

**CIVIL SERVICE COMMISSION  
GENERAL SESSION  
MINUTES  
Thursday, March 26, 2020  
3:30 P.M., Zoom Video Conference**

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

**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 (General and Executive session) on February 27, 2020.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassification(s) were approved as presented:

City Council & Clerk Classify: (1)	Receptionist to City Council/Bilingual (c) Br. 11 (\$37,260 - \$47,495) CPUN
City Council & Clerk Classify: (1)	Executive Director/Police Accountability Board Br. 28 (\$72,491 - \$95,582) CPUN
ECD/911 Call Center Classify: (10)	Dispatcher I Br. 150 (\$35,720 - \$55,544) Competitive
ECD/911 Call Center Classify: (2)	Public Safety Communicator I Br. 110 (\$31,680 - \$48,919) Competitive
DES/Commissioner's Office/Security Classify: (1)	Security Guard/Bilingual Br. 52 (\$15.09 - \$18.36) CPNC
DES/Architecture & Engineering Classify: (1)	Senior Engineer/Construction Br. 30 (\$78,703 - \$103,775) Competitive
DES/Operations/Street Maintenance Classify: (1)	Clerk III/Typing Br. 7 (\$33,699 - \$42,128) Competitive

DES/Equipment Services Classify: (1)	Municipal Assistant (c) Br. 18 (\$46,284 - \$60,407) Competitive
IT/Infrastructure & Operations Classify: (1)	Systems Engineer II Br. 27 (\$69,630 - \$91,810) Competitive
NBD/Commissioner's Office Classify: (1)	Grants Management & Research Coordinator Br. 29 (\$75,444 - \$99,474) Competitive
NBD/Buildings & Zoning Classify: (1)	Clerk III/Typing/Bilingual Br. 7 (\$33,699 - \$42,128) Competitive
NBD/Buildings & Zoning Classify: (1)	Executive Assistant/Bilingual Br. 20 (\$49,344 - \$65,409) Competitive
Finance/Treasury Classify: (1)	Associate Administrative Analyst/On-Call Br. N268 (\$32.08 - \$42.30) Competitive
Library/Central/Arts & Literature Classify: (1)	Clerk III/Typing/Part-Time Br. N075 (\$17.64 - \$20.12) Non-Competitive
DRYS/Recreation Classify: (1)	Clerk III/Typing/Part-Time Br. N707 (\$18.52 - \$20.93) Non-Competitive
DRYS/Recreation Classify: (1)	Senior Recreation Assistant/Sports and Fitness Aide/Seasonal Br. N810 (\$15.58) CPNC

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

- Animal Care Technician
- Animal Care Technician II
- Animal Control Officer
- Animal Services Client Specialist
- Assistant Supervisor of Animal Control
- Shelter Manager
- Supervisor of Animal Control

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

- Administrative Analyst, 19EP73821
- Associate Administrative Analyst, 19EP73837
- Contract Administrator, 19EP74023
- Engineering Technician, 19EOC69425
- Grants Specialist, 19EP73835
- Principal Engineering Technician, 19EOC69471
- Principal Engineering Technician/CADD, 19EOC69472
- Senior Administrative Analyst, 19EP73843
- Supervising Engineering Technician, 19EOC69483
- Supervising Engineering Technician, 19EP73918
- Supervising Engineering Technician/CADD, 19EP74208

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

- Senior Engineering Technician, 19EOC69439

**VII.** The Commission affirmed the extension of the following Civil Service Eligible List(s) for one year unless replaced with a new list:

- Assistant Library Director III, 18EOC66526
- Battalion Chief, 18EP78541
- Benefits Assistant, 18EOC60677
- Clerk III/Typing, 19EDCR1904
- Clerk III/Typing, 19EDCR1907P
- Communications Research Assistant, 18EOC61777
- Coordinator of Horticulture & Environmental Programming, 17EOC63333
- Digital Media Associate, 18EOC63203
- Digital Media Specialist, 18EOC66201
- Director of Finance/RHA, 17EOC68414
- Engineer I, 18EOC65983
- Engineer II, 18EOC65026
- Engineer II, 18EP78158
- Engineer III, 18EOC65402
- Engineer III, 18EP78161
- Human Resource Associate, 18EOC60668
- Human Resource Associate/Bilingual, 18EOC60669

**VII.** The Commission affirmed the extension of the following Civil Service Eligible List(s) for one year unless replaced with a new list (**Continued**):

- Labor Relations Specialist, 19EOC63965
- Librarian II, 18EOC66510
- Librarian II, 18EP79021
- Librarian IV, 17EOC69219
- Librarian IV, 17EP77024
- Personnel Management Assistant, 18EP78890
- Personnel Management Supervisor, 18EP70996
- Police Captain, 19ELP1905
- Recreation Center Director, 18EP78593
- Recreation Supervisor, 18EP78594
- Recreation Supervisor/Bilingual, 18EP78595
- Secretary to the Executive Director/RHA, 17EOC69646
- Senior Human Resource Associate, 18EOC68419
- Senior Human Resource Consultant, 19EOC64389
- Senior Human Resource Consultant, 19EP70691
- Senior Property Rehabilitation Specialist/RHA, 18EOC68417
- Superintendent of Water Distribution, 18EOC63880
- Superintendent of Water Distribution, 18EP71055
- Water Distribution Trainee, 18EOC63298
- Water Operations Supervisor, 18EOC69297
- Water Operations Supervisor, 18EP77793

**VIII.** The Commission approved the following extension of Temporary Position(s):

- One position of Maintenance Worker/Part –Time (encumbered by Warren Wymore) in the Community/Brach Maintenance in the Library Department.

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

- The Department of Finance requested the reinstatement of Susan Caufield to the title of Associate Administrative Analyst/On-Call.

**X. The Commission approved the following request to extend the following failed Provisional Appointment(s):**

- The Rochester Housing Authority requested permission to extend (3) Clerk III/Typing/Bilingual failed provisional employees for an additional (30) days.

**The meeting was adjourned at 4:15 PM**

Respectfully Submitted,



Deborah Callerame

Senior Human Resource Consultant