

**CIVIL SERVICE COMMISSION
GENERAL SESSION
MINUTES
March 28, 2019
3:30 P.M., ROOM 102A, CITY HALL**

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

IN ATTENDANCE: Deborah Callerame, Senior Human Resource Consultant
Yvette Green, Law Department
Gregory Roney, Deputy Director of Administration (ECD)
Steven Cusenz, Emergency Communications Department
Darlene Rogers, Rochester Police Department
Gina Faggiano, Rochester Police Department
Ted 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 February 28, 2019.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassifications were approved as presented:

Administration/Law Classify: (1)	Director of Policy Br. 28 (\$71,070 - \$93,708) CPEX
Administration/DHRM Classify: (1)	Business Analyst I/On-Call/Temporary (3/4/19 – 6/30/19) Br. 258N (\$30.14 - \$39.75) Competitive
RFD/Chiefs Office Classify: (1)	Battalion Chief/Temporary (3/4/2019 – 6/30/2019) Br. 85 (107,665 - \$117,510) Competitive
DES/Architecture & Engineering Classify: (1)	Architect Br. 24 (\$60,084 - \$79,224) Competitive

DES/Architecture & Engineering Classify: (1)	Senior Engineer/Construction/Temporary (2/25/19 – 2/24/20) Br. 29 (\$73,965 - \$97,524) Competitive
DES/Operations/Street Maintenance Classify: (1)	Special Equipment Operator/Temporary (2/25/19 – 6/30/19) Br. 64 (\$19.28 - \$24.49) Non-Competitive
DES/Operations/Special Services Classify: (1)	Laborer/Temporary (2/25/19 – 2/24/20) Br. 57 (\$16.28 - \$20.32) Non-Competitive
NBD/Buildings & Zoning Classify: (1)	Clerk III/Typing/Temporary (3/4/19 – 3/3/20) Br. 7 (33,038 - \$41,302) Competitive
FINANCE/Parking Classify: (1)	Parking Equipment Mechanic Br. 10 (\$35,561 - \$45,158) Non-Competitive
FINANCE/Purchasing Classify: (1)	Project Assistant / Seasonal Br. N120 (\$20.65 - \$23.35/hr) Non-Competitive
DRYS/BEST Classify: (2)	Summer Program Coordinator/Seasonal Br. P338 (\$20.43) Non-Competitive
RPD/Operations/Animal Services Classify: (1)	Animal Care Technician/Temporary (2/27/2019-5/26/2019) Br. 2 (\$29,577-\$36,406) Non-Competitive
NBD/Business & Housing Development Classify: (1)	Administrative Assistant Br. 16 (\$42,612 - \$54,695) Competitive

IV. The Commission adopted the following Job Specifications:

- Clerk II
- Clerk II/Bilingual
- Clerk II/Typing
- Clerk II/Typing/Bilingual
- Clerk III
- Clerk III/Bilingual

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

- Lead police Information Clerk, 18EP74506
- Public Safety Aide/PT, 18EOC61665

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

- Assistant Library Director III, 18EOC66526
- Benefits Assistant, 18EOC60677
- Communications Research Assistant, 18EOC61777
- Coordinator/Horticultural & Environmental Programming, 17EOC63333
- Digital Media Associate, 18EOC63203
- Digital Media Specialist, 18EOC66201
- Director of Finance/RHA, 17EOC68414
- Engineer I, 18EOC65983
- Engineer II, 18EP78158
- Engineer II, 18EOC65026
- Engineer III, 18EOC65402
- Engineer III, 18EP78161
- Human Resource Associate, 18EOC60668
- Human Resource Associate/Bilingual, 18EOC60669
- Junior Accountant, 17EOC61012
- Librarian II, 18EP79021
- Librarian II, 18EOC66510
- Librarian IV, 17EP77024
- Librarian IV, 17EOC69219
- Personnel Management Assistant, 18EP78890
- Personnel Management Supervisor, 18EP70996
- Police Paralegal, 16EOC67497
- Principal Graphic Designer, 16EP71927
- Principal Graphic Designer, 16EOC65429
- Recreation Center Director, 18EP78593
- Recreation Supervisor, 18EP78594
- Recreation Supervisor/Bilingual, 18EP78595
- Secretary to the Executive Director/RHA, 17EOC69646

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 Request for an Extension of Provisional Appointment:

- The Rochester Housing Authority requested permission to extend (4) Provisional appointments per Section 63.5.

The meeting was adjourned at 4:00 PM

Respectfully submitted,

A handwritten signature in black ink that reads "Deborah Callerame". The signature is written in a cursive, flowing style.

Deborah Callerame
Senior Human Resource Consultant

THE END