

**CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
Thursday, January 21, 2016
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
Sergeant Darlene Rogers, RPD
Police Officer Emre Arican, RPD
Deputy Director, 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 December 17, 2015.
- II. The Commission reviewed the following items of correspondence: None
- III. The following classifications/reclassifications were approved as presented:

ADMIN/Mayor's Office/OPI Classify:	(1)	Field Auditor / Temporary (c) (1/4/16 – 6/30/16) Br. 14 (\$37,641 - \$48,347) Competitive
ADMIN/Law Classify:	(1)	Municipal Attorney I/Temporary (1/4/16 – 1/21/16) Br. 25 (\$59,667 - \$78,673) Exempt
ADMIN/Law Classify:	(1)	Municipal Attorney I Br. 25 (\$59,667 - \$78,673) Exempt

DES/Architecture & Engineering Classify: (1)	Street Program Coordinator/On-Call/Temporary (1/5/16 – 6/30/16) Br. N278 (\$31.23 - \$41.18) Competitive
DES/Operations Classify: (7)	Ground Equipment Operator/Temporary (12/27/15 – 4/30/16) Br. 56 (\$14.98 - \$18.45) Non-Competitive
DES/Water/Upland Classify: (1)	Senior Water Plant Operator Br. 18 (\$42,758 - \$55,808) Competitive
IT Department Classify: (1)	Graduate Intern/Seasonal Br. N463 (\$16.48) Non-competitive
RPD/Operations Classify: (15)	Police Officer Br. 90 (\$41,985-\$73,315) Competitive
Rochester Housing Authority Classify: (1)	Clerk III/Typing/Bilingual/Temporary (12/21/15 – 1/21/16) Br. (\$26,444 - \$36,162) Competitive
Rochester Housing Authority Classify: (1)	Clerk III/Typing/Bilingual Br. (\$26,444 - \$36,162) Competitive

IV. The Commission adopted the following job specifications:

- Application Service Manager
- Business Analyst
- Business analyst I
- Business Analyst II
- Special Events Coordinator/Bilingual (Spanish)

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

- Assistant HVAC Engineer, 15EOC60067
- Engineer III/Structural, 15EOC66353
- HVAC Engineer, 15EOC68820
- HVAC Mechanic/RHA, 15EOC61245
- Police Captain, 15ELP1515
- Property Clerk, 15EOC63031
- Refuse Operations Manager, 15EP72166
- Superintendent of Water Plant Maintenance, 15EOC63107
- Superintendent of Water Plant Maintenance, 15EP74172

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

- HVAC Engineer, 15EP72686
- Principal Engineering Technician/CADD, 15EOC66299
- Principal Engineering Technician/CADD, 15EP75510

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

- One position of Senior Accountant/On Call/Temporary (encumbered by Sandra Peck) in the Finance Department/ Treasury Bureau.

The meeting was adjourned at 5:30 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant

THE END