

CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
Thursday, January 25, 2018
 3:30 P.M., ROOM 102A, CITY HALL

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

IN ATTENDANCE: Tassie Demps, Executive Secretary
 Yvette Green, Law Department
 Deborah Callerame, Senior Human Resource Consultant

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 December 21, 2017.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassifications were approved as presented:

RFD/Fire Chief's Office Classify: (1)	Clerk III/Typing/Temporary (1/8/18-4/7/18) Br. 7 (\$32,390 - \$40,492) Competitive
DES/Buildings & Parks/Parks Operations Classify: (2)	Ground Equipment Operator/Temporary (12/11/17 - 4/8/18) Br. 56 (\$15.59 - \$19.20) Non-competitive
DES/Buildings & Parks/Downtown District Classify: (1)	Parks Operations Supervisor/Temporary (12/11/17 - 4/8/18) Br. 19 (\$45,838 - \$60,410) Competitive
DES/Equipment Services Classify: (1)	Management Trainee Br. 18 (\$44,486 - \$58,062) Competitive
Library/Central/Automation Services Classify: (1)	Librarian I/Part-Time Br. N185 (\$22.66 - \$26.41) Non-competitive
Library/Branch Administration Classify: (1)	Librarian I/Temporary (4 months) Br. 18 (\$44,486 - \$58,062) Competitive

Information Technology Classify: (1)	Business Analyst I Br. 25 (\$61,469 - \$81,048) Competitive
NBD/Neighborhood Preservation Classify: (1)	Clerk III/Typing/Part-Time/Temporary (1/29/18 – 6/30/18) Br. N707 (\$17.80 - \$20.12) Non-competitive
DRYS/Recreation Admin Classify: (1)	Day Camp Supervisor/Part-Time Br. P460 (\$15.98)
RPD/Operations/Criminal Investigation Classify: (1)	Police Evidence Technician Br. 16 (\$ - \$) Competitive

IV. The Commission adopted the following Job Specifications:

- Lifeguard/Seasonal & Part Time
- Locker Room Attendant/Seasonal
- ~~Paralegal WITHDRAWN~~

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

- Assistant HVAC Engineer, 17EOC64933
- Assistant HVAC Engineer/RHA, 17EOC64628
- Assistant Supervisor of Animal Control, 17EOC63143
- Automated Systems Control Specialist, 17EP70911
- Lead HVAC Engineer, 17EP70945
- Project Assistant/Bilingual, 17EP77279 *****Revised*****
- Water Quality Laboratory Assistant, 17EOC69290
- Water Quality Laboratory Technician, 17EOC60943

VI. The Commission closed out the following Exam Process with no successful candidates:

- Lead HVAC Engineer/RHA, 17EP70995

VII. The Commission approved the following Reinstatement Request(s):

- The Rochester Police Department requested the reinstatement of retired Police Officer David DeMers to the title of Public Safety Aide/Part- Time.

The meeting was adjourned at 4:00 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant

THE END