

**CIVIL SERVICE COMMISSION
MINUTES
Thursday, August 28, 2014
3:30 P.M., ROOM 102A, CITY HALL**

PRESENT: Commissioners: John Feola (Acting Chair)
Alan Caine
Leslie Smith

IN ATTENDANCE: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Deborah Callerame, Sr Human Resource Consultant
Thomas Johnson, Human Resource Coordinator
Lieutenant Korey Brown, RPD
Sergeant Darlene Rogers, RPD
Kathy McManus, RFD
Thomas Miller, Manager of Administrative Services

The Civil Service Commission meeting was called to order at **3:30 pm**.

- I. The Commission approved the minutes of the meeting (regular and executive session) on **July 24, 2014**.
- II. The Commission reviewed the following items of correspondence: **None**
- III. The following classifications/reclassifications were approved as presented:

ADMIN/Mayor's Office: Classify: (1)	College Junior Intern/Seasonal Br. N308 (\$13.25/hr) Non-Competitive
ADMIN/DHRM: (1) Classify:	Examination Administrator/Temporary (8/25/14 – 6/30/15) Br. 14 (\$36,903 - \$47,399) Competitive
ADMIN/DHRM: (1) Classify:	Assistant Examination Supervisor/Part-Time/Temporary (8/25/14 – 6/30/15) Br. P462 (\$12.56/hr) Non-Competitive

ADMIN/DHRM: (1)	Classify:	Senior Payroll Auditor/Temporary (7/20/14 – 6/30/15) Br. 21 (\$46,476 - \$61,699) Competitive
ADMIN/DHRM: (1)	Classify:	Clerk III/Typing/Temporary (7/22/14 – 10/17/14) Br. 7 (\$30,521 - \$38,156) Competitive
ADMIN/DHRM: (1)	Classify:	Senior Human Resource Associate Br. 14 (\$36,903 - \$47,399) Competitive
DES/Architecture & Engineering Classify: (1)		Junior Architect/Temporary (8/25/14 – 6/30/15) Br. 18 (\$41,920 - \$54,714) Competitive
DES/Architecture & Engineering Classify: (1)		Manager of Special Projects Br. 30 (\$71,989 - \$94,923) Competitive
DES/Water/Director's Office Classify: (1)		Garage Attendant Br. 57 (\$15.04 - \$18.77/hr) Non-Competitive
DES/Operations & Parks/Equipment Services Classify: (1)		Technology Applications Coordinator Br.26 (\$61,040 - \$80,485) Competitive
LIBRARY/Central/ Maintenance Classify: (2)		Cleaner / Part-time Br. N015 (\$14.04 - \$16.02/hr) Labor
LIBRARY/Community/ NE Classify: (1)		Literacy Aide / Part-time Br. N403 (\$8.96 - \$10.64/hr) Non-competitive
NBD/Commissioner's Office/Administration & Finance Classify: (1)		Receptionist Typist/Temporary (7/28/14 – 1/27/15) Br. 6 (\$29,746 - \$37,143) Competitive
NBD/Planning & Zoning Classify: (1)		City Planner Br. 20 (\$44,691 - \$59,242) Competitive
NBD/Planning & Zoning Classify: (1)		Administrative Assistant Br. 16 (\$39,366 - \$50,531) Competitive
NBD/Inspection & Compliance Classify: (1)		Senior City Planner/GIS Analyst /Part-Time Br. N248 (\$26.95 - \$35.54/hr) Competitive

DRYS/Commissioners Office Classify: (2)	Youth Intervention Aide/Seasonal Br. P850 (\$17.61 - \$18.71/hr) CPNC
DRYS/Commissioners Office Classify: (1)	Youth Worker/Part-time Br. P353 (\$8.25/hr.) Labor
DRYS/Recreation Administration Classify: (1)	Secretary/Deputy Commissioner of Recreation & Youth Services/Temporary Br.11 (\$33,748 - \$43,018) Competitive
DRYS/Recreation Administration Classify: (1)	Secretary/Deputy Commissioner of Recreation & Youth Services Br.11 (\$33,748 - \$43,018) Competitive
DRYS/Recreation Administration Classify: (1)	Senior Recreation Supervisor/Temporary Br.18 (\$41,920 - \$54,714) Competitive
DRYS/BEST Classify: (1)	Secretary/Bilingual/Temporary (8/31/14 thru 6/30/15) Br.11 (\$33,748 - \$43,018) Competitive
RPD/East Division Classify: (1)	Police Sergeant/Temporary (Temp 7/3/14 – 9/8/14) Br. 92 (\$73,165 - \$77,577) Competitive
RPD/Operation/West Classify (1)	Police Sergeant/Temporary (Temp 8/2/14 – 2/1/15) Br. 82 (\$73,165 - \$77,577) Competitive
Rochester Housing Authority Classify: (3)	Clerk III Br. 7X (\$26,444 - \$36,162) Competitive

IV. The Commission adopted the following job specifications:

- o Assistant Mail Room Coordinator
- o Mail Room Coordinator
- o Payroll Auditor
- o Shelter Manager

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

- o Automotive Parts & Materials Manager, 14EOC60070
- o Automotive Parts & Materials Manager, 14EP73681
- o Benefits Manager, 14EOC60328
- o Benefits Manager, 14EP73083
- o Clerk I/RHA, EP73542
- o Crisis Counseling Coordinator, 14EOC60384
- o Crisis Counseling Coordinator, 14EP73166
- o Fire Captain, 14EP73233
- o Human Resource Assistant, 14EOC60191
- o Human Resource Assistant, 14EP73077
- o Human Resource Assistant/Bilingual, 14EOC60193
- o Human Resource Assistant/Bilingual, 14EP73078
- o Human Resource Consultant I, 14EOC67931
- o Human Resource Consultant II, 14EP72583
- o Human Resource Coordinator, 14EP72582
- o Manager of Library Administration, 14EP73571
- o Public Safety Communicator I, 14ELOC1407
- o Public Safety Communicator II, 14ELOC1408
- o Purchasing Agent/RHA, 14EP73666
- o Recreation Center Director, 14EP72159
- o Recreation Supervisor, 14EP73228
- o Recreation Supervisor/Bilingual, 14EP73229
- o Senior Automotive Parts Clerk, 14EOC61916
- o Senior Automotive Parts Clerk, 14EP73759
- o Supervising Stock Clerk, 14EOC61794
- o Victim Assistance Counselor, 14EOC63374
- o Youth Camp Supervisor, 14EOC69875

VI. The Commission closed out the following exam process with no successful candidates:

- o Purchaser, 14EP73552

VII. The Commission affirmed the extension of the following Civil Service eligible lists for one year unless replaced with a new list:

- o 911 Dispatcher II/ECD, 12ELP1121
- o Architect, 13EOC61065
- o Architect, 13EP73395
- o Area Coordinator, 11EOC64493
- o Assistant Architect, 13EOC61066
- o Cemetery Service Representative, 11EOC66497
- o Cemetery Service Representative, 11EP79763
- o Cemetery Service Representative/Bilingual, 11EOC66506
- o Clerk II/Typing, 13EDCR1311P
- o Clerk II/Typing/RHA, 13EDCR1312P
- o Client Support Analyst, 13EOC16672
- o Code Enforcement Inspector, 11EOC64779
- o Counseling Specialist, 12EOC63367
- o Fire Lieutenant, 13EP72366
- o Librarian II, 13EOC60387
- o Librarian II, 13EP73169
- o Librarian IV, 13EOC60389
- o Librarian IV, 13EP73170
- o Material Equipment Fleet & Facilities Coordinator, 12EOC67595
- o Operations Analyst, 12EOC60716
- o Permit Office Manager, 12EOC68220
- o Police Lieutenant, 11EP78986
- o Police Sergeant, 11ELP1115
- o Principal Engineering Technician/CADD, 11EOC60953
- o Program Coordinator, 12EOC67571
- o Program Development Specialist, 11EOC63748
- o Senior Architect, 13EP73600
- o Senior Code Enforcement Officer, 12EP70511
- o Senior Property Clerk, 11EP79448

- VIII. The Commission approved the extension of the following temporary position(s):
- One Position of Security Guard (encumbered by Antoinette Davis) in the Central/Library Department.
- IX. The Commission approved the transfer of the following position(s):
- The Rochester Police Department is requesting approval to transfer a Police Information Clerk to a vacant Clerk II position.
- X. The Commission approved the reinstatement of the following title(s):
- The Department of Human Resource Management is requesting permission to reinstate Kimberly Kamagate to the title of Senior Human Resource Associate.
- XI. The Commission entered Executive Session to discuss items of a confidential nature.

The meeting was adjourned at 5:30 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant

THE END