

CIVIL SERVICE COMMISSION
GENERAL SESSION
MINUTES
Thursday, October 28, 2021
1:00 P.M., ROOM 102A, ZOOM/CITY HALL

PRESENT: Commissioners: Serina Brown (Chair)
Carol Kramer
Terrance Youmans

IN ATTENDANCE: Dr. Rose Nichols, Deputy Director - DHRM
Deborah Callerame, Senior Human Resource Consultant
Police Officer, Gina Faggiano – RPD Background Unit
Yvette Green, Law Department
Peachie Jones, Law Department

The Civil Service Commission meeting was called to order at 1:00 pm.

- I. The Commission approved the minutes of the meeting (General and Executive Sessions) on September 23, 2021.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassifications were approved as presented:

City Council & Clerk/Police Accountability Board Classify: (3)	Case Manager Br. 18 (\$48,154 - \$62,847) Competitive
City Council & Clerk/Police Accountability Board Classify: (1)	Case Manager/Bilingual Br. 18 (\$48,154 - \$62,847) Competitive
Administration/Law Classify: (1)	Clerk II Br. 9 (\$36,817 - \$46,480) Competitive
Administration/Communications Classify: (1)	Project Assistant Br. 12 (\$39,892 - \$51,134) Competitive
RFD/Chief's Office Classify: (1)	Associate Admin Analyst Br. 26 (\$69,428 - \$91,544) Competitive
NBD/Commissioner's Office Classify: (1)	Principal Staff Assistant/On-Call/Temporary (10/18/21 – 12/31/21) Br. 298N (\$37.74 - \$49.76) Competitive

NBD/Buildings & Zoning Classify: (1)	Property Rehabilitation Specialist/Bilingual Br. 21 (\$53,386 - \$70,874) Competitive
NBD/Buildings & Zoning Classify: (1)	Assistant Director of Buildings & Zoning/Temporary (Temporary to 6/30/22) Br. 31 (\$85,235 - \$112,388) Competitive
NBD/Buildings & Zoning Classify: (1)	Manager of Zoning/Temporary (10/8/21 – 12/31/21) Br. 30 (\$81,883 - \$107,968) Competitive
NBD/Buildings & Zoning Classify: (1)	Assistant to the Manager of Zoning/On- Call/Temporary (10/14/21 – 12/31/21) Br. 288N (\$36.26 - \$47.81) Competitive
DRHS/Commissioner's Office Classify (1)	Manager of Administrative Support/Bilingual Br. 26 (\$69,428-\$91,545) Competitive
DRHS/Youth Services Classify (2)	Recreation Assistant/Education Aide/Part-Time Br. 815 (\$12.50) CPNC
DRHS/Recreation Bureau Classify (1)	Environmental Education Specialist/ Temporary (Temporary to 6/30/22) Br. 12 (\$39,892-\$51,134) Competitive
DRHS/Recreation/R-Stars Classify (2)	Senior Recreation Assistant/Youth Development Aide/Part-Time Br. 810 (\$16.21) CPNC
DRHS/Recreation/R-Stars Classify (2)	Senior Recreation Assistant/Youth Development Aide/Seasonal Br. 810 (\$16.21) CPNC
DRHS/Recreation/R-Stars Classify (2)	Recreation Assistant/Youth Development Aide/Part-Time Br. 815 (\$12.50) CPNC
DRHS/Recreation/R-Stars Classify (2)	Recreation Assistant/Youth Development Aide/Seasonal Br. 815 (\$12.50) CPNC
DRHS/Human Services/Crisis Intervention Services Classify (1)	Community Support Counselor/Bilingual Br. 18 (\$48,154-\$62,847) Competitive

IV. The Commission adopted the following Job Specifications:

- Clerk II

V. The Commission approved the following Transfer Request:

- Felipe Hernandez Jr., Fire Chief of the City of Rochester submitted a request for the transfer of Sara E. Ruekberg, Associate Administrative Analyst from the Administrative Department of the Office of Management and Budget to the Rochester Fire Departments Chiefs Office.

The meeting was adjourned at 4:00 PM

Respectfully Submitted,



Deborah Callerame
Senior Human Resource Consultant