

**CIVIL SERVICE COMMISSION  
MINUTES  
Thursday, May 17, 2012  
3:30 P.M., ROOM 102A, CITY HALL**

**PRESENT:** Commissioners: Elizabeth Ortiz, Chair  
Alan Caine  
Diane Larter  
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 April 19, 2012.
- II. Commission Correspondence: NONE
- III. The Commission approved the following requests for classification/reclassification:

FIN/Accounting Classify	(1)	Accountant Br 17 \$38,597 - \$50,012 Competitive
FIN/Parking Classify	(1)	Parking Equipment Mechanic/Temporary (Temporary – 1 month) Br 10 \$31,264 - \$39,702 CPNC
RPL/Community/Lyell Classify	(1)	Cleaner/Part-Time/Temporary (Temporary – 6 months) Br N015 \$13.30 - \$15.18 Labor
RPD/Family & Victim Services Classify	(2)	Counseling Specialist/Part-Time Br N718 \$20.96 - \$23.70 Non-Competitive
RHA Re-Classify	(1)	Computer Technician Br \$37,500 - \$52,733 Competitive TO Computer Communication Technician Br \$37,500 - \$52,733 Competitive

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

Computer Communications Technician  
Senior Cashier  
Senior Cashier/Bilingual  
Senior Recreation Assistant

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

Administrative Assistant/RHA, 12EP70617  
Assistant Superintendent/Water Distribution, 12EP70613  
Assistant Superintendent/Water Distribution, 12EOC68417  
Backflow Prevention Inspector, 12EOC68418  
Clerk II/Typing/Bilingual, 11EDCR1116  
Clerk III/Typing/Bilingual, EDCRT0635  
Clerk II/Typing/RHA, 11EDCR1111P  
Director of Finance/RHA, 12EP79773  
Executive Assistant, 12EP79002  
Fire Communications Technician, 12EOC67731  
Firefighter Trainee, 12ELOC1120  
Housing Specialist/RHA, 12EOC64680  
Manager of Water Distribution, 12EP70515  
Manager of Water Distribution, 12EOC68218  
Principal Staff Assistant, 12EP70614  
Superintendent of Water Distribution, 12EOC68067  
Superintendent of Water Distribution, 12EP70453  
Supervising Water Distribution Technician, 12EP79028  
Supervisor of Water Supply Maintenance, 12EP77517  
Water Operations Supervisor, 12EOC65670  
Water Operations Supervisor, 12EP77518  
Water Distribution Trainee, 12EOC68052

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

Accountant, 12EP70615  
Police Paralegal/Bilingual, 12EOC68467  
Senior Community Housing Planner/Bilingual, 12EP79481  
Senior Community Housing Planner/Bilingual, 12EOC64872  
Supervisor of Water Supply Maintenance, 12EOC65669

- VI. The Commission established the following Civil Service Preferred List(s) for four (4) years:  
Firefighter, PREF7060
- VII. Request for Extension of Civil Service Eligible Lists(s): NONE
- VIII. Request for extension of temporary positions: NONE
- IX. Transfers: NONE
- X. Reinstatement requests: NONE
- XI. (1) The Civil Service Commission held a public hearing as advertised, regarding the resolution for the Delegation of Authority to the Executive Secretary. There were no speakers  
(2) The Commission voted to approve the Delegation of Authority
- XII. The Commission elected Elizabeth Ortiz as the Commission Chair for the period of 6/1/12 – 5/31/13
- XIII. The Commission identified the Civil Service meeting dates:  
July 2012 – December 2012. Tassie Demps indicated that there would be additional meetings in July and August

Meeting was adjourned at 4:45 PM.

Respectfully submitted,



Deborah A. Callerame  
Human Resource Consultant