

**CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
Thursday, July 23, 2015
3:30 P.M., ROOM 103A, CITY HALL**

PRESENT: Commissioners: Sally Partner (Chair)
Alan Caine
Leslie Smith
Fernan Cepero

IN ATTENDANCE: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Deborah Callerame, Senior HR Consultant
Kim Kamagate, Senior Human Resource Associate
Sergeant Darlene Rogers, RPD
Police Officer Emre Arican, RPD
Deputy Chief Felipe Hernandez, RFD
Executive Deputy Chief Dennis Prevost, RFD
Fire Captain Stephen Batz, RFD

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

The Commission immediately entered into Executive Session to discuss items of a confidential nature. General Session resumed at 4:45pm.

- I. The Commission approved the minutes of the meeting (regular and executive session) on **June 25, 2015**.
- 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)	Graduate Intern/Seasonal Br. N463 (\$16.48/hr) CPNC
ADMIN/DHRM Classify: (1)	College Junior Intern/Seasonal Br. N308 (\$13.65/hr) Non-competitive
DES/Building & Parks/Cemeteries Classify: (1)	Cemetery Worker/Seasonal Br. P578 (\$15.34 - \$17.34/hr) Non-Competitive

DES/Building & Parks/Building Services Classify: (1)	Maintenance Worker/Temporary (7/12/15 – 8/29/15) Br. 57 (\$15.34 - \$19.15/hr)
ECD / 911 Center Classify: (1)	911 Operations Manager/Temporary (7/26/15 – 10/25/15) Br. 29 (\$70,389 - \$92,809) Competitive
LIBRARY/Central/Personnel Classify: (1)	Clerk Typist/Seasonal (6/22/15 – 8/28/15) Br. N030 (\$15.31 - \$17.31/hr) Non-competitive
NBD/Planning & Zoning Classify: (1)	Senior City Planner/Temporary (7/19/15 – 12/31/15) Br. 24 (\$57,179 - \$75,394) Competitive
NBD/Planning & Zoning Classify: (1)	Executive Assistant/Temporary (7/19/15 – 12/31/15) Br. 20 (\$45,585 - \$60,427) Competitive
NBD/Inspection & Compliance Classify: (1)	Clerk III/Temporary (7/5/15 – 9/26/15) Br. 7 (\$31,132 - \$38,919) Competitive
FINANCE/Treasury Classify: (1)	Senior Accountant Br. 20 (\$45,585 - \$60,427) Competitive
FINANCE/Treasury Classify: (1)	Senior Accountant/On Call/Temporary (7/7/15 – 7/6/16) Br. N200 (\$25.05 - \$33.20/hr) Competitive
FINANCE/Purchasing Classify: (1)	Management Trainee/Temporary (8/2/15 – 8/1/16) Br. 18 (\$42,758 - \$55,808) Competitive
Rochester Housing Authority Classify: (2)	Clerk III / Typing / Bilingual Br. 7X (\$26,444 - \$36,162) Competitive

IV. The Commission adopted the following job specifications:

- Customer Service Representative
- Customer Service Representative/Bilingual
- Housing Specialist (RHA)
- Human Services Specialist (RHA)
- Police Captain
- Senior Housing Specialist (RHA)

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

- Clerk II, 15EP75506
- Clerk II/Bilingual, 15EOC66293
- Clerk II/Bilingual, 15EP75507
- Public Safety Communicator I, 15ELOC1516
- Senior Cashier, 15EOC67165
- Senior Cashier, 15EP75957
- Senior Cashier/Bilingual, 15EOC67166
- Senior Cashier/Bilingual, 15EP75958
- Superintendent of Fire Equipment Maintenance, 15ELP1513
- Veterinary Technician 15EOC60326

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

- Superintendent of Fire Equipment Maintenance, 15ELOC1514

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

- Assistant Service Manager, 14EOC66469
- Assistant to the NSC Administrator, 13EP72127
- Automotive Parts & Materials Manager, 14EP73681
- Automotive Parts Clerk, 14EOC60070
- Benefits Manager, 14EOC60328
- Clerk I/RHA, 14EP73542
- Clerk III, 13EOC64852
- Clerk III, 13EP71796
- Crisis Counseling Coordinator, 14EP73166
- Crisis Counseling Coordinator, 14EOC60384
- Equipment Trainer, 14EOC61436
- Human Resource Assistant, 14EP73077
- Human Resource Assistant, 14EOC60191
- Human Resource Assistant/Bilingual, 14EP73078
- Human Resource Assistant/Bilingual, 14EOC60193
- Human Resource Consultant I, 14EOC67931
- Human Resource Consultant II, 14EP72583
- Human Resource Coordinator, 14EP72582
- Integrity Compliance Officer/Part Time, 14EOC61445
- Librarian II, 13EOC60387
- Librarian II, 13EP73169
- Librarian IV, 13EOC60389
- Librarian IV, 13EP73170
- Manager of Library Administration, 14EP73571

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

- Materials Equipment Fleet & Facilities Coordinator, 12EOC67595
- Operations Analyst, 12EOC60716
- Permit Office Manager, 12EOC68220
- Police Lieutenant, 11EP78986
- Program Coordinator, 12EOC67571
- Public Safety Communicator II, 14ELOC1408
- Purchasing Agent/RHA, 14EP73666
- Receptionist Typist, 14EOC61452
- Recreation Center Director, 14EP72159
- Recreation Supervisor, 14EP73228
- Recreation Supervisor/Bilingual, 14EP73229
- Senior Automotive Parts Clerk, 14EP73759
- Senior Automotive Parts Clerk, 14EOC61916
- Senior Code Enforcement Officer, 12EP70511
- Senior Service Representative, 13EP72203
- Senior Service Representative/Bilingual, 13EP72204
- Service Manager, 14EP72294
- Service Representative, 13EP72161
- Service Representative, 13EOC66171
- Service Representative/Bilingual, 13EOC66173
- Supervising Stock Clerk, 14EOC61794
- Technology Applications Specialist, 13EOC16666
- Victim Assistance Counselor, 14EOC63374
- Youth Camp Supervisor, 14EOC6987

VIII. The Commission approved the Extension of the following Temporary positions:

- One position of Service Representative/Bilingual/Temporary (encumbered by Tiffany Torres) in the 311 Call center-Emergency Communications Department
- One position of Duplicating Operator/Part-Time (encumbered by Merceditas Miranda) in the Central Communication Department – Library

IX. The Commission approved the following request for Reinstatement:

- Finance Department is requesting the reinstatement of Mahen Mahenthiran to the title of Senior Accountant /On Call /Temporary

X. The Commission approved the following Extension of Provisional Appointment:

- The Finance Department/Accounting Bureau is requesting a one month extension of Bridget Britton's provisional appointment as an Accountant

VIII. Copies of the Local Civil Service Rule X.5.; Review of Examination Scores were provided to the Commission. The Civil Service Rule describes the type of reviews to be offered to exam candidates.

The next regularly scheduled Civil Service Commission meeting will be held on **Thursday, August 20, 2015 at 3:30 pm** in Room 103A in City Hall.

The meeting was adjourned at 5:00 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant

THE END