

**CIVIL SERVICE COMMISSION
MINUTES
Thursday, May 19, 2016
3:30 P.M., ROOM 102A, CITY HALL**

PRESENT: Commissioners: John Feola (Chair)
Alan Caine
Fernan Cepero

IN ATTENDANCE: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Deborah Callerame, Senior Human Resource Consultant

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 **April 21, 2016**.
- II. The Commission reviewed the following items of correspondence: **None**
- III. The following classifications/reclassifications were approved as presented:

Administration/DHRM Classify: (1)	Human Resource Associate/On-Call/Temporary (Temporary 5/30/16-1/31/17) Br. N120 (\$19.45 - \$24.95) Competitive
Emergency Communications/911 Classify: (5)	911 Dispatcher I Br. 150 (\$33,000 - \$51,314) Competitive
Emergency Communications/911 Classify: (1)	911 Dispatcher I Br. 150 (\$33,000 - \$51,314) Competitive
RFD/Fire Safety Division Classify: (1)	Clerk Typist/Part-Time/Temporary (Temporary 5/2/16-11/2/16) Br. 030 (\$15.61 - \$17.66) Non-competitive
RFD/Fire Safety Division Classify: (1)	College Junior Intern/Seasonal (5/31/16 – 8/31/16) Br. 308 (\$13.65 - \$15.26) Non-competitive
DES/Water/Distribution Classify: (1)	Water Maintenance Worker/Seasonal Br. 598 (\$16.03 - \$17.04) Non-competitive
DES/Water/Upland Classify: (1)	Assistant to the Manager of Water Production/On- Call/Temporary (5/2/16 – 12/31/16) Br. N288 (\$32.52 - \$42.87) Competitive

DES/Equipment Services Classify: (1)	Heavy Equipment Aide/Temporary (5/22/16 – 5/21/17) Br. 59 (\$16.04 - \$20.06) Non-Competitive
Information Technology Classify: (1)	Systems Engineer II Br. 27 (\$64,964 - \$85,659) Competitive
NBD/Business & Housing Development Classify: (1)	Economic Development Project Manager Br. 26 (\$62,261 - \$82,095) Competitive
NBD/Business & Housing Development Classify: (1)	Director of Strategic Business Development Br. 30 (\$73,430 - \$96,821) Competitive
DRYS/Recreation Administration Classify: (18)	Literacy Aide/Seasonal Br. N403 (\$9.14 - \$10.86) Non-competitive
RPD/Administration/Research & Evaluation Classify: (1)	Technology Applications Coordinator Br. 25 (\$59,667 - \$78,673) Competitive
RPD/Technical Services Section Classify: (1)	Clerk II Br. 9 (\$32,692-\$41,273) Competitive
RPD/Special Investigations Section Classify: (1)	Clerk II Br. 9 (\$32,692-\$41,273) Competitive
Rochester Housing Authority Classify: (1)	Clerk III/Typing (55a) Br. 7X (\$26,444 - \$36,162) Non-competitive

IV. The Commission adopted the following job specifications:

- Animal Care Technician
- Benefits Assistant
- Computer Aide
- Police Investigator
- Real Property Appraiser
- Supervising Library Materials Handler

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

- Clerk II/Typing, 16EDCR1611P
- Clerk II/Typing/Bilingual, 16EDCR1609
- Clerk II/Typing/Bilingual/RHA, 16EDCR1613P
- Clerk II/Typing/RHA, 16EDCR1612P
- Police Paralegal, 16EOC67497
- Police Paralegal/Bilingual, 16EOC67643

- VI. The Commission closed out the following exam process with no successful candidates:
- Clerk II/Typing/Bilingual, 16EDCR1610P
- VII. The Commission approved a request from the Rochester Police Department to Transfer a Police Information Clerk to a vacant Clerk II position:
- VIII. Delegation of Authority:
- A.** The Civil Service Commission held a public hearing regarding the annual Resolution to Delegate certain Commission authorities to the Executive Secretary for the period of June 1, 2016 – May 31, 2017. A public hearing notice was published in the Daily Record on May 16 – May 18, 2016. There were no speakers.
- B.** The Civil Service Commission adopted resolution for the Delegation of Authority.
- IX. Election of Chair:
- John Feola was elected as Chairperson for June 1, 2016 – May 31, 2017
- X. Executive Secretary, Tassie Demps, informed the Commission that Leslie Smith accepted the position of Director of the Bureau of Employment, Skills Training and Youth Services; effective May 16, 2016 and has resigned as a Civil Service Commissioner.
- XI. Approved Civil Service Commission Meeting dates for July – December 2016.

The meeting was adjourned at 4:15 PM

Respectfully submitted,



Tassie Demps
Executive Secretary

THE END