

**CIVIL SERVICE COMMISSION
MINUTES
Thursday, March 27, 2014
3:30 P.M., ROOM 102A, CITY HALL**

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

SUPPORT STAFF: Tassie Demps, Executive Secretary
Deborah Callerame, Sr. HR Consultant

The Civil Service Commission meeting was called to order at 3:30 pm.

- I. The Commission approved the minutes of the meeting (regular and executive session) on February 27, 2014.

- II. The following classifications/reclassifications were approved as presented:

ECD Classify: (1)	911 Shift Supervisor/Temporary (2/25/14 – 5/24/14) Br. 210 (\$47,439 - \$62,920) Competitive
ECD Classify: (2)	911 Telecommunicator Br. 110, \$28,410 - \$43,869 Competitive
DES/Operations & Parks/Special Services Classify: (1)	Special Equipment Operator/Temporary/ Three (3) Months Br. 64 (\$17.63 - \$22.40/hr) Non-Competitive
DES/Operations & Parks/Building Services Classify: (1)	Senior Account Clerk/Temporary (2/16/14 – 6/30/14) Br. 10 (\$32,527 - \$41,306) Competitive
DES/Operations & Parks/Building Services Classify: (1)	Assistant HVAC Engineer/Temporary (3/10/14 – 7/12/14) Br. 56 (\$23.61 - \$27.69/hr) Competitive
DES/Water/Upland Classify: (1)	Maintenance Mechanic/Water Treatment /Temporary (3/1/14 – 3/31/14) Br. 61 (\$16.37 - \$20.59/hr) Non-Competitive
DES/Water/Upland Classify: (1)	Water Plant Operator Br. 16 (\$38,976 - \$50,030) Competitive

RPL/Central/Personnel Classify: (1)	Clerk Typist/Part-Time/Temporary (3/17/14 -- 6/30/14) Br. N035 (\$14.56 - \$16.61/hr) Non-Competitive
RPL/Central/Shipping Classify: (1)	Mail Room Coordinator PT/Temp (3/31/14 – 6/29/14) Br. N140 \$20.08 - \$22.70 Competitive
RPL/Community/Branch Admin Classify: (6)	Literacy Aide / Seasonal Br. N403 (\$8.88 - \$10.54) Non-Competitive
NBD/Business & Housing Development Classify (1)	Senior Real Estate Specialist/Bilingual Br. 24 (\$54,959 - \$72,467) Competitive
Finance/Parking Classify: (1)	Clerk III / Typing / Temporary Temporary 3/17/14 – 4/27/14 Br. 7, \$30,219 - \$37,778 Competitive
DRYS Classify: (1)	Area Coordinator/Temporary (Temporary 3/3/14 – 5/31/14) Br. 23, \$52,670 - \$69,449 Competitive
DRYS Classify: (1)	Clerk III W/Typing/Temporary (Temporary 2/24/14 – 5/24/14) Br. 7, \$30,219 - \$37,778 Competitive
RPD/Operations/East Classify: (1)	Police Investigator Temporary 3/10/14 – 9/8/14 Br. 191, \$72,665 - \$77,077 Competitive
RPD/Operations/East Classify: (1)	Police Investigator Temporary 3/10/14 – 9/8/14 Br. 191, \$72,665 - \$77,077 Competitive
RPD/Operations/East Classify: (1)	Police Sergeant Temporary 3/10/14 – 9/8/14 Br. 92, \$73,165-\$77,577 Competitive
RPD/Admin/Personnel Classify: (1)	Clerk III/Typing/Temporary Temporary 2/24/14 – 5/23/14 Br. 7, \$30,219 - \$37,778 Competitive
RPD/Admin/TSS Classify: (1)	Clerk II Br. 9, \$31,734 - \$40,063 Competitive Effective 4/1/14
Rochester Housing Authority Classify: (1)	Assistant Purchaser Salary: \$31,000 - \$41,000 Competitive

- III. Jacqueline Milne, Human Resource Director at the Rochester Housing Authority addressed the Commission in regard to the below classification previously held at the February 27, 2014 Civil Service Commission meeting; the Commission approved the classification based on the newly presented documentation:

Rochester Housing Authority Classify: (1)	Human Resource Coordinator Salary: \$47,500 - \$61,500 Competitive
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- IV. Briana Harris and Anna Suro representatives from the Rochester Public Library and Mark Gregor from the Department of Environmental Services addressed the Commission in regard to the following requests that were previously (February 27, 2014) held by the Commission. The requests were held again pending additional information:

DES/Commissioner's Office/Environmental Quality Reclassify: (1)	Senior City Planner Br. 24 (\$54,959 - \$72,467) Competitive To Senior Environmental Specialist/Planner Br. 27 (\$62,442 - \$82,332) Competitive
RPL/Central/Finance Office Reclassify: (1)	Administrative Analyst Br. 20 (\$44,249 - \$58,656) Competitive To Senior Administrative Analyst Br. 24 (\$54,959 - \$72,467) Competitive

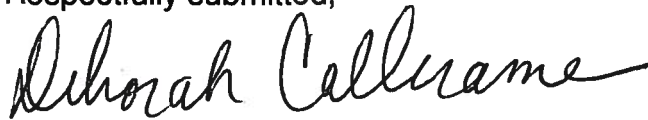
- V. The Commission adopted the following job specifications:

- Executive Deputy Fire Chief / Administration
- Executive Deputy Fire Chief / Operations
- Graduate Intern
- Recreation Center Director
- Water Plant Operator

- VI. The Commission established the following eligible list(s) for one (1) year, unless extended:
- 911 Dispatcher I, ELCR1031-1
 - 911 Telecommunicator, ELCR-2854-1
 - Computer Operations Supervisor, 13EP72493
 - Police Officer, ECRT7080J
 - Police Officer, ECRT7080M
 - Senior Account Clerk/RHA, 13EOC60200
- VII. The Commission approved a request to extend the following temporary position:
- ω One position of Parking Enforcement Officer/ Temporary (encumbered by Jose M. Reyes) in the Parking/Finance Department.
- VIII. The Commission approved a reinstatement request for the following position:
- ω Stephanie Conte to the title of Clerk II, from Administrative Assistant in the Technical Services Unit, Rochester Police Department.
- IX. The Commission signed the 2013 Annual Report for the New York State Civil Service Commission. Commissioners requested a report on the status of provisionals appointed in 2011 or earlier.
- X. The Commissioners were provided with a Sample copy of the Board of Public Integrity Statement of Financial Disclosure for Calendar Year 2013.

The meeting was adjourned at 4:30 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant

THE END