

**CIVIL SERVICE COMMISSION
MINUTES
Thursday, January 24, 2013
3:30 P.M., ROOM 102A, CITY HALL**

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

STAFF SUPPORT: Tassie Demps, Executive Secretary
 Yvette Green, Law Department
 Deborah Callerame, Human Resource Consultant

The Commission adjusted the sequence of events of the meeting to accommodate those addressing the Commission; the minutes capture the substance of the meeting.

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 December 20, 2012.
- II. William McIntyre, Ph.D. appeared to meet with and to introduce the Civil Service Commission to his psychological evaluation process and services.
- III. Jennifer Ann Byrnes addressed the Commission re: objections to the rating plan for the Librarian I examination.

The Commission listened to Ms Byrnes indicating that although they understood her frustration, they have no jurisdiction in the rating of the exam and that she must wait for the NYS Civil Service decision. Deborah Callerame stated that notice had been received from the state that all of the candidate objections to the Librarian I exam will be presented to the New York State Civil Service Commission for appeal at its March 12-13, 2013 meeting.

- IV. Commission Correspondence: NONE

V. Commission approved the following requests for classification/reclassification:

DES/Architecture & Engineering Classify (1)	Architect/Temporary 12/18/12-01/24/13 Br 24, \$53,881-\$71,046 competitive
DES/Architecture & Engineering Classify (1)	Architect Br 24, \$53,881-\$71,046 competitive
DES/Architecture & Engineering Re-Classify (1)	Principal Finance Clerk Br 15, \$36,211-\$46,479 Competitive TO Head Account Clerk Br 18, \$39,893-\$52,069 Competitive
DHRM Classify (1)	Clerk Typist/PT/Temporary 01/02/13-06/30/2013 Br N030, \$14.72-\$16.64/hr Non competitive
DRYS/Youth Services/RASA @ Madison Classify (4)	Recreation Assistant/Part Time Br P815, \$8.95-\$9.54/hr Non competitive
DRYS\Employment Opportunities/25 Franklin St Classify (1)	Clerk III/Typing/Part Time Br 707, \$15.95-\$18.04/hr Non competitive
Emergency Communications/Operations Classify (1)	911 Telecommunicator/Temporary 12/23/12-01/24/13 Br 110, 27,306-\$42,166 Competitive
Finance/Parking Classify (1)	Parking Enforcement Officer/Temporary 01/07/13-01/24/13 Br 10, \$31,264-\$39,702 Competitive
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Library/Community/NW Quad/Lyell Classify (1)	Librarian II/Temporary 12/23/12-03/22/13 Br 20, 42,531-\$56,378 Competitive
NBD/Commissioner Re-Classify (1)	Supervisor of Administrative Services Br 26, \$58,670-\$77,360 Competitive TO Director of Administration & Finance Br 30, \$69,194-\$91,237 Competitive
NBD/Neighborhood Preservation Classify (1)	Assistant to NSC Administrator Br 24, \$53,881-\$71,046 Competitive
RPD/Security Classify (4)	Security Guard/Temporary 01/01/13-06/30/13 Br 52, 13.01-\$15.83/hr Non competitive
RPD/Security Classify (2)	Security Guard/PT/Temporary 01/01/13-06/30/13 Br 752, \$13.00-\$14.71/hr Non competitive
RPD/Operations/Patrol Classify (1)	Police Lieutenant/Temporary 3 months-start 01/28/13 Br 94, \$82,736-\$87,724 Competitive
RHA Classify (1)	Accountant \$35,500-\$46,000 Competitive

VI. The Commission adopted the following Job Specifications:
 Senior Human Resource Consultant
 Truck Technician

VII. A. The Commission established the following Civil Service Eligible Lists for one year unless extended:
 911 Operations Manager, 12ELP1123
 911 Shift Supervisor, 12ELP1122
 Police Investigator, 12EP71279
 Retrieval Room Aide/Part Time, EDCRT2154

- B. Close-out of examination process: NONE
- VIII. Request for Extension of Civil Service Eligible Lists(s): NONE
- IX. The Commission approved requests for extension of temporary positions:
- two positions of Computer Operator/On-Call (ITD) from 01/01/13 – 06/30/13
 - one position of Municipal Assistant/On-Call (DES) from 01/01/13 – 05/11/13
- X. The Commission approved a request for a 60 day extension of an unsuccessful provisional in the Police Department to avoid operational disruptions and allow adequate time to background a replacement.
- XI. Transfers: NONE
- XII. Reinstatement requests: NONE
- XIII. The Commission approved a resolution for placement of certain positions outside the competitive class
- A. Public Hearing – there were no speakers
 - B. Vote on Resolution- approved
- XIV. The Commission held Executive Session to review confidential correspondence, to hear and consider appeals related to Police and Fire disqualification, and to discuss matters of a confidential nature.

The meeting was adjourned at 5:30 PM.

Respectfully submitted,



Deborah Callera
Human Resource Consultant

END