

**CIVIL SERVICE COMMISSION
GENERAL SESSION
MINUTES
Thursday, February 24, 2022
2:00 P.M., ZOOM, CITY HALL**

PRESENT: Commissioners: Fernan Cepero (Chair)
Tashanda Thomas
Andrew Dimock
Carol Kramer

IN ATTENDANCE: Dr. Rose Nichols, Executive Secretary
Yvette Green, Law Department
Deborah Callerame, Senior Human Resource Consultant
Linda Kingsley, Corporate Counsel – **General Session Only**
Executive Deputy Fire Chief, Andrew Lonthair - RFD
Police Officer Gina Faggiano – RPD
Sergeant Stephen Boily – RPD

The Civil Service Commission meeting was called to order at 2:00 pm.

- I. The Commission approved the minutes of the meeting (General and Executive sessions) on January 27, 2022.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classification/Reclassification(s) were approved as presented:

Administration/DHRM Classify (1)	Human Resource Consultant I Br. 18 (\$48,154 - \$62,847) Competitive
Administration/Communications Classify (1)	Junior Speechwriter/Bilingual Br. 18 (\$48,154 - \$62,847) Competitive
Administration/Communications Classify (1)	Special Events Coordinator Br. 22 (\$58,563 - \$77,218) Competitive
DES/Commissioner's Office/Environmental Quality Classify (1)	Administrative Analyst Br. 20 (\$51,338 - \$68,051) Competitive
DES/Commissioner's Office/Environmental Quality Classify (1)	Associate Environmental Specialist/On- Call/Temporary (2/7/22 – 2/6/23) Br. 298N (\$37.74 - \$49.76) Competitive

DES/Operations/Director's Office Classify (1)	Associate Administrative Analyst Br. 26 (\$69,428 - \$91,545) Competitive
DES/Operations/Director's Office Classify (1)	Principal Staff Assistant/Temporary (Temporary to 5/31/22) Br. 29 (\$78,492 - \$103,492) Competitive
DES/Buildings & Parks/Parks Operations Classify (1)	Parks Operations Supervisor/Temporary (Temporary to 6/30/22) Br. 19 (\$49,617 - \$65,389) Competitive
DES/Equipment Services Classify (1)	Assistant Director of Fleet Services/Temporary (Temporary - 1 Year) Br. 29 (\$78,492 - \$103,492) Competitive
RPL/Community/Sully Classify (1)	Security Guard/Part-Time Br. 15 (\$16.00 - \$18.27) Non-Competitive
RPL/Central Classify (1)	Family Services Coordinator Br. 20 (\$51,338 - \$68,051) Competitive
RPL/Central Classify (1)	Business Support Specialist Br. 14 (\$40,744-\$52,332) Competitive
RPL/Central Classify (1)	Maintenance Worker/Part-Time Br. 575 (\$17.94 - \$20.69) Non-Competitive
RPL/Central Classify (1)	Clerk II Br. 9 (\$36,817 - \$46,480) Competitive
RPL/Community/Douglass Classify (1)	Community Library Youth Services Specialist/Part-Time Br. 145 (\$22.20 - \$25.36) Competitive
NBD/Buildings & Zoning Classify (3)	Program Coordinator Br. 16 (\$45,220 - \$58,043) Competitive
NBD/Buildings & Zoning Classify (1)	Principal Staff Assistant/On-Call/Temporary (Temporary 1 Year) Br. 298N (\$37.74 - \$49.76) Competitive
FIN/Purchasing Classify (1)	Compliance Analyst/Temporary (2/7/22 – 6/30/22) Br. 22 (\$58,562 - \$77,217) Competitive
FIN/Purchasing Classify (1)	MWBE Analyst/Temporary (2/1/22 – 6/30/22) Br. 22 (\$58,562 - \$77,217) Competitive

FIN/Purchasing Classify (1)	Senior Purchaser/Temporary (1/1/22 – 6/30/22) Br. 22 (\$58,562 - \$77,217) Competitive
DRHS/Commissioner's Office Classify (1)	Assistant Personnel and Marketing Coordinator/Temporary (Temporary to 5/1/22) Br. 18 (\$48,154 - \$62,847) Competitive
DRHS/Recreation & Youth Services Classify (1)	Grant Support Associate Br. 13 (\$41,115 - \$52,673) Competitive
DRHS/Recreation and Youth Services Classify (1)	Education Enrichment Associate/Temporary (Temporary to 6/30/22) Br. 11 (\$38,765 - \$49,414) Competitive
DRHS/Recreation and Youth Services Classify (1)	Summer Program Coordinator Br. 338 (\$21.69) Non-Competitive
DRHS/Human Services Classify (1)	Community Support Counselor/Part-time Br. 718 (\$26.46 - \$29.92) Competitive
Rochester Housing Authority/Human Resources Classify (1)	Mail Room Clerk \$24,000 - \$32,000 Competitive
Rochester Housing Authority/Maintenance Classify (1)	Clerk I/On-Call/Temporary \$29,239 - \$40,323 Competitive
Rochester Housing Authority/UPCS Classify (1)	Chief Engineer/On-Call/Temporary \$43,000 - \$60,142 Competitive

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

- Minority and Women Business Enterprise Officer
- Mail Room Clerk/RHA

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

- Code Enforcement Officer Trainee, 21ELOC2110
- Code Enforcement Officer Trainee/Bilingual, 21ELOC2111
- Police Officer, ECRT7080J-1
- Police Officer, ECRT7080M-1
- Recreation Leader/Education Specialist, 21ELOC2107 – **Revised**
- Recreation Leader/Youth Development Specialist, 21ELOC2109 – **Revised**
- Service Representative/Bilingual (Spanish), EOC62667

VI. The Commission approved the following Transfer of Function Request(s):

- The Violence Prevention Service Unit/Function will transfer from the Department of Recreation and Human Services to the Mayor's Office.

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

- The Rochester Police Department will reinstate Evan Kalpin to the title of Police Officer.

VIII. The Commission approved the request to Revise Minimum Qualification(s):

- The requirement of possessing a Professional Management Certificates (PMP) will be removed from the minimum qualifications for the titles of Director of Project Management, Technical Project Manager I, and Technical Project Manager II, per the request of Thomas Miller, Principal Staff Assistant of the Department of Human Resource Management.

The meeting was adjourned at 4:15 PM

Respectfully Submitted,



Deborah Callerame
Senior Human Resource Consultant