CIVIL SERVICE COMMISSION Minutes

Thursday, May 16, 2013 3:30 P.M., ROOM 102A, CITY HALL

PRESENT:

Commissioners:

Elizabeth Ortiz

Alan Caine Diane Larter John Feola

STAFF SUPPORT:

Tassie Demps, Executive Secretary

Yvette Green, Law Department

Deborah Callerame, Human Resource Consultant Thomas Johnson, Human Resource Coordinator

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 18, 2013.
- II. Commission Correspondence:
 - Letter to Sara Sanderson conveying the Commission's approval of her request to be restored to the Firefighter eligible list.
- III. The Commission approved the following Classifications and Reclassification:

ADM/Communications Classify	(1)	Communications Assistant/On-Call/Temporary (Temporary - 4/15/13 to 6/29/13) Br. N180 (\$22.14 / hr - \$28.89/hr) Competitive
ADM/DHRM Classify	(1)	Clerk III/Typing/Part-Time (c) Br. N070 (\$16.27 / hr - \$18.40/hr) Non-Competitive
ADM/DHRM Classify	(1)	Clerk III/Typing/Temporary (c) (Temporary 4/8/13 - to 7/6/13) Br. 7 (\$29,627 - \$37,037) Competitive
ADM/DHRM Classify	(1)	Exam Supervisor/Temporary (c) (Temporary 4/7/13 – 4/20/13) Br. P460 (\$14.48/hr) Competitive

DES/Oper & Parks/Equip Services Classify (1) Br. 27 (\$61,217 - \$80,718) Competitive Assistant Service Manager Br. 23 (\$51,638 - \$68,087) Competitive Assistant Service Manager/Temporary (Temporary 4/28/13 - 5/16/13) Br. 23 (\$51,638 - \$68,087) Competitive Assistant Service Manager/Temporary (Temporary 4/28/13 - 5/16/13) Br. 23 (\$51,638 - \$68,087) Competitive DES/Comm Office/Cemeteries Ground Equipment Operator/Temporary (Temporary to 6/30/13) Br. 56 (\$14.26/hr - \$17.56/hr) Non-Competitive Youth Worker/Seasonal (Seasonal 6/15/13-8/31/13) Br. 9353, \$7.93/Hour Labor Youth Worker/Seasonal (Seasonal 6/15/13-8/31/13) Br. 9353, \$7.93/Hour Labor Seasonal 6/15/13-8/31/13) Br. 9353, \$7.93/Hour Labor Seasonal 6/15/13 - 10/31/13) Br. 210, \$46,508 - \$61,687 Competitive Seasonal 6/15/13 - 11/15/13) Br. 210, \$46,508 - \$61,687 Competitive Seasonal 6/15/13 - 11/15/13) Br. NTO7 \$16,27 - \$18.40 Non-competitive Seasor Seasor	DES/Oper & Parks/Equip Ser	rvices	Assistant Fleet Manager
DES/Oper & Parks/Equip Services Classify (1) Br. 23 (\$51,638 - \$68,087) Competitive Assistant Service Manager/Temporary (Temporary 4/28/13 - 5/16/13) Br. 23 (\$51,638 - \$68,087) Competitive Assistant Service Manager/Temporary (Temporary 4/28/13 - 5/16/13) Br. 23 (\$51,638 - \$68,087) Competitive DES/Comm Office/Cemeteries Classify (2) Br. 56 (\$14.26/hr - \$17.56/hr) Non-Competitive DRYS/Recreation Classify (11) Classify (12) Classify (13) Br. 56 (\$14.26/hr - \$17.56/hr) Non-Competitive DRYS/Recreation Classify (14) Classify (15) Classify (15) Classify (16) Classify (17) Classify (18) Classify: (19) Classify: (10) Classify: (10) Classify: (11) Classify: (11) Classify: (12) Classify: (13) Classify: (14) Classify: (15) Classify: (15) Classify: (16) Classify: (17) Classify: (18) Classify: (19) Classify: (19) Classify: (10) Classify: (10) Classify: (11) Competitive NBD/Business and Housing Development Classify: (10) Classify: (11) Classify: (11) Classify: (12) Clerk III/Typing/PT Classify: Clerk III/Typing/PT Classify: Classify: Clerk III/Typing/PT Classify: Classify: Clerk III/Typing/PT Classify: Classify: Clerk III/Typing/PT Classify: Clerk III/Typing/PT Classify: Classif	Classify	(1)	Br. 27 (\$61,217 - \$80,718)
Classify			Competitive
Competitive DES/Oper & Parks/Equip Services Classify (1) Assistant Service Manager/Temporary (Temporary 4/28/13 – 5/16/13) Br. 23 (\$51,638 - \$68,087) Competitive DES/Comm Office/Cemeteries Classify (2) DRYS/Recreation Classify (11) DRYS/Recreation Classify (12) Classify (13) DRYS/Recreation Classify (14) DRYS/Recreation Classify (15) DRYS/Recreation Classify (15) DRYS/Recreation Classify (15) ECD/Operations Classify (16) ECD/Operations Classify: (17) ECD/Operations Classify: (18) DRYS/Recreation Classify: (19) ECD/Operations Classify: (10) ECD/Operations Classify: (11) ECD/Operations Classify: (12) ECD/Operations Classify: (13) ECD/Operations Classify: (14) ECD/Operations Classify: (15) ECD/Operations Classify: (16) ECD/Operations Classify: (17) ECD/Operations Classify: (18) ECD/Operations Classify: (19) ECD/Operations Classify: (10) ECD/Operations Classify: (11) ECD/Operations Classify: (12) ECD/Operations Classify: (13) ERD/Administration/TSS Classify: (14) Competitive Classify: (15) Competitive Classify: (16) Competitive Classify: (17) Competitive Classify: (18) Competitive Classify: Classify: (19) Competitive Classify:	DES/Oper & Parks/Equip Ser	rvices	Assistant Service Manager
DES/Oper & Parks/Equip Services Classify (1)	Classify	(1)	Br. 23 (\$51,638 - \$68,087)
Classify			
Br. 23 (\$51,638 - \$68,087) Competitive	DES/Oper & Parks/Equip Ser	rvices	
Competitive	Classify	(1)	
DES/Comm Office/Cemeteries			
Classify			
Br. 56 (\$14.26/hr - \$17.56/hr) Non-Competitive		_	1 ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '
Non-Competitive	Classify	(2)	
DRYS/Recreation Classify (11) (Seasonal 6/15/13-8/31/13) Br P353, \$7.93/Hour Labor DRYS/Recreation Classify (15) (Seasonal 6/15/13-8/31/13) Br P353, \$7.93/Hour Labor Pouth Worker/Seasonal (Seasonal 6/15/13-8/31/13) Br P353, \$7.93/Hour Labor ECD/Operations Classify: (1) ECD/Operations Classify: (1) FINANCE/Purchasing Classify: (1) FINANCE/Purchasing Classify: (1) Clerk III/Typing PT / TEMPORARY (Temporary 5/16/13 – 11/15/13) Br. N707 \$16.27 \$18.40 Non-competitive NBD/Business and Housing Development Classify: (1) Competitive NBD/Administration/TSS Classify: (2) Br. N707 (16.27-\$18.40)			
Classify (11) (Seasonal 6/15/13-8/31/13)			
Br P353, \$7.93/Hour			
Labor	Classify	(11)	
DRYS/Recreation Classify (15) Seasonal 6/15/13-8/31/13) Br P353, \$7.93/Hour Labor ECD/Operations Classify: (1) FINANCE/Purchasing Classify: (1) FINANCE/Purchasing Classify: (1) Classify: (1) FINANCE/Purchasing Classify: (1) FINANCE/Purchasing Classify: (1) FINANCE/Purchasing Clerk III/Typing PT / TEMPORARY Classify: (1) Competitive Classify: Classify: Clerk III/Typing/PT Classify: Classify: Clerk III/Typing/PT Classify: Clerk III/Typing/PT Classify: Clerk III/Typing/PT Classify: Classify: Clerk III/Typing/PT Classify: Clerk III/Typing/PT Classify: Classify: Clerk III/Typing/PT Classify: Classify: Clerk III/Typing/PT Classify: Classify: Clerk III/Typing/PT Classify: Classify: Classify: Clerk III/Typing/PT Classify: C			
Classify (15) (Seasonal 6/15/13-8/31/13) Br P353, \$7.93/Hour Labor ECD/Operations (1) (Temporary 5/1/13 – 10/31/13) Br. 210, \$46,508 - \$61,687 Competitive FINANCE/Purchasing Classify: (1) (Temporary 5/16/13 – 11/15/13) Br. N707 \$16.27 \$18.40 Non-competitive NBD/Business and Housing Development Br. 24 (\$53,881 - \$71,046) Classify: (1) Competitive RPD/Administration/TSS Classify: (2) Br. N707 (16.27-\$18.40)	DDVQ/D		
Br P353, \$7.93/Hour Labor ECD/Operations Classify: (1) Shift Supervisor/Temporary (Temporary 5/1/13 – 10/31/13) Br. 210, \$46,508 - \$61,687 Competitive FINANCE/Purchasing Classify: (1) Classify: (1) Classify: (1) Classify: Cl		/4 E\	
Labor ECD/Operations Classify: (1) FINANCE/Purchasing Classify: (1) Classify: (1) Clerk III/Typing PT / TEMPORARY Classify: (1) Clerk III/Typing PT / TEMPORARY (2) Clerk III/Typing/PT Classify: (2) Clerk III/Typing/PT Classify: (3) Clerk III/Typing/PT Classify: (4) Clerk III/Typing/PT Classify: (5) Clerk III/Typing/PT Classify: Clerk III/Typing/PT	Classify	(15)	`
ECD/Operations Classify: (1) (1) (1) (1) (2) (3) (3) (4) (5) (4) (5) (5) (5) (6) (6) (7) (7) (8) (8) (8) (9) (1) (1) (1) (1) (1) (1) (2) (3) (4) (4) (5) (4) (5) (5) (5) (6) (7) (8) (8) (9) (1) (1) (1) (1) (2) (1) (1) (1			
Classify: (1) (Temporary 5/1/13 – 10/31/13) Br. 210, \$46,508 - \$61,687 Competitive FINANCE/Purchasing Clerk III/Typing PT / TEMPORARY Classify: (1) (Temporary 5/16/13 – 11/15/13) Br. N707 \$16.27 \$18.40 Non-competitive NBD/Business and Housing Development Senior Community Housing Planner Classify: (1) Competitive RPD/Administration/TSS Clerk III/Typing/PT Classify: (2) Br. N707 (16.27-\$18.40)	FCD/Operations		
Br. 210, \$46,508 - \$61,687 Competitive FINANCE/Purchasing Classify: (1) Clerk III/Typing PT / TEMPORARY (Temporary 5/16/13 – 11/15/13) Br. N707 \$16.27 \$18.40 Non-competitive NBD/Business and Housing Development Classify: Classify: (1) Br. 24 (\$53,881 - \$71,046) Competitive RPD/Administration/TSS Clerk III/Typing/PT Classify: (2) Br. N707 (16.27-\$18.40)		/1\	
Competitive FINANCE/Purchasing Classify: (1) Classify: (1) Classify: (1) Classify: C	Classily.	(1)	
FINANCE/Purchasing Classify: (1) Classify: (1) Classify: (1) Classify: (1) Classify: (1) Classify: Classif			
Classify: (1) (Temporary 5/16/13 – 11/15/13) Br. N707 \$16.27 \$18.40 Non-competitive NBD/Business and Housing Development Classify: (1) Competitive RPD/Administration/TSS Classify: (2) Br. N707 (16.27-\$18.40)	FINANCE/Purchasing		
Br. N707 \$16.27 \$18.40 Non-competitive NBD/Business and Housing Development Classify: RPD/Administration/TSS Classify: (2) Br. N707 \$16.27 \$18.40 Senior Community Housing Planner Br. 24 (\$53,881 - \$71,046) Competitive Clerk III/Typing/PT Classify: (2) Br. N707 (16.27-\$18.40)	, -	(1)	
NBD/Business and Housing Senior Community Housing Planner Development Br. 24 (\$53,881 - \$71,046) Classify: (1) Competitive RPD/Administration/TSS Clerk III/Typing/PT Classify: (2) Br. N707 (16.27-\$18.40)	Oldoshy.	(1)	Br N707 \$16 27 \$18 40
NBD/Business and Housing Development Classify: RPD/Administration/TSS Classify: (1) Classify: C			· · · · · · · · · · · · · · · · · · ·
Development Br. 24 (\$53,881 - \$71,046) Classify: (1) Competitive RPD/Administration/TSS Clerk III/Typing/PT Classify: (2) Br. N707 (16.27-\$18.40)	NBD/Business and Housing		
Classify: (1) Competitive RPD/Administration/TSS Clerk III/Typing/PT Classify: (2) Br. N707 (16.27-\$18.40)			, ,
RPD/Administration/TSS Clerk III/Typing/PT Classify: (2) Br. N707 (16.27-\$18.40)		(1)	
Classify: (2) Br. N707 (16.27-\$18.40)			
		(2)	
		` '	Non-competitive

- IV. Job Specifications Adopted:
 - # Client Support Analyst
 - ** Water Instrumentation Technician
- V. A. Civil Service Eligible List Established:
 - Librarian I, ECRT1455 (revised)

The revision consisted of a change to two scores on the eligible list based on a determination of the NYS Civil Service Commission on candidate appeals.

- B. Close-out of examination process: None
- VI. Request for Extension of Civil Service Eligible Lists(s): None
- VII. Approved extensions of temporary positions:
 - One position of Police Lieutenant (encumbered by Kevin Koehn) in the Police Department from 04/28/13 07/27/13
 - One Position of Exam Supervisor (encumbered by Mary Wilson) in the Department of Human Resource Management from 04/21/13 04/27/13
- VIII. Transfers: None
- IX. Reinstatement requests: None
- X. The Commission held a public hearing regarding the Resolution to delegate certain authorities to the Executive Secretary for the period June 1, 2013 to May 31, 2014. There were no speakers. The Commission adopted the resolution
- XI. The Commissioners elected Sally Farrell-Partner to serve as Chair for the period June 1, 2013 to May 31, 2014
- XII. The Commission approved meeting dates for July 1, 2013-December 31, 2013, as follows:

Thursday, July 18	3:30 pm
Thursday, August 1 (Executive Session)	3:30 pm
Thursday, August 15	3:30 pm
Thursday, September 19	3:30 pm
Thursday, October 17	3:30 pm
Thursday, November 21	3:30 pm
Thursday, December 19	3:30 pm

XIII. Staff discussed efforts to enhance records regarding appeals hearings. The Commission agreed that all appeals will now be recorded.

XIV. The Commission moved into Executive Session to consider Firefighter and Police Officer Disqualifications, review correspondence related to disqualifications and appeals, and to hear candidate appeals.

The meeting was adjourned at 5:10 PM

Respectfully submitted,

Thomas Johnson

Human Resource Coordinator

THE END