

**CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
Thursday, December 17, 2015
3:30 P.M., ROOM 102A, CITY HALL**

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

IN ATTENDANCE: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Deborah Callerame, Senior Human Resource Consultant
Sgt. Darlene Rogers, RPD
Officer Emre Arican, RPD
Stephen Cusenz, ECD

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 November 19, 2015.
- II. The Commission reviewed the following items of correspondence: None
- III. The following classifications/reclassifications were approved as presented:

ADMIN/Communications Classify: (1)	Special Events Coordinator/Bilingual Br. 22 (\$52,517 - \$69,247) Competitive
ADMIN/Communications Classify: (1)	Assistant Special Events Operations Manager Br. 24 (\$57,179 - \$75,394) Competitive
Emergency Communications/911 Center Classify: (1)	911 Dispatcher I Br. 150 (\$33,000 - \$51,314) Competitive
Fire Department/Suppression Division Classify: (2)	Fire Lieutenant/Temporary (11/16/15 - 11/19/15) Br. 82 (\$78,739 - \$82,633) Competitive

DES/Buildings & Parks/Cemeteries Classify: (1)	Crematory Operator/Temporary (11/30/15 - 4/2/16) Br: 41 (\$16.26 - \$20.41) Competitive
DES/Buildings & Parks/Parks Classify: (1)	Operations Supervisor/Temporary (11/30/15 - 2/27/16) Br: 19 (\$44,058 - \$58,063) Competitive
IT/Enterprise Process & Systems Classify: (1)	Business Analyst I Br. 25 (\$59,667 - \$78,673) Competitive
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FINANCE/Purchasing Classify: (1)	Management Trainee Br. 18 (\$42,758 - \$55,808) Competitive
DRYS Classify: (1)	Project Assistant/Seasonal Br. P128 (\$17.03 - 19.25) Non Competitive
DRYS Classify: (10)	Youth Worker/Part-time/Temporary Br. P953 (\$9.00) Labor
DRYS: Classify (1)	Senior Recreation Assistant/Part-time/Temporary Br. P810 (\$13.71 - \$14.54) Non Competitive
DRYS: Classify (1)	Building Maintenance Helper/Seasonal Br. P528 (\$13.94 - \$15.76) Non-Competitive
DRYS/Best &YS Classify: (2)	Summer Program Coordinator/Seasonal Br. P338 (\$19.25) Non-Competitive
Rochester Housing Authority Classify: (5)	Housing Specialist/Bilingual \$31,000 - \$43,528 Competitive
Rochester Housing Authority Classify: (1)	Housing Manager III/Bilingual \$34,000 - \$48,000 Competitive

IV. The Commission adopted the following job specifications:

- Administrative Assistant/Bilingual
- Assistant Special Events Operations Manager
- Housing Manager III/Bilingual – RHA
- Police Lieutenant
- Special Events Coordinator

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

- Adjudication Assistant, 12EP71553
- Associate City Planner, 14EP 75493
- Associate City Planner, 14EOC66258
- Cashier/Bilingual, 12EP71590
- Cashier/Bilingual, 12EOC62786
- City Planner, 14EOC66278
- Computer Operations Supervisor, 13EP72493
- Engineer I, 14EOC66280
- Engineer II, 14EP75502
- Engineer II, 14EOC66281
- Navigator (RHA), 12EOC64950
- Operations Manager, 12EP72117
- Police Investigator, 13EP71279
- Principal Account Clerk, 12EP79447
- Public Safety Aide, 12EOC65868
- Senior Account Clerk/RHA, 13EOC60200
- Senior City Planner, 14EOC66279
- Senior Retrieval Room Aide/ Part Time, 13EOC61449
- Senior Retrieval Room Aide/ Part Time, 13EP73554
- Supervisor of Administrative Services, 12EP72121

VI. The Commission affirmed the Meeting Schedule for January – June 2016

The meeting was adjourned at 4:00 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant

THE END