

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

PRESENT: Commissioners: Sally Partner (Chair)
John Feola
Fernan Cepero

IN ATTENDANCE: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Deborah Callerame, Senior Human Resource Consultant
Deputy Chief, Felipe Hernandez, RFD
Lt. Willie Jackson, RFD
Kathy McManus, RFD
Sgt. Darlene Rogers, RPD
Officer Emre Arican, RPD

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 **October 22, 2015**.
- II. The Commission reviewed the following items of correspondence: **None**
- III. The following classifications/reclassifications were approved as presented:

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. The Commission adopted the following 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. The Commission established the following eligible list(s) for one (1) year, unless extended:
- Librarian I, ECRT1455
 - Librarian II, 15EP70630
 - Library Assistant, 15EOC62080
- VI. The Commission approved the Transfer of Kimberly Piccolo from the Department of Finance to the Department of Neighborhood and Business Development.
- VII. The Commission approved the January – June 2016 Civil Service Commission Meeting dates.

The meeting was adjourned at 4:45 pm

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant

THE END