

**CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
Thursday, May 24, 2018
3:30 P.M., ROOM 102A, CITY HALL**

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

IN ATTENDANCE: Tassie Demps, Executive Secretary
Deborah Callerame, Senior Human Resource Consultant
Police Officer T. Coriddi, Rochester Police Department

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 April 19, 2018.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassifications were approved as presented:

Emergency Communications/ 911 Classify: (1)	Shift Supervisor/Temporary (5/1/18 – 4/30/19) Br. 210 (\$50,846 - \$67,439) Competitive
RFD/Fire Chief's Officer Classify: (1)	Clerk III/Typing/Temporary (4/23/18 – 6/30/18) Br. 7 (\$32,390 - \$40,492) Competitive
DES/Commissioner's Office Classify: (1)	Administrative Assistant/Temporary (4/16/18 – 5/16/18) Br. 16 (\$41,776 - \$53,623) Competitive
DES/Commissioner's Office/Security Classify: (1)	Supervising Security Guard/Temporary (4/19/18 – 6/30/18) Br. 16 (\$41,776 - \$53,623) Non-Competitive
DES/Operations/Director's Office Classify: (1)	Project Manager Br. 23 (\$56,453 - \$74,437) Competitive

DES/Operations/Special Services Classify: (3)	Operations Worker/Temporary (5/7/18 – 5/5/19) Br. 41 (\$16.92 - \$21.24) Non-Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Building Maintenance Helper/Temporary (5/7/18 – 5/5/19) Br. 52 (\$14.50 - \$17.65) Labor
LIBRARY/Central/Information Center Classify: (1)	Library Assistant Br. 14 (\$39,162 - \$50,300) Competitive
NBD/Business & Housing Development Classify: (1)	Economic Development Specialist Br. 22 (\$54,103 - \$71,333) Competitive
FINANCE/Treasury Classify: (1)	Mail Room Coordinator/On Call/ Temporary (1 year) Br. N140 (\$21.52 - \$27.64) Competitive
DRYS/BEST & YS Classify (1)	Vocational Manager/Temporary (4/16/18-6/30/18) Br. 26 (\$64,141-\$84,574) Competitive
DRYS/Commissioner's Office Classify: (1)	Summer Program Clerk/Seasonal (6/18/18-8/31/18) Br. P454 (\$11.26) Non-Competitive
DRYS/BEST & Y.S Classify: (5)	Assistant Summer Program Coordinator/Seasonal (6/1/18-8/31/18) Br.P459 (\$11.92) Non-Competitive

IV. The Commission adopted the following Job Specifications:

- Secretary to the Deputy Mayor

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

- Clerk III/Typing, 18EDCR1803
- Clerk III/Typing/Bilingual, EDCRT0635
- Communications Research Assistant, 18EOC61777
- Senior Property Rehabilitation Specialist/RHA, 18EOC68417

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

- Clerk III/Typing, 18EDCR1805P

- VII. The Commission affirmed the extension of the following Civil Service Eligible Lists for one year unless replaced with a new list: **None**
- VIII. The Commission approved the following Extension of Temporary position(s): **None**
- IX. The Commission approved the following Transfer Request(s): **None**
- X. The Commission approved the following Reinstatement Request(s):
- The Finance Departments request to reinstate former Mail Room Coordinator Gwendolyn Kelley to Mail Room Coordinator/On Call/Temporary (June 1, 2018 – June 30, 2019).
- XI. The Commission approved the proposed meetings dates; July – December 2018.

The meeting was adjourned at 4:30 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant