CIVIL SERVICE COMMISSION GENERAL SESSION MINUTES Thursday, December 21, 2017 3:30 P.M., ROOM 102A, CITY HALL

PRESENT: Commissioners:

John Feola (Chair)

Alan Caine Fernan Cepero

IN ATTENDANCE:

Tassie Demps, Executive Secretary

Yvette Green, Law Department

Deborah Callerame, Senior Human Resource Consultant

The Civil Service Commission meeting was called to order at 3:27 pm.

- I. The Commission approved the minutes of the meeting (regular and executive session) on November 30, 2017.
- II. The Commission reviewed the following items of correspondence: **None**
- III. The following classifications/reclassifications were approved as presented:

Administration/Mayor's Office Classify:	(1)	Executive Staff Assistant II/Temporary (12/4/17 – 6/30/18) Br. 23 (\$56,453 - \$74,437) Exempt
Administration/Mayor's Office Classify:	(1)	Executive Staff Assistant I/Temporary
ECD/911 Call Center Classify:	(1)	EMD Quality Improvement Coordinator / On Call Br. N198 (\$18.74 - \$29.92) Competitive
NBD/Buildings & Zoning Classify:	(1)	Senior Zoning Analyst Br. 24 (\$58,906 - \$77,671) Competitive
NBD/Buildings & Zoning Classify:	(1)	Zoning Analyst Br. 20 (\$47,427 – 62,869) Competitive
NBD/Buildings & Zoning Classify:	(1)	Plans Examiner Br. 24 (\$58,906 - \$77,671) Competitive
NBD/Buildings & Zoning Classify:	(1)	Senior Architect/On-Call/Temporary (12/26/17 – 6/30/18) Br. 278 (\$32.18 - \$42.43) Competitive

FINANCE/Treasury	Mail Room Coordinator/Temporary
Classify: (1)	· •
	Br. 14 (\$39,162 - \$50,300)
FINANCE/Parking	Clerk II/Typing
Classify: (1)	Br. 9 (\$34,013 - \$42,940)
	Competitive
Rochester Housing Authority	Clerk II/Typing/Bilingual
Classify: (2)	\$27,769 - \$38,670
	Competitive
RPD/Administration/Chief's Office	Police Commander
Classify: (1)	Br. 96 (\$116,329 - \$133,492)
/ /	Non-Competitive
RPD/Administration/Chief's Office	Deputy Police Chief of Communications
Classify: (1)	Br. 97 (\$119,236 - \$134,663)
	Competitive Pending Non-Competitive

- IV. The Commission adopted the following job specifications: None
- V. The Commission established the following Eligible List(s) for one (1) year, unless extended:
 - Building Supervisor, 17EOC69560
 - Building Supervisor, 17EP77814
 - Historical Services Consultant, 17EOC62537
 - Library Area Coordinator, 17EOC67670
 - Library Area Coordinator, 17EP78172
 - Manager of Administrative Services, 17EP77309
 - Senior Code Enforcement Officer, 17EP72849
 - Supervisor of Structures and Equipment, 17EOC60763
- VI. The Commission **Closed out** the following exam process with no successful candidates:
 - Supervisor of Structures and Equipment, 17EP77467
- VII. The Commission affirmed the **Extension of the following Civil Service eligible lists** for one year unless replaced with a new list:
 - Administrative Analyst, 16EP72918
 - Area Coordinator, 16EOC69220
 - Assistant HVAC Engineer, 15EOC60067
 - Associate Administrative Analyst, 16EP72920
 - Associate City Planner, 14EP75493
 - Associate City Planner, 14EOC66258

VII. The Commission affirmed the **Extension of the following Civil Service eligible lists** for one year unless replaced with a new list **Continued**):

- City Planner, 14EOC66278
- Clerk III/Typing, 16EDCR1612
- Computer Aide Library/PT, 16EOC64599
- Dispatcher, 16EOC69789
- EMD Quality Improvement Coordinator II, 17ELOC1704
- Engineer I, 14EOC66280
- Engineer II, 14EP75502
- Engineer II, 15EOC63253
- Engineer III/Structural, 15EOC66353
- Firefighter, 15ELOC1520
- Genealogy Specialist, 16EOC63264
- Human Services Specialist/RHA, 15EOC63700
- HVAC Engineer, 15EOC68820
- Junior Architect, 16EOC63845
- Mail Room Clerk/Part Time, 16EOC63412
- Manager of Youth Outreach and Violence Prevention, 15EOC63542
- Police Captain, 15ELP1515
- Police Investigator, 16ELP1615
- Principal Account Clerk, 16EP70997
- Principal Staff Assistant, 16EP71727
- Professional Development Specialist, 16EOC63652
- Professional Development Specialist/Bilingual, 16EOC63653
- Property Clerk, 15EOC63031
- Public Safety Aide, 16EOC60964
- Recreation Center Director, 16EP72501
- Recreation Leader, 16EOC69060
- Recreation Leader/Bilingual, 16EOC69062
- Refuse Operations Manager, 15EP72166
- Resource Collector, 16EP70999
- Resource Collector, 16EOC63647
- Senior Administrative Analyst, 16EP72921
- Senior City Planner, 14EOC66279
- Senior Professional Development Specialist, 16EOC63688
- Senior Property Clerk, 16EP70936
- Senior Recreation Supervisor, 16EP71027
- Superintendent of Water Plant Maintenance, 15EOC63107
- Superintendent of Water Plant Maintenance, 15EP74172
- Water Plant Operator, 16EOC63800
- Youth Services Manager, 15EOC63811

- VIII. The Commission approved the following **Extension of Temporary** position(s):
 - One position of Animal Control Officer/Temporary (encumbered by Gregory Emerick) in the Police Department/Operations Bureau
- IX. The Commission approved the following Transfer Request(s): None
- X. The Commission approved the following Reinstatement Request(s):
 - The Emergency Communications Department requested the reinstatement of Richard Rusho to the title of EMD Quality Improvement Coordinator II/On Call to fill an opening in the 911 Call Center.

The meeting was adjourned at 3:50 PM

Respectfully submitted,

Deborah Callerame

Senior Human Resource Consultant

THE END