CIVIL SERVICE COMMISSION
GENERAL SESSION
MINUTES
Thursday, July 25, 2019
3:00 P.M., ROOM 102A, CITY HALL

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

IN ATTENDANCE: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Deborah Callerame, Senior Human Resource Consultant
Executive Deputy Chief Felipe Hernandez, RFD
Principal Staff Assistant Kathy McManus, RFD
Sergeant Darlene Rogers, Rochester Police Dept.
Police Officer Gina Faggiano, Rochester Police Dept.

The Civil Service Commission meeting was called to order at **3:00 pm**.

I. The Commission approved the Minutes of the meeting (General and Executive Sessions) on July 25, 2019.

II. The Commission reviewed the following items of Correspondence: **None**

III. The following Classification(s)/Reclassification(s) were approved as presented:

Administration/Mayor's Office Classify: (1)	Secretary to the Mayor/Temporary (6/17/19 – 7/15/19) Br. 23 ($58,734 - $77,445) CPEX
DES/ Architecture & Engineering Classify: (1)	Assistant to the Street Lighting Program Coordinator/Temporary (6/24/19 – 12/31/19) Br. 20 ($49,344 - $65,409) Competitive
DES/ Architecture & Engineering Classify: (1)	Street Lighting Program Coordinator/Temporary (7/8/19 – 12/31/19) Br. 27 ($69,630 - $91,810) Competitive
DES/Water/Distribution Classify: (1)	Water Distribution Trainee/Temporary (7/15/19 – 7/14/20) Br. 59 ($17.36 - $21.72) Competitive

Emergency Communication / 911 Call Center Classify: (1)	Emergency Communications Department Training Manager Br. 22 ($56,289 - $74,220) Competitive
NBD/Building & Zoning Classify: (1)	Clerk III/Temporary (7/15/19 – 7/25/19) Br. 7 ($33,699 - $42,128) Competitive
NBD/Building & Zoning Classify: (1)	Clerk III Br. 7 ($33,699 - $42,128) Competitive
DRYS/Youth Services Classify: (1)	Recreation Assistant/Youth Development Aide/Part-Time Br. 915 $11.40 Competitive
DRYS/ Recreation Classify: (18)	Sr. Recreation Assistant/ Youth Development Aide/Part-Time Br. 810 $15.58 Competitive
DRYS/Recreation Classify: (15)	Sr. Recreation Assistant/ Youth Development Aide/Seasonal Br. 810 $15.58 Competitive
DRYS/Recreation Classify: (24)	Recreation Assistant/ Youth Development Aide/Seasonal Br. 815 $11.40 Competitive
DRYS/Recreation Classify: (17)	Recreation Assistant/ Youth Development Aide/Part-Time Br. 815 $11.40 Competitive
DRYS/Recreation Classify: (24)	Sr. Recreation Assistant/ Sports and Fitness Aide/Part-Time Br. 810 $15.58 Competitive
DRYS/Recreation Classify: (23)	Sr. Recreation Assistant/ Sports and Fitness Aide/Seasonal Br. 810 $15.58 Competitive
DRYS/Recreation Classify: (19)	Recreation Assistant/Sports and Fitness Aide/Seasonal Br. 815 $11.40 Competitive
DRYS/Recreation Classify: (16)	Recreation Assistant/Sports and Fitness Aide/Part Time Br. 815 $11.40 Competitive
DRYS/Recreation Classify: (12)	Sr. Recreation Assistant/Education Aide/Part-Time Br. 810 $15.58 Competitive

DRYS/Recreation Classify: (13)	Sr. Recreation Assistant/ Education Aide/Seasonal Br. 810 $15.58 Competitive
DRYS/Recreation Classify: (5)	Recreation Assistant/Education Aide/Seasonal Br. 815 $11.40 Competitive
DRYS/Recreation Classify: (6)	Recreation Assistant/Education Aide/Part-Time Br. 815 $11.40 Competitive
DRYS/Youth Services Classify: (1)	Sr. Youth Intervention Specialist/Bilingual Br. 20 ($49,344-$65,409) CPNC
RPD/Operations/Animal Services Classify: (1)	Animal Control Officer/On-Call/Temporary 7/10/2019 thru 12/31/2019 Br. 128N ($18.43- $26.63) Competitive

IV. The Commission adopted the following Job Specification(s):

- Emergency Communications Department Training Manager

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

- Accountant, 19EOC63976
- Associate Accountant, 19EP75332
- Associate Accountant, 19EOC64775
- Counseling Specialist, 19EOC60365
- Junior Accountant, 19EP75297
- Junior Accountant, 19EOC64606
- Police Stenographer, 19EOC68370
- Secretary to the Library Director, 19EOC64095
- Senior Accountant, 19EP75311
- Senior Accountant, 19EOC64748
- Victim Assistance Counselor, 19EOC69106
- Victim Assistance Counselor/Bilingual, 19EOC68233

VI. The Commission Closed Out the following exam process with no successful candidates:

- Accountant, 19EP75236
- Administrative Secretary/Bilingual, 19EP74133

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

- One position of Librarian I/Temporary (encumbered by Evanna DiSalvo) at the Maplewood Community Branch of the Rochester Public Library.
- One position of Executive Director (encumbered by Shawn Burr) of the Rochester Police Department.

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

- Police Chief Laron Singletary submitted a request to reinstate Ron Lodar to the title of Animal Control Officer/On-Call/Temporary in the Rochester Police Department through December 31, 2019.

The meeting was adjourned at 5:30 PM

Respectfully submitted,

Deborah Callerame

Deborah Callerame
Senior Human Resource Consultant