

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)	Assistant Fleet Manager Br. 27 (\$61,217 - \$80,718) Competitive
DES/Oper & Parks/Equip Services Classify (1)	Assistant Service Manager Br. 23 (\$51,638 - \$68,087) 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)	Ground Equipment Operator/Temporary (Temporary to 6/30/13) Br. 56 (\$14.26/hr - \$17.56/hr) Non-Competitive
DRYS/Recreation Classify (11)	Youth Worker/Seasonal (Seasonal 6/15/13-8/31/13) Br P353, \$7.93/Hour Labor
DRYS/Recreation Classify (15)	Youth Worker/Seasonal (Seasonal 6/15/13-8/31/13) Br P353, \$7.93/Hour Labor
ECD/Operations Classify: (1)	911 Shift Supervisor/Temporary (Temporary 5/1/13 – 10/31/13) 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: (1)	Senior Community Housing Planner Br. 24 (\$53,881 - \$71,046) Competitive
RPD/Administration/TSS Classify: (2)	Clerk III/Typing/PT Br. N707 (16.27-\$18.40) 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,

A handwritten signature in dark ink, appearing to read 'Thomas Johnson', with a large, sweeping loop at the end.

Thomas Johnson
Human Resource Coordinator

THE END