

**CIVIL SERVICE COMMISSION
MINUTES
Thursday, June 21, 2012
3:30 P.M., ROOM 102A, CITY HALL**

PRESENT: **Commissioners:** Elizabeth Ortiz, 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 moved into EXECUTIVE SESSION to review backgrounds and psychological evaluations of police candidates, and resolutions of the Recommendation Committee
- II. The Commission approved the minutes of the meeting (regular and executive) on May 17, 2012.
- III. The Commission reviewed the following items of correspondence:
 - Inquiry from New York State Civil Service regarding the reclassifications of positions within the Bureau of Human Resource Management in light of the abolishment of a Senior Personnel Analyst position
 - Response to Nancy Kiyonaga, Director of the Office of Commission Operations, New York State Civil Service regarding the reclassifications of positions within the Bureau of Human Resource Management in light of the abolishment of a Senior Personnel Analyst position
- IV. Chief Mitrano addressed the Commission regarding City residency for the Firefighter Civil Service Exam. The Chief stressed, and the Commission concurred, that it is essential for the residency of Firefighter candidates to be reviewed closely and for determinations to be applied consistently.
- V. The Commission approved the following requests for classification/reclassification:

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|--------------------------------|-----|--------------------------------------------------------------------------------------|
| ADM/Mayor's Office Classify | (1) | Administrative Analyst/Part-Time (C) Br N200 \$23.37 - \$26.42 Non-Competitive |
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V. The Commission approved the following requests for classification/reclassification:
 (continued):

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| ADM/Mayor's Office Classify (1) | Executive Staff Assistant IV Br 31 \$71,314 - \$94,033 Exempt |
| ADM/Bureau of Human Resource Man... Classify (1) | Clerk II/Typing/Bilingual/Part-Time/Temp (C) (Temporary – 1 ½ months) Br N090 \$16.76 - \$18.94 Competitive |
| ADM/Bureau of Human Resource Man... Classify (1) | Clerk II/Typing/Bilingual/Part-Time (C) Br N090 \$16.76 - \$18.94 Competitive |
| ADM/Bureau of Human Resource Man... Classify (1) | Clerk III/Typing/Temporary (C) (Temporary – 2 months) Br 7 \$29,046 - \$36,311 Competitive |
| ADM/Bureau of Human Resource Man... Classify (1) | Exam Supervisor/Temporary (Temporary – 1 month) Br P460 \$14.33 Competitive |
| ADM/Communications Classify (1) | Communications Aide/BIL/Temporary (Temporary – 1 month) Br 16 \$37,462 - \$48,087 Competitive |
| ADM/Communications Classify (1) | Communications Aide/BIL Br 16 \$37,462 - \$48,087 Competitive |
| ADM/Communications Classify (1) | Communications Assistant/BIL/Temporary (Temporary – 1 month) Br 18 \$39,893 - \$52,069 Competitive |
| ADM/Communications Classify (1) | Communications Assistant/BIL Br 18 \$39,893 - \$52,069 Competitive |

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

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|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| ADM/Communications Classify (1) | Communications Assistant Br 18 \$39,893 - \$52,069 Competitive |
| ADM/Office of Management & Budget Classify (1) | Administrative Analyst/Part-Time Br 20 \$42,531 - \$56,378 Non-Competitive |
| ADM/Office of Management & Budget Re-Classify (1) | Principal Staff Assistant Br 29 \$65,672 - \$86,590 Competitive TO Assistant Director/OMB Br 31 \$71,314 - \$94,033 Competitive |
| ADM/Office of Management & Budget Classify (1) | Administrative Analyst/Part-Time Br 20 \$42,531 - \$56,378 Non-Competitive |
| DES/Commissioner's Office Classify (1) | Manager of Administrative Services Br 28 \$63,101 - \$83,202 Competitive |
| DES/Commissioner's Office/Cemeteries Classify (1) | Municipal Assistant/On-Call/Temp (Temporary – 1 month) Br 18 \$39,893 - \$52,069 Competitive |
| DES/Commissioner's Office/Cemeteries Classify (1) | Municipal Assistant/On-Call (Temporary – July 1 – December 31, 2012) Br 18 \$39,893 - \$52,069 Competitive |
| DES/Commissioner's Office/Cemeteries Re-Classify (1) | Administrative Analyst Br 20 \$42,531 - \$56,378 Competitive TO Assistant Cemetery Manager Br 23 \$51,126 - \$67,413 Competitive |

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

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| DES/Comm. Off./Environmental Quality Re-Classify (1) | Executive Assistant Br 20 \$42,531 - \$56,378 Competitive TO Coordinator of Administrative Services Br 25 \$55,668 - \$73,401 Competitive |
| DES/Arch/Engineering/Administration Re-Classify (1) | Associate Administrative Analyst Br 26 \$58,089 - \$76,594 Competitive TO Manager of Administrative Services Br 28 \$63,101 - \$83,202 Competitive |
| DES/Arch/Engineering/Street Design Re-Classify (1) | Engineer III Br 26 \$58,089 - \$76,594 Competitive TO Street Program Coordinator Br 27 \$60,611 - \$79,919 Competitive |
| DES/Arch/Engineering/Street Design Re-Classify (1) | Engineer I Br 21 \$44,229 - \$58,715 Competitive TO Engineer II Br 24 \$53,348 - \$70,342 Competitive |
| DES/Arch/Engineering/Street Lighting Re-Classify (1) | Engineer II Br 24 \$53,348 - \$70,342 Competitive TO Asst. Street Light Program Coordinator Br 25 \$55,668 - \$73,401 Competitive |

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

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| DES/Arch/Engineering/Arch. Services Classify (1) | Administrative Analyst/Temporary (Temporary to 12/31/12) Br 20 \$42,531 - \$56,378 Competitive |
| DES/Operations & Parks/Solid Waste Classify (1) | Clerk II/On-Call/Temporary (Temporary – 4 months) Br 9 \$30,501 - \$38,507 Competitive |
| DES/Operations & Parks/Solid Waste Classify (3) | Environmental Services Operations Trainee/ Temporary (Temporary – 6 months) Br 68 \$123 - \$131 Non-Competitive |
| DES/Operations & Parks/Special Ser. Classify (1) | Operations Supervisor Br 19 \$41,106 - \$54,173 Competitive |
| DES/Water/Director's Office Classify (1) | Senior Maintenance Mechanic/Welder Br 65 \$17.53 - \$22.18 Non-Competitive |
| DES/Water/Distribution Classify (1) | Water Maintenance Worker/Construction/Trainee Br 60 \$15.23 - \$19.30 CPNC |
| DES/Water/Engineering Classify (1) | Engineer II/Water Br 24 \$53,348 - \$70,342 Competitive |
| DES/Water/Production Classify (1) | Water Quality Chemist Br 23 \$51,126 - \$67,413 Competitive |
| DES/Water/Production Classify (1) | Assistant Water Instrumentation Technician Br 18 \$39,893 - \$52,069 Competitive |

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

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| DES/Water/Supply & Maintenance Re-Classify (2) | Senior Maintenance Mechanic/Water Supply Br 65 \$17.53 - \$22.18 Competitive TO Water Operations Supervisor/Upland Br 18 \$39,893 - \$52,069 Competitive |
| DRYS/Administration Classify (1) | Clerk II/Temporary (Temporary – 3 months) Br 9 \$30,501 - \$38,507 Competitive |
| DRYS/OEO - Prime Classify (1) | Clerk III/Typing/Part-Time Br 7 \$29,046 - \$36,311 Non-Competitive |
| DRYS/Recreation Classify (1) | Clerk III/Typing/Part-Time Br 7 \$29,046 - \$36,311 Non-Competitive |
| DRYS/Recreation Classify (1) | Assistant Program Development Specialist Br 20 \$42,531 - \$56,378 Competitive |
| DRYS/Youth Services Bureau Classify (1) | Program Coordinator/Temporary (Temporary – 3 months) Br 16 \$37,462 - \$48,087 Competitive |
| DRYS/Youth Services & OEO Classify (25) | Youth Worker Br P353 \$7.85 Labor Class |
| DRYS/Youth Services & OEO Classify (1) | Clerk III/Typing/Part-Time Br 7 \$29,046 - \$36,311 Non-Competitive |

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

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| FIN/Treasury Re- Classify | (1) | Senior Accountant Br 20 \$42,531 - \$56,378 Competitive TO Senior Administrative Analyst Br 24 \$53,348 – \$70,342 Competitive |
| FIN/Treasury Re- Classify | (1) | Principal Account Clerk Br 15 \$36,211 - \$46,479 Competitive TO Executive Assistant Br 20 \$42,530 - \$56,377 Competitive |
| FIN/Purchasing Classify | (1) | Clerk III w Typing/Part-Time Br N707 \$15.27 - \$17.26 Non-Competitive |
| FIN/Purchasing Re- Classify | (1) | Purchaser Br 19 \$41,106 - \$54,173 Competitive TO Senior Purchaser Br 21 \$44,229 - \$58,715 Competitive |
| FIN/Accounting Re- Classify | (1) | Accountant Br 17 \$38,597 - \$50,013 Competitive TO Associate Accountant Br 24 \$53,348 – 70,342 Competitive |
| FIN/Parking Classify | (1) | Account Clerk Br 5 \$27,617 - \$34,482 Competitive |
| FIN/Parking Classify | (1) | Clerk III Br 7 \$29,046 - \$36,311 Competitive |

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

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| FIN/Parking Classify (1) | Senior Parking Equipment Mechanic Br 15 \$36,211 - \$46,479 CPNC |
| ITD/Application Services Classify (2) | Computer Operator/On-Call (Temporary – July 1 – December 31, 2012) Br N120 \$33,049 - \$42,362 Competitive |
| NBD/Commissioner's Office Classify (1) | Secretary to the Commissioner/NBD/On-Call (Temporary – July 1 – December 31, 2012) Br 18 \$39,893 - \$52,069 Competitive |
| NBD/Bureau of Housing Development Classify (1) | Clerk III/Typing/Part-Time Br N707 \$15.27 - \$17.26 Non-Competitive |
| NBD/Bureau of Housing Dev./Real Estate Classify (1) | Associate Real Estate Specialist/Part-Time Br N268 \$27.93 - \$36.82 Competitive |
| NBD/Neighborhood Service Center (NSC) Classify (2) | Assistant to NSC Administrator Br 24 \$53,348 – 70,342 Competitive |
| NBD/Planning/Zoning Classify (1) | GIS Analyst Br 20 \$42,530 - \$56,377 Competitive |
| NBD/Planning/Zoning Classify (1) | Senior GIS Analyst Br 24 \$53,348 – 70,342 Competitive |
| NBD/Planning/Zoning Re- Classify (1) | Associate City Planner Br 26 \$58,089 - \$76,594 Competitive TO Senior Architect Br 27 \$60,611 - \$79,919 Competitive |

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

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|--------------------------------------------|------|---------------------------------------------------------------------------------------------|
| RPD/Administration/PDS Classify | (12) | Police Cadet/Part-Time Br P447 \$9.42 Non-Competitive |
| RPD/Operations Classify | (1) | Veterinary Assistant Br 4 \$27,010 - \$33,565 Competitive |
| RPD/Operations/Animal Services Classify | (2) | Police Sergeant Br 92 \$72,440 - \$76,809 Competitive |
| RPD/Operations/Investigations Classify | (1) | Police Evidence Technician Br 16 \$37,463 - \$48,088 Competitive |
| RPD/Operations/Security Classify | (2) | Security Guard/Part-Time Br P752 \$12.44 - \$14.07 Non-Competitive |
| RPL/Central/Maintenance Classify | (1) | Cleaner/Temporary (Temporary – 3 months) Br 1 \$25,358 - \$31,229 Labor |
| RPL/Central/Business & Science Classify | (1) | Librarian I/Temporary (Temporary – 4 months) Br 18 \$39,893 - \$52,069 Competitive |
| RPL/Branch/Admin. Classify | (1) | Cleaner/On-Call Br N015 \$13.30 - \$15.18 Labor |
| RPL/Central/Art Classify | (1) | Librarian I/Part-Time Br N165 \$19.65 - \$22.45 Competitive |

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

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|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RPL/Central/MCLS/Tech Services Re- Classify (1) | Library Assistant Br 14 \$35,119 - \$45,107 Competitive TO Administrative Assistant Br 16 \$37,462 - \$48,087 Competitive |
| RPL/Central/Automation Re- Classify (1) | Library Automation Assistant Br 13 \$34,062 - \$43,638 Competitive TO Library Automation Specialist Br 18 \$39,893 - \$52,069 Competitive |
| RPL/Central/Personnel Office Re- Classify (1) | Human Resource Consultant II/Bilingual Br 21 \$44,229 - \$58,715 Competitive TO Manager of Library Administration Br 27 \$60,611 - \$79,919 Competitive |
| RPL/Central/Circulation Classify (1) | Assistant to the Circulation Supervisor Br 11 \$32,116 - \$40,938 Competitive |
| RPL/Central/Communications Classify (1) | Graphic Assistant Br 14 \$35,119 - \$45,107 Non-Competitive |

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

- Assistant to the Circulation Supervisor
- Circulation Supervisor
- Computer Operations Supervisor
- 911 Dispatcher II/ECD
- Fire Equipment Body Repairer
- Library Automation Specialist
- Manager of Library Administration
- Manager of Library Administration/Bilingual

VI. The Civil Service Commission adopted the following Job Specifications (continued):

Police Captain
Principal Graphic Designer
Purchaser
Purchasing Control Clerk
Secretary to the Assistant to the Mayor
Senior Parking Equipment Mechanic
Senior Purchaser
Supervising Library Materials Handler
Supervisor of Audio-Visual Services

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

Assistant Director of Operations, 12EP70452
Clerk II/Typing, 12EDCR1118
Forestry Technician, 12EOC63221
Recreation Center Director, 12EP70874
Recreation Leader, 12EOC69063
Recreation Supervisor, 12EP70875
Recreation Supervisor/Bilingual, 12EP70876
Senior Forestry Worker, EP78461
Senior Forestry Worker, 12EOC60593

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

Recreation Leader/Bilingual, 12EOC69064

VIII. The Commission established the following Civil Service Preferred List(s) for four (4) years:

Clerk III/Typing, PREF0630
GIS Technician, PREF1264
Senior Economic Development Specialist, PREF2350

IX. The Commission approved the recommendation for non-competitive promotional exam (without further testing) for Robert J. Cherniss, from Elevator Inspector to Senior Elevator Inspector

X. The Commission approved the request to use Eligible List for Technical Infrastructure Services Manager to make permanent appointment to Director of Information Technology/RHA

- XI. 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):

Assistant HVAC Engineer, 10EOC67612
Assistant Operations Superintendent, 09EP74762
Assistant Operations Superintendent, 09EOC61464
Automotive Parts & Materials Manager, 09EOC61491
Clerk III/Bilingual, 11EOC63218
Code Compliance Coordinator, 10EP78113
Community Housing Planner, 10EOC65651
Fire Lieutenant, 09EP75355
GIS Applications Specialist, 09EOC67311
Human Resource Assistant, 09EP75231
Human Resource Consultant II, 09EP76045
HVAC Engineer, 10EP76557
HVAC Mechanic/RHA, 10EOC60032
Lead HVAC Engineer, 10EP76558
Operations Supervisor, 09EOC61465
Operations Supervisor, 09EP74763
Parking Monitor, 10EOC64959
Project Assistant, 11EP79156
Project Assistant, 11EOC63223
Project Assistant/Bilingual, 11EOC63224
Property Manager – RHA, 10EP77649
Senior Automotive Parts Clerk, 09EP74622
Senior Community Housing Planner, 10EOC65656
Senior Human Resource Consultant, 09EP76046
Service Representative/Bilingual, 11EOC63225
Service Representative/Bilingual, 11EP79157
Supervising Dispatcher, 09EP75432

- XII. Request for extension of temporary positions: NONE

- XIII. The Civil Service Commission approved the following transfer requests:

- Request to transfer Teresa Lehman from the position of Clerk III/Typing in the Rochester Public Library/Central/Business Division to the position of Clerk III/Typing in the Finance Department/Bureau of Treasury
- Request to transfer Deborah Damico from the position of Clerk III/Typing in the Department of Recreation & Youth Services/Commissioner's Office to the position of Clerk III/Typing in the Finance Department/Bureau of Assessment

- XIV. The Civil Service Commission approved the following reinstatement requests:

- Request to reinstate Maria Fisher to the position of Municipal Assistant/On-Call (Temporary until December 31, 2012) in the Department of Environmental Services

XIV. The Civil Service Commission approved the following reinstatement requests
(continued):

- Request to reinstate Nancy Muniz to the position of Clerk II/On-Call (Temporary – 4 months) in the Department of Environmental Services
- Request to reinstate both Sharon Kyle and Isaac Walker to the position of Computer Operator/On-Call (Temporary until December 31, 2012) in the Information Technology Department
- Request to reinstate Robert Zimmer to the position of Associate Real Estate Specialist/Part-Time in the Department of Neighborhood and Business Development
- Request to reinstate Mary Kirkendale to the position of Administrative Analyst/On-Call(Temporary until December 31, 2012)in the Department of Environmental Services

Note: The Commission imposed a restriction on certain approved reinstatements as “Temporary until December 31, 2012.” This restriction was imposed pending development of a policy governing the reinstatement of retirees and a review of the use of on-call positions.

Meeting was adjourned at 5:20 PM

Respectfully submitted,



Thomas Johnson
Human Resource Coordinator