

CIVIL SERVICE COMMISSION
AGENDA
Thursday, August 28, 2014
3:30 P.M., ROOM 102A, CITY HALL

I. Approval of the minutes of the meeting (regular and executive) on **July 24, 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/DHRM: (1) Classify:	Examination Administrator/Temporary (8/25/14 – 6/30/15) Br. 14 (\$36,903 - \$47,399) Competitive
ADMIN/DHRM: (1) Classify:	Assistant Examination Supervisor/Part- Time/Temporary (8/25/14 – 6/30/15) Br. P462 (\$12.56/hr) Non-Competitive
ADMIN/DHRM: (1) Classify:	Senior Payroll Auditor/Temporary (7/20/14 – 6/30/15) Br. 21 (\$46,476 - \$61,699) Competitive
ADMIN/DHRM: (1) Classify:	Clerk III/Typing/Temporary (7/22/14 – 10/17/14) Br. 7 (\$30,521 - \$38,156) Competitive
ADMIN/DHRM: (1) Classify:	Senior Human Resource Associate Br.14 (\$36,903 - \$47,399) Competitive
DES/Architecture & Engineering Classify: (1)	Junior Architect/Temporary (8/25/14 – 6/30/15) Br. 18 (\$41,920 - \$54,714) Competitive
DES/Architecture & Engineering Classify: (1)	Manager of Special Projects Br. 30 (\$71,989 - \$94,923) Competitive
DES/Water/Director's Office Classify: (1)	Garage Attendant Br. 57 (\$15.04 - \$18.77/hr) Non-Competitive
DES/Operations & Parks/Equipment Services Classify: (1)	Technology Applications Coordinator Br.26 (\$61,040 - \$80,485) Competitive
LIBRARY/Central/ Maintenance Classify: (2)	Cleaner / Part-time Br. N015 (\$14.04 - \$16.02/hr) Labor

LIBRARY/Community/ NE Classify: (1)	Literacy Aide / Part-time Br. N403 (\$8.96 - \$10.64/hr) Non-competitive
NBD/Commissioner's Office/Administration & Finance Classify: (1)	Receptionist Typist/Temporary (7/28/14 – 1/27/15) Br. 6 (\$29,746 - \$37,143) Competitive
NBD/Planning & Zoning Classify: (1)	City Planner Br. 20 (\$44,691 - \$59,242) Competitive
NBD/Planning & Zoning Classify: (1)	Administrative Assistant Br. 16 (\$39,366 - \$50,531) Competitive
NBD/Inspection & Compliance Classify: (1)	Senior City Planner/GIS Analyst /Part-Time Br. N248 (\$26.95 - \$35.54/hr) Competitive
DRYS/Commissioners Office Classify: (2)	Youth Intervention Aide/Seasonal Br. P850 (\$17.61 - \$18.71/hr) CPNC
DRYS/Commissioners Office Classify: (1)	Youth Worker/Part-time Br. P353 (\$8.25/hr.) Labor
DRYS/Recreation Administration Classify: (1)	Secretary/Deputy Commissioner of Recreation & Youth Services/Temporary Br.11 (\$33,748 - \$43,018) Competitive
DRYS/Recreation Administration Classify: (1)	Secretary/Deputy Commissioner of Recreation & Youth Services Br.11 (\$33,748 - \$43,018) Competitive
DRYS/Recreation Administration Classify: (1)	Senior Recreation Supervisor/Temporary Br.18 (\$41,920 - \$54,714) Competitive
DRYS/BEST Classify: (1)	Secretary/Bilingual/Temporary (8/31/14 thru 6/30/15) Br.11 (\$33,748 - \$43,018) Competitive
RPD/East Division Classify: (1)	Police Sergeant/Temporary (Temp 7/3/14 – 9/8/14) Br. 92 (\$73,165 - \$77,577) Competitive

RPD/Operation/West Classify (1)	Police Sergeant/Temporary (Temp 8/2/14 – 2/1/15) Br. 82 (\$73,165 - \$77,577) Competitive
Rochester Housing Authority Classify: (3)	Clerk III Br. 7X (\$26,444 - \$36,162) Competitive

IV. Adoption of Job Specifications:

- o Assistant Mail Room Coordinator
- o Mail Room Coordinator
- o Payroll Auditor
- o Shelter Manager

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

- o Automotive Parts & Materials Manager, 14EOC60070
- o Automotive Parts & Materials Manager, 14EP73681
- o Benefits Manager, 14EOC60328
- o Benefits Manager, 14EP73083
- o Clerk I/RHA, EP73542
- o Crisis Counseling Coordinator, 14EOC60384
- o Crisis Counseling Coordinator, 14EP73166
- o Fire Captain, 14EP73233
- o Human Resource Assistant, 14EOC60191
- o Human Resource Assistant, 14EP73077
- o Human Resource Assistant/Bilingual, 14EOC60193
- o Human Resource Assistant/Bilingual, 14EP73078
- o Human Resource Consultant I, 14EOC67931
- o Human Resource Consultant II, 14EP72583
- o Human Resource Coordinator, 14EP72582
- o Manager of Library Administration, 14EP73571
- o Public Safety Communicator I, 14ELOC1407
- o Public Safety Communicator II, 14ELOC1408
- o Purchasing Agent/RHA, 14EP73666
- o Recreation Center Director, 14EP72159
- o Recreation Supervisor, 14EP73228
- o Recreation Supervisor/Bilingual, 14EP73229
- o Senior Automotive Parts Clerk, 14EOC61916
- o Senior Automotive Parts Clerk, 14EP73759
- o Supervising Stock Clerk, 14EOC61794
- o Victim Assistance Counselor, 14EOC63374
- o Youth Camp Supervisor, 14EOC69875

B. Establishment of Civil Service Preferred List(s): **None**

C. Close-out of examination process:

- Purchaser, 14EP73552

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

- 911 Dispatcher II/ECD, 12ELP1121
- Architect, 13EOC61065
- Architect, 13EP73395
- Area Coordinator, 11EOC64493
- Assistant Architect, 13EOC61066
- Cemetery Service Representative, 11EOC66497
- Cemetery Service Representative, 11EP79763
- Cemetery Service Representative/Bilingual, 11EOC66506
- Clerk II/Typing, 13EDCR1311P
- Clerk II/Typing/RHA, 13EDCR1312P
- Client Support Analyst, 13EOC16672
- Code Enforcement Inspector, 11EOC64779
- Counseling Specialist, 12EOC63367
- Fire Lieutenant, 13EP72366
- Librarian II, 13EOC60387
- Librarian II, 13EP73169
- Librarian IV, 13EOC60389
- Librarian IV, 13EP73170
- Material Equipment Fleet & Facilities Coordinator, 12EOC67595
- Operations Analyst, 12EOC60716
- Permit Office Manager, 12EOC68220
- Police Lieutenant, 11EP78986
- Police Sergeant, 11ELP1115
- Principal Engineering Technician/CADD, 11EOC60953
- Program Coordinator, 12EOC67571
- Program Development Specialist, 11EOC63748
- Senior Architect, 13EP73600
- Senior Code Enforcement Officer, 12EP70511
- Senior Property Clerk, 11EP79448

VII. Request for extension of temporary positions:

- One Position of Security Guard (encumbered by Antoinette Davis) in the Central/Library Department.

VIII. Transfers:

- The Rochester Police Department is requesting approval to transfer a Police Information Clerk to a vacant Clerk II position.

IX. Reinstatement requests:

- The Department of Human Resource Management is requesting permission to reinstate Kimberly Kamagate to the title of Senior Human Resource Associate.

X. Enter Executive Session

THE END