

**CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
Thursday, November 17, 2016
3:30 P.M., ROOM 102A, CITY HALL**

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

IN ATTENDANCE: Tassie Demps, Executive Secretary
Brian Curran, Law Department
Deborah Callerame, Senior Human Resource Consultant
Kim Kamagate, Senior Human Resource Associate
Deputy Chief Felipe Hernandez, RFD
Kathy McManus, RFD
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 meeting (regular and executive session) on **October 20, 2016** and **October 27, 2016**.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassifications were approved as presented:

Administration/DHRM Classify: (1)	Administrative Analyst/Temporary (10/31/16 – 6/30/17) Br. 20 (\$46,497 - \$61,336) Competitive
Administration/DHRM Classify: (1)	Administrative Secretary/Temporary (11/21/16 – 6/30/17) Br. 13 (\$37,239 - \$47,707) Competitive
Emergency Communications/311 Call Center Classify: (1)	Service Representative/Bilingual Br. 12 (\$36,131 - \$46,313) Competitive
DES/Buildings & Parks/Cemeteries Classify: (1)	Administrative Analyst/Part-Time/Temporary (10/24/16 – 6/30/17) Br. N720 (\$25.54 - \$28.88) Non-Competitive
DES/Operations/Solid Waste Classify: (4)	Project Assistant/Seasonal (11/28/16 – 5/31/17) Br. N120 (\$19.85 - \$22.44) Non-Competitive
DES/Water/Director's Office Classify: (1)	Clerk III/Typing/Part-Time Br. N070 (\$17.44 - \$19.73) Non-Competitive

Finance/Parking Classify: (1)	Account Clerk/Temporary (10/10/16 – 1/10/17) Br. 5 (\$30,192 - \$37,698) Competitive
Finance/Parking Classify: (1)	Clerk II/Typing/Temporary (10/24/16 – 10/30/16) Br. 9 (\$33,346 - \$42,098) Competitive
DRYS/BEST Classify: (1)	Pregnancy Prevention Trainer Br. 13 (\$37,239 - \$47,707) Competitive
RPD/Technical Service Section Classify: (1)	Police Identification Technician Trick/Temporary (10/24/16 – 1/23/17) Br. 11 (\$35,111 - \$44,756) Competitive
Rochester Housing Authority Classify: (1)	Human Resource Coordinator Br. \$47,500 - \$61,500 Competitive
Rochester Housing Authority Classify: (1)	Assistant Director of Leasing Operations Br. \$55,000 - \$65,000

IV. The Commission adopted the following Job Specifications:

- Assistant Director of Leasing Operations (RHA)
- Business Analyst
- Business Analyst I
- Business Analyst II
- Deputy Police Chief

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

- Associate Real Estate Specialist, 16EP71150
- Associate Real Estate Specialist, 16EOC64259
- Business Analyst, 16ELOC1606
- Business Analyst I, 16ELOC1607
- Business Analyst II, ELOC1608
- Electrical Inspector, 16EOC66267
- Fire Lieutenant, 16EP70851
- Master Electrical, 16EOC6355
- Street Lighting Program Coordinator, 16EP72128

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

- Business Analyst II, 16ELP1609
- Senior Real Estate Specialist/Bilingual, 16EP72128

VII. The Commission approved the following Voluntary Demotion request(s):


- Paul H. Daniels to the title of 911 Telecommunicator from 911 Dispatcher I
- Davita Baker to the title of 911 Telecommunicator for 911 Dispatcher I

VIII. The Commission approved the Civil Service Meeting schedule for January- June 2017:

- January 26, 2017
- February 23, 2017
- March 30, 2017
- April 27, 2017
- May 25, 2017
- June 29, 2017

The meeting was adjourned at 7:00 PM

Respectfully submitted,


Deborah Callerame
Senior Human Resource Consultant

THE END