

**CIVIL SERVICE COMMISSION
MINUTES
Thursday, June 28, 2016
3:30 P.M., ROOM 102A, CITY HALL**

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

IN ATTENDANCE: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Kimberly Kamagate, Sr. HR Associate
Tammy Sardou, HR Consultant II
Sergeant Darlene Rogers, RPD
Police Officer Emre Arican, RPD
Lieutenant Charles Gorman, 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 May 19, 2016.
- II. The Commission reviewed the following items of correspondence:
- III. The following classifications/reclassifications were approved as presented:

Administration/Mayor's Office Classify: (1)	Special Aide to the Deputy Mayor/Temporary (6/6/16 – 7/1/16) Br. 36 (\$102,290 - \$132,038) CPEX
Administration/Mayor's Office Classify: (1)	Special Aide to the Deputy Mayor/On-Call Br. N368 (\$49.67 - \$64.11) CPEX
Administration/Mayor's Office/Office of Innovation Classify: (1)	Innovation Analyst Br. 20 (\$46,497 - \$61,636) Competitive
Administration/Mayor's Office/OPI Classify: (1)	Field Auditor Br. 14 (\$38,394 - \$49,314) Competitive
Administration/DHRM Classify: (1)	Benefits Assistant Br. 16 (\$40,957 - \$52,572) Competitive

Administration/DHRM Classify: (1)	Human Resource Associate/Bilingual Br. 12 (\$36,131 - \$46,313) Competitive
Administration/DHRM Classify: (1)	Research Assistant Br. 16 (\$40,957 - \$52,572) Competitive
Administration/DHRM Classify: (1)	Secretary to the Manager of Labor Relations Br. 12 (\$36,131 - \$46,313) Competitive
Administration/Communications Classify: (2)	Administrative Analyst/Part-Time Br. N720 (\$25.54 - \$28.89) Non-Competitive
Administration/Law Classify: (1)	Legal Secretary Br. 9 (\$33,346 - \$42,098) Competitive
Administration/Law Classify: (1)	Paralegal Br. 20 (\$46,497 - \$61,636) Competitive
Emergency Communications/911 Center Classify: (1)	911 Operations Manager/Temporary (6/19/16 – 12/18/16) Br. 29 (\$70,389 - \$92,809) Competitive
Emergency Communications/911 Center Classify: (1)	911 Shift Supervisor/Temporary (6/19/16 – 12/18/16) Br. 210 (\$48,871 - \$64,821) Competitive
Emergency Communications/311 Center Classify: (1)	Service Representative/Part-Time Br. N812 (\$17.37 - \$19.64) Competitive
Fire Department/Supply Depot Classify (1)	Fire Lieutenant Br. 82 (\$78,739 - \$82,633) Competitive
Fire Department/Chiefs Office Classify (1)	Battalion Chief/Temporary (temp 6/9/15-7/31/16) Br. 85 (\$100,467 - \$105,438) Competitive
DES/Commissioner's Office Classify: (1)	Assistant to the Commissioner Br. 28 (\$68,309 - \$90,069) CPNC
DES/Commissioner's Office Classify: (1)	College Junior Intern/Seasonal Br. 408 (\$13.65 - \$15.26) Non-Competitive
DES/Commissioner's Office Classify: (1)	Community Liaison Br. 24 (57,751 - \$76,148) Competitive

DES/Commissioner's Office/Environmental Quality Classify: (1)	Associate Economic Development Specialist/On-Call/Temporary (6/6/16 – 6/5/17) Br. N268 (\$29.93 - \$39.47) Competitive
DES/Commissioner's Office/Environmental Quality Classify: (1)	Associate Environmental Specialist Br. 29 (\$71,093 - \$93,737) Competitive
DES/Commissioner's Office/Security Classify: (1)	Security Guard/Temporary (5/8/16 – 6/30/16) Br. 52 (\$13.94 - \$16.96) Non-Competitive
DES/Commissioner's Office/Security Classify: (1)	Security Guard Br. 52 (\$14.22 - \$17.30) Non-Competitive
DES/Commissioner's Office/Security Classify: (2)	Security Guard/Seasonal Br. P528 (\$14.22 - \$16.08) Non-Competitive
DES/Architecture & Engineering Classify: (1)	Architectural Intern/Seasonal Br. 408 (\$13.65 - \$15.26) Non-Competitive
DES/Architecture & Engineering Classify: (1)	Engineer II Br. 24 (\$57,751 - \$76,148) Competitive
DES/Architecture & Engineering Classify: (1)	Project Manager Br. 23 (\$55,349 - \$72,977) Competitive
DES/Operations/Solid Waste Classify: (1)	Senior Code Enforcement Inspector/Temporary (7/1/16- 6/30/17) Br. 63 (\$18.07 - \$22.86) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Assistant HVAC Engineer Trainee Br. 149 (\$17.05 - \$19.95) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Clerk III/Typing/Part-Time Br. N707 (\$17.44 - \$19.43) Non-Competitive
DES/Buildings & Parks/Cemeteries Classify: (1)	Assistant Cemetery Operations Superintendent Br. 23 (\$55,349 - \$72,977) Competitive
DES/Buildings & Parks/Forestry Classify: (1)	GIS Analyst/Forestry Br. 20 (\$46,497 - \$61,336) Competitive

DES/Buildings & Parks/Parks Operations Classify: (2)	Assistant Operations Superintendent Br. 23 (\$55,349 - \$72,977) Competitive
DES/Water/Engineering Classify: (1)	Engineer IV/Water Br. 28 (\$68,309 - \$90,069) Competitive
DES/Water/Distribution Classify: (1)	Water Services Trainee Br. 52 (\$14.22 - \$17.30) Non-Competitive
DES/Water/Upland Classify: (1)	Assistant Water Plant Mechanic/Temporary (7/1/16 – 6/30/17) Br. 18 (\$43,614 - \$56,924) Competitive
DES/Water/Upland Classify: (1)	Water Quality Lab Assistant Br. 15 (\$39,588 - \$50,814) Competitive
Library/Central/MCLS Office Classify: (1)	Library Assistant/Part-time Br. N145 (\$20.20 - \$23.08) Non-Competitive
Library/Community/South (Arnett) Classify: (1)	Security Guard/Part-time Br. N015 (\$14.57 - \$16.63) Non-Competitive
Library/Community/North (Lyell) Classify: (1)	Computer Aide/Part-time Br. N405 (\$10.61) Competitive
Library/Community/North (Maplewood) Classify: (1)	Computer Aide/Part-time Br. N405 (\$10.61) Competitive
Library/Community/North (Charlotte) Classify: (1)	Computer Aide/Part-time Br. N405 (\$10.61) Competitive
Information Technology/Applications Services Classify: (1)	IT Transition Analyst Br. 25 (\$60,264 - \$79,459) Competitive
Information Technology/Administration Classify: (1)	IT Security Analyst I Br. 25 (\$60,264 - \$79,459) Competitive
Information Technology/Technical Infrastructure Classify: (1)	Systems Engineer Br. 23 (\$55,346 - \$72,977) Competitive
Information Technology/Technical Infrastructure Classify: (1)	Systems Engineer II Br. 27 (\$65,613 - \$86,515) Competitive
Information Technology/Enterprise Process & Systems Classify: (1)	Business Analyst I Br. 25 (\$60,264 - \$79,459) Competitive

Information Technology/Information Services Classify: (1)	GIS Engineer I Br. 25 (\$60,264 - \$79,459) Competitive
NBD/Business & Housing Development Classify: (1)	Associate Administrative Analyst Br. 26 (\$62,883 - \$82,916) Competitive
NBD/Inspection & Compliance Classify: (1)	Electrical Inspector / On-Call/Temporary (6/12/16 – 12/31/16) Br. P218 (\$22.80 - \$25.77) Competitive
NBD/Inspection & Compliance Classify: (1)	Senior Service Assistant Br. 11 (\$34,423 - \$43,879) Competitive
Finance/Accounting Classify: (1)	Associate Accountant Br. 24 (\$57,751 - \$76,148) Competitive
Finance/Accounting Classify: (1)	Senior Accountant Br. 20 (\$46,497 - \$61,636) Competitive
Finance/Treasury Classify: (1)	Business Analyst Br. 23 (\$55,346 - \$72,977) Competitive
Finance/Treasury Classify: (1)	Senior Accountant/On Call Br. N200 (\$25.05 - \$33.20) Competitive
Finance/Treasury Classify: (1)	Senior Accountant/On Call Br. N200 (\$25.05 - \$33.20) Competitive
Finance/Parking Classify: (1)	Clerk III Br. 7 (\$31,132 - \$38,919) Competitive
DRYS/Commissioner's Office Classify : (1)	Personnel Management Supervisor Br. 23 (\$54,798 - \$72,255) Competitive
DRYS/Commissioner's Office Classify: (1)	Clerical Aide/Seasonal Br. P350 (\$12.91) Non-Competitive
DRYS/Commissioner's Office Classify: (1)	Clerical Aide/Part-Time Br.P350 (\$12.91) Non-Competitive
DRYS/Commissioner's Office Classify: (1)	Clerk III/Temporary (7/1/16 – 6/30/17) Br. 7 (\$31,132 - \$38,919) Competitive
DRYS/Recreation Administration Classify: (1)	Program Development Specialist Br. 26 (\$62,261 - \$82,095) Competitive

DRYS/Recreation Classify: (1)	Recreation Center Director Br. 21 (\$47,406 - \$62,933) Competitive
DRYS/Best & Youth Services Classify: (1)	Manager of Employment Services Br. 26 (\$62,261 - \$82,095) Competitive
RPD/Operations/Patrol Classify: (2)	Police Investigator Br. 191 (\$81,132 - \$86,055) Competitive
RPD/Administration/Research & Evaluation Classify (1)	Digital Media Specialist Br. 24 (\$57,751- \$76,148) Competitive
RPD/Operations/Animal Services Classify (2)	Animal Services Client Specialist/Part-Time Br. N110 (\$19.29- \$24.58) Competitive
RPD/Operations/Animal Services Classify (2)	Animal Services Client Specialist Br. 11 (\$35,111 - \$44,756) Competitive
RPD/Operations/Animal Services Classify (2)	Animal Care Technician II/Part-Time Br. 706 (\$14.88 - \$16.82) Non-Competitive
RPD/Operations/Animal Services Classify (1)	Veterinary Technician/Part-Time Br. 710 (\$16.43 - \$18.57) Non-Competitive
RPD/Administration/Personnel Classify (1)	Personnel Management Assistant Br. 16 (\$40,957 - \$52,572) Competitive

IV. The Commission adopted the following job specifications:

- GIS (Geographical Information System) Engineer I
- Human Services Specialist (RHA)
- IT Security Analyst I

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

- **Firefighter Trainee, 16ELOC1616**

VI. The Commission established the following Preferred list(s) for one (1) year unless extended:

- Operations Superintendent 1850

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

- Administrative Analyst, 13EP72654
- Assistant to the Circulation Supervisor, 13EOC67653
- Associate Administrative Analyst, 13EP72129
- GIS Analyst/City Planner, 13EOC66908
- GIS Developer, 13EOC66942
- Grant Support Associate, 13EOC67681
- Operations Superintendent, 13EP72167
- Operations Supervisor, 13EP72172
- Operations Supervisor, 13EOC66177
- Police Evidence Technician, 13EOC65263
- Senior Administrative Analyst, 13EP72130
- Senior GIS Analyst, 13EOC66952
- Senior GIS Analyst/City Planner, 13EOC66912
- Supervising Dispatcher, 13EP72479

VIII. The Commission approved the extension of the following Temporary position(s):

- One temporary position of Pregnancy Prevention Trainer/Temp (encumbered by Jamila Crossdale) in the Department of Recreation and Youth Services.

IX. The Commission approved the Transfer request of the Finance Department; Police Information Clerk, Valerie Rodgers to a Clerk III position in the Finance Department/Parking Bureau.

X. July- December 2016 Meeting Schedule provided to the Commission

The meeting was adjourned at 4:30 PM

Respectfully submitted,



Tassie Demps
Executive Secretary

THE END