

CIVIL SERVICE COMMISSION  
AGENDA  
**Monday, June 30, 2014**  
3:30 P.M., ROOM 102A, CITY HALL

I. Approval of the minutes of the meeting (regular and executive) on **May 22, 2014**.

II. Commission Correspondence: **NONE**

III. Classification/Reclassification:

ADMIN/Mayor's Office: Classify: (1)	College Junior Intern/Seasonal Br. N308 (\$13.25/hr) Non-Competitive
ADMIN/Mayor's Office: Classify: (1)	Director of Special Projects and Education Initiatives Br. 36 (\$100,284 - \$129,450) CPNC
ADMIN/Mayor's Office: Classify: (1)	Executive Staff Assistant III Br. 27 (\$63,690 - \$83,979) Exempt
ADMIN/Mayor's Office: Classify: (2)	Executive Staff Assistant II Br. 23 (\$53,724 - \$70,838) Exempt
ADMIN/Law: Classify: (1)	Paralegal/Temporary (7/1/14 – 6/30/15) Br. 20 (\$44,691 - \$59,242) Competitive
ADMIN/Law: Classify: (1)	Municipal Attorney II/Temporary (6/2/14 – 6/29/14) Br. 29 (\$69,008 - \$90,990) Exempt
ADMIN/Law: Classify: (1)	Municipal Attorney II Br. 29 (\$69,008 - \$90,990) Exempt
ADMIN/OMB: Classify: (1)	College Junior Intern/Seasonal Br. N308 (\$13.25/hr) Non-Competitive
ADMIN/DHRM Classify: (1)	Clerk III/Typing/Part-Time/Temporary (6/12/14 – 6/22/14) Br. N070 (\$16.60 - \$18.77/hr) Non-Competitive
ADMIN/Communications: Classify: (1)	Press Officer Br. 27 (\$63,690 - \$83,979) CPNC
ADMIN/Communications: Classify: (1)	Administrative Secretary/Bilingual Br. 13 (\$35,793 - \$45,854) Competitive
ADMIN/Communications: Classify: (1)	Graphic Artist/Part-Time Br. N150 (\$20.91 - \$23.62) Non-Competitive

DES/Commissioner's Office: Classify: (1)	Receptionist Typist Br. 6 (\$29,746 - \$37,143) Competitive
DES/Commissioner's Office/Security: Classify: (1)	Director of Security Br. 31 (\$74,937 - \$98,810) CPNC
DES/Commissioner's Office/Security: Classify: (1)	Superintendent of Security Br. 25 (\$58,496 - \$77,130) Competitive
DES/Commissioner's Office/Cemeteries: Classify: (1)	Municipal Assistant/Temporary (7/1/14 – 6/30/14) Br. 18 (\$41,920 - \$54,714) Competitive
DES/Architecture & Engineering: Classify: (1)	Senior GIS Analyst Br. 23 (\$53,724 - \$70,838) Competitive
DES/Operations & Parks/Building Services: Classify: (1)	Senior Maintenance Mechanic/Buildings Br. 65 (\$18.42 - \$23.31/hr) Non-Competitive
DES/Operations & Parks/Building Services: Classify: (1)	Master Electrician Br. 20 (\$44,691 - \$59,242) Competitive
DES/Operations & Parks/Equipment Services: Classify: (1)	Junior Equipment Trainer Br. 15 (\$38,051 - \$48,841) Competitive
DES/Operations & Parks/Equipment Services: Classify: (1)	Auto Aide Br. 58 (\$15.35 - \$19.11/hr) Non-Competitive
DES/Water/Upland: Classify: (1)	Assistant Superintendent of Water Plant Maintenance Br. 23 (\$53,724 - \$70,838) Competitive
DES/Water/Upland: Classify: (4)	Senior Maintenance Mechanic/Water Supply Br. 65 (\$18.42 - \$23.31/hr) Non-Competitive

DES/Water/Upland: Classify: (1)	Reservoir Operator Br. 16 (\$39,366 - \$50,531) Competitive
LIBRARY/Central/Local History Classify: (1)	Local History Tour Guide/Seasonal Br. N060 (\$16.34 - \$18.48/hr) CPNC
LIBRARY/Central/Local History Classify: (1)	Local History Tour Guide/On Call Br. N060 (\$16.34 - \$18.48/hr) CPNC
LIBRARY/Central/Security Classify: (1)	Security Guard/Seasonal Br. N528 (\$13.67 - \$15.14) Non-competitive
LIBRARY/Central/Teen Center Classify: (1)	Digital Media Associate/Part-Time Br. N140 (\$20.28 - \$22.93) Competitive
LIBRARY/Central/Tec - Acquisitions Classify: (1)	Clerk III/Typing/Part-Time Br. N075 (\$16.09 - \$18.36) Non-competitive
LIBRARY/Central/Tec - Catalog Classify: (1)	Library Catalog Clerk II Br. 9 (\$32,051 - \$40,463) Competitive
LIBRARY/Central/Outreach Classify: (1)	Librarian I Br. 18 (\$41,920 - \$54,714) Competitive
LIBRARY/Central/Outreach Classify: (1)	Library Assistant/Temporary (7/1/14 – 7/31/14) Br. 14 (\$36,903 - \$47,399) Competitive
LIBRARY/Central/Shipping Classify: (1)	Mail Room Clerk/Part-time Br. N090 (\$17.61 - \$19.90) Competitive
LIBRARY/Community/ Branch Admin Classify: (1)	Youth Services Manager Br. 26 (\$61,040 - \$80,485) Competitive
LIBRARY/Community/ Branch Admin Classify: (2)	Literacy Aide / Seasonal Br. N403 (\$8.96 - \$10.64) Non-Competitive

LIBRARY/Community/ Lincoln Branch Classify: (1)	Library Assistant/Part-time Br. N145 (\$19.46 - \$22.24) Non-competitive
LIBRARY/Community/ Maplewood Branch Classify: (1)	Clerk Typist/Part-time Br. N035 (\$14.71 - \$16.78) Non-competitive
IT/Technical Infrastructure: Classify: (1)	Systems Engineer I Br. 25 (\$58,496 - \$71,130) Competitive
IT/Information Services: Classify: (1)	Information Services Analyst I Br. 25 (\$58,496 - \$71,130) Competitive
IT/Information Services: Classify: (1)	IT Call Center Analyst Br. 17 (\$40,557 - \$52,553)
NBD/Commissioner's Office: Classify: (1)	College Junior Intern/Seasonal Br. N308 (\$13.25/hr) Non-Competitive
NBD/Commissioner's Office: Classify: (1)	Senior Account Clerk Br. 10 (\$32,852 - \$41,719) Competitive
NBD/Business and Housing Development: Classify: (1)	Deputy Commissioner of Neighborhood and Business Development Br. 34 (\$84,571 - \$111,512) CPEX
NBD/Business and Housing Development: Classify: (1)	Legal Secretary Br. 9 (\$32,05 - \$40,463) Competitive
FINANCE/Accounting Classify: (2)	Accountant Br. 17 (\$40,557 - \$52,553) Competitive
FINANCE/Accounting Classify: (1)	Business Analyst I Br. 25 (\$58,496 - \$77,130) Competitive
FINANCE/Treasury Classify: (1)	Assistant Mail Room Coordinator Br. 12 (\$34,728 - \$44,514) Competitive

FINANCE/Treasury Classify: (2)	Resource Collector Br. 12 (\$34,728 - \$44,514) Competitive
FINANCE/Treasury Classify: (1)	Cash & Investment Manager Br. 26 (\$61,040 - \$80,485) Competitive
FINANCE/Assessment Classify: (1)	Clerk II Br. 9 (\$32,051 - \$40,463) Competitive
FINANCE/Purchasing Classify: (1)	Senior Purchaser Br. 22 (\$51,487 - \$67,889) Competitive
FINANCE/Purchasing Classify: (1)	Project Assistant Br. 12 (\$34,728 - \$44,514) Competitive
FINANCE/Purchasing Classify: (1)	Clerk III/Typing/Part-time Br. N707 (\$17.61 - \$18.39/hr) Non-competitive
DRYS/Commissioners Office Classify (1)	Communications Assistant Br. 18 (\$41,920 - \$54,714) Competitive
DRYS/Commissioners Office Classify (1)	Executive Assistant Br. 20 (\$44,691 - \$59,242) Competitive
DRYS/Commissioners Office Classify (1)	Program Development Specialist Br. 24 (\$56,058 - \$73,916) Competitive
DRYS/Commissioners Office Classify (1)	Manager of Youth Outreach & Violence Prevention Br. 27 (\$63,690 - \$83,979) Competitive
DRYS/Recreation Classify (1)	Deputy Commissioner of Recreation and Youth Services Br. 32 (\$78,013 - \$102,863) Exempt
DRYS/Recreation Classify (2)	Security Guard / Seasonal Br. P528 (\$13.66 - \$14.53) Non-Competitive

DRYS/Recreation Classify	(1)	Senior Recreation Assistant / Part Time Br. P810 (\$13.45 - \$14.26) Non-Competitive
DRYS/Recreation Classify	(7)	Recreation Assistant / Part Time Br. P815 (\$9.31 - \$9.93) Non-Competitive
DRYS/Recreation Classify	(6)	Youth Worker / Part Time Br. P810 (\$8.25) Labor
DRYS/Recreation Classify	(3)	Sr. Recreation Supervisor Br. 18 (\$41,920 - \$54,714) Competitive
DRYS/Recreation Classify:	(4)	Sr. Recreation Assistant/Seasonal Br. P810 (\$13.31- \$14.12) Non-Competitive
DRYS/Recreation Classify	(1)	Area Coordinator Br. 23 (\$53,724 - \$70,838) Competitive
DRYS/Recreation Classify	(2)	Area Coordinator/Temporary (1 yr.) Br. 23 (\$53,724 - \$70,838) Competitive
DRYS/BESTYS Classify	(1)	Director/Bureau of Employment, Skills Training, and Youth Services Br. 30 (\$71,989 - \$94,923) CPNC
DRYS/BESTYS Classify	(1)	Manager of Employment Services Br. 26 (\$61,040 - \$80,485) Competitive
DRYS/BESTYS Classify	(1)	Grant Support Associate Br. 13 (\$35,793 - \$45,854) Competitive
DRYS/BESTYS Classify	(1)	Professional Development Specialist Br. 18 (\$41,920 - \$54,714) Competitive
DRYS/ BESTYS Classify	(1)	Professional Development Specialist Br. 18 (\$41,920 - \$54,714) Competitive

DRYS/ BESTYS Classify: (2)	Professional Development Specialist /Temporary (1 yr.) Br. 18 (\$41,920 - \$54,714) Competitive
DRYS/ BESTYS Classify: (3)	Sr. Professional Development Specialist Br. 23 (\$53,724 - \$70,838) Competitive
RPD/Operations Classify: (1)	Police Sergeant/Temporary Temporary 3 months Br. 92, \$73,165 - \$77,577 Competitive
RPD/Operations Classify: (1)	Police Investigator/Temporary Temporary 3 months Br. 191, \$72,665 - \$77,077 Competitive
RPD/Animal Services Classify: (1)	Veterinary Technician Br. 10, \$32,852 - \$41,719 Competitive
RPD/Administration Classify: (1)	Personnel Management Supervisor Br. 23, \$53,724 - \$70,838 Competitive
Rochester Housing Authority Classify: (2)	Clerk III / Bilingual Range: \$26,444 - \$36,162 Competitive

#### IV. Adoption of Job Specifications:

- 911 Dispatcher II
- Digital Media Associate
- Director of Animal Services
- Director/Office of Employment, Skills Training & Youth Services
- Library Cataloging Clerk II
- Local History Tour Guide
- Mail Room Clerk/ Part-Time
- Material Processor
- Purchasing Control Clerk
- Real Property Appraiser
- Resource Collector
- Senior Purchaser

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

- Firefighter Trainee, 14ELOC1404
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**B. Establishment of Civil Service Preferred List(s):**

- Senior Administrative Analyst
- Chief of Security Operations
- Manager of Administrative Support
- Purchaser

**C. Close-out of examination process: NONE**

V. Request for Extension of Civil Service Eligible Lists(s):

- £ Administrative Analyst, 13EP72654
- £ Administrative Secretary, 13EP71808
- £ Animal Control Officer, 12EOC68483
- £ Assistant HVAC Engineer, 12EOC64679
- £ Assistant Operations Supt, 13EP72173
- £ Assistant Operations Supt, 13EOC66181
- £ Assistant to the Circulation Supv, 13EOC67653
- £ Associate Administrative Analyst, 13EP72129
- £ Clerk II/Typing, 12EDCR1118
- £ Clerk II/Typing/Bilingual, 13EDCR1308
- £ Clerk III/Bilingual, 13EOC64854
- £ Clerk III/Typing, 13EDCR1306
- £ Communications Aide, 12EOC68423
- £ Communications Aide/Bilingual, 12EOC60711
- £ Director of Human Resources/RHA, 13EOC64267
- £ Equipment Training Coordinator, 12EOC60603
- £ Fire Equipment Maintenance Supv, 12EOC64903
- £ Forestry Technician, 12EOC63221
- £ GIS Analyst/City Planner, 13EOC66908
- £ GIS Developer. 13EOC66942
- £ Grant Support Associate, 13EOC67681
- £ Labor Relations Specialist, 13EOC66566
- £ Mgr of Library Administration, 13EP71897
- £ Operations Superintendent, 13EP72167
- £ Operations Supervisor, 13EP72172
- £ Operations Supervisor, 13EOC66177
- £ Parking Compliance Monitor, 12EOC65295
- £ Parking Enforcement Supv, 12EP79775
- £ Police Captain, 12EP70929
- £ Police Evidence Technician, 13EOC65263

V. Request for Extension of Civil Service Eligible Lists(s) (**CONTINUED**):

- £ Project Assistant, 11EP79156
- £ Project Assistant, 11EOC63223
- £ Project Assistant/Bilingual, 11EOC63224
- £ Property Clerk, 12EOC69999
- £ Recreation Center Director, 12EP70874
- £ Recreation Leader, 12EOC69063
- £ Recreation Supervisor, 12EP70875
- £ Recreation Supervisor/Bilingual, 12EP70876
- £ Secretary/Dir of Communications , 13EP71721
- £ Senior Administrative Analyst, 13EP72130
- £ Senior Forestry Worker, 12EOC60593
- £ Senior GIS Analyst, 13EOC66952
- £ Senior GIS Analyst/City Planner, 13EOC66912
- £ Senior Human Resource Consultant, 13EOC67774
- £ Senior Purchaser, 13EP71878
- £ Service Representative/Bilingual, 11EP79157
- £ Supervising Dispatcher, 13EP72479
- £ Supervisor of Electrical Trades, 13EOC66611

VI. Request for extension of temporary positions: **NONE**

VII. Transfers:

- Security Division of the Rochester Police Department and the Department of Recreation & Youth Services, along with its personnel and other resources, to the Department of Environmental Services.

VIII. Reinstatement requests:

- The Department of Environmental Service is requesting to reinstate Mia Roan to title of Receptionist / Typist, effective July 1, 2014.

IX. Civil Service Commission Meeting Schedule; July – December 2014

THE END