

CIVIL SERVICE COMMISSION
Meeting Minutes
Thursday, March 24, 2022
 2:00 P.M., ZOOM, CITY HALL

PRESENT: Commissioners: Fernan Cepero (Chair)
 Terrance Youmans
 Andrew Dimock
 Carol Kramer

IN ATTENDANCE: Dr. Rose Nichols, Executive Secretary
 Yvette Green, Law Department
 Peachie Jones, Law Department
 Deborah Callerame, Senior Human Resource Consultant
 Kimberly Kamagate, Human Resource Consultant
 Linda Kingsley, Law Department (General Session Only)
 Jeffrey Lafave II, Police Commander – RPD
 Stephen Boily, Police Sergeant – RPD
 Teresa Everett, Executive Deputy Fire Chief – RFD
 Tracy Brown, Principal Staff Assistant – RFD
 Gina Faggiano, Police Officer – RPD

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

- I. The Commission approved the Minutes of the meeting on February 24, 2022.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassifications were approved as presented:

Administration/Mayor's Office Classify (1)	Senior Field Auditor Br. 23 (\$61,107 - \$80,574) Competitive
Administration/Law Classify (1)	Assistant to the Corporation Counsel/Temporary (2/28/22 – 3/24/22) Br. 20 (\$51,338 - \$68,051) Exempt
Administration/Law Classify (1)	Assistant to the Corporation Counsel Br. 20 (\$51,338 - \$68,051) Exempt
Administration/DHRM Classify (1)	Administrative Assistant Br. 16 (\$45,220 - \$58,043) Competitive

Administration/Communications Classify (1)	Associate Communications Assistant/On-Call/Temporary (3/9/22 – 3/8/23) Br. 248N (\$30.65 - \$40.42) Competitive
DES/Commissioner's Office Classify (1)	Associate Director of Executive Protection Services Br. 33 (\$92,382 - \$121,815) CPNC
DES/Commissioner's Office Classify (5)	Executive Protection Associate/On-Call/Temporary (2/17/22 – 6/30/22) Br. 248N (\$29.38 - \$38.74) CPNC
DES/Buildings & Parks/Cemeteries Classify (1)	Cemetery Service Representative/Temporary (2/28/22 – 5/22/22) Br. 110N (\$21.30 - \$24.08) Competitive
RPL/Central Classify (1)	Library Automation Assistant/Temporary Br.13 (\$41,115 - \$52,673) Competitive
NBD/Neighborhood Preservation Classify (1)	Clerk III/Typing/Seasonal Br. 70N (\$19.26 - \$24.08) Non-Competitive
DRHS/Commissioner's Office Classify (1)	Public Market Event Specialist Br. 16 (\$45,220.24 - 58,043.18) Competitive
DRHS/Recreation & Youth Services Classify (2)	Locker Room Attendant/Part-Time Br. 815 (\$15.00) CPL
DRHS/Human Services Classify (1)	Community Support Counselor Supervisor Br. 23 (\$61,107 - \$80,574) Competitive

IV. The Commission adopted the following Job Specifications:

- Senior Recreation Assistant
- Senior Recreation Assistant/Education Aide
- Senior Recreation Assistant/Sports & Fitness Aide
- Senior Recreation Assistant/Youth Development Aide

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

- 911 Dispatcher II, 21ELP2113
- Engineer II, 21EOC65140
- Engineer III, 21EOC65198
- Technology Applications Coordinator, 21EOC63356

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

- 911 Operations Manager,21ELP2104
- 911 Shift Supervisor,20ELP2004
- Animal Control Officer,19EOC61668
- Animal Services Client Specialist,19EOC62972
- Assistant Supervisor of Markets,19EOC68427
- Associate Library Director,20EOC61299
- Building Maintenance Supervisor/RHA,19EOC67469
- Cemetery Service Representative,19EOC68434
- Clerk II,19EP73734
- Clerk III/Typing,19EDCR1904
- Clerk III/Typing,19EDCR1907P
- Community Housing Planner,20EOC63573
- Housing Manager II/RHA,20EOC65484
- Housing Manager II/RHA,20EP73291
- Housing Manager III/RHA,20EP73739
- Housing Specialist/RHA,20EOC63152
- Lead Police Information Clerk,19EP73907
- Librarian II,21EP71564
- Librarian II,21EOC60650
- Mail Room Clerk/RHA,19EOC69138
- Manager of Building Services,19EP73517
- Meter Reader,21EOC69063
- Parking Enforcement Officer,19EOC67100
- Parking Enforcement Supervisor,19EP73542
- Police Information Clerk,19EOC68745
- Police Investigator,21ELP2103
- Property Manager/RHA,20EOC60131
- Public Housing Director/RHA,20EOC61955
- Public Safety Aide/PT,19EOC69543
- Senior Human Resource Consultant,19EP70691
- Senior Human Resource Consultant,19EOC64389
- Supervisor of Structures and Equipment,19EP73493
- Supervisor of Structures and Equipment,19EOC66832

VII. The Commission affirmed the following Policy:

- Revised Police Officer Candidate Drug Involvement Policy

VIII. The Commission entered into Executive Session to hear appeals of Firefighter candidates that were recommended for disqualification

A. Votes/Determination by the Commission:

- (i) Permitted to continue in the employment process: M.C.
- (ii) Disqualified from eligible list: C.C.

IX. The meeting adjourned at 4:00 PM