

**CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
Thursday, August 20, 2015
3:30 P.M., ROOM 103A, CITY HALL**

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

IN ATTENDANCE: Deborah Callerame, Senior HR Consultant
Tammy Sardou, Human Resource Consultant I
Kim Kamagate, Senior Human Resource Associate
Sergeant Darlene Rogers, RPD
Officer Emre Arican, RPD
Kathy McManus, RPF/Chiefs Office
Deputy Chief Felipe Hernandez, RFD

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 23, 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)	Secretary to the Chief of Staff (c) Br. 18 (\$42,758 - \$55,808) Non-Competitive
ADMIN/Mayor's Office Classify: (1)	Secretary to the Deputy Mayor/On- Call/Temporary (7/30/15 – 12/31/15) Br. 22 (\$52,517 - \$69,247) Non-Competitive
ADMIN/Mayor's Office/Office of Public Integrity Classify: (1)	Field Auditor/Part-Time/Temporary (8/3/15 – 8/20/15) Br. N140 (\$20.69 – \$23.38) Competitive
ADMIN/Mayor's Office/Office of Public Integrity Classify: (1)	Field Auditor/Part-Time Br. N140 (\$20.69 – \$23.38) Competitive

ADMIN/Communications Classify: (2)	Administrative Analyst/Part-Time/Temporary (8/10/15 – 6/30/16) Br. N200 (\$25.04 – \$33.20) Non-Competitive
Emergency Communications/311 Classify: (1)	Service Representative/Seasonal Br. N128 (\$17.03 - \$19.25) Competitive
DES/Commissioner's Office/Security Classify: (1)	Assistant to the Director of Security Br. 23 (\$54,798 - \$72,255) Competitive
DES/Operations/Solid Waste Classify: (1)	Assistant Manager of Solid Waste/Refuse Br. 25 (\$59,667 - \$78,673) Competitive
DES/Operations/Solid Waste Classify: (1)	Assistant Manager of Solid Waste/Recycling Br. 25 (\$59,667 - \$78,673) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Assistant HVAC Engineer Trainee/Temporary (7/20/15 – 6/30/16) Competitive
DES/Water/Upland Classify: (1)	Master Electrician/On-Call/Temporary (8/3/15 – 12/31/15) Br. P208 (\$25.04 – \$33.20) Competitive
Library/Central/Science Classify: (1)	Librarian I/Temporary (8/25/15 – 11/24/15) Br. N185 (\$21.90 - \$25.51) Competitive
Library/Central/Information Desk Classify: (1)	Librarian I/Bilingual/Part-time Br. N185 (\$21.90 - \$25.51) Competitive
NBD/Commissioner's Office Classify: (1)	Clerk III/Typing Br. 7 (\$31,132 - \$38,919) Competitive
NBD/Business & Housing Development Classify: (1)	Clerk III/Typing Br. 7 (\$31,132 - \$38,919) Competitive
NBD/Inspection & Compliance Classify: (1)	Senior Code Enforcement Officer Br. 24 (\$57,179 - \$75,394) Competitive
NBD/Inspection & Compliance Classify: (1)	Code Enforcement Officer Trainee/Bilingual Br. 18 (\$42,758 - \$55,808) Competitive
Rochester Housing Authority Classify: (10)	Senior Housing Specialist Br. (\$34,000 - \$48,000) Competitive
Rochester Housing Authority Classify: (6)	Human Services Specialist Br. 13X (\$31,000 - \$43,528) Competitive

Rochester Housing Authority Classify: (1)	Director of Leasing Operations Br. \$70,000 - \$84,000 Competitive
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IV. The Commission adopted the following job specifications:

- Deputy City Treasurer
- Director of Leasing Operations/RHA
- Master Electrician
- Secretary to the Chief of Staff
- Secretary to the Executive Director/RHA
- Senior Community Housing Planner
- Senior Community Housing Planner/Bilingual

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

- Assistant Operations Superintendent, 15EOC66614
- Assistant Operations Superintendent, 15EP75647
- Building Maintenance Supervisor/RHA, 15EOC66265
- Communications Assistant, 15EOC67171
- Communications Assistant, 15EP75970
- Engineer II/Water, 15EOC61437
- Engineer III/Water, 15EOC62708
- Engineer III/Water, 15EP73551
- Payroll Auditor, 15EOC66234
- Senior Marketing Specialist, 15EOC60068
- Special Events Operations Manager, 15EP73032

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

- Engineer II/Water, 15EP73550
- Service Representative/Bilingual, 15EP75520

VII. The Commission approved the extension of the following Temporary positions:

- One position of Professional Development Specialist (encumbered by Charmine Hunter) in the Best /DRYS Department.
- One position of Animal Control Officer (encumbered by Greg Emerick) in the Animal Control/Rochester Police Department.

The next regularly scheduled Civil Service Commission meeting will be held on **Thursday, September 17, 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