

**CIVIL SERVICE COMMISSION
GENERAL MINUTES
November 29, 2018
2:00 P.M., ROOM 102A, CITY HALL**

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

IN ATTENDANCE: Tassie Demps, Executive Secretary
Tynise Edwards, Law Department
Deborah Callera, Senior Human Resource Consultant
Stephen Cusenz, Emergency Communication Department
Deputy Chief Willie Jackson, Rochester Fire Department
Kathy McManus, Rochester Fire Department
Lt. Charles Gorman, Rochester Police Department
Gina Faggiano, Rochester Police Department

The Civil Service Commission meeting was called to order at 2:00 pm.

- I. The Commission approved the Minutes of the meeting (regular and executive session) on **October 25, 2018.**
- II. The Commission reviewed the following items of Correspondence: None
- III. The following Classifications/Reclassifications were approved as presented:

DES/Architecture & Engineering Classify: (1)	Assistant Transportation Specialist Br. 24 (\$60,084 - \$79,224) Competitive
DES/Buildings & Parks/Cemeteries Classify: (1)	Cemetery Service Representative Br. 11 (\$36,529 - \$46,564) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Supervisor of Structures & Equipment/Temporary (11/12/18 – 11/10/19) Br. 21 (\$50,307 - \$66,786) Competitive
LIBRARY/Central/Teen Center Classify: (1)	Youth Services Assistant Br. 7 (\$33,038 - \$41,302) Competitive
LIBRARY/Central/Teen Center Classify: (1)	Librarian I/Part-time Br. N185 (\$23.12 - \$26.94 Hourly) Non-competitive

NBD/Buildings & Zoning Classify: (1)	Code Enforcement Officer/On-Call/Temporary (12/3/18 – 12/2/19) Br. 218N (\$24.19 - \$32.11) Competitive
FINANCE/Accounting Classify: (1)	Associate Accountant Br. 24 (\$60,084 - \$79,224) Competitive
FINANCE/Treasury Classify: (1)	Head Cashier/Bilingual Br. 20 (\$48,376 - \$64,126) Competitive
DRYS/Commissioner's Classify: (1)	Professional Development Specialist/Bilingual Br. 18 (\$45,376-\$59,223) Competitive
DRYS/Commissioner's Classify: (1)	Personnel and Communications Coordinator/Bilingual/Temporary (10/29/18 – 11/29/18) Br. 23 (\$57,582 - \$75,926) Competitive
DRYS/Commissioner's Classify: (1)	Personnel and Communications Coordinator/Bilingual Br. 23 (\$57,582 - \$75,926) Competitive
DRYS/Recreation Classify: (1)	Grants Specialist Br. 20 (\$48,376-64,126) Competitive
DRYS/Recreation Classify: (6)	Youth Worker/Part-Time Br. 953 (\$10.40) 11/30/18-6/30/19
RPD/Administration Classify: (8)	Public Safety Aide/On-Call Br. 445 (\$20.62 - \$21.83 Hourly) Competitive
RPD/Operations/Patrol Classify: (12)	Police Officer Br. 090 (\$47,537-\$97,537) Competitive
RPD/Operations/Investigations Classify: (1)	Clerk III Br. 7 (\$33,038 - \$41,302) Competitive
RPD/Operations/FVSS Classify: (2)	Victim Assistance Counselor/Temporary (6 months) Br. 14 (\$39,945 - \$51,306) Competitive

IV. The Commission adopted the following Job Specifications:

- 911 Dispatcher I
- 911 Dispatcher I/Bilingual (Spanish)
- 911 Telecommunicator
- 911 Telecommunicator/Bilingual (Spanish)
- Firefighter
- Head Cashier
- Head Cashier/Bilingual
- Public Safety Aide
- Senior Code Enforcement Officer/Bilingual
- Victim Assistance Counselor/Bilingual

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

- Clerk III/Typing/Bilingual, EDCRT0635
- Librarian I, ECRT1455

VI. The Commission affirmed the extension of the following Civil Service Eligible Lists for one year unless replaced with a new list: **None**

VII. The Commission approved the following extension of Temporary position(s): **None**

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 following Civil Service Commission Meeting Dates for January – June 2019:

- January 24
- February 28
- March 28
- April 25
- May 23
- June 27

The meeting was adjourned at 4:45 PM

Respectfully submitted,

A handwritten signature in cursive script that reads "Deborah Callerame". The signature is written in black ink and is positioned below the typed name.

Deborah Callerame
Senior Human Resource Consultant

THE END