

CIVIL SERVICE COMMISSION
GENERAL SESSION AGENDA
Thursday, November 20, 2014
3:30 P.M., ROOM 102A, CITY HALL

I. Approval of the minutes of the meeting (regular and executive) on **October 23, 2014**.

II. Commission Correspondence:

- Letters to **Todd Bischoing** and **Edward McClendon** informing them of the Commission's decision to **Not** approve their request for reinstatement to the Fire Fighters eligible list, but encouraged them both to reapply for a future examination.

III. Classification/Reclassification:

ADMIN/DHRM Classify: (1)	Clerk III/Typing/Temporary (11/3/14 – 1/3/15) Br. 7 (\$30,521 - \$38,156) Competitive
DES/Commissioner's Office/Cemeteries Classify: (1)	Clerk III/Typing/Temporary (11/3/14 – 1/31/15) Br. 7 (\$30,521 - \$38,156) Competitive
DES/Commissioner's Office/Cemeteries Classify: (1)	Senior Service Assistant/Temporary (10/20/14 – 6/30/15) Br. 7 (\$33,748 - \$43,018) Competitive
DES/Operations & Parks/Building Services Classify: (1)	HVAC Engineer/Temporary (10/14/14 – 3/28/15) Br. 151 (\$25.06 - \$29.40/hr) Competitive
DES/Water/Distribution Classify: (1)	Water Meter Repairer/Temporary (11/30/14 – 3/31/15) Br. 51 (\$13.48 - \$16.25/hr) Non-Competitive
DES/Operations & Parks/Equipment Services Classify: (1)	College Junior Intern/Seasonal Br. 452 (\$13.38/hr) Non-Competitive
LIBRARY/Central/ Art Classify: (1)	Clerk Typist/Part-Time Br. N035 (\$14.71 - \$16.78/hr) Non-Competitive
LIBRARY/Central/ Communications Classify: (1)	Duplicating Operator/Part-Time/ Temporary (10/27/14 – 1/27/15) Br. N065 (\$15.68 - \$17.91/hr) Non-Competitive
NBD/Business & Housing Development Classify: (1)	Clerk III/Typing/Part-Time Br. N707 (\$16.76 - \$19.39/hr) Non-Competitive
NBD/Business & Housing Development Classify: (1)	Project Assistant Br. 12 (\$34,728 - \$44,514) Competitive

NBD/Planning & Zoning Classify: (1)	Clerk III/Typing/Part-Time Br. N707 (\$16.76 - \$19.39/hr) Non-Competitive
NBD/Planning & Zoning Classify: (1)	City Planner Br. 20 (\$44,691 - \$59,242) Competitive
NBD/Planning & Zoning Classify: (1)	Clerk II/Bilingual/Temporary (10/27/14 – 6/30/15) Br. 9 (\$32,051 - \$40,463) Competitive
FINANCE/Assessment Classify: (1)	Clerk III/Typing/Seasonal Br. N070 (\$16.76 - \$18.96/hr) Non-Competitive
DRYS/Recreation Classify: (1)	Recreation Leader Br. 9 (\$32,051-\$40,463) Competitive
DRYS/BEST & YS Classify: (1)	Clerk III/Typing/Seasonal (11/2/14-6/30/14) Br. N070 (\$16.76 - \$18.96/hr) Non-Competitive
RPD/Operations Classify: (1)	Police Investigator/Temporary (10/21/14 – 4/20/15) Br. 191 (\$72,665 - \$77,077) Competitive
RPD/Operations Classify: (1)	Police Sergeant/Temporary (11/5/14 – 2/6/15) Br. 92 (\$76,867 - \$81,502) Competitive
RPD/Operations Classify: (1)	Police Sergeant/Temporary (11/11/14 – 11/10/15) Br. 92 (\$76,867 - \$81,502) Competitive
Rochester Housing Authority Classify: (5)	Housing Specialist (\$31,000 - \$43,528) Competitive

IV. Adoption of Job Specifications:

- Clerk II/Typing
- Clerk II/Typing/Bilingual
- Clerk III/Typing
- Clerk III/Typing/Bilingual
- Management Trainee
- **Professional Development Specialist** **WITHDRAWN**
- **Professional Development Specialist/Bilingual** **WITHDRAWN**
- **Senior Professional Development Specialist** **WITHDRAWN**

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

- Librarian I, ECRT1455
- Librarian I/Bilingual (Spanish), 14EOC65444

B. Close-out of examination process: **None**

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

VII. Request for extension of temporary positions: **None**

VIII. Transfers: **None**

IX. Reinstatement requests: **None**

X. Resolution to Amend the Appendices for titles outside the competitive class

A. Public Hearing

B. Signing of Resolution

XI. **Informational:** Transfer of Function under CSL 70(2)

- Transfer of Fire Dispatch function, **effective January 1, 2015** from the Brighton Fire District to the City of Rochester 9-1-1 Center and Associated personnel, Fire Dispatchers James Camiolo and Daniel DiSalvo, pursuant to the Civil Service Law Section 70(2).

XII. Proposed Dates for Civil Service Commission Meetings for January 2015 – June 2015

THE END