

CIVIL SERVICE COMMISSION  
**\*\*Minutes\*\***  
**Thursday, July 18, 2013**  
 2:00 P.M., ROOM 102A, CITY HALL

PRESENT: Commissioners: Sally Partner, Chair  
 Alan Caine  
 John Feola

STAFF SUPPORT: Tassie Demps, Executive Secretary  
 Yvette Green, Law Department  
 Deborah Callerame, Human Resource Consultant  
 Thomas Johnson, Human Resource Coordinator

**The Civil Service meeting was called to order at 3:30 PM**

- I. The Commission approved the minutes of the meeting (regular and executive) on June 26, 2013.
- II. **The Commission reviewed items of correspondence:**
  - φ Response from NYS Civil Service to address concerns raised by exam candidate Pamela Delaney about the content of the GIS exams.
- III. **The Commission approved the following classification/reclassifications:**

ECD/Operations Classify	(1)	911 Dispatcher I Br 150, \$32,032-\$49,810 Competitive
FIN/Purchasing Classify	(1)	Clerk III/Typing / Temporary Temp – 3 months (7/15/13 – 10/14/13) Br. 7, \$30,219 - \$37,778) Competitive
RPD/Administration/TSS Classify	(1)	Police Sergeant/Temporary Temp-1 year Br. 92, \$73,165-\$77,577 Competitive
RPD/Operations/Animal Services Classify	(6)	Animal Care Technician II/Part Time Br P706, \$14.16-\$17.68/Hour CPNC

IV. **The Commission adopted / revised the following job specifications:**

- φ Assistant to The Director of Communications
- φ Manager of Environmental Quality

V. **A. The Commission established the following Civil Service Eligible List(s), for one year unless extended:**

- φ Administrative Analyst, 13EP72654
- φ Assistant to the Circulation Supervisor, 13EOC67653
- φ Assistant Operations Superintendent, 13EOC66181
- φ Assistant Operations Superintendent, 13EP72173
- φ Associate Administrative Analyst, 13EP72129
- φ GIS Analyst / City Planner, 13EOC66908
- φ GIS Coordinator, 13EOC66940
- φ GIS Developer, 13EOC66942
- φ Grant Support Associate, 13EOC67681
- φ Operations Superintendent, 13EP72167
- φ Operations Supervisor, 13EOC66177
- φ Operations Supervisor, 13EP72172
- φ **Police Captain, 12EP70929**
- φ Police Evidence Technician, 13EOC65263
- φ Senior Administrative Analyst, 13EP72130
- φ Senior GIS Analyst, 13 EOC66952
- φ Senior GIS Analyst, 13EP72785
- φ Senior GIS Analyst / City Planner, 13EOC66912
- φ Senior Purchaser, 13EP71878
- φ Supervising Dispatcher, 13EP72479

**B. The Commission closed-out the following examination process with no successful candidates: None**

VI. **The Commission acknowledged establishment of the Civil Service Preferred List(s): None**

VII. **The Commission approved the extension of Civil Service Eligible Lists(s), for one year or until a new list is established: None**

VII. **Request for extension of temporary positions:**

- φ **Four (4) positions** of Security Guard (encumbered by various employees) in the Police Department from 7/1/13 – 12/31/13
- φ One position of Communications Assistant – On Call (encumbered by Grace Girsch) in the Communications Department from 6/30/13 – 9/30/13

**IX. Transfers:**

- φ Angenette Lawrence – Clerk II/Typing/Library to Clerk II/Typing/Police
- φ Rona Maroz- Clerk III / Typing / Library to Clerk III / Typing / Police

**X. The Commission approved the following reinstatement requests: None**

**XI. Adoption of Policy:**

- φ Prior Alcohol and drug involvement by 911 candidates

**XII. Decision on the appeal of Mendolera and Miley vs. City of Rochester, et. al.**

**XIII. Firefighter Trainee Program:**

- Φ Program Requirements (Revised)
- Φ Training & Development Plan (Expectations & Performance Measures)

**The meeting was adjourned at 5:00 PM**

Respectfully submitted,



Thomas Johnson  
Human Resource Coordinator

THE END