

**CIVIL SERVICE COMMISSION
MINUTES
Thursday, February 21, 2013
3:30 P.M., ROOM 102A, CITY HALL**

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

STAFF SUPPORT: Tassie Demps, Executive Secretary
Yvette Green, Law Department
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 January 24, 2013.
- II. Commission Correspondence: NONE
- III. Commission approved the following requests for classification/reclassification:

DES/Water/Distribution Classify (1)	Dispatcher/Temporary Temp 6 mos, 1/30/13-6/30/13 Br 64, \$16.95-\$21.53/hour Competitive
DES/Operations & Parks/Solid Waste Classify (1)	Technology Applications Specialist Br 23, \$51,638 - \$68,087 Competitive
DES/Water/Upland Operations Classify (1)	Water Instrumentation Technician/On-Call/Temporary (Temporary to 06/30/13) Br 20, \$42,530.56 - \$56,377.90 Competitive
DRYS/Youth Services Classify (1)	Clerk III/Typing/PT Br N707, \$15.95-\$19.94/hour Non Competitive
DRYS/Youth Services Classify (1)	Grant Support Associate/PT Br 13, \$34,062-\$43,637 Competitive

DRYS/Youth Services Classify (1)	Sr Recreation Assistant/PT Br P810, \$12.92-\$13.71/hour Competitive Pending Non Competitive
NBD/Business & Housing Dev Classify (1)	Clerk III/Typing/Temporary (Temporary to 12/31/13) Br 7, \$29,045.81 - \$36,311.26 Competitive
NBD/Neighborhood Preservation Classify (1)	Senior Community Program Planner Br 24, \$53,881 - \$71,046 Competitive
RPD/Operations/Security Classify (1)	Security Guard/Temporary Temp to 10/04/13 Br 52, \$13.01-\$15.83/hour Non Competitive
RPL/Community/Arnett Classify (1)	Librarian I/Temporary 3 mos temp begin 2/4/13 Br N185, \$20.89-\$24.33/hour Competitive
RPL/Community/Wheatley Classify (1)	Librarian II/Temporary 3 mos temp begin 2/4/13 Br 20, 42,531-\$56,378 Competitive
RPL/Community/Arnett Classify (1)	Librarian IV/Temporary 3 mos temp begin 2/4/13 Br 24, \$53,881-\$71,046 Competitive

IV. The Commission adopted the following Job Specifications:

Assistant HVAC Engineer
 Director/Office of Employment Opportunities
 Director of Administration and Finance
 Senior GIS (Geographical Information Systems) Analyst

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

Cashier/Bilingual, 12EP71590
 Cashier/Bilingual, 12EOC62786
 Police Officer, ECRT7080J
 Police Officer, ECRT7080M
 Public Safety Aide, 12EOC65868

B. Close-out of examination process:

Cemetery Operations Supervisor, 12EP70510

Cemetery Operations Supervisor, 12EOC68213

- VI. Request for Extension of Civil Service Eligible Lists(s): NONE
- VII. The Commission approved a request for non-competitive promotional exam (without further testing) for Ali Subhani, from Accountant to Senior Accountant with the Rochester Housing Authority (§52.7 NYS Civil Service Law).
- VIII. Request for extension of temporary positions: None
- IX. Transfers: NONE
- X. Reinstatement requests: The Commission approved a request to reinstate retiree Thomas Alpaugh to Water Instrumentation Technician/On-Call in the Department of Environmental Services
- XI. The Commission reviewed and discussed a proposal and sample reports from William McIntyre, Ph.D., regarding an alternative to the release of full reports of psychological evaluations to individual appellants.

The Commission showed concern with the idea that Dr McIntyre requires candidates to sign an agreement that they will not get a copy of the report. Yvette Green indicated that under FOIL and Public Health Law we (the City) have an obligation to provide the report to candidates. The Commission determined that the proposal does not meet our requirements and that there will be full disclosure of reports to candidates as agreed.

Yvette Green and Jeff Eichner will talk with Deputy Police Chief Ciminelli to enforce Commission and Law decisions and to determine appropriate follow-up steps. Tom Johnson will follow-up with Yvette Green regarding the issue.

- XII. The Commission held Executive Session to review confidential correspondence.

The meeting was adjourned at 4:00 PM.

Respectfully submitted,



Deborah Callera
Human Resource Consultant

END