

CIVIL SERVICE COMMISSION  
GENERAL & EXECUTIVE  
AGENDA  
**Thursday, December 14, 2023**  
2:00 P.M., Training and Safety

I. Approval of the Minutes of the meeting (General and Executive) on **November 16, 2023**.

II. Commission Correspondence(s):

III. Classification/Reclassification(s):

Administration/Mayor's Office Classify (1)	Administrative Assistant Br. 16 (\$47,857 - \$61,428) Competitive
Administration/Mayor's Office Classify (1)	Kiva Capital Access Manager Br. 120C (\$23.20 - \$26.22) Competitive
DES/Operations/Solid Waste Classify (1)	Senior Accountant/On-Call/Temporary (Temporary 8 Months) Br. 200N (\$29.85 - \$33.75) Competitive
DES/Buildings & Parks/Building Services Classify (1)	Maintenance Mechanic/Temporary (Temporary 1 Year) Br. 60 (\$19.45 - \$24.45) Non-Competitive
DES/Water/Distribution Classify (1)	Water Operations Supervisor/Temporary (12/4/23 - 2/4/24) Br. 18 (\$50,962 - \$66,512) Competitive
DES/Water/Upland Classify (1)	Water Instrumentation Technician/Trainee Br. 18 (\$50,962 - \$66,512) Competitive
DES/Equipment Services Classify (1)	Assistant Service Manager/On-Call/Temporary (Temporary 6 Months) Br. 238N (\$31.09 - \$41.00) Competitive
DES/Equipment Services Classify (1)	Heavy Equipment Aide/Temporary (Temporary 4 Months) Br. 59 (\$19.11 - \$23.90) Non-Competitive
RPL/Central Classify (1)	Manager of Library Finance Br. 31 (\$90,205 - \$118,942) Competitive
RPL/Community Classify (1)	Sr. Youth Services Assistant Br. 18 (\$50,962 - \$66,512) Competitive
RPL/Central Classify (1)	Building Maintenance Helper/On Call Br. 528 (\$16.61 - \$18.78) Labor
NBD/Neighborhood Preservation Classify (1)	Customer Service Representative/Temporary (11/20/23 - 2/11/24) Competitive

FIN/Treasury Classify (1)	Senior Service Assistant/Bilingual Br. 11 (\$41,025 - \$52,295) Competitive
FIN/Assessment Classify (1)	Clerk III / Temporary Br. 7 (\$37,105 - \$46,386) Competitive
FIN/Traffic Violations Agency Classify (1)	Motor Vehicle Representative Br. 10 (\$39,932 - \$50,716) Competitive
DRHS/Commissioner's Office Classify (1)	Director of Administration and Marketing/Bilingual Br. 30 (\$86,658 - \$114,264) Competitive
DRHS/Human Services Classify (1)	Emergency Response Social Worker Br. 23 (\$64,671 - \$85,272) Competitive
RPD/Technical Services Section/Property Clerk Classify (1)	Clerk Typist/Temporary (Temporary 9 Months) Br. 6 (\$36,161 - \$45,154) Competitive
Rochester Housing Authority Classify (1)	Director of Resident Services/Temporary (11/26/23 – 12/14/23) \$72,150 - \$95,000 Competitive
Rochester Housing Authority Classify (1)	Director of Resident Services \$72,150 - \$95,000 Competitive
Rochester Housing Authority Classify (1)	Assistant Director of Finance \$70,000 - \$95,000 Competitive

IV. Adoption of Job Specification(s):

V. Establishment of Civil Service Eligible List(s):

- Librarian I/Bilingual, 23EOC85664

- Close-out of examination process:

VI. Request for Extension of Civil Service Eligible List(s):

- Administrative Analyst, 22EP77898
- Administrative Analyst, 22EOC61387
- Administrative Analyst/Bilingual, 22EP77923
- Animal Control Officer, 22EOC63089
- Animal Services Client Specialist, 22EOC62986
- Associate Administrative Analyst, 22EP77940
- Associate City Planner, 22EOC61416
- Associate City Planner, 22EP77945
- Case Manager, 22EOC68068
- City Planner, 22EOC58563
- Code Enforcement Officer Trainee, 21ELOC2110

- Code Enforcement Officer Trainee/Bilingual, 21ELOC2111
- Engineer II, 21EOC65140
- Engineer III, 21EOC65198
- Firefighter/EMT, 22ELOC2205
- Human Resource Assistant, 22EOC63141
- Human Resource Assistant, 22EP78395
- Police Lieutenant, 22ELP2204
- Principal Staff Assistant, 22EP77961
- Recreation Leader/Education Specialist, 21ELOC2107
- Recreation Leader/Sports & Fitness Specialist, 21ELOC2108
- Recreation Leader/Youth Development Specialist, 21ELOC2109
- Senior Administrative Analyst, 22EP77962
- Senior City Planner, 22EOC63761

VII. Request for Extension of Temporary Position(s):

VIII. Transfer(s):

IX. Reinstatement Request(s):

X. Misc: Proposed dates for 2024 Civil Service Meetings

- Thursday, January 25, 2024
- Thursday, February 22, 2024
- Thursday, March 21, 2024
- Thursday, April 25, 2024
- Thursday, May 23, 2024
- Thursday, June 27, 2024
- Thursday, July 25, 2024
- Thursday, August 22, 2024
- Thursday, September 26, 2024
- Thursday, October 24, 2024
- Thursday, November 21, 2024
- Thursday, December 19, 2024

XI. Executive Session:

- The Commission will hear, discuss, and render final decisions regarding the following:
  - Render the final decisions of a Police Officer Candidate appeal

THE END