

CIVIL SERVICE COMMISSION
AGENDA
Thursday, August 15, 2013
3:30 P.M., ROOM 102A, CITY HALL

I. Approval of the minutes of the meeting (regular and executive) on July 18, 2013

II. Commission Correspondence:

✂ Letter to Pamela Delaney from Tassie Demps (Executive Secretary) regarding the resolution of concerns voiced about the content of the Senior GIS Analyst/City Planner exam.

III. Classification/Reclassification:

DES/Operations & Parks/Special Services Classify (2)	Operations Worker / Temporary (7/1/13 – 12/31/13) Br. 41, \$15.79-\$19.82/Hour Non-Competitive
DES/Operations & Parks/Special Services Classify (2)	Senior Operations Worker / Temporary (7/1/13 – 12/31/13) Br. 62, \$16.74-\$21.15/Hour Non-Competitive
DES/Operations & Parks/Equipment Services Classify (1)	Client Support Analyst Br. 23, \$52,670 - \$69,449 Competitive
DES/Water/Engineering Reclassify (1)	GIS Applications Specialist Br. 20, \$44,249 - \$58,656 Competitive TO Senior GIS Analyst Br. 23, \$52,670 - \$69,449 Competitive
DES/Water/Distribution Classify (1)	Water Maintenance Worker/Construction/Temporary (7/10/13 – 8/10/13) Br. 63, \$17.20-\$21.76/Hour Non-Competitive
DRYS/Recreation/Summer Classify (1)	Senior Recreation Assistant/Seasonal 07/01/13-08/24/13 Br P810, \$13.31-\$14.12/Hour Competitive
DRYS/Recreation Classify (1)	Ground Equipment Operator/Seasonal Br. P362, \$13.85/Hour Non-Competitive
DRYS/Youth Services Classify (1)	Grant Support Associate Br. 13, \$35,438- \$45,400 Competitive

ECD/311 CALL Center Classify: (1)	Service Representative/Temp Temporary 7/14/13 – 1/13/14 Br. 12, \$34,384-\$44,073 Competitive
ECD/911 Center Classify: (3)	911 Dispatcher I Br. 150, \$32,032 - \$49,810 Competitive
NBD/Planning & Zoning Classify (1)	Associate Zoning Analyst Br. 26, \$59,843 - \$78,907 Competitive
NBD/Neighborhood Preservation Classify (1)	Assistant to the NSC Administrator Br. 24, \$54,959 - \$72,467 Competitive
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RPD/OPERATIONS/PATROL CLASSIFY: (2)	Police Sergeant/Temp #1 Temporary 7/8/13-1/7/14 #2 Temporary 7/22/13 – 1/21/14 Br. 92, \$73,165-\$77,577 Competitive
RPD/OPERATIONS/PATROL CLASSIFY: (1)	Police Lieutenant/Temp (Temp 7/29/13 – 1/28/14) Br. 94, \$82,736 - \$87,724 Competitive
RPD/OPERATIONS/PATROL CLASSIFY: (1)	Police Sergeant/Temp (Temp 7/29/13 – 1/27/14) Br. 92, \$73,165 - \$77,577 Competitive
RPD/OPERATIONS/PATROL CLASSIFY: (1)	Police Captain/Temp (Temp 7/29/13 – 1/28/14) Br. 95, \$93,357 - \$98,987 Competitive
RPD/INVESTIGATIONS CLASSIFY: (1)	Police Investigator/Temp (Temp 8/12/13 – 11/11/13) Br. 181, \$72,160 - \$76,572 Competitive
RPL/Central/Local History Classify (1)	Historical Researcher/Temp (Temp TBD – 6/30/14) Br. 18, \$41,505 - \$54,172 Competitive
RHA/Executive Director's Office Classify (1)	Secretary to the Executive Director/RHA \$37,500 - \$52,733 Competitive

IV. **Adoption of Job Specifications:**

- ε Library Area Coordinator
- ε Manager of Water Production
- ε Purchasing Agent
- ε Senior Water Plant Operator
- ε Superintendent of Water Plant Maintenance
- ε Superintendent of Water Supply Maintenance

V. **A. Establishment of Civil Service Eligible List(s):**

- Assistant to the NSC Administrator, 13EP72127
- Clerk III, 13EP71796
- Clerk III, 13EOC64852
- Clerk III/Bilingual, 13EOC64854
- IT Transition Analyst, 13EOC16665
- Senior Service Representative / Bilingual, 13EP72203
- Senior Service Representative / Bilingual, 13EP72204
- Service Representative, 13EP72161
- Service Representative, 13EOC66171
- Service Representative / Bilingual, 13EOC66173
- Technology Applications Specialist, 13EOC16666

B. Establishment of Civil Service Preferred List(s):

- Housing Manager, PREF9361
- Navigator, PREF9020
- Receptionist Typist, PREF9115

C. Close-out of examination process:

- Service Representative/Bilingual, 13EP72162

VI. Request for Extension of Civil Service Eligible Lists(s): **None**

VII. **Request for extension of temporary positions:**

- One position of Executive Assistant / On Call / Temp (encumbered by Parameswary Pathmanathan) in the Finance department.

- One position Clerk III / Typing / Temp (encumbered by Paris McGruder) in the Department of Human Resource Management.

VIII. Transfers: **None**

IX. **Reinstatement requests:**

- ✧ Glenn Grana - Public Safety Aide
- ✧ Louis Peco - Client Support Analyst

X. **Discussion Item:**

- Statement of Understanding (Public Safety) Psychology

THE END