

**CIVIL SERVICE COMMISSION**  
**MEETING MINUTES**  
**Thursday, June 29, 2023**  
2:00 P.M., Office of Training and Safety  
107 Bridge View Drive

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

IN ATTENDANCE: Fernan Cepero, Acting Executive Secretary  
Peachie Jones, Law Department  
Thomas Miller, Associate Director of HR  
Dan Butler, Chief Equity Officer  
Orlando Rivera, Prospective Commissioner  
Edward Stulginsky, Prospective Commissioner

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

I. The Commission approved the Minutes of the meeting (General & Executive Sessions) on **May 25, 2023.**

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

City Council & Clerk/Police Accountability Board Classify (2)	PAB Case Manager Br. 18 (\$49,358 - \$64,418) Competitive
City Council & Clerk/Police Accountability Board Classify (2)	PAB Case Manager/Bilingual Br. 18 (\$49,358 - \$64,418) Competitive
City Council & Clerk/Police Accountability Board Classify (2)	Digital Forensic Analyst Br. 23 (\$62,635 - \$82,588) Competitive
City Council & Clerk/Police Accountability Board Classify (2)	Policy Data Analyst Br. 23 (\$62,635 - \$82,588) Competitive
City Council & Clerk/Police Accountability Board Classify (6)	Investigator Br. 23 (\$62,635 - \$82,588) Competitive
City Council & Clerk/Police Accountability Board Classify (1)	Director of Policy - PAB Br. 28 (\$77,306 - \$101,930) CPNC
City Council & Clerk/Police Accountability Board Classify (1)	Director of Public Affairs & Community Engagement Br. 28 (\$77,306 - \$101,930) Competitive
City Council & Clerk/Police Accountability Board Classify (1)	Director of Investigations/Attorney III Br. 30 (\$83,930 - \$110,667) CPEX
City Council & Clerk/Police Accountability Board Classify (1)	Staff Attorney II Br. 28 (\$77,306 - \$101,930) CPEX

City Council & Clerk/Police Accountability Board Classify (1)	Supervising Case Manager Br. 22 (\$60,027 - \$79,148) Competitive
Administration/Mayor's Office Classify (1)	Business Analyst I Br. 25 (\$68,199 – \$89,922) Competitive
Administration/Mayor's Office Classify (1)	Chief Legislative Coordinator Br. 32 (\$90,953 - \$119,924) CPEX
Administration/Mayor's Office Classify (1)	Director of Emergency Management Br. 33 (\$94,692 - \$124-860) CPNC
Administration/Mayor's Office Classify (1)	Manager of Emerging Initiatives Br. 29 (\$80,454 - \$106,079) CPEX
Administration/Mayor's Office Classify (1)	Director of Financial Empowerment Br. 27 (\$74,254 - \$97,907) Competitive
Administration/Mayor's Office Classify (1)	Financial Empowerment Initiatives Coordinator Br. 23 (\$62,635 - \$82,588) Competitive
Administration/Mayor's Office Classify (1)	Program Manager Br. 31 (\$87,366 - \$115,198) Competitive
Administration/Mayor's Office Classify (1)	Project Manager II Br. 27 (\$74,254 - \$97,907) Competitive
Administration/Mayor's Office Classify (1)	Project Manager III Br. 29 (\$80,454 - \$106,079) Competitive
Administration/Mayor's Office Classify (1)	Senior Field Coordinator Br. 20 (\$52,621 - \$69,752) Competitive
Administration/OMB Classify (2)	Senior Budget & Policy Analyst Br. 30 (\$83,930 - \$110,667) Competitive
Administration/DHRM Classify (1)	Application Services Analyst II Br. 27 (\$74,254 - \$97,907) Competitive
Administration/DHRM Classify (1)	Human Resource Assistant Br. 16 (\$46,351 - \$59,494) Competitive
Administration/DHRM Classify (1)	Human Resource Consultant II Br. 21 (\$54,721 - \$72,646) Competitive
Administration/Communications Classify (2)	Communications Specialist Br. 24 (\$65,356 - \$86,174) Competitive
Administration/Communications Classify (1)	Communications Aide Br. 16 (\$46,351 - \$59,494) Competitive
Administration/Communications Classify (1)	Communications Coordinator/Bilingual Br. 18 (\$49,358 - \$64,418) Competitive

Administration/Communications Classify (1)	Communications Project Manager Br. 25 (\$68,199 - \$89,922) Competitive
Administration/Communications Classify (1)	Digital Content Specialist Br. 24 (\$65,356 - \$86,174) Competitive
Administration/Communications Classify (1)	Digital Media Manager Br. 28 (\$77,306 - \$101,930) Competitive
Administration/Communications Classify (1)	Principal Communications Specialist Br. 28 (\$77,306 - \$101,930) Competitive
RFD/Administration Classify (1)	Deputy Fire Chief Br. 86 (\$131,648 - \$151,071) Competitive
RFD/Administration Classify (1)	Fire Communications Technician Br. 75 (\$50,968 - \$68,769) Competitive
DES/Commissioner's Office Classify (1)	Associate Environmental Specialist Br. 27 (\$62,635 - \$82,588) Competitive
DES/Commissioner's Office Classify (1)	Senior Administrative Analyst Br. 24 (\$65,356 - \$86,174) Competitive
DES/Architecture & Engineering Classify (1)	Administrative Assistant Br. 16 (\$46,351 - \$59,494) Competitive
DES/Architecture & Engineering Classify (1)	Landscape Architect Br. 24 (\$65,356 - \$86,174) Competitive
DES/Architecture & Engineering Classify (1)	Engineer III Br. 26 (\$71,164 - \$93,834) Competitive
DES/Architecture & Engineering Classify (1)	Engineering Technician Br. 12 (\$40,889 - \$52,412) Competitive
DES/Architecture & Engineering Classify (1)	Senior Finance Clerk Br. 10 (\$38,690 - \$49,120) Competitive
DES/Architecture & Engineering Classify (1)	Senior Landscape Designer Br. 24 (\$65,356 - \$86,174) Competitive
DES/Buildings & Parks Classify (2)	Cemetery Worker Br. 42 (\$19.48 - \$24.58) Non-Competitive
DES/Buildings & Parks Classify (6)	Ground Equipment Operator Br. 56 (\$17.29 - \$21.30) Non-Competitive
DES/Buildings & Parks Classify (1)	Parks Operations Supervisor Br. 19 (\$50,857 - \$67,027) Competitive
DES/Buildings & Parks Classify (1)	Parks Operations Worker Br. 41 (\$18.78 - \$23.55) Non-Competitive

DES/Operations Classify (2)	Operations Worker Br. 41 (\$18.78 – \$23.55) Non-Competitive
DES/Operations Classify (3)	Code Enforcement Inspector Br. 61 (\$19.46 - \$24.49) Competitive
DES/Operations Classify (1)	Fleet Maintenance Technician Br. 16 (\$46,351 - \$59,494) Competitive
DES/Operations Classify (1)	Ground Equipment Operator Br. 56 (\$17.29 - \$21.30) Non-Competitive
DES/Equipment Services Classify (3)	Mechanic Supervisor Br. 19 (\$50,857 - \$67,027) Competitive
DES/Equipment Services Classify (1)	Automotive Parts Clerk Br. 11 (\$39,734 - \$50,649) Competitive
DES/Equipment Services Classify (1)	Fleet Maintenance Technician Br. 16 (\$46,351 - \$59,494) Competitive
DES/Equipment Services Classify (1)	Senior Technology Applications Coordinator Br. 27 (\$62,635 - \$82,588) Competitive
DES/Water Classify (4)	Water Plant Operator Br. 16 (\$46,351 - \$59,494) Competitive
DES/Water Classify (1)	Administrative Assistant Br. 16 (\$46,351 - \$59,494) Competitive
DES/Water Classify (1)	Engineer I/Water Br. 21 (\$54,721 - \$72,646) Competitive
DES/Water Classify (1)	Engineer II/Water Br. 24 (\$65,356 - \$86,174) Competitive
DES/Water Classify (1)	Senior Engineering Technician Br. 15 (\$44,802 - \$57,505) Competitive
DES/Water Classify (1)	Water Materials Coordinator Br. 19 (\$50,857 - \$67,027) Competitive
RPL/Central Classify (1)	Security Guard/Bilingual Br. 52 (\$16.09 - \$19.58) CPNC
RPL/Central Classify (1)	Library Webmaster & Application Specialist/On Call Br. 23 (\$62,635 - \$82,588) Competitive
RPL/Central Classify (1)	Library Cloud Services Analyst Br. 24 (\$65,356 - \$86,174) Competitive
RPL/Central Classify (1)	Area Coordinator/Temporary (July 1 – July 6) Br. 26 (\$71,164 - \$93,834) Competitive

RPL/Central Classify (1)	Marketing Librarian Br. 20 (\$52,621 - \$69,752) Competitive
RPL/Central Classify (1)	Technology Services Specialist/Bilingual Br. 14 (\$43,450 - \$55,808) Competitive
RPL/Central Classify (1)	Business Support Specialist Br. 14 (\$43,450 - \$55,808) Competitive
RPL/Central Central (1)	Principal Staff Assistant Br. 29 (\$80,454 - \$106,079) Competitive
RPL/Central Classify (1)	Executive Assistant Br. 20 (\$52,621 - \$69,752) Competitive
RPL/Central Classify (1)	Library Capital Projects Manager/Temporary Br. 25 (\$68,199 - \$89,922) Competitive
RPL/Central Classify (1)	Librarian III Br. 22 (\$60,027 - \$79,148) Competitive
IT/Networking Classify (1)	Systems Engineer II Br. 27 (\$62,635 - \$82,588) Competitive
IT/Platform Services Classify (1)	Systems Engineer III Br. 29 (\$80,454 - \$106,079) Competitive
NBD/Commissioner's Office Classify (1)	Director of Policy & Strategic Initiatives Br. 29 (\$80,454 - \$106,079) CPNC
NBD/Business & Housing Development Classify (1)	Program Assistant Br. 16 (\$46,351 - \$59,494) Competitive
NBD/Business & Housing Development Classify (1)	Senior Economic Development Specialist Br. 24 (\$65,356 - \$86,174) Competitive
NBD/Buildings & Zoning Classify (1)	Code Enforcement Coordinator Br. 24 (\$65,356 - \$86,174) Competitive
NBD/Buildings & Zoning Classify (1)	Principal Community Housing Planner Br. 28 (\$77,306 - \$101,930) Competitive
NBD/Neighborhood Preservation Classify (4)	Clerk III Br. 7 (\$35,937 - \$44,926) Competitive
NBD/Neighborhood Preservation Classify (4)	Code Enforcement Inspector/Part-Time Br. 761 (\$19.46 - \$24.49) Competitive
FIN/Treasury Classify (1)	Sr. Account Clerk Br. 10 (\$38,680 - \$49,120) Competitive
FIN/Accounting Classify (1)	Associate Accountant Br. 24 (\$65,356 - \$86,174) Competitive

FIN/Accounting Classify (1)	Senior Service Assistant Br. 11 (\$39,734 - \$50,649) Competitive
FIN/Assessment Classify (1)	Clerk III Br. 7 (\$35,937 - \$44,926) Competitive
FIN/Assessment Classify (1)	Deputy Assessor Br. 30 (\$83,930 - \$110,667) Competitive
FIN/Parking Classify (1)	Parking Enforcement Officer Br. 10 (\$38,680 - \$49,120) Competitive
FIN/Purchasing Classify (1)	Purchaser Br. 19 (\$50,857 - \$67,024) Competitive
DRHS/Commissioner's Office Classify (1)	Shelter Manager/Temporary (6 months) Br. 18 (\$49,358 - \$64,418) Competitive
DRHS/Recreation & Youth Services Classify (1)	Senior Recreation Assistant/Seasonal (3 months) Br. 810 (\$16.62) Non-Competitive
DRHS/ Classify (4)	Recreation Assistant/Seasonal (3 months) Br. 815 (\$15.50) Non-Competitive
DRHS/Commissioner's Office Classify (1)	Project Assistant Br. 12 (\$40,889 - \$52,412) Competitive
DRHS/Commissioner's Office Classify (1)	Assistant to the Manager of DRHS Administration Br. 18 (\$49,358 - \$64,418) Competitive
DRHS/Recreation & Youth Services Classify (1)	Senior Recreation Specialist/Bilingual Br. 15 (\$44,802 - \$57,505) Competitive
DRHS/Recreation & Youth Services Classify (21)	Recreation Specialist Br. 12 (\$40,889 - \$52,412) Competitive
DRHS/Recreation & Youth Services Classify (7)	Senior Recreation Specialist Br. 15 (\$44,802 - \$57,505) Competitive
DRHS/Recreation & Human Services Classify (3)	Health Education Associate Br. 13 (\$42,143 - \$53,990) Competitive
DRHS/Recreation & Human Services Classify (2)	Youth Employment & Training Advisor Br. 18 (\$49,358 - \$64,418) Competitive
DRHS/Recreation & Youth Services Classify (1)	Youth Services Associate Br. 11 (\$39,734 - \$50,649) Competitive
DRHS/Recreation & Youth Services Classify (1)	Youth Employment & Training Coordinator Br. 23 (\$62,635 - \$82,588) Competitive

DRHS/ Recreation & Youth Services Classify (16)	Recreation Assistant/Seasonal Br. 815 (\$15.50) Competitive
DRHS/ Recreation & Youth Services Classify (1)	Day Camp Supervisor/Seasonal Br. 460 (\$17.73) Non-Competitive
DRHS/ Recreation & Youth Services Classify (19)	Senior Recreation Assistant/Seasonal Br. 810 (\$16.62) Non-Competitive
DRHS/Recreation & Youth Services Classify (1)	Youth Leadership Coordinator Br. 23 (\$62,635 - \$82,588) Competitive
DRHS/Recreation & Human Services Classify (2)	Environmental Educator Br. 15 (\$44,802 - \$57,505) Competitive
DRHS/Recreation & Youth Services Classify (2)	LEAP Teacher/Seasonal Br. 180 (\$27.12 - \$35.39) Competitive
DRHS/Recreation & Human Services Classify (1)	ROC Music Artistic Executive Br. 23 (\$62,635 - \$82,588) Competitive
DRHS/Commissioner's Office Classify (1)	Animal Client Specialist Br. 11 (\$39,734 - \$50,649) Competitive
DRHS/Commissioner's Office Classify (2)	Animal Care Technician Br. 2 (\$32,172 - \$39,601) Non-Competitive
DRHS/Recreation & Youth Services Classify (53)	Senior Recreation Assistant/Part-Time Br. 810 (\$16.62) Non-Competitive
DRHS/Recreation & Youth Services Classify (56)	Senior Recreation Assistant/Seasonal Br. 810 (\$16.62) Non-Competitive
DRHS/Recreation & Youth Services Classify (39)	Recreation Assistant/Part-Time Br. 815 (\$15.50) Non-Competitive
DRHS/Recreation & Youth Services Classify (57)	Recreation Assistant/Seasonal Br. 815 (\$15.50) Non-Competitive
DRHS/Commissioner's Office Classify (1)	Animal Services Program Specialist Br. 11 (\$39,734 - \$50,649) Competitive
DRHS/Recreation & Youth Services Classify (10)	Senior Recreation Assistant/Front Desk/Seasonal Br. 810 (\$16.62) Non-Competitive
RPD/Office of the Chief Classify (1)	Digital Media Specialist Br. 24 (\$65,356 - \$86,174) Competitive
RPD/Office of the Chief Classify (1)	Information Services Analyst I Br. 25 (\$68,199 - \$86,174) Competitive
RPD/Administration Classify (1)	Officer Wellness Mental Health Clinician Br. 23 (\$62,635 - \$82,588) Competitive

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

- Library Cloud Service Analyst
- Parking Equipment Maintenance Mechanic
- Recreation Specialist
- Senior Recreation Assistant

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

- Application Services Analyst I, 23EOC22552
- Automotive Parts Clerk, 23EOC68953
- Automotive Parts & Materials Manager, 23EOC68929
- Computer Communications Technician, 22EOC22514
- IT Call Center Analyst, 23EOC22550
- Librarian I, ECRT1455
- Materials, Equipment, Fleet & Facilities Coordinator, 23EOC68965
- Purchaser/RHA, 23EOC60722
- Purchaser, 23EOC66963
- Purchasing Agent/RHA, 23EOC61475
- Senior Account Clerk, 23EOC65193
- Senior Automotive Parts Clerk, 23EOC69078
- Stock Clerk, 23EOC69144

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

- Accountant, 19EOC63976
- Administrative Assistant, 21EP75600
- Administrative Secretary, 21EP75638
- Architect, 20EP70087
- Battalion Chief, 21EP71407
- Clerk II/Bilingual, 19EOC68809
- Clerk III, 22EOC68793
- Clerk III/Bilingual, 19EOC69125
- Human Resource Consultant II, 21EP70492
- Librarian I, ECRT1455
- Permit Office Manager, 21EP70155
- Property Clerk, 22EOC61948
- Senior Architect, 20EP70107
- Senior Landscape Architect, 20EP70111
- Senior Service Assistant, 22EOC64980
- Senior Service Assistant, 22EP74483
- Youth Services Assistant, 22EOC65406



VI. The Commission approved to designate the Deputy Director of the City of Rochester Department of Human Resource Management to act in the place of the Executive Secretary when the Executive Secretary is absent

**The meeting was adjourned at 2:40 PM**