CIVIL SERVICE COMMISSION GENERAL MINUTES Thursday, May 25, 2017

3:30 P.M., ROOM 102A, CITY HALL

PRESENT: Commissioners:

John Feola (Chair)

Alan Caine Sally Partner Fernan Cepero

IN ATTENDANCE:

Tassie Demps, Executive Secretary

Yvette Green, Law Department

Deborah Callerame, Senior Human Resource Consultant Kimberly Kamagate, Senior Human Resource Associate Lieutenant Charles Gorman, Rochester Police Dept. Police Officer Ted Coriddi, Rochester Police Dept.

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 April 27, 2017.
- II. The Commission reviewed the following items of correspondence: **None**
- III. The following classifications/reclassifications were approved as presented:

RFD/Fire Chiefs Office	Battalion Chief/Temporary
Classify: (1)	(5/26/17 – 8/31/17)
	Br. 85 (\$102,978 - \$108,087)
	Competitive
DES/Commissioner's Office	Supervisor of Administrative Services
Classify: (1)	Br. 26 (\$62,883 - \$82,916)
. , ,	Competitive
DES/Commissioner's	Environmental Specialist
Office/Environmental Quality	Br. 23 (\$55,346 - \$72,977)
Classify: (1)	Competitive
DES/Architecture & Engineering	Principal Staff Assistant
Classify: (1)	Br. 29 (\$71,093 - \$93,737)
	Competitive
DES/Operations/Director's Office	Principal Staff Assistant
Classify: (1)	Br. 29 (\$71,093 - \$93,737)
	Competitive
DES/Buildings & Parks/Cemeteries	Ground Equipment Operator
Classify: (1)	Br. 56 (\$15.28 - \$18.82)
•	Non-Competitive

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DES/Buildings & Parks/Building Services	Maintenance Worker/Temporary
Classify: (1)	(5/1/17 – 7/29/17)
	Br. 57 (\$15.65 - \$19.53)
	Non-Competitive
DES/Water/Director's Office	Associate Administrative Analyst/On-Call/Temporary
Classify: (1)	(5/1/17 – 6/30/17)
	Br. N268 (\$30.23 - \$39.86)
, and the second	Competitive
DES/Water/Upland	Assistant to the Manager of Water Production/On-Call
Classify: (1)	Br. N288 (\$32.84 - \$43.30)
Classifi	Competitive
	Compount
DES/Equipment Services	Equipment Mechanic/Part-Time
Classify: (1)	Br. P638 (\$18.07 - \$20.46)
Classily.	, ,
DEC/Equipment Condess	Non-Competitive
DES/Equipment Services	Equipment Trainer/On-Call/Temporary
Classify: (1)	(6/5/17 – 12/31/17)
	Br. P188 (\$20.97 - \$23.71)
LIDDADY/O	Competitive
LIBRARY/Central/Shipping	Mail Room Clerk/Part-Time/Temporary
Classify: (1)	(5/5/17 – 7/5/17)
	Br. N095 (\$17.54 - \$20.03)
	Competitive
INFORMATION TECHNOLOGY	Information Services Developer
Classify: (1)	Br. 23 (\$55,346 - \$72,977)
	Competitive
NBD/Commissioner's Office	Special Assistant to the Commissioner of
Classify: (1)	NBD/Temporary
	(4/24/17 – 5/7/17)
	Br. 35 (\$90,720 - \$119,620)
	Competitive
NBD/Commissioner's Office	Special Assistant to the Commissioner of NBD/On-
Classify: (1)	Call/Temporary
C. C	(5/8/17 – 6/30/17)
	Br. 35 (\$43.62 - \$57.51)
	Competitive
NBD/Business & Housing Development	Associate Real Estate Specialist
Classify: (1)	Br. 26 (\$62,883 - \$82,916)
Ciacony.	Competitive
FINANCE/Assessment	Clerk II/Typing
	Br. 9 (\$33,346 - \$42,098)
Classify: (1)	Competitive
EINANCE/Parking Pursou	the state of the s
FINANCE/Parking Bureau	Parking Enforcement Officer/Part-time/ Temporary (1
Classify: (1)	month, end date 6/25/17)
	Br. P108 (\$16.43 - \$18.57)
DDVO/D	Competitive
DRYS/Recreation Administration	Literacy Aide/Seasonal
Classify: (20)	Br. N403 (\$9.70-\$11.51)
	Non-Competitive

Rochester Housing Authority Classify:	(4)	Housing Manager III Range: \$34,000 - \$48,000
		Competitive

- IV. The Commission adopted the following job specifications:
 - Personnel Management Assistant
- V. The Commission Established the following Eligible List(s) for one (1) year, unless extended: **None**
- VI. The Commission Closed Out the following exam process with no successful candidates: **None**
- VII. The Commission affirmed the Extension of the following Civil Service Eligible Lists for one year unless replaced with a new list: **None**
- VIII. The Commission approved the following Extension of Temporary position (Correction):
 - The Civil Service Commission approved the extension of the Public Arts Coordinator 9encumbered by Lisa Baker and Justin Suarez) on March 30, 2017. The end date should reflect 7/14/17 not 6/14/17.
 - IX. The Commission approved the following Transfer Request(s): None
 - X. The Commission approved the following Reinstatement Request(s):
 - Emergency Communications Department submitted a request for the reinstatement of Jaclyn Finn to the title of 911 Telecommunicator to fill an opening in the 911 Call Center.
 - The Department of Environmental Services requested permission to reinstate Victoria Wehbring to the title of Supervisor of Administrative Services, effective May 29, 2017.
 - The Department of Environmental Services requested permission to reinstate Mark Erdle to the title of Assistant to the manager of Water Production On/Call, effective May 29, 2017.

- XI. The Commission held a Public Hearing regarding a Resolution to Delegate Authority to the Executive Secretary to carry out certain functions on behalf of the Commission for the period 06/01/2017 - 05/31/2018. There were no speakers. The Commission approved the Resolution.
- XII. The Commission voted on the election of a Chair for 06/01/2017 – 05/31/2018. Commissioner John Feola was elected Chair.
- XIII. The Commission adopted the following meeting dates for July – December 2017:
 - Thursday, July 27
 - Thursday, August 24
 - Thursday, September 28
 - Thursday, October 26
 - Thursday, November 30
 - Thursday, December 21

The meeting was adjourned at 4:00 PM

Respectfully submitted, Deborah Callerame

Deborah Callerame

Senior Human Resource Consultant