

**CIVIL SERVICE COMMISSION
MINUTES
Thursday, April 19, 2012
3:30 P.M., ROOM 102A, CITY HALL**

PRESENT: Commissioners: Diane Larter, Acting Chair
Sally Partner
John Feola

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

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

I. The Commission moved into EXECUTIVE SESSION for Item II of Executive agenda at 3:30 pm.

The Commission moved to Regular Session at 4:10 pm.

II. The Commission approved the minutes of the meeting (regular and executive) on March 15, 2012.

III. The Commission reviewed the following item of correspondence:

- Letter to Anthony Rotundo re: Transmitting 2011 Annual Report

IV. The Commission approved the following requests for classification/reclassification:

DES/Arch. & Eng./Maps & Surveys Classify (1)	Senior Survey Technician Br 15 \$36,211 - \$46,479 Competitive
DES/Arch. & Eng./Administration Re-Classify (1)	Research Assistant Br 16 \$37,463 - \$48,088 Competitive TO Accountant Br 17 \$38,596 - \$50,012 Competitive
DES/Commissioner's Office/Cemeteries Classify (1)	Cemetery Sales Counselor/Temporary (Temporary – 3/26/12 – 4/18/12) Br 12 \$33,049 - \$42,362 Non-Competitive

IV. The Commission approved the following requests for classification/reclassification:
 (continued):

DES/Commissioner's Office/Cemeteries Classify (1)	Cemetery Sales Counselor Br 12 \$33,049 - \$42,362 Non-Competitive
DES/Commissioner's Office/Cemeteries Classify (1)	College Junior Intern/Seasonal Br N308 \$12.73 - \$14.24 Non-Competitive
DES/Commissioner's Office/Cemeteries Classify (2)	Ground Equipment Operator/Seasonal Br P362 \$13.31 Non-Competitive
DES/Operations & Parks/Building Services Classify (1)	Senior Maintenance Mechanic/Bldgs./Temp. (Temporary – 3 months) Br 65 \$17.53 - \$22.18 Non-Competitive
DRYS/Recreation Classify (1)	Administrative Analyst/Part-Time Br 20 \$42,531 - \$56,378 Non-Competitive
DRYS/Recreation Classify (1)	Assistant Beach Manager Br P840 \$13.58 - \$14.39 CPNC
DRYS/Recreation Classify (2)	Grounds Equipment Operator Br P362 \$13.31 Non-Competitive
DRYS/Recreation Classify (1)	Pool Attendant Br P457 \$10.56 Labor
DRYS/Recreation Classify (29)	Recreation Assistant/Seasonal Br P815 \$8.86 - \$9.45 Non-Competitive
DRYS/Recreation Classify (6)	Senior Recreation Assistant/Seasonal Br P810 \$12.80- \$13.57 CPNC

IV. The Commission approved the following requests for classification/reclassification:
 (continued):

ECD/Operations Classify	(2)	911 Dispatcher I Br 150 \$22.47 - \$26.35 Competitive
FIN/Accounting Classify	(1)	Accountant Br 17 \$38,596 - \$50,012 Competitive
ITD/Application Services Classify	(2)	IT Transition Analyst I/Temporary (Temporary – 1 month) Br 25 \$55,668 - \$73,401 Competitive
ITD/Application Services Classify	(2)	IT Transition Analyst I Br 25 \$55,668 - \$73,401 Competitive
ITD/Business Process Services Classify	(1)	Technology Applications Specialist Br 23 \$51,126 - \$67,413 Competitive
NBD/Bureau of Housing Development Re-Classify	(1)	Clerk III/Typing Br 7 \$29,045 - \$36,311 Competitive TO Clerk II/Typing Br 9 \$30,501 - \$38,507 Competitive
RPL/Community/Arnett Branch Classify	(1)	Literacy Aide/Part-Time/Temporary (Temporary – 3 months) Br N403 \$8.53 - \$10.13 CPNC
RPL/Director's Office Re-Classify	(1)	Librarian III Br 22 \$48,998 - \$64,607 Competitive TO Librarian IV Br 24 \$53,348 - \$70,342 Competitive

III. The Commission approved the following requests for classification/reclassification:
 (continued):

RPL/CLA/Business & Science Re-Classify	(1)	Librarian III Br 22 \$48,998 - \$64,607 Competitive TO Librarian IV Br 24 \$53,348 - \$70,342 Competitive
RPD/Office of the Chief Re-Classify	(1)	Secretary Br 11 \$32,116 – 40,938 Competitive TO Administrative Secretary Br 13 \$34,062 - \$43,637 Competitive
RPD/Administration/Personnel Classify	(1)	Clerk II w/Typing Br 9 \$30,501 – \$38, 507 Competitive
RHA/ Classify	(1)	Clerk III/Bilingual \$26,444 - \$36,162 Competitive
RHA/ Classify	(3)	Clerk III/Typing/Bilingual \$26,444 - \$36,162 Competitive
RHA/ Classify	(1)	Clerk II/Typing \$27,769 - \$38,670 Competitive
RHA/ Classify	(1)	Housing Manager III \$34,000 - \$48,000 Competitive
RHA/ Classify	(3)	Housing Specialist \$31,000 - \$43,528 Competitive
RHA/ Classify	(1)	Laborer \$25,772 - \$32,616 Labor

III. The Commission approved the following requests for classification/reclassification:
 (continued):

RHA/ Classify	(1)	Navigator/RHA \$28,476 - \$35,999 Competitive
RHA/ Classify	(1)	Computer Communications Technician \$37,500 - \$52,733 Competitive

- Municipal Attorney Jeff Eichner provided a reminder that caution be taken when identifying an action as a reclassification instead of classification. There are procedural differences in the promotional process for these two actions. Tom Johnson indicated that staff has modified review procedures to provide a more extensive evaluation before the request is submitted to the Civil Service Commission.

IV. The Civil Service Commission adopted the following Job Specifications:

- Adjudication Assistant
- Assessor
- Assistant Commissioner Environmental Services
- Cashier/Bilingual
- Commercial Appraiser
- Firefighter Trainee
- Navigator
- Pregnancy Prevention Trainer/Bilingual
- Public Art Coordinator
- Supervising Real Property Appraiser

V. A. The Commission established the following Civil Service Eligible Lists for one year unless extended:

- Application Services Analyst I, 11EOC15525
- Battalion Chief, 12EP70618
- Application Services Analyst I, 11EP15526
- Application Services Analyst II, 11EOC66449
- Application Services Analyst II, 11EP79759
- Application Services Analyst III, 11EP79760
- Application Services Developer, 11EOC66838
- Business Process Analyst I, 11EOC66839
- Business Process Analyst II, 11EOC66841
- Business Process Developer, 11EOC15434

- V. A. The Commission established the following Civil Service Eligible Lists for one year unless extended (continued):

Business Process Services Manager, 11EOC66536
Client Support Analyst, 11EOC15435
Computer Communications Technician, 11EOC15701
Information Services Analyst I, 11EOC66524
Information Services Analyst II, 11EOC66526
Information Services Analyst III, 11EOC66523
Information Services Developer, 11EOC65259
IT Relationship Manager, 11EOC65262
IT Relationship Manager, 11EP79546
IT Transition Analyst, 11EOC15697
Library Automation Specialist, 11EOC60544
Library Automation Specialist, 11EP78449
Systems Engineer I, 11EOC15437
Systems Engineer I, 11EP15436
Systems Engineer II, 11EOC66591
Systems Engineer II, 11EP79779
Systems Engineer III, 11EOC66594
Systems Engineer IV, 11EOC66595
Systems Engineer IV, 11EP79780
Technical Infrastructure Services Manager, 11EOC65239

Firefighter, 12ELOC1117 - The Commission approved the adoption of the eligible list to be effective Wednesday, April 25, 2012, contingent on receipt of documentation from the vendor and verification of the data import into the applicant tracking system

B. Close-out of examination process: NONE

- VI. Request for Extension of Civil Service Eligible Lists(s): NONE

- VII. The Civil Service Commission approved requests to extend the following temporary positions:

- Cemetery Service Representative/Temporary (DES) from 3/11/12 – 3/30/12
- Real Property Appraiser/Temporary (FIN) (Off-budget Temp) from 5/1/12 – 6/30/12
- Real Property Appraiser/Temporary (FIN) from 5/1/12 – 6/30/12

VIII. Transfers: NONE

IX. The Commission approved the reinstatement of former Police Officer Joao Nobrega to the position of Public Safety Aide in the Rochester Police Department.

The Commission approved the reinstatement of Anne Barber to the position of Computer Communications Technician at the Rochester Housing Authority.

X. The Commission approved a recommendation for Non-Competitive Promotional Exam for Sr. Labor Relations Specialist, pursuant to Civil Service Law § 52(7) for Michael P. Oliveri.

XI. Informational: Update on synthetic marijuana – Officer Lamar Cousins will ask the Monroe County Crime Laboratory expert to attend the May meeting and provide more information to the Civil Service Commission.

XII. The Commission moved to Executive Session to review recommendations for disqualification of (Police Officer and 911 Telecommunicator and/or Dispatcher I) candidates and to discuss other matters of a confidential nature.

Meeting was adjourned at 5:10 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Thomas Johnson', with a long horizontal flourish extending to the right.

Thomas Johnson
Human Resource Coordinator