

CIVIL SERVICE COMMISSION  
AGENDA  
**Thursday, April 19, 2012**  
3:30 P.M., ROOM 102A, CITY HALL

- I. EXECUTIVE SESSION for Item II of Executive agenda
- II. Approval of the minutes of the meeting (regular and executive) on March 15, 2012.
- III. Commission Correspondence:
  - Letter to Anthony Rotundo re: Transmitting 2011 Annual Report
- IV. Classification/Reclassification:

DES/Arch. & Eng./Maps & Surveys Classify (1)	Senior Survey Technician Br 15 \$36,211 - \$46,479 Competitive
DES/Arch. & Eng./Administration Re-Classify (1)	Research Assistant Br 16 \$37,463 - \$48,088 Competitive TO Accountant Br 17 \$38,596 - \$50,012 Competitive
DES/Commissioner's Office/Cemeteries Classify (1)	Cemetery Sales Counselor/Temporary (Temporary – 3/26/12 – 4/18/12) Br 12 \$33,049 - \$42,362 Non-Competitive
DES/Commissioner's Office/Cemeteries Classify (1)	Cemetery Sales Counselor Br 12 \$33,049 - \$42,362 Non-Competitive
DES/Commissioner's Office/Cemeteries Classify (1)	College Junior Intern/Seasonal Br N308 \$12.73 - \$14.24 Non-Competitive
DES/Commissioner's Office/Cemeteries Classify (2)	Ground Equipment Operator/Seasonal Br P362 \$13.31 Non-Competitive
DES/Operations & Parks/Building Services Classify (1)	Senior Maintenance Mechanic/Bldgs./Temp. (Temporary – 3 months) Br 65 \$17.53 - \$22.18 Non-Competitive

IV. Classification/Reclassification (continued):

DRYS/Recreation Classify	(1)	Administrative Analyst/Part-Time Br 20 \$42,531 - \$56,378 Non-Competitive
DRYS/Recreation Classify	(1)	Assistant Beach Manager Br P840 \$13.58 - \$14.39 CPNC
DRYS/Recreation Classify	(2)	Grounds Equipment Operator Br P362 \$13.31 Non-Competitive
DRYS/Recreation Classify	(1)	Pool Attendant Br P457 \$10.56 Labor
DRYS/Recreation Classify	(29)	Recreation Assistant/Seasonal Br P815 \$8.86 - \$9.45 Non-Competitive
DRYS/Recreation Classify	(6)	Senior Recreation Assistant/Seasonal Br P810 \$12.80- \$13.57 CPNC
ECD/Operations Classify	(2)	911 Dispatcher I Br 150 \$22.47 - \$26.35 Competitive
FIN/Accounting Classify	(1)	Accountant Br 17 \$38,596 - \$50,012 Competitive
ITD/Application Services Classify	(2)	IT Transition Analyst I/Temporary (Temporary – 1 month) Br 25 \$55,668 - \$73,401 Competitive
ITD/Application Services Classify	(2)	IT Transition Analyst I Br 25 \$55,668 - \$73,401 Competitive
ITD/Business Process Services Classify	(1)	Technology Applications Specialist Br 23 \$51,126 - \$67,413 Competitive

IV. Classification/Reclassification (**continued**):

NBD/Bureau of Housing Development Re-Classify (1)	Clerk III/Typing Br 7 \$29,045 - \$36,311 Competitive TO Clerk II/Typing Br 9 \$30,501 - \$38,507 Competitive
RPL/Community/Arnett Branch Classify (1)	Literacy Aide/Part-Time/Temporary (Temporary – 3 months) Br N403 \$8.53 - \$10.13 CPNC
RPL/Director's Office Re-Classify (1)	Librarian III Br 22 \$48,998 - \$64,607 Competitive TO Librarian IV Br 24 \$53,348 - \$70,342 Competitive
RPL/CLA/Business & Science Re-Classify (1)	Librarian III Br 22 \$48,998 - \$64,607 Competitive TO Librarian IV Br 24 \$53,348 - \$70,342 Competitive
RPD/Office of the Chief Re-Classify (1)	Secretary Br 11 \$32,116 – 40,938 Competitive TO Administrative Secretary Br 13 \$34,062 - \$43,637 Competitive
RPD/Administration/Personnel Classify (1)	Clerk II w/Typing Br 9 \$30,501 – \$38, 507 Competitive

III. Classification/Reclassification (**continued**):

RHA/ Classify	(1)	Clerk III/Bilingual \$26,444 - \$36,162 Competitive
RHA/ Classify	(3)	Clerk III/Typing/Bilingual \$26,444 - \$36,162 Competitive
RHA/ Classify	(1)	Clerk II/Typing \$27,769 - \$38,670 Competitive
RHA/ Classify	(1)	Housing Manager III \$34,000 - \$48,000 Competitive
RHA/ Classify	(3)	Housing Specialist \$31,000 - \$43,528 Competitive
RHA/ Classify	(1)	Laborer \$25,772 - \$32,616 Labor
RHA/ Classify	(1)	Navigator/RHA \$28,476 - \$35,999 Competitive
RHA/ Classify	(1)	Computer Communications Technician \$37,500 - \$52,733 Competitive

IV. Adoption of Job Specifications:

- Adjudication Assistant
- Assessor
- Assistant Commissioner Environmental Services
- Cashier/Bilingual
- Commercial Appraiser
- Firefighter Trainee
- Navigator
- Pregnancy Prevention Trainer/Bilingual
- Public Art Coordinator
- Supervising Real Property Appraiser

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

Battalion Chief

B. Close-out of examination process: NONE

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

VII. Request for extension of temporary positions:

- Request to extend temporary position of Cemetery Service Representative (DES) from 3/11/12 – 3/30/12
- Request to extend temporary position of Real Property Appraiser (FIN) (Off-budget Temp) from 5/1/12 – 6/30/12
- Request to extend temporary position of Real Property Appraiser (FIN) from 5/1/12 – 6/30/12

VIII. Transfers: NONE

IX. Reinstatement requests:

- Request to reinstate former Police Officer Joao Nobrega to the position of Public Safety Aide in the Rochester Police Department.
- Request to reinstate Anne Barber to the position of Computer Communications Technician at the Rochester Housing Authority.

X. Recommendation for Non-Competitive Promotional Exam for Sr. Labor Relations Specialist, pursuant to Civil Service Law § 52(7)

XI. Informational: Update on synthetic marijuana

XII. EXECUTIVE SESSION

THE END