

CIVIL SERVICE COMMISSION  
**GENERAL SESSION**  
**MINUTES**  
**May 27, 2021**  
3:30 P.M., ZOOM MEETING, CITY HALL

PRESENT: Commissioners: Fernan Cepero (Chair)  
Serena Brown  
Carol Kramer

IN ATTENDANCE: Tassie Demps, Executive Secretary  
Yvette Green, Law Department  
Deborah Callerame, Senior HR Consultant  
Amy Mills, Deputy Director, ECD  
Lillie Suda, Project Assistant (General Session)

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 April 29, 2021.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassifications were approved as presented:

Administration/Communications Classify: (1)	Junior Speechwriter/Temporary (5/3/21 – 5/2/22) Br. 18 (\$47,210 - \$61,615) Competitive
ECD/311 Call Center Classify: (1)	Service Representative/Temporary (Temporary 1 Year) Br. 12 (\$39,892 - \$51,134) Competitive
RFD/Support/Fire Safety Classify: (1)	Clerk III/Typing Br. 7 (\$34,373 - \$42,971) Competitive
DES/Architecture & Engineering Classify: (1)	Manager of Architectural Services Br. 31 (\$81,295 - \$108,024) Competitive
DES/Architecture & Engineering Classify: (1)	Engineer III Br. 26 (\$66,732 - \$87,990) Competitive
DES/Buildings & Parks/Administration Classify: (1)	Clerk III/Typing Br. 7 (\$34,373 - \$42,971) Competitive

DES/Buildings & Parks/Parks Classify: (2)	Ground Equipment Operator/Temporary (Temporary 3 Months) Br. 56 (\$16.54 - \$20.37) Non-Competitive
Library/Community Classify: (1)	Library Assistant/Temporary (6/14/21 – 9/17/21) Br. 14 (\$41,559 - \$53,379) Competitive
Information Technology/Administration Classify: (1)	Information Services Developer/Temporary (5/19/21 – 5/27/21) Br. 23 (\$58,734 - \$77,445) Competitive
Information Technology/Administration Classify: (1)	Information Services Developer Br. 23 (\$58,734 - \$77,445) Competitive
Finance Classify: (1)	Clerk III/Temporary (Temporary 11 months) Br. 7 (\$34,373 - \$42,971) Competitive
DRHS/Human Services Classify: (1)	Coordinator of the Office of Neighborhood Safety/Temporary (Temporary to 6/30/21) Br. 23 (\$58,734 - \$77,445) Competitive

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

- 911 Operations Manager, 21ELP2104
- Librarian I, ECRT1455
- Librarian II, 21EOC60650
- Librarian II, 21EP71564

**V.** Delegation of Authority (06/01/2021 – 05/31/2022):

**A.** The Commission held a public hearing regarding the annual Resolution to Delegate certain Commission authorities to the Executive Secretary for the period June 1, 2021 through May 30, 2022). There were no speakers present.

**B.** The Commission approved the Resolution for the Delegation of Authority, which will be forwarded to the Mayor for her approval.

**VI.** Civil Service Commissioner – Fernan Cepero was elected chair for the upcoming term (06/01/2021 – 05/31/2022).

**VII. The Commission approved the following Civil Service Commission meeting dates for July – December 2021:**

- July 29, 2021
- August 26, 2021
- September 23, 2021
- October 21, 2021
- November 18, 2021
- December 16, 2021

**The meeting was adjourned at 3:50 PM**

Respectfully Submitted,



Deborah Callerame  
Senior Human Resource Consultant