

CIVIL SERVICE COMMISSION
GENERAL SESSION AGENDA
Thursday, September 28, 2017
3:30 P.M., ROOM 102A, CITY HALL

- I. Approval of the minutes of the meeting (regular and executive) on August 24, 2017.
- II. Commission Correspondence: **None**
- III. Classification/Reclassification:

Administration/Office of Management & Budget Classify: (1)	Process Improvement Associate Br. 24 (\$57,751 - \$76,148) Competitive
Administration/DHRM Classify: (1)	Training Coordinator Br. 23 (\$55,346 - \$72,977) Competitive
Emergency Communications/911 Call Center Classify: (1)	Graduate Intern/Seasonal Br. N463 (\$16.81) CPNC
DES/Buildings & Parks/Cemeteries Classify: (1)	Research Assistant/Part-Time/Temporary (8/7/17 – 6/30/17) Br. N716 (\$22.50 - \$25.45) Non-competitive
DES/Water/Upland Operations Classify: (1)	Fleet Maintenance Technician Br. 16 (\$40,957 - \$52,572) Competitive
DES/Water/Upland Operations Classify: (1)	Automotive Parts Clerk/Part-Time/Temporary (8/14/17 – 6/30/17) Br. P711 (\$16.88 - \$19.09) Competitive
DES/Equipment Services Classify: (1)	Stock Clerk/Temporary (8/21/17 – 6/30/17) Br. 6 (\$30,948 - \$38,644) Competitive
Information Technology Classify: (1)	Chief Information Security Officer Br. 31 (\$77,200 - \$101,793) Competitive
NBD/Commissioner's Office/Planning Classify: (1)	City Planner Br. 20 (\$46,497 - \$61,636) Competitive
NBD/Business & Housing Development Classify: (1)	Legal Assistant/Real Estate Br. 20 (\$46,497 - \$61,636) Competitive
NBD/Buildings & Zoning Classify: (1)	Clerk II/Typing Br. 9 (\$33,346 - \$42,098) Competitive

Finance/Treasury Classify: (1)	Interdepartmental Messenger (Temporary 9/25/17 – 9/28/17) Br. 10 (\$34,180 - \$43,405) Labor
Finance/Treasury Classify: (1)	Interdepartmental Messenger Br. 10 (\$34,180 - \$43,405) Labor
Finance/Assessment Classify: (1)	Real Property Appraiser Trainee Temporary (9/25/17 – 9/28/17) Br. 13 (\$37,239 - \$47,707) Competitive
Finance/Assessment Classify: (1)	Real Property Appraiser Trainee Br. 13 (\$37,239 - \$47,707) Competitive

IV. Adoption of Job Specifications:

- Assistant to the NSC Administrator
- Training Coordinator

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

- 911 Dispatcher I, ELCR1031-1
- 911 Telecommunicator, ELCR2851-1
- Clerk II, Typing, 17EDCR1714P
- Clerk II/Typing, 17EDCR1713
- Clerk II/Typing/Bilingual, 17EDCR1715
- Clerk II/Typing/Bilingual/Rochester Housing Authority, 17EDCR1718P
- Clerk II/Typing/Rochester Housing Authority, 17EDCR1717P
- Housing Specialist/Rochester Housing Authority, 17EOC66025
- Housing Specialist/Rochester Housing Authority, 17EP75393
- Purchaser, 17EOC61373
- Purchaser, 17EP77307
- Senior Automotive Parts Clerk, 17EP77308
- Senior Community Housing Planner, 17EOC63687
- Senior Housing Specialist/Rochester Housing Authority, 17EP71026
- Stock Clerk/Rochester Housing Authority, 17EOC61314

B. Close-out of examination process:

- Clerk II/Typing/Bilingual, 17EDCR1716P

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

- Assistant Superintendent of Construction & Repair, 16EP70902
- Assistant Superintendent of Construction & Repair, 16EOC63154
- Children's Services Consultant, 14EOC63293
- Code Enforcement Inspector, 14EOC60687
- Code Enforcement Inspector/Bilingual, 14EOC60688
- Deputy City Treasurer, 16EP72428
- Director of Development and Capital Projects/RHA, 14EP73668
- Manager of Building Services, 16EP70954
- Project Assistant, 14EP73212
- Project Assistant/Bilingual, 14EP73213
- Project Assistant/Bilingual, 14EOC60571
- Supervisor of Structures and Equipment, 14EOC61752
- Supervisor of Structures and Equipment, 14EP73670

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

VIII. Transfers:

- Police Information Clerk, Debra L. Amato in the Rochester Police Department is requesting a transfer to Clerk II in the Finance Department/Bureau of Accounting.
- Accountant, Jennifer L. Cruz in the Department of Environmental Services is requesting a transfer to Accountant in the Finance Department/Bureau of Accounting.

IX. Reinstatement requests: **None**

X. Misc:

- Prospective Commissioner; Serena Brown attending General Session.

THE END