

**CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
Thursday, September 22, 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
 John Campolieto, Law Department
 Deborah Callerame, Senior Human Resource Consultant
 Kim Kamagate, Senior Human Resource Associate
 Deputy Chief Felipe Hernandez, RFD
 K. McManus, RFD
 Sgt. Darlene Rogers, RPD
 Officer Ted Coriddi, RPD

The Civil Service Commission meeting was called to order at **3:30 pm**.

- I. The Commission **approved** the minutes of the meetings (regular and executive session) on August 18, 2016, August 25, 2016 and September 14, 2016.
- II. The Commission reviewed the following items of correspondence: **None**
- III. The following classifications/reclassifications were **approved** as presented:

Emergency Communications/311 Call Center Classify: (1)	Service Representative/Temporary (8/29/16 – 11/29/16) Br. N128 (\$17.37 - \$19.63) Competitive
Emergency Communications/311 Call Center Classify: (1)	Service Representative/Seasonal Br. N128 (\$17.37 - \$19.63) Competitive
Emergency Communications/311 Call Center Classify: (1)	Service Representative/Bilingual/Part-Time Br. N812 (\$17.37 - \$19.63) Competitive
DES/Buildings & Parks/Cemeteries Classify: (1)	Clerk III/Typing/Part-Time Br. N707 (\$17.44-\$19.73) Non-Competitive
DES/Operations/Special Services Classify: (1)	Supervising Engineering Technician/Temporary (8/7/16 – 6/30/17) Br. 21 (\$48,354 - \$64,192) Competitive

DES/Buildings & Parks/Parks Operations Classify: (2)	Parks Operations Worker Br. 41 (\$16.59-\$20.82) Non-Competitive
DES/Operations/Special Services Classify: (1)	Dispatcher/Temporary (9/26/16 – 6/30/17) Br.64 (\$18.53 - \$23.54) Competitive
LIBRARY/Central/Central Library Administration Classify: (1)	Librarian I/Bilingual/Temporary (9/22/16 - 6/30/17) Br. 18 (\$43,614 - \$56,924) Competitive
LIBRARY/Central/MCLS Classify: (1)	Librarian I/Temporary (10/3/16 – 1/3/17) Br. N185 (\$22.33 - \$26.02) Competitive
Information Technology Classify: (1)	Youth Worker/Seasonal Br. P353 (\$9.00) Labor
NBD/Inspection & Compliance Classify: (1)	Code Enforcement Officer Trainee/Bilingual Br. 18 (\$43,614 - \$56,924) Competitive
FINANCE/Accounting Classify: (1)	Youth Worker/Seasonal Br. N400 (\$9.00) Labor
FINANCE/Treasury Classify: (1)	Accountant Br. 17 (\$42,196 - \$54,676) Competitive
FINANCE/Parking Classify: (1)	Clerk III/Typing Br. 7 (\$31,755 - \$39,698) Competitive
DRYS/Rec-Admin Classify: (8)	Youth Worker/Part-Time Br. N400 (\$9.00) Labor
DRYS/Rec-Admin Classify: (1)	Project Assistant/Seasonal Br.P120 (\$19.85-\$22.44) Non-Competitive
RPD/Operations/Animal Services Classify (4)	Animal Care Technician/Temporary (8/21/2016 – 11/20/2016) Br. 2 (\$28,428-\$34,992) Non-Competitive
RPD/Operations/Animal Services Classify (1)	Animal Services Client Specialist/Part- Time Br. N110 (\$19.29- \$24.58) Competitive

IV. The Commission **adopted** the following job specifications:

- Senior Code Enforcement Inspector
- System Engineer
- System Engineer I
- System Engineer II
- System Engineer III

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

- Administrative Secretary, 16EP70882
- Administrative Secretary/Bilingual, 16EP70881
- Expediter, 16EOC63262
- Human Resource Coordinator, 16EP71123
- Human Resource Coordinator/RHA, 16EP71710
- Library Cataloging Clerk II, 16EOC63405
- Mail Room Coordinator, 16EOC64139
- *Police Lieutenant, 16ELP1614*
- Process Improvement Specialist, 16EOC66104
- Senior Crime Research Specialist, 16EP74296

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

- Architect
- Assistant Architect
- Assistant Library Director III
- Children's Services Consultant
- Client Support Analyst
- Code Enforcement Inspector
- Code Enforcement Inspector/Bilingual
- Director of Development & Capital Projects/RHA
- Fire Lieutenant
- Librarian I/Bilingual (Spanish)
- Librarian II
- Library Assistant
- Project Assistant
- Project Assistant/Bilingual
- Project Assistant/Bilingual
- Senior Architect
- Senior Water Plant Operator
- Supervisor of Structures & Equipment
- Supervisor of Structures & Equipment
- Water Treatment Supervisor

VII. Misc.:

- A.** The Commission **approved** the permanent appointment of Tara Becker to the title of Senior Photo Lab Technician (52.7 NYSCS Law) in the Rochester Police Department
- B.** The Commission **approved** the use of Alternate Civil Service Eligible List (comparable titles) after reviewing the analysis to determine appropriate Civil Service eligible lists for the following titles:
1. **Special Events Coordinator (Bracket 23)** – Special Events Operations Manager (Bracket 29)
 2. **Fire Equipment Maintenance Supervisor (78)** – Superintendent of Fire Equipment Maintenance (Bracket 28)

The meeting was adjourned at 5:15 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant

THE END