

CIVIL SERVICE COMMISSION
GENERAL SESSION
MINUTES
June 24, 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 Human Resource Consultant
Lillie Suda, project Assistant

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 May 27, 2021.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classification/Reclassification(s) were approved as presented:

City Council & Clerk/City Council Classify: (1)	Legal Counsel to City Council Br. 30 (\$81,883 - \$107,968) Competitive Pending Unclassified
Administration/Mayor's Office Classify: (3)	Technical Project Manager II Br. 27 (\$72,443 - \$95,519) Competitive
Administration/Mayor's Office Classify: (1)	Technical Project Manager I Br. 25 (\$66,536 - \$87,729) Competitive
Administration/Mayor's Office Classify: (1)	Associate Administrative Analyst Br. 26 (\$69,428 - \$91,545) Competitive
Administration/Mayor's Office Classify: (1)	Senior City Planner Br. 24 (\$63,762 - \$84,072) Competitive
Administration/Mayor's Office Classify: (1)	Assistant to the Deputy Mayor Br. 20 (\$51,338 - \$68,051) Competitive Pending Non Competitive
Administration/Law Classify: (3)	Municipal Attorney III Br. 30 (\$81,883 - \$107,968) Exempt

Administration/Law Classify: (1)	Communications Aide/Bilingual Br. 16 (\$45,220 - \$58,043) Competitive
Administration/DHRM Classify: (1)	Training Manager Br. 24 (\$63,762 - \$84,072) Competitive
Administration/DHRM Classify: (1)	Staffing Consultant Br. 18 (\$48,154 - \$62,847) Competitive
Administration/DHRM Classify: (1)	Assistant to the Chief Equity Officer Br. 18 (\$48,154 - \$62,847) Competitive
Administration/DHRM Classify: (1)	Project Assistant Br. 12 (\$39,892 - \$51,134) Competitive
RFD/Chief's Office Classify: (1)	Executive Deputy Fire Chief of Operations Br. 87 (\$131,646 - \$148,678) Competitive Pending Exempt
RFD/Chief's Office Classify: (1)	Executive Deputy Fire Chief of Administration Br. 87 (\$131,646 - \$148,678) Competitive Pending Exempt
DES/Commissioner's Office Classify: (1)	Associate Administrative Analyst Br. 26 (\$69,428 - \$91,545) Competitive
DES/Commissioner's Office Classify: (1)	Senior Environmental Specialist Br. 25 (\$66,536 - \$87,729) Competitive
DES/Commissioner's Office Classify: (1)	Clerk III/Typing Br. 7 (\$35,060 - \$43,830) Competitive
DES/Architecture & Engineering Classify: (2)	Senior Accountant Br. 20 (\$51,338 - \$68,051) Competitive
DES/Architecture & Engineering Classify: (1)	Assistant Permit Coordinator Br. 23 (\$61,107 - \$80,574) Competitive
DES/Architecture & Engineering Classify: (1)	Senior Account Clerk Br. 10 (\$37,737 - \$47,922) Competitive
DES/Architecture & Engineering Classify: (1)	Project Assistant Br. 12 (\$39,892 - \$51,134) Competitive
DES/Operations/Solid Waste Classify: (1)	Composting Coordinator Br. 23 (\$61,107 - \$80,574) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Assistant Operations Superintendent/Building Services Br. 23 (\$61,107 - \$80,574) Competitive

DES/Buildings & Parks/Building Services Classify: (1)	Assistant to the Manager of Building Services Br. 20 (\$51,338 - \$68,051) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Senior Maintenance Mechanic/Buildings Br. 65 (\$21.17 - \$26.76) Non-Competitive
DES/Water/Distribution Classify: (16)	Senior Water Maintenance Worker/Construction Br. 64 (\$20.46 - \$25.99) Competitive Pending Non Competitive
DES/Equipment Services Classify: (1)	Automotive Parts Clerk/Temporary (6/21/21 – 6/24/21) Br. 11 (\$38,765 - \$49,414) Competitive
DES/Equipment Services Classify: (1)	Automotive Parts Clerk Br. 11 (\$38,765 - \$49,414) Competitive
DES/Equipment Services Classify: (1)	Assistant Equipment Trainer Br. 15 (\$43,709 - \$54,102) Competitive
DES/Equipment Services Classify: (1)	Tire Repairer/Temporary (Temporary 3 Months) Br. 61 (\$18.99 - \$23.89) Non-Competitive
Library/Central Classify: (1)	Librarian I Br. 18 (\$53,386 – \$70,874) Competitive
Library/Central Classify: (1)	Early Learning Specialist Br. 14 (\$42,390 – \$54,447) Competitive
Library/Central Classify: (1)	Digital Media Associate Br. 14 (\$42,390 – \$54,447) Competitive
Library/Central Classify: (1)	Computer Communication Tech Br. 21 (\$53,386 – \$70,874) Competitive
Library/Central Classify: (1)	Assistant to Manager of Library Administration Br. 18 (\$48,154 – \$62,847) Competitive
Library/Community Classify: (1)	Librarian I/Part-Time Br. N185 Non Competitive
Library/Community Classify: (1)	Librarian I/Part-Time Br. N185 Non Competitive
Library/Community Classify: (1)	Librarian I/Part-Time Br. N185 Non Competitive

Information Technology/Application & Systems Classify: (2)	Staff Consultant Br. 21 (\$53,386 - \$70,874) Competitive
Information Technology/Application & Systems Classify: (1)	Desktop Support Analyst Br. 19 (\$49,617 - \$65,389) Competitive
Information Technology/Application & Systems Classify: (1)	Application Services Assistant Br. 18 (\$48,154 - \$62,847) Competitive
Information Technology/IT Operations Classify: (1)	IT Transition Analyst Br. 25 (\$66,536 - \$87,729) Competitive
Information Technology/IT Operations Classify: (1)	Application Services Analyst I Br. 25 (\$66,536 - \$87,729) Competitive
NBD/Commissioner's Office Classify: (1)	Senior Service Assistant Br. 11 (\$38,765 - \$49,414) Competitive
NBD/Business & Housing Development Classify: (1)	Senior Real Estate Specialist Br. 24 (\$63,762 - \$84,072) Competitive
NBD/Business & Housing Development Classify: (1)	Senior Service Assistant Br. 11 (\$38,765 - \$49,414) Competitive
NBD/Business & Housing Development Classify: (1)	Clerk II Br. 9 (\$36,817 - \$46,480) Competitive
NBD/Business & Housing Development Classify: (1)	Clerk III/Typing/Bilingual Br. 7 (\$35,060 - \$43,830) Competitive
NBD/Buildings & Zoning Classify: (1)	Assistant Plans Examiner Br. 21 (\$53,386 - \$70,874) Competitive
NBD/Buildings & Zoning Classify: (1)	Code Enforcement Officer Trainee Br. 18 (\$48,154 - \$62,847) Competitive
Finance/Director's Office Classify: (1)	System Administrator II Br. 23 (\$61,107 - \$80,574) Competitive
Finance/Treasury Classify: (1)	Associate Accountant Br. 24 (\$63,762 - \$84,072) Competitive
Finance/ Municipal Parking Classify: (1)	Senior Service Assistant Br. 11 (\$38,765 - \$49,414) Competitive
Finance/Purchasing Classify: (1)	Assistant Business Analyst Br. 20 (\$51,338 - \$68,051) Competitive

Finance/Traffic Violations Classify: (1)	Lead Motor Vehicle Representative Br. 12 (\$39,892 - \$51,134) Competitive
DRHS/Commissioner's Office Classify: (1)	Emergency Operations Coordinator Br. 23 (\$61,107 - \$80,574) Competitive
DRHS/Recreation & Youth Services Classify: (1)	Director of Recreation & Park Stewardship Br. 30 (\$81,883 - \$107,968) Competitive
DRHS/Recreation & Youth Services Classify: (1)	Coordinator of Athletics and Aquatics Br. 23 (\$61,107 - \$80,574) Competitive
DRHS/Recreation & Youth Services Classify: (1)	Community Athletics Associate Br. 18 (\$48,154 - \$62,847) Competitive
DRHS/Recreation & Youth Services Classify: (1)	Youth Development Aide/Part Time Br. 815 (\$12.50) Competitive Pending Non Competitive
DRHS/Human Services Classify: (1)	Clinical Supervisor/Part Time Br. 248 (\$30.65-\$34.83) Competitive
DRHS/Human Services Classify: (1)	Community Support Counselor/Part Time Br. 180 (\$26.46 - \$30.83) Competitive
DRHS/Human Services Classify: (1)	Emergency Response Social Worker Br. 23 (\$61,107 - \$80,574) Competitive
DRHS/Human Services Classify: (6)	Community Support Counselor Br. 18 (\$48,154 - \$62,847) Competitive
DRHS/Human Services Classify: (1)	Manager of Crisis Services Br. 26 (\$69,428 - \$91,545) Competitive
DRHS/Human Services Classify: (1)	Secretary to Deputy Commissioner Br. 11 (\$37,260- \$47,495) Competitive
DRHS/Human Services Classify: (1)	Manager of Violence Prevention Br.26 (\$69,428 - \$91,545) Competitive
DRHS/Recreation & Youth Services Classify: (1)	Manager of Youth Services Br.26 (\$69,428 - \$91,545) Competitive
DRHS/Human Services Classify: (2)	Emergency Response Social Worker Br. 23 (\$61,107 - \$80,574) Competitive
DRHS/Human Services Classify: (1)	Coordinator of the Office of Neighborhood Safety Br. 23 (\$61,107 - \$80,574) Competitive

DRHS/Human Services Classify: (20)	Emergency Response Social Worker/On Call Br. 23 (\$29,37 - \$38,73) Competitive
DRHS/Recreation & Youth Services Classify: (1)	Operations Associate Br. 18 (\$48,154 - \$62,847) Competitive
DRHS/Human Services Classify: (1)	Project Assistant Br. 12 (\$39,892 - \$51,134) Competitive
DRHS/Recreation & Youth Services Classify: (1)	Clerk III w/Typing/Seasonal (8 months) Br. N707 (\$19.26 - \$22.26) Non Competitive
RPD/Operations Classify: (1)	Police Sergeant Br. 92 (\$89,643 - \$95,048) Competitive
RPD/Chief's Office Classify: (1)	Executive Deputy Police Chief Br. 197 (\$132,793 - \$149,972) Competitive Pending Exempt
RPD/Chief's Office/OBI Classify: (1)	Information Services Analyst II Br. 27 (\$72,443 - \$95,519) Competitive
RPD/Chief's Office/OBI Classify: (1)	Applications Services Analyst I Br. 25 (\$66,536 - \$87,729) Competitive
RPD/Chief's Office/ Compliance & Audit Classify: (1)	Compliance Manager Br. 26 (\$69,428 - \$91,545) Competitive
RPD/Admin/TSS Classify: (2)	Clerk II Br. 9 (\$36,817 - \$46,480) Competitive

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

- Code Enforcement Officer Trainee
- Code Enforcement Officer Trainee/Bilingual

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

- Meter Reader, 21EOC69063
- Police Investigator, 21ELP2103

VI. The Commission establishment the following Civil Service Preferred List(s):

- Business Analyst I, PREF0447
- Business Analyst, PREF0446
- Counseling Specialist, PREF0832
- Victim Assistance Counselor, PREF2908
- Victim Services Coordinator, PREF2911

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

- Accountant, 19EOC63976
- Associate Accountant, 19EOC64775
- Associate Accountant, 19EP75332
- Building Maintenance Foreman, 18EOC69478
- Clerk II/Bilingual, 19EOC68809
- Clerk III/Bilingual, 19EOC69125
- Comprehensive Adolescent Pregnancy Prevention Supervisor, 18EOC61311
- Counseling Specialist, 19EOC60365
- Customer Service Representative, 18EP78126
- Customer Service Representative/Bilingual, 18EOC65997
- Firefighter Trainee, 20ELOC2008
- Historical Researcher, 18EOC68014
- Human Resource Assistant, 18EP79118
- Human Resource Assistant, 18EOC67378
- Human Resource Assistant/Bilingual, 18EP79119
- Human Resource Assistant/Bilingual, 18EOC67386
- Human Resource Consultant I, 18EOC67405
- Human Resource Consultant I, 18EP79120
- Human Resource Coordinator, 18EOC67355
- Integrity Compliance Officer/PT/On-Call, 18EOC67139
- Junior Accountant, 19EOC64606
- Secretary to the Library Director, 19EOC64095
- Senior Accountant, 19EP75311
- Senior Accountant, 19EOC64748
- Senior Economic Development Specialist, 18EOC63900
- Senior Economic Development Specialist, 18EP78154
- Victim Assistance Counselor, 19EOC69106
- Victim Assistance Counselor/Bilingual (Spanish), 19EOC68233

VIII. The Commission approved the following Transfer of Function request(s):

- The Animal Services Unit of the Rochester Police Department will transfer into the Department of Recreation and Human Services.
- The Office of Data Analysis and Performance will transfer to the Information Technology Department.
- The Geographical Information Services (GIS) Unit will transfer to the Information Technology Department.

IX. The Commission approved the following Commission Meeting Dates; 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 4:50 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant

THE END