

**CIVIL SERVICE COMMISSION  
GENERAL SESSION MINUTES  
Wednesday, December 14, 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 Campelieto, Law Department  
Deborah Callerame, Senior Human Resource Consultant  
Kim Kamagate, Senior Human Resource Associate  
Sergeant Darlene Rogers, RPD  
Lieutenant Charles Gorman, RPD  
Police Officer Emre Arican, RPD  
Stephen Cousins, 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 November 17, 2016.
- II. The Commission reviewed the following items of correspondence:
  - Rochester Housing Authority provided written confirmation for the designee of Official Civil Service documents; Executive Personnel Administrator, Rashondra M. Martin, Esq.
- III. The following Classifications/Reclassifications were approved as presented:

Administration/Mayor's Office Classify: (1)	Executive Staff Assistant III Br. 27 (\$65,613 - \$86,515) Exempt
Administration/Law Classify: (1)	Legal Secretary Br. 9 (\$33,346 - \$42,098) Competitive
Administration/OMB Classify: (1)	Process Improvement Associate Br. 24 (\$57,751 - \$76,148) Competitive
Administration/DHRM Classify: (1)	Administrative Secretary Br. 13 (\$37,239 - \$47,707) Competitive
Administration/DHRM Classify: (1)	Clerk II/Typing/Bilingual Br. 9 (\$33,346 - \$42,098) Competitive

Emergency Communications/911 Classify: (3)	911 Dispatcher I Br. 150 (\$33,660 - \$52,340) Competitive
Emergency Communications/911 Classify: (1)	EMD Quality Improvement Coordinator II/On-Call/Temporary (12/18/16 – 12/17/17) Br. 190 (\$18.37 - \$29.33) Competitive
Emergency Communications/911 Classify: (1)	EMD Quality Improvement Coordinator II/On-Call/Temporary (12/5/16 – 12/17/16) Br. 190 (\$18.37 - \$29.33) Competitive
DES/Commissioner' Office/Security Classify: (1)	Supervising Security Guard/Temporary (12/1/16 – 3/5/17) Non-Competitive
DES/Buildings & Parks/Cemeteries Classify: (1)	Accountant Br. 17 (\$42,196 - \$54,676) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Cleaner/Temporary (12/5/16 – 6/30/17) Br. 1 (\$27,723 - \$34,142) Labor
Information Technology/Enterprise Process & Systems Classify: (1)	Business Analyst I Br. 25 (\$60,264 - \$79,459) Competitive
Information Technology/Enterprise Process & Systems Classify: (2)	Business Analyst I Br. 25 (\$60,264 - \$79,459) Competitive
Information Technology/Enterprise Process & Systems Classify: (1)	Business Analyst Br. 23 (\$55,346 - \$72,977) Competitive
NBD/Business & Housing Development Classify: (1)	Senior Legal Assistant/Real Estate Br. 24 (\$57,751 - \$76,148) Competitive
DRYS/BEST Classify: (2)	Pregnancy Prevention Trainer Br.13 (\$37,239-\$47,707) Competitive
DRYS/BEST Classify: (1)	Comprehensive Adolescent Pregnancy Prevention Supervisor Br.20 (\$46,497-\$61,636)
DRYS/BEST Classify: (2)	Pregnancy Prevention Trainer/Part- Time Br.N130 (\$20.46-\$25.45)

IV. The Commission adopted the following Job Specifications:

- Comprehensive Adolescent Pregnancy Prevention Supervisor
- Emergency Medical Dispatch (EMD) Quality Improvement Coordinator II
- Project Assistant
- Project Assistant/Bilingual

V. The Commission established the following Eligible List(s) for one (1) year, unless extended: **None**

VI. The Commission affirmed the Extension of the following Civil Service Eligible Lists for one year unless replaced with a new list:

- Assistant HVAC Engineer, 15EOC60067
- Associate City Planner, 14EP75493
- Associate City Planner, 14EOC66258
- City Planner, 14EOC66278
- Computer Operations Supervisor, 13EP72493
- Engineer I, 14EOC66280
- Engineer II, 14EP75502
- Engineer II, 15EOC63253
- Engineer III/Structural, 15EOC66353
- Firefighter, 15ELOC1520
- Human Services Specialist/RHA, 15EOC63700
- HVAC Engineer, 15EOC68820
- Manager of Youth Outreach & Violence Prevention, 15EOC63542
- Police Captain, 15ELP1515
- Police Sergeant, 14ELP1406
- Property Clerk, 15EOC63031
- Refuse Operations Manager, 15EP72166
- Senior Account Clerk/RHA, 13EOC60200
- Senior City Planner, 14EOC66279
- Senior Retrieval Room Aide/PT, 13EOC61449
- Senior Retrieval Room Aide/PT, 13EP73554
- Superintendent of Water Plant Maintenance, 15EOC63107
- Superintendent of Water Plant Maintenance, 15EP74172
- Youth Services manager, 15EOC63811

VII. The Commission approved the following Extension of Temporary position(s): **None**

VIII. The Commission approved the following Transfer Request(s): **None**

IX. The Commission approved the following Reinstatement Request(s):

- The Emergency Communications Department is requesting the reinstatement of Nicholas Alkhatib to his former position as a 911 Dispatcher I.

**The meeting was adjourned at 6:00 PM**

Respectfully submitted,



Deborah Callerame  
Senior Human Resource Consultant

**THE END**