

**CIVIL SERVICE COMMISSION
MINUTES
Thursday, February 27, 2014
3:30 P.M., ROOM 102A, CITY HALL**

PRESENT: Commissioners: Sally Partner (Chair)
Alan Caine
John Feola
Diane Larter

SUPPORT STAFF: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Deborah Callerame, Human Resource Consultant
Darlene Rogers, Police Sergeant
Lamar Cousins, Police Officer
Sandra Simon, Affirmative Action Officer

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

I. The Commission approved the minutes of the meeting (regular and executive session) on January 16, 2014.

II. The following classifications/reclassifications were approved as presented:

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| ADMIN/DHRM Classify: (1) | Clerk III/Temporary (c) (2/2/14 – 5/9/14) Br. 7 (\$30,219 - \$37,778) Competitive |
| ADMIN/DHRM Classify: (1) | Affirmative Action Officer Br. 26 (\$59,843 - \$78,907) Non-Competitive |
| ADMIN/Communications Classify: (1) | Graphic Artist/Part-Time/Temporary (2/11/14 – 6/30/14) Br. N150 (\$20.70 - \$23.40/hr) Non-Competitive |
| ECD/Operations Classify: (1) | 911 Telecommunicator Br. 110 (\$28,410 - \$43,869) Competitive |
| RFD/Chief's Office Classify: (1) | Deputy Fire Chief/Temporary (2/5/14 – 3/21/14) Br. 86 (109,630 - \$125,805) Non-Competitive |

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| DES/Architecture & Engineering Reclassify: (1) | Assistant Architect Br. 21 (\$46,016 - \$61,088) Competitive To Architect Br. 24 (\$54,959 - \$72,467) Competitive |
| DES/Operations & Parks/Special Services Classify: (1) | Ground Equipment Operator/Temporary (1/20/14 – 6/30/14) Br. 56 (\$14.55 - \$17.91/hr) Non-Competitive |
| RPL/Community/Arnett Branch Classify: (1) | Clerk Typist/Part-Time Br. N035 (\$14.56 - \$16.61/hr) Non-Competitive |
| RPL/Community/Lincoln Classify: (1) | Librarian I/Bilingual Br. 18 (\$41,505 - \$54,172) Competitive |
| RPL/Community/Lincoln Classify: (1) | Clerk Typist/Part-Time/Temporary (Temporary to 6/30/14) Br. N035 (\$14.56 - \$16.61/hr) Non-Competitive |
| RPL/Community/Lincoln Classify: (1) | Library Assistant/Part-Time/Temporary (3/1/14 – 6/30/14) Br. N145 (\$19.27 - \$22.02/hr) Non-Competitive |
| IT/Technical Infrastructure Classify: (1) | Senior IT Call Center Analyst/Temporary (2/10/14 – 3/21/14) Br. 19 (\$42,767 - \$56,361) Competitive |
| NBD/Neighborhood Preservation Classify (1) | Senior Community Program Planner/Temporary (1/19/14 – 6/30/14) Br. 24 (\$54,959 - \$72,467) Competitive |
| FINANCE/Parking Bureau Classify: (1) | Parking Enforcement Officer/Temporary (2/3/14 – 4/2/14) Br. 10 (\$32,527 - \$41,306) Competitive |
| DRYS/Employment Opportunities Classify: (1) | Youth Intervention Supervisor / Temporary (2/17/14-5/17/14) Br. 26 (\$59,843-\$78,907) Non-Competitive |
| RPD/Operations/West Classify: (1) | Clerk III/Typing/Temporary (1/9/14 – 4/8/14) Br. 7 (\$30,219 - \$37,778) Competitive |
| RPD/Operations Classify: (1) | Police Lieutenant Br. 94 (\$82,736 - \$87,724) Competitive |
| RPD/R & Evaluation Classify: (1) | Info Services Analyst I/Temporary (2/10/14 – 2/26/14) Br. N268 (\$28.77 - \$37.94/hr) Competitive |

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| RPD/R & Evaluation Classify: (1) | Information Services Analyst I Br. 26 (\$59,843 - \$78,907) Competitive |
| RPD/Operations/East Classify: (1) | Police Sergeant/Temporary (1/21/14 – 6/30/14) Br. 92 (\$73,165-\$77,578) Competitive |
| RPD/Operations/East Classify: (1) | Police Investigator/Temporary (1/27/14 – 7/26/14) Br. 191 (\$72,665 - \$77,077) Competitive |
| RPD/Operations/SOD Classify: (1) | Police Sergeant/Temporary (1/4/14 – 6/30/14) Br. 92 (\$73,165-\$77,578) Competitive |
| RPD/Operations/West Classify: (1) | Police Investigator/Temporary (1/27/14 – 7/26/14) Br. 191 (\$72,665 - \$77,077) Competitive |
| RPD/Operations/Animal Services Classify: (1) | Assistant Supervisor of Animal Control Br. 14 (\$36,538 - \$46,929) Competitive |
| RPD/Operations/Animal Services Classify: (1) | Shelter Veterinarian/On-Call/Temporary (12/30/13 – 6/30/14) Br. N268, (\$28.77 - \$37.94/hr) Competitive |
| RPL/Central/Technical Services/Catalog Classify: (1) | Materials Processor/Part-Time Br. N030 (\$15.16 - \$17.14/hr) Non-Competitive |
| RPD/Admin/Budget Reclassify: (1) | Clerk II Br. 9, (\$31,734 - \$40,063) Competitive To Sr. Account Clerk Br. 10 (\$32,527 - \$41,306) Competitive |

III. The following Classification request were tabled by the Commission; pending further information in regards to classification studies:

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| DES/Commissioner's Office/Environmental Quality Reclassify: (1) | Senior City Planner Br. 24 (\$54,959 - \$72,467) Competitive To Senior Environmental Specialist/Planner Br. 27 (\$62,442 - \$82,332) Competitive |
| RPL/Central/Finance Office Reclassify: (1) | Administrative Analyst Br. 20 (\$44,249 - \$58,656) Competitive To Senior Administrative Analyst Br. 24 (\$54,959 - \$72,467) Competitive |
| Rochester Housing Authority Classify: (1) | Human Resource Coordinator \$47,500 - \$61,500 Competitive |

IV. The Commission adopted the following job specifications:

- π Human Resource Assistant
- π Human Resource Assistant Bilingual

V. The Commission established the following eligible list(s) for one (1) year, unless extended:

- π Clerk III/Typing/Bilingual – EDCRT0635
- π Retrieval Room Aide/Part Time – EDCRT2154
- π Senior Retrieval Room Aide/Part Time – 13EOC61449
- π Senior Retrieval Room Aide/Part Time – 13EP73554

VI. The Commission approved the extension of the Civil Service eligible lists for one year unless replaced with a new list:

- π Accountant, 13EOC66370
- π Adjudication Assistant, 12EP71553
- π Administrative Assistant/RHA, 12EP70617
- π Application Services Analyst I, 11EOC15525
- π Application Services Analyst II, 11EOC66449
- π Application Services Analyst II, 11EP79759
- π Application Services Analyst III, 11EP79760
- π Application Services Developer, 11EOC66838
- π Assistant Library Director III, 11EOC60678
- π Assistant Superintendent/Water Distribution, 12EP70613

VI. The Commission approved the extension of the Civil Service eligible lists for one year unless replaced with a new list (**Continued**):

- π Assistant Superintendent/Water Distribution,12EOC68417
- π Associate Accountant,13EOC66270
- π Associate City Planner,10EOC62687
- π Associate City Planner,10EP78591
- π Backflow Prevention Inspector,12EOC68418
- π Battalion Chief,12EP70618
- π Building Maintenance Supervisor/RHA,11EOC66559
- π Business Process Analyst I,11EOC66839
- π Business Process Analyst II,11EOC66841
- π Business Process Developer,11EOC15434
- π Business Process Services Manager,11EOC66536
- π Clerk II/Typing/Bilingual,11EDCR1116
- π Computer Communications Technician,11EOC15701
- π Dispatcher,13EOC61448
- π Economic Development Project Manager,11EP78321
- π Electrical Inspector,11EOC64718
- π Engineer I,11EOC67159
- π Engineer II,11EP70036
- π Engineer II,11EOC67160
- π Engineer III,11EP70037
- π Engineer III,11EOC67161
- π Executive Assistant,12EP79002
- π Field Auditor,11EOC62827
- π Fire Communications Technician,12EOC67731
- π Firefighter,12ELOC1117
- π Housing Specialist/RHA,12EOC64680
- π Information Services Analyst I,11EOC66524
- π Information Services Analyst II,11EOC66526
- π Information Services Analyst III,11EOC66523
- π Information Services Developer,11EOC65259
- π IT Relationship Manager,11EOC65262
- π IT Relationship Manager,11EP79546
- π Junior Accountant,11EOC62795
- π Library Automation Specialist,11EOC60544
- π Management Trainee,11ELOC1109
- π Manager of Small Market Development,11EP78538
- π Manager of Water Distribution,12EOC68218
- π Manager of Water Distribution,12EP70515
- π Meter Reader,13EOC61673
- π Navigator/RHA,12EOC64950
- π Operations Manager,12EP72117
- π Principal Account Clerk,12EP79447
- π Principal Staff Assistant,12EP70614
- π Property Rehabilitation Specialist,10EOC62817
- π Senior Accountant,11EOC62794

- VI. The Commission approved the extension of the Civil Service eligible lists for one year unless replaced with a new list (**Continued**):

- π Senior Accountant, 11EP79007
- π Senior Economic Development Specialist, 11EOC60744
- π Senior Field Auditor, 11EOC60921
- π Senior Property Rehabilitation Specialist, 10EP79012
- π Senior Property Rehabilitation Specialist/RHA, 10EOC67082
- π Superintendent of Water Distribution, 12EOC68067
- π Supervising Water Distribution Technician, 12EP79028
- π Supervisor of Administrative Services, 12EP72121
- π Supervisor of Water Supply Maintenance, 12EP77517
- π Systems Engineer I, 11EOC15437
- π Systems Engineer II, 11EOC66591
- π Systems Engineer III, 11EOC66594
- π Systems Engineer IV, 11EOC66595
- π Systems Engineer IV, 11EP79780
- π Technical Infrastructure Services Manager, 11EOC65239
- π Water Distribution Trainee, 12EOC68052
- π Water Operations Supervisor, 12EOC65670
- π Water Operations Supervisor, 12EP77518
- π Water Quality Laboratory Technician, 11EOC63368

- VII. The Commission approved the request to extend the following temporary positions:

- ω One position of Police Sergeant/ Temporary (encumbered by Joseph Perrone) in the Rochester Police Department.
- ω One position of Police Captain/ Temporary (encumbered by David Smith) in the Rochester Police Department.
- ω One position of Shelter Vet/ On-Call (encumbered by Aida Aponte) in the Animal Services Bureau of the Rochester Police Department.
- ω One position of Cleaner/Part-Time/Temp (encumbered by Percy Jackson) in the Rochester Public Library/NE Quadrant.

- VIII. The Commission approved the reinstatement for the following positions:

- π Amy Jasinski to the title of Payroll System Supervisor
- π Lillian Chang to the title of Payroll Systems Supervisor/On Call/Temporary

IX. The Commission approved the following requests for voluntary demotions in the Emergency Communications Department; from 911 Dispatcher I to Telecommunicator:

π Joshua L. Kelly
π Angela M. Sehm

X. The Commissioners were provided with copies of the Consolidated Laws of New York Annotated; 2014 Cumulative Pocket Part. New York State Commission Laws.

The meeting was adjourned at 5:30 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant

THE END