

CIVIL SERVICE COMMISSION  
**GENERAL & EXECUTIVE  
MINUTES**  
**Friday, December 16, 2022**  
2:00 P.M., Office of Training and Safety  
107 Bridge View Drive

PRESENT: Commissioners: Fernan Cepero (Chair)  
Terrance Youmans  
Carol Kramer

IN ATTENDANCE: Dr. Rose Nichols, Executive Secretary  
Peachie Jones, Law Department  
Kimberly Kamagate, Senior HR Consultant  
EDC James Hartman, Rochester Fire Department  
Eddie Santiago, President – IAFF1017  
Adrian Humphry – Public Attendee

The Civil Service Commission meeting was called to order at 2:10 pm.

- I. The Commission approved the Minutes of the meeting (General & Executive Sessions) on November 17, 2022.
- II. The Commission reviewed the following items of Correspondence(s): **None**
- III. The following Classification/Reclassification(s) were approved as presented:

Administration/Mayor's Office Classify (5)	Community Intervention Specialist Br. 18 (\$49,358 - \$64,418) CPNC
Administration/Law Classify (1)	Municipal Attorney IV Br. 32 (\$90,953 - \$119,924) Exempt
Administration/Law Classify (1)	Municipal Attorney II Br. 28 (\$77,306 - \$101,930) Exempt
IT/Application & Systems Classify (1)	Cloud Services Analyst I Br. 25 (\$68,199 - \$89,922) Competitive
IT/Application & Systems Classify (1)	Cloud Services Analyst II Br. 27 (\$74,254 - \$97,907) Competitive
IT/Application & Systems Classify (1)	Digital Services Developer I Br. 25 (\$68,199 - \$89,922) Competitive

IT/Application & Systems Classify (1)	Digital Services Developer II Br. 27 (\$74,254 - \$97,907) Competitive
IT/Administration Classify (1)	Access and Control System Administrator Br. 25 (\$68,199 - \$89,922) Competitive
IT/Data Analysis & Performance Classify (1)	Senior Data Analyst Br. 29 (\$80,454 - \$106,079) Competitive
NBD/Buildings & Zoning Classify (1)	Program Coordinator/Bilingual Br. 16 (\$46,351 - \$59,494) Competitive
NBD/Buildings & Zoning Classify (2)	Senior Service Assistant/Bilingual Br. 11 (\$39,734 - \$50,649) Competitive
NBD/Buildings & Zoning Classify (1)	Clerk III/Typing/On-Call/Temporary (Temporary 1 Year) Br. 70N (\$19.75 - \$2468) Competitive
NBD/Buildings & Zoning Classify (1)	Senior Code Enforcement Officer/Temporary (12/1/22 – 2/28/23) Br. 24 (\$63,356 - \$86,174) Competitive
DRHS/Commissioner's Office Classify (1)	Animal Care Technician Br. 2 (\$32,172 - \$39,601) Non-Competitive
DRHS/Human Services Classify (1)	Peer Navigator Br. 13 (\$42,143 - \$53,990) Competitive
RPD/Office of Business Intelligence Classify (1)	Assistant Data Analyst Br. 23 (\$61,107 - \$80,574) Competitive

IV. The Commission adopted the following Job Specifications:

- Clerk II/Bilingual
- Labor Relations Specialist
- Police Evidence Technician
- Rink Aide
- Senior Recreation Assistant/Education Aide
- Senior Recreation Assistant/Sports and Fitness Aide
- Senior Service Representative
- Senior Representative/Bilingual
- Supervising Senior Service Representative

V. The Commission Closed Out the following exam process with no successful candidates:

- Senior Forestry Worker, 20EOC67607
- Senior Forestry Worker, 20EP75785

VI. The Commission affirmed the extension of the following Civil Service Eligible List(s) for one year unless replaced with new list(s):

- 911 Dispatcher II, 21ELP2113
- Code Enforcement Officer Trainee, 21ELOC2110
- Code Enforcement Officer Trainee/Bilingual, 21ELOC2111
- Contract Administrator, 19EP74023
- Engineer II, 21EOC65140
- Engineer III, 21EOC65198
- Recreation Leader/Education Specialist, 21ELOC2107
- Recreation Leader/Sports & Fitness Specialist, 21ELOC2108
- Recreation Leader/Youth Development Specialist, 21ELOC2109

VII. The Commission approved the following Civil Service Commission dates for the 2023 calendar year:

- January 26, 2023 – January 27, 2023-Revised Date
- February 23, 2023
- March 23, 2023 – March 30, 2023-Revised Date
- April 20, 2023
- May 25, 2023
- June 29, 2023
- July 20, 2023
- August 24, 2023
- September 21, 2023
- October 19, 2023
- November 16, 2023
- December 14, 2023

VIII. The Commission entered into Executive Session (to discuss and render a final decision regarding an appeal based on a request to remove a candidate from the Fire Captain promotional eligible list; discuss and render a final decision regarding a Police Officer candidate's appeal) the results are as follows:

**A.** The Civil Service Commission rendered the following Vote/Determination regarding the appeal of a request to remove from the Fire Captain eligible list:

I. Request upheld, the following candidate has been removed from the Fire Captain eligible list:

- A.M.

**B.** The Civil Service Commission rendered the following Vote/Determination regarding the recommended disqualification of a prospective Police Officer candidate:

I. Recommended disqualification upheld, the following candidate has been removed from the Police Officer eligible list:

- S.S.

**The meeting was adjourned at 3:25 PM**