

CIVIL SERVICE COMMISSION  
GENERAL SESSION AGENDA  
**Thursday, June 25, 2015**  
3:30 P.M., ROOM 102A, CITY HALL

I. Approval of the minutes of the meeting (regular and executive) on **May 21, 2015**.

II. **Commission Correspondence:**

- Transfer of Code Enforcement function from the Department of Neighborhood and Business Development to Environmental Services.

III. **Classification/Reclassification:**

ADMIN/Mayor's Office Classify: (1)	Executive Staff Assistant I Br. 16 (\$40,154 - \$51,541) Exempt
ADMIN/Mayor's Office Classify: (2)	Integrity Compliance Officer/On-Call Br. N248 (\$27.49 - \$36.25/hr) Competitive
ADMIN/Law Classify: (1)	Municipal Attorney I Br. 25 (\$59,667 - \$78,673) Exempt
ADMIN/Law Classify: (1)	Municipal Attorney III/On-Call/Temporary (7/1/15 – 6/30/16) Br. N328 (\$38.26 - \$50.44/hr) Exempt
ADMIN/Law Classify: (1)	Paralegal Br. 20 (\$45,585 - \$60,427) Competitive
ADMIN/OMB Classify: (1)	Principal Staff Assistant Br. 29 (\$70,389 - \$92,809) Competitive
ADMIN/OMB Classify: (1)	Senior Administrative Analyst Br. 24 (\$57,179 - \$75,394) Competitive
ADMIN/DHRM Classify: (1)	Clerk III/Typing Br. 7 (\$31,132 - \$38,919) Competitive
ADMIN/DHRM Classify: (1)	Clerk III Br. 7 (\$31,132 - \$38,919) Competitive
ADMIN/DHRM Classify: (1)	Exam Administrator Br. 14 (\$37,641 - \$48,347) Competitive
ADMIN/DHRM Classify: (1)	Principal Staff Assistant Br. 29 (\$70,389 - \$92,809) Competitive
ADMIN/DHRM Classify: (1)	Manager of Administrative Services Br. 28 (\$67,633 - \$89,179) Competitive

ADMIN/Communications Classify: (2)	Clerk III/Typing/Part-Time/Temporary (7/1/15 – 6/30/16) Br. N707 (\$16.76 - \$18.96/hr) Non-Competitive
DES/Commissioner's Office Classify: (2)	Clerk III/Typing/Part-Time Br. N707 (\$16.76 - \$18.96/hr) Non-Competitive
DES/Commissioner's Office/Security Classify: (1)	Clerk III/Typing/Part-Time Br. N707 (\$16.76 - \$18.96/hr) Non-Competitive
DES/Architecture & Engineering Classify: (1)	Junior Accountant Br. 14 (\$37,641 - \$48,347) Competitive
DES/Architecture & Engineering Classify: (1)	Junior Architect Br. 18 (\$42,758 - \$55,808) Competitive
DES/Architecture & Engineering Classify: (2)	Senior Architect Br. 27 (\$64,964 - \$85,659) Competitive
DES/Operations/Solid Waste Classify: (1)	Code Enforcement Inspector/Temporary (7/1/15 – 6/30/15) Br. 61 (\$16.86 - \$21.21/hr) Competitive
DES/Building & Parks/Administration Classify: (1)	Director of Buildings and Parks Br. 35 (\$89,822 - \$118,435) CPNC
DES/Building & Parks/Administration Classify: (1)	Assistant to the Director of Buildings and Parks Br. 26 (\$62,261 - \$82,095) Competitive
DES/Building & Parks/Administration Classify: (1)	Senior Account Clerk Br. 10 (\$33,509 - \$42,554) Competitive
DES/Building & Parks/Cemeteries Classify: (1)	Cemetery Sales Coordinator Br. 16 (\$40,154 - \$51,541) Non-Competitive
DES/Building & Parks/Cemeteries Classify: (1)	Management Trainee Br. 18 (\$42,758 - \$55,808) Competitive
DES/Building & Parks/Cemeteries Classify: (1)	Municipal Assistant Br. 18 (\$42,758 - \$55,808) Competitive
DES/Equipment Services Classify: (1)	Director of Equipment Services Br. 33 (\$82,845 - \$109,238) CPNC
DES/Water/Distribution Classify: (1)	Water Services Trainee/Temporary Br. 52 (\$13.94 - \$16.96) Non-Competitive
DES/Water/Upland Classify: (1)	Access Control Specialist Br. 23 (\$54,798 - \$72,255) Competitive

DES/Water/Upland Classify: (1)	Water Operations Supervisor/Corrosion Br. 20 (\$45,585 - \$60,427) Competitive
ECD/911 Classify: (1)	Senior GIS Analyst Br. 23 (\$54,798 - \$72,255) Competitive
RFD/Fire Chiefs Office Classify: (1)	Clerk III/Typing/Temporary (7/1/2015 – 10/1/2015) Br. N007 (\$30,521-\$38,156) Competitive
RFD/Fire Chief's Office Classify (2)	College Junior Intern/Seasonal N308 (\$13.38 - \$14.96/hr) Non-competitive
RFD/Fire Chiefs Office Classify: (1)	Administrative Analyst Br. 20 (\$45,585 - \$60,427) Competitive
Library/Central/Local History Classify: (1)	Genealogy Specialist / Part-time Br. N145 (\$19.80 - \$22.63) Competitive
Library/Central/Local History Classify: (1)	Librarian II Br. 20 (\$45,585 - \$60,427) Competitive
Library/Central/Communications Classify: (1)	Duplicating Operator/Part-Time/ Temporary (6/3/15 – 6/30/15) Br. N065 (\$15.95 - \$18.22/hr) Non-Competitive
Library/Community/Branch Administration Classify: (10)	Literacy Aide / Seasonal Br. N403 (\$8.96 - \$10.64/hr) Non-Competitive
Library/Community/Lincoln Classify: (1)	Maintenance Worker / Part-time Br. N575 (\$16.01 - \$18.46/hr) Non-Competitive
Library/Community/Sully Classify: (1)	Computer Aide / Part-time Br. N405 (\$10.40/hr) Competitive
Library/Community/Sully Classify: (1)	Youth Services Assistant Br. 7 (\$31,132 - \$38,919) Competitive
IT/Enterprise Process & Systems Classify: (1)	Business Analyst II Br. 27 (\$64,964 - \$85,659) Competitive
IT/Application Services Classify: (1)	Webmaster/On-Call Br. N258 (\$28.69 - \$37.82/hr) Competitive
NBD/Commissioner's Office Classify: (1)	Executive Assistant Br. 20 (\$45,585 - \$60,427) Competitive
NBD/Neighborhood & Business Development Classify: (1)	Senior Economic Development Specialist Br. 24 (\$57,179 - \$75,394) Competitive

NBD/Neighborhood & Business Development Classify: (1)	Clerk III – 55A Br. 7 (\$31,132 - \$38,919) Non-Competitive
NBD/Neighborhood Preservation Classify: (1)	Customer Service Representative/Bilingual Br. 12 (\$35,423 - \$45,405) Competitive
Finance/Accounting Classify: (1)	Principal Account Clerk Br. 15 (\$38,812 - \$49,818) Competitive
Finance/Parking Classify: (1)	Senior Cashier/Bilingual Br. 13 (\$36,509 - \$46,772) Competitive
Finance/Purchasing Classify: (1)	Management Trainee Br. 18 (\$42,758 - \$55,808) Competitive
DRYS/Administration Classify: (1)	Youth Intervention Specialist Br. 18 (\$42,758-\$55,808) Non-Competitive
DRYS/Administration Classify: (1)	Clerk III/Typing/Temporary Br. 7 (\$31,132-\$38,919) Competitive
DRYS/Recreation Classify: (30)	Literacy Aide/Seasonal Br. N403 (\$9.09-\$ /hr) 7/6/2015-8/15/2015 Non-Competitive
DRYS/Recreation Classify (3)	Recreation Center Director Br. 21 (\$47,406-\$62,933) Competitive
DRYS/Recreation Classify (1)	Recreation Supervisor Br. 15 (\$38,812-\$49,818) Competitive
DRYS/Recreation Classify (2)	Area Coordinator Br. 23 (\$54,749 - \$72,255) Competitive
DRYS/ Administration/BEST Classify (3)	Clerk III/Typing/PT Br. N070 (\$16.27 - \$18.40) Non-Competitive
DRYS/Recreation Classify (1)	Day Camp Supervisor/Part-Time Br. P460 (\$15.06) Non-Competitive
DRYS/ BESTYS Classify (1)	Professional Development Specialist Br. 18 (\$42,758-\$55,808) Competitive
DRYS/ BESTYS Classify (1)	Project Assistant/Bilingual Br. 12 (\$35,423-\$45,406) Competitive
DRYS/ Various Classify (4)	Project Assistant/Seasonal Br. 12 (\$35,423-\$45,406) Non-Competitive

DRYS/ BESTYS Classify: (2)	Clerk III/Typing/Seasonal Br. N070 (\$16.27 - \$18.40) Non-Competitive
RPD/Patrol Classify: (1)	Police Sergeant/Temporary Br. 92, (\$79,173-\$83,947) Competitive
RPD/Administration/Research & Evaluation Classify: (1)	Clerk III/Typing/Part-Time Br. N070 (\$16.76-\$18.96) Non-Competitive
RPD/Administration/Research & Evaluation Classify: (1)	Police Artist/Part-Time Br. 018 (\$23.03-\$26.05) Non-Competitive
RPD/Patrol Classify: (12)	Police Sergeant/Temporary (7/1/15 – 6/30/16) Br. 92, (\$79,173-\$83,947) Competitive
RPD/Patrol Classify: (3)	Police Captain/Temporary (7/1/15 – 6/30/16) Br. 95, (\$101,023-107,116) Competitive
RPD/Patrol Classify: (7)	Police Investigator/Temporary (7/1/15 – 6/30/16) Br. 191, (\$78,673-\$83,447) Competitive
RPD/Patrol Classify: (7)	Police Lieutenant/Temporary (7/1/15 – 6/30/16) Br. 94, (\$89,530-\$94,928) Competitive
RPD/Administration/Professional Development Classify (1)	Administrative Secretary/On-Call/Temp (7/6/2015-8/7/2015) Br. 130 (\$19.66-\$22.23) Competitive
RPD/Operations/Animal Services Classify: (1)	Clerk III Br. 7 (\$31,132-\$38,919) Competitive
Rochester Housing Authority Classify: (5)	Housing Specialist Br. 13X (\$31,000 - \$43,528) Competitive

**IV. Adoption of Job Specifications:**

- 911 Dispatcher I
- 911 Dispatcher I /Bilingual
- 911 Dispatcher II
- 911 Telecommunicator
- 911 Telecommunicator/Bilingual (Spanish)
- Building Maintenance Foreman
- Computer Aide Library
- Firefighter
- Genealogy Specialist

**V. A. Establishment of Civil Service Eligible List(s):**

- Animal Control Officer, 15EOC65769
- Firefighter Trainee, 15ELOC1512
- Parking Enforcement Officer, 15EOC60563

**B. Preferred List:**

- Assistant Director of Operations, PREF0257
- Economic Development Project Manager, PREF1083
- Grant Support Associate/Part – Time, PREF1289
- Retrieval Room Aide/Part – Time, PREF2154
- Secretary, PREF2212

**C. Close-out of examination process: None**

**VI. Request for Extension of Civil Service Eligible Lists(s):**

- Administrative Analyst, 13EP72654
- Assistant HVAC Engineer, 12EOC64679
- Assistant Operations Superintendent, 13EP72173
- Assistant Operations Superintendent, 13EOC66181
- Assistant Supt/Water Distribution, 14EOC62763
- Assistant Supt/Water Distribution, 14EP74034
- Assistant to the Circulation Supervisor, 13EOC67653
- Associate Administrative Analyst, 13EP72129
- Backflow Prevention Inspector, 14EOC63105
- Backflow Prevention Inspector, 14EP74171
- Communications Aide, 12EOC68423

**VII. Request for Extension of Civil Service Eligible Lists(s) (Continued):**

- Communications Aide/Bilingual, 12EOC60711
- Equipment Training Coordinator, 12EOC60603
- Fire Equipment Maintenance Supervisor, 12EOC64903
- GIS Analyst/City Planner, 13EOC66908
- GIS Developer, 13EOC66942
- Grant Support Associate, 13EOC67681
- Operations Superintendent, 13EP72167
- Operations Supervisor, 13EP72172
- Operations Supervisor, 13EOC66177
- Parking Compliance Monitor, 12EOC65295
- Parking Enforcement Supervisor, 12EP79775
- Police Captain, 12EP70929
- Police Evidence Technician, 13EOC65263
- Property Clerk, 12EOC69999
- Property Maintenance Supervisor/RHA, 14EP72360
- Public Housing Inspector/RHA, 14EOC66794
- Senior Administrative Analyst, 13EP72130
- Senior GIS Analyst, 13EOC66952
- Senior GIS Analyst/City Planner, 13EOC66912
- Superintendent of Water Supply Maintenance, 14EP74037
- Superintendent of Water Supply Maintenance, 14EOC62772
- Supervising Dispatcher, 13EP72479
- Water Distribution Trainee, 14EOC62774
- Water Operations Supervisor, 14EP72480
- Youth Services Assistant/Part Time, 14EOC66541
- Youth Services Coordinator, 14EOC63167

**VIII. Request for Extension of Temporary Positions: **None****

**IX. Transfers:**

- Request to transfer Morticia Gunn-Graham **from** Police Information Clerk in the Rochester Police Department/Headquarters-Records **to** Clerk II in the Finance Department/Assessment Bureau.
- Request to transfer Thomas Miller **from** Manager of Administrative Services in the Department of Environmental Services **to** Manager of Administrative Services in the Department of Human Resource Management.

**X. Reinstatement Requests:**

- Emergency Communications Department is requesting the reinstatement of Megan Millspaugh to the title of Dispatcher I/OEC/Part –Time.
- Rochester Police Department is requesting the reinstatement of Emily Malloy to the title of Counseling Specialist.
- Rochester Police Department is requesting to reinstate former Police Officer Karen Coriddi to the title of Public Safety Aide.

**XI. Voluntary Demotion Request:**

- Louis Schweigert of the Emergency Communication Department is requesting a voluntary demotion **from** 911 Dispatcher I **to** 911 Telecommunicator.

**XII. Approved July – December 2015 Commission meeting schedule**

THE END