

CIVIL SERVICE COMMISSION
AGENDA
Thursday, January 19, 2012
3:30 P.M., ROOM 102A, CITY HALL

- I. Approval of the minutes of the meeting (regular and executive) on December 15, 2011.
- II. Commission Correspondence:
 - Rules of the Civil Service Commission, updates to reflect all changes through 2011.
- III. Classification/Reclassification:

ADM/Communications Re-Classify (1)	Senior Graphic Designer Br 21 \$44,229 – \$58,715 Non-Competitive TO Principal Graphic Designer Br 23 \$51,126 - \$67,413 Competitive
DES/Engineering Services/St. Lighting Re-Classify (1)	Clerk III/Typing Br 7 \$29,045 – \$36,311 Competitive TO Clerk II/Typing Br 9 \$30,501 - \$38,507 Competitive
DES/Commissioner's Office/Cemeteries Classify (1)	Cemetery Operations Supervisor/Temporary (Temporary – 3 months) Br 19 \$41,105 - \$54,172 Competitive
DES/Commissioner's Office/Cemeteries Classify (1)	Grounds Equipment Operator/Temporary (Temporary – 3 months) Br 56 \$13.98 - \$17.21 Non-Competitive
DES/Operations & Parks/Building Services Classify (1)	Clerk III/Typing/Seasonal Br 070 \$15.95 - \$18.04 Non-Competitive
DES/Operations & Parks/Building Services Classify (1)	Maintenance Mechanic/Temporary (Temporary – 6 months) Br 57 \$14.31 - \$17.86 Non-Competitive

III. Classification/Reclassification (**continued**):

DES/Operations & Parks/Building Services Classify (1)	Supervisor of Structures & Equip./Temporary (Temporary – 6 months) Br 21 \$44,229 - \$58,715 Competitive
DES/Operations & Parks/Equipment Ser. Classify (1)	Assistant Service Manager/Temporary (Temporary – 6 months) Br 23 \$51,126 – \$67,413 Competitive
DES/Operations & Parks/Parks Division Classify (1)	Operations Supervisor Br 19 \$41,105 - \$54,172 Competitive
DES/Operations & Parks/Special Services Classify (1)	Dispatcher/Seasonal Br P648 \$16.95 - \$19.13 Non-Competitive
DES/Water/Distribution Re-Classify (1)	Clerk II Br 9 \$30,501 - \$38,507 Competitive TO Clerk I Br 11 \$32,116 - \$40,938 Competitive
DRYS/Recreation Classify (1)	Grant Support Associate/Temporary (Temporary – 7 months) Br 10 \$31,263 – \$39,702 Competitive
DRYS/Recreation Classify (2)	Grant Support Associate Br 10 \$31,263 – \$39,702 Competitive
DRYS/Youth Services Classify (10)	Youth Worker/Seasonal Br P353 \$7.85 Labor
ITD/Application Services Classify (1)	Application Services Analyst II/On-Call Br 27 \$60,611 - \$79,919 Competitive

III. Classification/Reclassification (continued):

RPL/Central/Local History Classify	(1)	Historical Services Consultant Br 24 \$53,348 - \$70,342 Competitive
RHA Classify	(1)	Director of Information Technology/RHA 70,000 – 84,000 Competitive

IV. Adoption of Job Specifications:

City Historian
Communications Aide
Director of Information Technology/RHA
IT Control Assistant
Manager of Internal Audit
Secretary to Director of Communications
Senior Elevator Inspector

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

Associate Real Estate Specialist, 11EOC64869
Clerk II, 11EP79444
Clerk II/Bilingual, 11EP79445
Clerk II/Bilingual, 11EOC64716

B. Close-out of examination process:

Associate Real Estate Specialist, 11EP79478

VI. Request for Extension of Civil Service Eligible Lists(s): NONE

VII. Request for extension of temporary positions:

- Request to extend temporary position of Real Property Appraiser/Temporary (FIN) from 1/6/12 – 4/30/12

VIII. Transfers: NONE

IX. Reinstatement requests: NONE

- X. EXECUTIVE SESSION to review recommendations for disqualification (911 Telecommunicator/Dispatcher I) candidates.

THE END