

**CIVIL SERVICE COMMISSION
MINUTES
Thursday, March 15, 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
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 February 16, 2012.
- II. The Commission reviewed the following item of correspondence:
 - Notice to Nancy Kiyonaga, Director of the Office of Commission Operations, New York State Civil Service regarding the City's decision to suspend administration of the Spring administration of the Police Officer examination
- III. The Commission approved the following requests for classification/reclassification:

ADM/Communications Classify	(1)	Communications Aide/Bilingual/Part-Time Br N716 \$19.30 - \$21.83 Competitive
DES/Commissioner's Off/Env. Quality Classify	(1)	Research Aide/Temporary (Temporary – 3 months) Br N308 \$12.73 - \$14.24 Competitive
FIN/Accounting Classify	(2)	Clerk II/Typing Br 9 \$30,501 - \$38,507 Competitive
FIN/Accounting Classify	(2)	Clerk II/Typing/Temporary (Temporary – 6 months) Br 9 \$30,501 - \$38,507 Competitive

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

RPD/Operations/Technicians Classify	(1)	Senior Photo Lab Technician Br 11 \$32,116 - \$40,938 Competitive
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- IV. The Civil Service Commission adopted the following Job Specifications:

Assistant to the Director of Housing Operations/RHA
Communications Aide/Bilingual
Director of Development & Capital Projects/RHA
Director of Housing Operations/RHA

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

Building Maintenance Supervisor/RHA, 11EOC66559
Electrical Inspector, 11EOC64718
Engineer I, 11EOC67159
Engineer II, 11EP70036
Engineer II, 11EOC67160
Engineer III, 11EP70037
Engineer III, 11EOC67161
Management Trainee, 11ELOC1109
Retrieval Room Aide/Part-Time, EDCRT2154

B. Close-out of examination process: NONE

- VI. The Civil Service Commission approved the extension of the following Civil Service Eligible Lists(s) for an additional year (unless or until new eligible list is established):

311 Call Center Manager, 10EOC61885
Accountant, 11EOC62738
Administrative Assistant, 10EP76246
Associate Accountant, 11EP78401
Associate City Planner, 10EOC62687
Associate City Planner, 10EP78591
Asst Library Director III, 11EOC60678
Cemetery Operations Supervisor, 11EP79084
Director of Housing Operations/RHA, 09EP75318
Dispatcher, 09EOC61492
Economic Development Project Mgr, 11EP78321

- VI. The Civil Service Commission approved the extension of the following Civil Service Eligible Lists(s) for an additional year (unless or until new eligible list is established) continued:

Field Auditor, 11EOC62827
Housing Manager II/RHA, 09EOC69319
Housing Manager II/RHA, 09EP74038
Housing Manager III/RHA, 09EP75205
Human Resource Associate, 09EP76048
Human Resource Associate, 09EOC69700
Human Resource Associate/Bilingual, 09EOC63706
Human Resource Associate/Bilingual, 09EP76991
IT Call Center Analyst, 09EDCR14366
Junior Accountant, 11EOC62795
Librarian II, 11EP79358
Librarian II, 11EOC64144
Librarian IV, 08EOC62495
Manager of Small Market Development, 11EP78538
Meter Reader, 09EOC67532
Municipal Parking Compliance Auditor, 10EOC66912
Property Rehabilitation Specialist, 10EOC62817
Receptionist Typist, 09EOC64907
Receptionist Typist/Bilingual, 11EOC60677
Secretary to the Executive Director/RHA, 09EOC60483
Senior Accountant, 11EP79007
Senior Accountant, 11EOC62794
Senior Economic Development Specialist, 11EOC60744
Senior Field Auditor, 11EOC60921
Senior IT Call Center Analyst, 09EOC64414
Senior Property Rehab Specialist, 10EP79012
Senior Property Rehab Specialist/RHA, 10EOC67082
Supervising Meter Services Technician, 11EP78586
Water Quality Laboratory Technician, 11EOC63368

- VII. The Civil Service Commission approved the extension of the temporary position of Assistant Operations Superintendent/Temporary/On-Call (DES) from 1/28/12 – 6/30/12

VIII. Transfers: NONE

- IX. The Commission approved the reinstatement of Loretta Legree to the position of 911 Dispatcher I in the Emergency Communications Department.

- X. The Civil Service Commission signed the Annual Report
- XI. The Commission moved to Executive Session to review recommendations for disqualification of (Police Officer) candidates.

Meeting was adjourned at 4:00 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Thomas Johnson", with a long horizontal flourish extending to the right.

Thomas Johnson
Human Resource Coordinator