

CIVIL SERVICE COMMISSION
****MINUTES****
Thursday, September 19, 2013
3:30 P.M., ROOM 102A, CITY HALL

PRESENT: Commissioners: Sally Partner (Chair)
Alan Caine
John Feola

STAFF SUPPORT: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Thomas Johnson, Human Resource Coordinator
Executive Deputy Chief William Curran, RFD
Police Lieutenant Korey Brown, RPD
Police Sergeant Darlene Rogers, RPD

The Civil Service meeting was called to order at 3:30 PM

- I. The Commission approved the minutes of the meeting (regular and executive session) on August 1, 2013.
- II. The Commission reviewed the following items of correspondence: **None**
- III. Keenan Allen (Manager of Employment Opportunities) and Anthony Jordan (Assistant Commissioner/DRYS) addressed the Commission regarding a request for noncompetitive classification for Prime Counselor and Youth Intervention Aide. The Commission had previously deferred decision on these two classifications pending further research and questions for New York State Civil Service.

The Commission is supportive in moving in the direction of noncompetitive classification but noted that the job specifications do not adequately reflect the unique attributes needed by incumbents of the positions. The Commission directed staff to work with DRYS to better capture personal attributes and to articulate a rationale for noncompetitive classification.

IV. The Commission approved the following classification/reclassifications:

ADMIN/DHRM Classify (1)	Clerk III/Typing /Temporary (8/5/13 – 11/2/13) Br. 7, (\$30,219-\$37,778) Competitive
ADMIN/DHRM Re-Classify (1)	Senior Payroll Associate Br. 18, (\$41,505-\$54,172) Competitive to Principal Payroll Associate Br. 23, (\$52,670-\$69,449) Competitive
DES/Architecture & Engineering Classify (1)	Engineer /Mechanical Br. 24, (\$52,670-\$69,449) Competitive
DES/Operations & Parks/Director's Office Classify (1)	Clerk III/Typing /Part-Time Br. N707, (\$16.60-\$18.77/hr) Non-Competitive
DES/Operations & Parks/Solid Waste Classify (1)	Clerk II/Temporary (8/5/13 – 9/27/13) Br. 9, (\$31,734-\$40,063) Competitive
DRYS/Recreation Classify (1)	Sr. Recreation Assistant/PT Br. N707 (\$13.31- \$14.12) CPNC
DRYS/Recreation Classify (1)	Recreation Assistant/PT Br. P815 (\$9..22 - \$9.83) Non-Competitive
DRYS/Commissioners Office Classify: (1)	Youth Worker /PT Br. N400 (\$8.17) Labor
FINANCE / Accounting Classify: (1)	Assistant Payroll Systems Supervisor / Temp (9/19/13 – 6/30/14) Br. 26 (\$59,843 - \$78,907) Competitive
FINANCE / Purchasing Classify: (1)	Clerk III w/ Typing Br. 7 (\$30,219 - \$37,778) Competitive
FINANCE / Purchasing Classify: (1)	Wage & Hour Investigator / Part-time Br. N716 (\$21.41 - \$24.22 / hour) Competitive
LIBRARY/Central/Catalog Classify: (1)	Librarian I Br. 18 (\$41,505 - \$54,172) Competitive

LIBRARY/Central/CLA Classify: (1)	Librarian I / TEMPORARY (3 mo) (Temp 9/16/13 – 12/15/13) Br. 18 (\$41,505 - \$54,172) Competitive
LIBRARY/Community/NE Quad Classify: (1)	Cleaner / PT / Temp (4 mo) (Temp 10/1/13 – 1/31/14) Br. N015 (\$13.90 - \$15.87) Noncompetitive
NBD/Neighborhood Preservation Classify: (1)	Code Enforcement Inspector/Temporary (8/12/13 – 9/11/13) Br. 61 (\$16.37 - \$20.59/hr) Competitive
NBD/Inspection & Compliance Classify: (1)	Senior Code Enforcement Officer Br. 24, (\$52,670-\$69,449) Competitive
RPD/Animal Services Classify: (1)	Animal Care Technician/Temporary (9/12/13 – 11/11/13) Br. 2 (\$27,054 - \$33,300) Noncompetitive
RPD/Operations/East Classify: (1)	Police Sergeant/Temporary (9/9/13 – 12/8/13) Br. 92 (\$73,165 - \$77,072) Competitive
RPD/Operations/East Classify: (1)	Police Lieutenant/Temporary (9/9/13 – 12/8/13) Br. 94 (\$82,736 - \$87,724) Competitive

V. The Commission adopted / revised the following job specifications:

- Firefighter Trainee

VI. A. The Commission established the following Civil Service Eligible List(s), for one year unless extended:

- Librarian II, EOC60387
- Librarian II, EP73169
- Librarian IV, 13EOC60389
- Librarian IV, 13EP73170

VI. **B.** The Commission closed-out the following examination process with no successful candidates (**continued**):

- Clerk III/Typing Bilingual, 13EDCRT1313

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

VIII. The Commission affirmed a decision made by Executive Secretary to permit a two week extension of an unreachable provisional employee in the title of Director of Human Resources at the Rochester Housing Authority. The extension was approved to bridge the gap until a new Director would be starting work.

IX. The Commission approved the request for extension of temporary positions:

- One position of Police Sergeant / Temporary (encumbered by Timothy Pancoe) in the Police Department.

X. Transfers: **None**

XI. The Commission approved the following reinstatement requests:

- ☐ Jeffery Chase to Senior Surveying technician in the Department of Environmental Services
- ☐ Norma Marchetti-Smith to Public Safety Aide in the Rochester Police Department
- ☐ Gregg Roegner to Communications Research Assistant/Part-time in the Emergency Communications Department

XII. The Commission denied a request from Andrew F. Beyea for restoration of his eligibility on the Firefighter eligible list. Mr. Beyea made a career choice to accept employment elsewhere and, also, is no longer a City resident (as required for Firefighter eligibles).

XIII. The Commission held Executive Session to review confidential correspondence, to hear 911 and Fire appeals, to render decisions on Police Appeals, and to decide on recommendations to disqualify Police and Fire candidates.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Thomas Johnson', followed by a long horizontal line extending to the right.

Thomas Johnson
Human Resource Coordinator