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CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
Thursday, November 30, 2017
3:30 P.M., ROOM 102A, CITY HALL

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PRESENT: Commissioners: John Feola (Chair)
                                        Alan Caine
                                        Sally Partner
                                        Fernan Cepero

IN ATTENDANCE: Tassie Demps, Executive Secretary
                                        Yvette Green, Law Department
                                        Deborah Callerame, Senior Human Resource Consultant
                                        Police Officer Ted Coriddi, RPD
                                        Deputy Chief Willie Jackson, RFD
                                        Kathy McManus, RFD
                                        Steve Cusenz, ECD

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 **October 26, 2017.**

II.   The Commission reviewed the following items of correspondence: **None**

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

IV.   The Commission adopted the following job specifications: **None**

V.   The Commission Established the following Eligible List(s) for one (1) year, unless extended:

- 911 Dispatcher II/ECD, 17ELP1706 (Revised)
- Manager of Employment Services, 17EOC63539
- Municipal Assistant, 17ELOC1719
- Project Assistant Bilingual, 17EOC60800
- Service Representative/Bilingual, 17EOC62033
- Service Representative, 17EOC69786
- Service Representative, 17EP77849

VI.   The Commission Closed Out the following exam process with no successful candidates:

- Clerk III/Typing/Bilingual, 17EDCRT1720
- Service Representative/Bilingual, 17EP77991
- Project Assistant/Bilingual, 17EP77279

VII. The Commission approved the following Extension of Temporary position(s):

- One position of Animal Care Officer/Temporary (encumbered by Gregory Emerick) in the Operations, Police Department.

VIII. The Commission approved the following Transfer request(s): **None**

IX. The Commission approved the following Reinstatement request(s): **None**

X. The Commission approved the January – June 2018 Civil Service Commission meeting schedule.

The meeting was adjourned at 5:20 PM

Respectfully submitted,

Deborah Callerame
Senior Human Resource Consultant

THE END