

**CIVIL SERVICE COMMISSION  
MINUTES  
January 24, 2019  
3:30 P.M., ROOM 102A, CITY HALL**

**PRESENT: Commissioners:** John Feola (Chair)  
Alan Caine  
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 20, 2018.**
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassifications were approved as presented:

Administration/Law Classify: (1)	Municipal Attorney II Br. 29 (\$73,965 - \$97,524) Exempt
Administration/DHRM Classify: (1)	Human Resource Assistant/Bilingual/Temporary (1/7/19 – 6/30/19) Br. 16 (\$42,612 - \$54,695) Competitive
Administration/Communications Classify: (1)	Secretary to the Director of Communications/Temporary (1/7/19 – 6/30/19) Br. 16 (\$42,612 - \$54,695) Competitive
Emergency Communications Department Classify: (1)	Executive Deputy Director of ECD Br. 33 (\$87,054 - \$114,788) CPEX
RFD/Fire Chiefs Office Classify: (1)	Clerk III/Typing/Seasonal (12/18/18 – 6/30/19) Br. 7 (\$33,038 - \$41,302) Non-Competitive
DES/Architecture & Engineering Classify: (1)	Principal Engineering Technician/On- Call/Temporary (1/28/19 – 6/30/19) Br. N180 (\$24.93 - \$32.54) Competitive

DES/Operations/Solid Waste Classify: (1)	Clerk III/Typing/Temporary (12/24/18 – 12/23/19) Br. 7 (\$33,038 - \$41,302) Competitive
DES/Operations/Street Maintenance Classify: (1)	Clerk III/Typing/Temporary (12/24/18 – 12/23/19) Br. 7 (\$33,038 - \$41,302) Competitive
DES/Operations/Director's Office Classify: (1)	Community Gardens Coordinator/On- Call/Temporary (1/14/19 – 6/30/19) Br. 238N (\$27.68 - \$36.50) Competitive
DES/Operations/Special Services Classify: (1)	Laborer/Temporary (12/14/18 – 12/13/19) Br. 57 (\$16.28 - \$20.32) Labor
DES/Operations/Special Services Classify: (1)	Dispatcher/Temporary (12/24/18 – 3/24/19) Br. 64 (\$19.28 - \$24.49) Competitive
DES/Equipment Services Classify: (1)	Laborer/Temporary (12/14/18 – 12/13/19) Br. 57 (\$16.28 - \$20.32) Labor
LIBRARY/Central/Security Classify: (1)	Security Guard/Part-time/Temporary (1/24/19 – 3/31/19) Br. N015 (\$15.08 - \$17.22) Non-competitive
LIBRARY/Community/Lincoln Classify: (1)	Library Assistant/Bilingual Br. 14 (\$39,945 - \$51,306) Competitive
IT/Enterprise Process & Systems Classify: (1)	Application Services Analyst I Br. 25 (\$62,698 - \$82,670) Competitive
NBD/Business & Housing Development Classify: (1)	Senior Community Housing Planner/Bilingual Br. 24 (\$60,084 - \$79,224) Competitive
DRYS/Recreation Administration Classify: (1)	Director of Programs and Services/Temporary Br. 30 (\$77,160-\$101,740) Competitive 1/17/19-6/30/19
Rochester Housing Authority / Human Resources Dept. Classify: (1)	Human Resource Coordinator/Temporary (1 year) Range: (\$47,500 - \$61,500) Competitive

IV. The Commission adopted the following Job Specifications:

- Employment & Training Coordinator
- Library Assistant
- Library Assistant/Bilingual
- Library Webmaster and Application Specialist

V. The Commission established the following Eligible List(s) for one (1) year, unless extended: **None**

VI. The Commission affirmed the extension of the following Civil Service Eligible Lists for one year unless replaced with a new list:

- Housing Specialist/RHA, 18EOC63536
- Housing Specialist/RHA, 18EP75120
- Family Self Sufficiency Supervisor/RHA, 18EP75837

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

- One position of Clerk II/Temporary (encumbered by Daneria Chambers) in the Department of Recreation and Youth Services.

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

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

**The meeting was adjourned at 4:00 PM**

Respectfully submitted,



Deborah Callrame  
Senior Human Resource Consultant

**THE END**