

CIVIL SERVICE COMMISSION
AGENDA
Thursday, March 28, 2013
3:30 P.M., ROOM 223B, CITY HALL

- I. Approval of the minutes of the meeting (regular and executive) on February 21, 2013.
- II. Commission Correspondence: None
- III. Classification/Reclassification:

ADM/DHRM Classify (1)	Senior Payroll Associate (C) Br 18, \$40,691-\$53,110 Competitive
ADM/DHRM Classify (1)	Senior Administrative Analyst/On-Call/Temporary (Temporary to 6/30/13) Br 24 \$53,881 - \$71,046 Competitive
DES/Commissioner's Office/ Cemeteries Classify (2)	Cemetery Worker / Seasonal (4/1/13-12/1/13) Br. P578 \$14.45 - \$16.34 Non-Competitive
DES/Operations & Parks/Parks Classify (1)	Ground Equipment Operator/Temporary (Temporary to 6/30/13) Br. 56 \$13.98 - \$17.21 Non-Competitive
DES/Operations & Parks/Parks Classify (1)	Senior Maintenance Mechanic/Carpenter Br. 65 \$17.53 – \$22.18 Non-Competitive
DES/Operations & Parks/Equipment Services Classify (1)	College Junior Intern/Seasonal Br. P452 \$12.86 - \$14.38 Non-Competitive
IT/Application Services Classify (1)	Microfilm Equipment Operator/Temporary (Temporary – 10 weeks) Br. 6, \$28,308-\$35,347 Non-Competitive
RPD/Operations/Patrol/East Classify (1)	Police Lieutenant/Temporary (2/16/13 – 8/5/13) Br. 94 \$82,736 - \$87,724 Competitive

RPD/Admin/Tech Services Classify (1)	Police Sergeant/Temporary (3/5/13 – 9/4/13) Br. 92 \$73,165 - \$77,072 Competitive
RHA Classify (1)	Systems Engineer/RHA \$43,000 - \$62,500 Competitive

- IV. Adoption of Job Specifications:
- Assistant Commissioner
 - Benefits Manager
 - Director of Inspection and Compliance
 - Firefighter Trainee
 - Human Resource Assistant/Bilingual
 - Library Page
 - Police Identification Technician
 - Systems Engineer/RHA
- V. A. Establishment of Civil Service Eligible List(s):
- Adjudication Assistant, 12EP71553
 - Navigator (RHA), 12EOC64950
 - Operations Manager, 12EP72117
 - Principal Account Clerk, 12EP79447
 - Supervisor of Administrative Services, 12EP72121
- B. Close-out of examination process: None
- VI. Request for Extension of Civil Service Eligible Lists(s):
- Administrative Assistant/RHA, 12EP70617
 - Animal Control Officer, 12EOC68483
 - Assistant HVAC Engineer, 12EOC64679
 - Asst Supt/Water Distribution, 12EP70613
 - Asst Supt/Water Distribution, 12EOC68417
 - Backflow Prevention Inspector, 12EOC68418
 - Clerk II/Typing, 12EDCR1118
 - Clerk II/Typing/Bilingual, 11EDCR1116
 - Clerk II/Typing/RHA, 11EDCR1111P
 - Code Compliance Coordinator, 10EP78113
 - Communications Aide, 12EOC68423
 - Communications Aide/Bilingual, 12EOC60711
 - Community Housing Planner, 10EOC65651
 - Equipment Training Coordinator, 12EOC60603
 - Executive Assistant, 12EP79002
 - Fire Communications Tech, 12EOC67731
 - Fire Equipment Maint Supv, 12EOC64903
 - Forestry Technician, 12EOC63221

VI. Request for Extension of Civil Service Eligible Lists(s): continued

Housing Specialist/RHA,12EOC64680
 HVAC Engineer,10EP76557
 Mgr of Water Distribution,12EP70515
 Mgr of Water Distribution,12EOC68218
 Parking Compliance Monitor,12EOC65295
 Parking Enforcement Supvr,12EP79775
 Parking Monitor,10EOC64959
 Principal Staff Assistant,12EP70614
 Project Assistant,11EP79156
 Project Assistant,11EOC63223
 Project Assistant/Bilingual,11EOC63224
 Property Clerk,12EOC69999
 Property Manager - RHA,10EP77649
 Recreation Center Director,12EP70874
 Recreation Leader,12EOC69063
 Recreation Supervisor,12EP70875
 Recreation Supvr/Bilingual,12EP70876
 Sr Community Housing Planner,10EOC65656
 Sr Forestry Worker,12EOC60593
 Sr Forestry Worker,12EP78461
 Service Rep/Bilingual,11EOC63225
 Service Rep/Bilingual,11EP79157
 Supt of Water Distribution,12EOC68067
 Supv Water Distribution Tech,12EP79028
 Supvr of Water Supply Maint,12EP77517
 Water Distribution Trainee,12EOC68052
 Water Operations Supvr,12EP77518
 Water Operations Supvr,12EOC65670

VII. Request for extension of temporary positions:

- Request to extend one position of Building Maintenance Helper in the Department of Environmental Services from 02/10/13 – 06/30/13
- Request to extend one position of Supervising Security Guard in the Police Department from 02/11/13 – 03/13/13

VIII. Transfers:

Request to transfer Christine MacDonald from the position of Senior Payroll Associate in the Rochester Police Department to the position of Senior Payroll Associate in the Department of Human Resource Management

Request to transfer Kisha Albarran from the position of Clerk III/Typing at the Rochester Housing Authority to the position of Clerk III/Typing in the Rochester Police Department

- IX. Reinstatement requests: None
- X. Request for non-competitive promotional exam (without further testing) for Daniel Banks, from Automotive Parts Clerk to Senior Automotive Parts Clerk in the Department of Environmental Services (§52.7 NYS Civil Service Law).
- XI. Signing of Annual Report
- XII. Executive Session

THE END