Manager, 13EP72538
- Director of Human Resources/RHA, 13EOC34267
- Firefighter Trainee, 13ELOC1310
- Labor Relations Specialist, 13EOC66566
- Manager of Library Administration, 13EP71897
- Secretary to the Director of Communications, 13EP71721
- Senior Human Resource Consultant, 13EOC67774
- Senior Human Resource Consultant, 13EP72554
- Supervisor of Electrical Trades, 13EOC66611
- Supervisor of Electrical Trades, 13EP72355

B. Establishment of Civil Service Preferred List(s):

- Associate Personnel Analyst / On-Call, PREF0182
- **Clerk II / Typing / Part - Time, PREF0618*****
- Communications Aide / Part-Time, PREF0765
- Community Program Planner / Bilingual, PREF0757
- Retrieval Room Aide / Part-Time, PREF2154
- Supervising City Planner, PREF2679

C. Close-out of examination process:

- Clerk III/Typing/Bilingual – 13EDCRT1303
- Clerk III/Typing – 13EDCR1307P

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

- 911 Dispatcher II/ECD, 12ELP1121
- Administrative Analyst, 11EP79898
- Area Coordinator, 11EOC64493
- Assistant Architect, 11EOC60929
- Assistant Purchaser/RHA, 11EOC60400
- Automotive Parts Clerk, 10EOC68421
- Cemetery Service Representative, 11EOC66497
- Cemetery Service Representative, 11EP79763
- Cemetery Service Representative/Bilingual, 11EOC66506
- Clerk I, 11EP79367
- Clerk I/RHA, 11EP79368
- Clerk III/Typing, 11EDCR1108P
- Code Enforcement Inspector, 11EOC64779
- Code Enforcement Officer, 11EP78460
- Code Enforcement Officer, 11EOC60589
- Counseling Specialist, 12EOC63367
- Deputy Director BHRM, 10EP76499
- Director of Business Intelligence, 11EP78537
- Equipment Trainer, 10EOC67205
- Fire Captain, 10EP76429
- Fleet Maintenance Technician, 10EOC69274
- GIS Technician, 11EOC64815
- Human Resource Consultant I, 10EOC64674
- Human Resource Coordinator, 11EP79837
- Integrity Compliance Officer/Part Time, 10EOC68897
- Lead Police Information Clerk, 10EP77326
- Materials Equipment Fleet & Facilities Coordinator, 12EOC67595
- Operations Analyst, 12EOC60716
- Operations Superintendent, 10EP77648
- Permit Office Manager, 12EOC68220
- Police Information Clerk, 10EOC64753
- Police Lieutenant, 11EP78986
- Principal Engineering Technician/CADD, 11EOC60953
- Program Coordinator, 12EOC67571
- Program Development Specialist, 11EOC63748
- Purchaser, 10EP77512
- Senior Code Enforcement Officer, 12EP70511
- Senior Human Resource Consultant/RHA, 11EP78422
- Senior Payroll Associate, 11EP79559
- Senior Property Clerk, 11EP79448

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

- Senior Surveying Technician, 12EOC68262
- Special Events Coordinator, 10EP77528
- Special Events Coordinator, 10EOC61058
- Supervising Stock Clerk, 10EOC68852

VIII. Request for extension of temporary positions: None

IX. Transfers: None

X. Reinstatement requests:

- ❖ Gail Whitehead – Senior Administrative Analyst / Part-Time
- ❖ Dorraine Kirkmire – Senior City Planner

XI. Request for Voluntary Demotion:

Two memos from (1) John Merklinger and (2) Cathleen Smashe, supporting a request for the voluntary demotion by 911 Dispatcher I, Nicole Anthony to 911 Telecommunicator.

THE END