

**CIVIL SERVICE COMMISSION
MINUTES
Thursday, February 16, 2012
3:30 P.M., ROOM 102A, CITY HALL**

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

STAFF SUPPORT: Tassie Demps, Executive Secretary
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 January 19, 2012.
- II. Commission Correspondence: NONE
- III. The Commission approved the following requests for classification/reclassification:

ADM/Bureau of Human Resource Mgt. Classify (2)	Clerk III/Typing/Part-Time (C) Br N070 \$15.95 - \$18.04 Non-Competitive
DES/Architecture & Engineering Classify (1)	Accountant Br 17 \$38,896 - \$50,012 Competitive
DES/Oper. & Parks/Building Ser. Re-Classify (1)	Municipal Assistant (C) Br 18 \$39,893 - \$52,068 Competitive TO Administrative Analyst (C) Br 20 \$42,530 - \$56,377 Competitive
DES/Oper. & Parks/Director's Office Classify (1)	GIS Coordinator Br 23 \$51,126 - \$67,413 Competitive
DES/Oper. & Parks/Special Services Classify (2)	Operations Worker/Temporary (Temporary - 6 months) Br 41 \$15.18 - \$19.05 Non-Competitive

III. The Commission approved the following requests for classification/reclassification (continued):

DES/Oper. & Parks/Special Services Classify (1)	Ground Equipment Operator/Temporary (Temporary - 6 months) Br 56 \$13.98 - \$17.21 Non-Competitive
DES/Water/Distribution Classify (1)	Water Maintenance Worker/Construction/Trainee/Temporary (Temporary - 6 months) Br 60 \$15.23 - \$19.13 CPNC
DRYS/Youth Services Classify (1)	Public Art Coordinator/Seasonal Br N140 \$19.30 - \$21.82 Competitive
DRYS/Youth Services Classify (1)	Pregnancy Prevention Trainer/Bilingual Br 9 \$30,501 - \$38,507 Competitive
FIN/Parking Classify (1)	Executive Assistant/Temp/On-Call (C) (Temporary – 3 months) Br N200 \$23.37 - \$26.42 Competitive
FIN/Accounting Classify (1)	Clerk II/Typing Br 9 \$30,501 - \$38,507 Competitive
FIN/Parking Re-Classify (1)	Clerk III/Typing/Bilingual Br 7 \$29,046 - \$36,311 Competitive TO Cashier/Bilingual Br 11 \$32,116 - \$40,938 Competitive

III. The Commission approved the following requests for classification/reclassification (continued):

FIN/Parking Re-Classify	(1)	Clerk III Br 7 \$29,046 - \$36,311 Competitive TO Adjudication Assistant Br 11 \$32,116 - \$40,938 Competitive
FIN/Parking Re-Classify	(1)	Clerk III/Typing Br 7 \$29,046 - \$36,311 Competitive TO Clerk II/Typing Br 9 \$30,501 - \$38,507 Competitive
ITD/Technical Infrastructure Classify	(1)	Client Support Analyst Br 23 \$51,126 - \$67,413 Competitive
ITD/Application Services Re-Classify	(2)	Data Entry Clerk Br 7 \$29,045 - \$36,311 Competitive TO IT Control Assistant Br 12 \$33,049 - \$42,362 Competitive
NBD/Commissioner' Office Re-Classify	(1)	Clerk III/Typing/Bilingual Br 7 \$29,045 - \$36,311 Competitive TO Clerk II/Typing/Bilingual Br 9 \$30,501 - \$38,507 Competitive
RPD/Operations/Patrol Classify	(1)	Police Captain Br 95 \$92,433 - \$98,007 Competitive

III. The Commission approved the following requests for classification/reclassification (continued):

RPL/Central/Security Classify	(1)	Security Guard/Part-Time/Temporary (Temporary – 3 months) Br N015 \$13.30 - \$15.18 Non-Competitive
RPL/Community/Lyell Classify	(1)	Cleaner/Temporary/On-Call (Temporary – 3 months) Br 1 \$25,358 - \$31,230 Labor

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

Historical Researcher
 Navigator

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

Police Officer, ECRT7080J
 Police Officer, ECRT7080M

B. Close-out of examination process: NONE

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

VII. The Commission approved a request to extend the following temporary position:

- Request to extend temporary position of Real Property Appraiser encumbered by Mark Simolo from 3/30/12 – 4/30/12 (total of 10 months)

VIII. Transfers: NONE

IX. The Commission approved the following Reinstatement request:

- Request to reinstate former Police Officer Carl Scarpulla to the title of Public Safety Aide in the Rochester Police Department

X. The Civil Service upheld a recommendation to grant status to Lisette Soto in the title of Clerk II/Typing/Bilingual in accordance with CSL Section 52(7)—Non-competitive promotional examination

- XI. The Commission reviewed the new Rochester Police Department Tattoo Policy
- XIII. The Civil Service entered into EXECUTIVE SESSION to review recommendations for disqualification for Police Officer candidates and address other matters of a confidential nature.

Meeting was adjourned at 4:40 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Deborah A. Callerame". The signature is written in black ink and includes a long horizontal flourish at the end.

Deborah A. Callerame
Human Resource Consultant