

CIVIL SERVICE COMMISSION
GENERAL SESSION AGENDA
Thursday, November 19, 2015
3:30 P.M., ROOM 102A, CITY HALL

I. Approval of the minutes of the meeting (regular and executive) on **October 22, 2015**.

II. Commission Correspondence: **None**

III. Classification/Reclassification:

ADMIN/Mayor's Office/Office of Innovation Classify: (1)	Executive Staff Assistant IV/Temporary (10/29/15 – 11/11/15) Br. 31 (\$76,436 - \$100,785) Competitive
ADMIN/Mayor's Office/Office of Innovation Classify: (1)	Management Trainee Br. 18 (\$42,758 - \$55,808) Competitive
ADMIN/Mayor's Office/Communications Classify: (1)	Administrative Assistant/Bilingual (c) Br. 16 (\$40,154 - \$51,541) Competitive
RFD/Suppression Division Classify: (2)	Fire Lieutenant Br. 82 (\$78,739-\$82,633) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	HVAC Engineer/Temporary (11/10/15 – 4/2/16) Br. 151 (\$25.56 - \$29.98/hr) Competitive
DES/Buildings & Parks/Parks Classify: (1)	Ground Equipment Operator/Temporary (11/2/15 – 4/2/16) Br. 56 (\$14.98 - \$18.45/hr) Non-Competitive
DES/Water/Director's Office Classify: (1)	Garage Attendant/Temporary (11/16/15 – 4/2/16) Br. 57 (\$15.34 - \$19.15/hr) Non-Competitive
LIBRARY/Community/ Branch Administration Classify: (1)	Librarian I Br. 18 (\$42,758 - \$55,808) Competitive
LIBRARY/Community/ North Area (Maplewood) Classify: (1)	Librarian I/Part-time Br. N185 (\$21.90 - \$25.51) Non-competitive
IT/Enterprise Process & Systems Classify: (1)	Business Process Services Manager Br. 31 (\$76,436 - \$100,785) Competitive
IT/Information Services Classify: (1)	Information Services Analyst III/Temporary (10/30/15 – 11/19/15) Br. 29 (\$70,389 - \$92,809) Competitive
IT/Information Services Classify: (1)	Information Services Analyst III Br. 29 (\$70,389 - \$92,809) Competitive

NBD/Business & Housing Development Classify: (1)	Senior Community Housing Planner/Bilingual Br. 24 (\$57,179 - \$75,394) Competitive
NBD/Planning & Zoning Classify: (1)	Principal Staff Assistant/Temporary (10/21/15 – 6/30/15) Br. 29 (\$70,389 - \$92,809) Competitive
DRYS/ Recreation Classify: (1)	Project Assistant/Seasonal Br. 12 (\$35,423-\$45,406) Non-Competitive
DRYS/Recreation Classify: (1)	Building Maintenance Helper/Seasonal Br. P528 (\$13.94 - \$15.76) Labor
DRYS/BEST & YS Classify: (1)	Pregnancy Prevention Trainer/Temp Br. 13 (\$36,509 - \$46,772) Competitive

IV. Adoption of Job Specifications:

- Housing Specialist / Bilingual
- Human Resource Associate
- Human resource Associate / Bilingual
- Secretary To The Manager of Labor Relations
- Senior Human resource Consultant
- Senior Human resource Consultant / Bilingual

V. Establishment of Civil Service Eligible List(s): None

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

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

- Librarian I, ECRT1455
- Librarian II, 15EP70630
- Library Assistant, 15EOC62080

VII. Request for extension of temporary positions: None

VIII. Transfers:

Kimberly Piccolo from the Department of Finance to the Department of Neighborhood and Business Development

IX. Reinstatement requests: **None**

X. **Proposed Dates For Civil Service Commission Meetings**

- **January – June 2016**

THE END