

**CIVIL SERVICE COMMISSION  
GENERAL SESSION MINUTES  
Thursday, September 28, 2017  
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  
Deborah Callerame, Senior Human Resource Consultant  
Kimberly Kamagate, Senior Human Resource Associate  
Sgt. Darlene Rogers, Rochester Police Department  
Police Officer Ted Coriddi, Rochester Police Department  
Deputy Chief Willie Jackson, Rochester Fire Department  
Kathy McManus, Rochester Fire Department  
Steven Cusenz, Emergency Communication Department

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 August 24, 2017.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassifications were approved as presented:

Administration/Office of Management & Budget Classify: (1)	Process Improvement Associate Br. 24 (\$57,751 - \$76,148) Competitive
Administration/DHRM Classify: (1)	Training Coordinator Br. 23 (\$55,346 - \$72,977) Competitive
Emergency Communications/911 Call Center Classify: (1)	Graduate Intern/Seasonal Br. N463 (\$16.81) CPNC
DES/Buildings & Parks/Cemeteries Classify: (1)	Research Assistant/Part-Time/Temporary (8/7/17 – 6/30/17) Br. N716 (\$22.50 - \$25.45) Non-competitive

DES/Water/Upland Operations Classify: (1)	Fleet Maintenance Technician Br. 16 (\$40,957 - \$52,572) Competitive
DES/Water/Upland Operations Classify: (1)	Automotive Parts Clerk/Part- Time/Temporary (8/14/17 – 6/30/17) Br. P711 (\$16.88 - \$19.09) Competitive
DES/Equipment Services Classify: (1)	Stock Clerk/Temporary (8/21/17 – 6/30/17) Br. 6 (\$30,948 - \$38,644) Competitive
Information Technology Classify: (1)	Chief Information Security Officer Br. 31 (\$77,200 - \$101,793) Competitive
NBD/Commissioner's Office/Planning Classify: (1)	City Planner Br. 20 (\$46,497 - \$61,636) Competitive
NBD/Business & Housing Development Classify: (1)	Legal Assistant/Real Estate Br. 20 (\$46,497 - \$61,636) Competitive
NBD/Buildings & Zoning Classify: (1)	Clerk II/Typing Br. 9 (\$33,346 - \$42,098) Competitive
Finance/Treasury Classify: (1)	Interdepartmental Messenger (Temporary 9/25/17 – 9/28/17) Br. 10 (\$34,180 - \$43,405) Labor
Finance/Treasury Classify: (1)	Interdepartmental Messenger Br. 10 (\$34,180 - \$43,405) Labor
Finance/Assessment Classify: (1)	Real Property Appraiser Trainee Temporary (9/25/17 – 9/28/17) Br. 13 (\$37,239 - \$47,707) Competitive
Finance/Assessment Classify: (1)	Real Property Appraiser Trainee Br. 13 (\$37,239 - \$47,707) Competitive

IV. The Commission adopted the following Job Specifications:

- Assistant to the NSC Administrator
- Training Coordinator

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

- 911 Dispatcher I, ELCR1031-1
- 911 Telecommunicator, ELCR2851-1
- Automotive Parts Clerk, 17EOC61372
- Clerk II/Typing, 17EDCR1714P
- Clerk II/Typing, 17EDCR1713
- Clerk II/Typing/Bilingual, 17EDCR1715
- Clerk II/Typing/Bilingual/RHA, 17EDCR1718P
- Clerk II/Typing/RHA, 17EDCR1717P
- Housing Specialist/RHA, 17EOC66025
- Housing Specialist/RHA, 17EP75393
- Purchaser, 17EOC61373
- Purchaser, 17EP77307
- Senior Automotive Parts Clerk, 17EP77308
- Senior Community Housing Planner, 17EOC63687
- Senior Housing Specialist/RHA, 17EP71026
- Stock Clerk/RHA, 17EOC61314

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

- Clerk II/Typing, 17EDCR1716P

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

- Assistant Superintendent of Construction & Repair, 16EP70902
- Assistant Superintendent of Construction & Repair, 16EOC63154
- Children's Services Consultant, 14EOC63293
- Code Enforcement Inspector, 14EOC60687
- Code Enforcement Inspector/Bilingual, 14EOC60688
- Deputy City Treasurer, 16EP72428
- Director of Development and Capital Projects/RHA, 14EP73668
- Manager of Building Services, 16EP70954
- Project Assistant, 14EP73212
- Project Assistant/Bilingual, 14EP73213
- Project Assistant/Bilingual, 14EOC60571
- Supervisor of Structures and Equipment, 14EOC61752
- Supervisor of Structures and Equipment, 14EP73670

VIII. The Commission approved the following Transfer request(s):

- Police Information Clerk, Debra L. Amato in the Rochester Police Department has been approved to transfer to Clerk II in the Finance Department/Bureau of Accounting.
- Accountant, Jennifer L. Cruz in the Department of Environmental Services has been approved to transfer to Accountant in the Finance Department/Bureau of Accounting.

**The meeting was adjourned at 5:40 PM**

Respectfully submitted,



Deborah Callerame  
Senior Human Resource Consultant

**THE END**