

CIVIL SERVICE COMMISSION
GENERAL SESSION AGENDA
Thursday, June 28, 2016
3:30 P.M., ROOM 102A, CITY HALL

I. Approval of the minutes of the meeting (regular and executive) on **May 19, 2016**.

II. Commission Correspondence: **None**

III. Classification/Reclassification:

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. Adoption of Job Specifications:

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

V. A. Establishment of Civil Service Eligible List(s): None

B. Preferred List:

- Operations Superintendent 1850

C. Close-out of examination process: None

VI. Request for Extension of Civil Service Eligible Lists(s):

- 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

VII. Request for extension of temporary positions:

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

VIII. Transfers:

- The Finance Department is requesting permission to transfer Police Information Clerk, Valerie Rodgers to a Clerk III position in the Finance Department/Parking Bureau.

IX. Reinstatement Requests: None

X. Commission Meeting Schedule July- December 2016

THE END