CIVIL SERVICE COMMISSION GENERAL SESSION MINUTES Thursday, July 21, 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

Yvette Green, Law Department

Kim Kamagate, Senior HR Associate

Officer Emre Arican, RPD Officer Ted Coriddi, RPD

Lieutenant Charles Gorman, 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 June 28, 2016.
- II. The Commission reviewed the following items of correspondence: None
- III. The following classifications/reclassifications were approved as presented:

DES/Buildings & Parks/Building	Building Maintenance Helper/Temporary
Services	(7/24/16 – 12/31/16)
Classify: (2)	Br. 52 (\$14.22 - \$17.30)
	Non-Competitive
DES/Water/Distribution	Assistant Superintendent of Water Distribution
Classify: (1)	Br. 23 (\$55,346 - \$72,977)
· · · · · · · · · · · · · · · · · · ·	Competitive
DES/Equipment Services	Senior Automotive Parts Clerk/Temporary
Classify: (1)	(7/24/16 – 12/31/16)
	Br. 14 (\$38,394 - \$49,314)
	Competitive
NBD/Commissioner's Office	Clerk III/Temporary
Classify: (1)	(7/3/16 – 12/31/16)
	Br. 7 (\$31,755 - \$39,698)
	Competitive
Finance/Parking	Clerk III
Classify: (1)	Br. 7 (\$31,755 - \$39,698)
	Competitive

Finance/Parking		Clerk III/Typing/Temporary
Classify:	(1)	(7/11/16 – 10/10/16)
	• •	Br. 7 (\$31,755 - \$39,698)
	1	Competitive
RPD/Administration/Budget		Clerk II
Classify:	(1)	Br. 9 (\$33,346-\$42,098)
-		Competitive
RPD/Administration/Budget		Clerk II/Typing
Classify:	(1)	Br. 9 (\$33,346-\$42,098)
•		Competitive
RPD/Chief's Office		Deputy Police Chief of Community Engagement and
Classify:	(1)	Relations
_		Br. 97 (\$119,236 - \$134,663)
,		CPNC

- IV. The Commission established the following eligible list(s) for one (1) year, unless extended:
 - ❖ Assistant Plans Examiner, 16EOC63146
 - Field Auditor, 16EOC63131
 - Integrity Compliance Officer/PT, 16EOC64604
 - Plans Examiner, 16EP70998
 - ❖ Police Identification Technician, 16EOC60187
 - Police Stenographer, 16EOC63646
 - Purchaser/RHA. 16EOC63106
 - Senior Police Identification Technician, 16EP71017
- V. The Commission affirmed the extension of the following Civil Service eligible list(s) for one year unless replaced with a new list(s):
 - 911 Dispatcher I, 15ELCR1504
 - 911 Operations Manager, 15ELP1508
 - Administrative Analyst, 13EP72654
 - ❖ Assistant Operations Superintendent, 15EOC66614
 - ❖ Assistant Operations Superintendent, 15EP75647
 - ❖ Assistant Service Manager, 14EOC66469
 - Assistant Superintendent/Water Distribution, 14EOC62763
 - Assistant Superintendent/Water Distribution, 14EP74034
 - ❖ Assistant to the Circulation Supervisor, 13EOC67653
 - ❖ Assistant to the NSC Administrator, 13EP72127
 - ❖ Associate Administrative Analyst. 13EP72129
 - ❖ Automotive Parts Clerk, 14EOC60070
 - ❖ Backflow Prevention Inspector, 14EOC63105
 - Backflow Prevention Inspector, 14EP74171

- VII. The Commission affirmed the extension of the following Civil Service eligible lists for one year unless replaced with a new list(s) (**Continued**):
 - Benefits Manager, 14EOC60328
 - Building Maintenance Supervisor/RHA, 15EOC66265
 - ❖ Clerk I/RHA, 14EP73542
 - ❖ Clerk II, 15EP75506
 - Clerk II/Bilingual, 15EOC66293
 - ❖ Clerk III, 13EOC64852
 - Clerk III/Bilingual, 15EOC66285
 - Communications Assistant, 15EOC67171
 - Crisis Counseling Coordinator, 14EOC60384
 - Crisis Counseling Coordinator, 14EP73166
 - Engineer III/Water, 15EOC62708
 - Engineer III/Water, 15EP73551
 - Equipment Trainer, 14EOC61436
 - GIS Analyst/City Planner, 13EOC66908
 - GIS Developer, 13EOC66942
 - Grant Support Associate, 13EOC67681
 - ❖ Human Resource Assistant, 14EOC60191
 - ❖ Human Resource Assistant, 14EP73077
 - ❖ Human Resource Assistant/Bilingual. 14EOC60193
 - Human Resource Assistant/Bilingual, 14EP73078
 - Human Resource Consultant I. 14EOC67931
 - ❖ Human Resource Consultant II. 14EP72583
 - ❖ Human Resource Coordinator, 14EP72582
 - ❖ Integrity Compliance Officer/Part Time. 14EOC61445
 - ❖ Librarian II, 13EOC60387
 - Librarian IV. 13EOC60389
 - ❖ Librarian IV. 13EP73170
 - Manager of Library Administration, 14EP73571
 - Operations Superintendent, 13EP72167
 - Operations Supervisor, 13EOC66177
 - Operations Supervisor, 13EP72172
 - Payroll Auditor, 15EOC66234
 - ❖ Police Evidence Technician, 13EOC65263
 - ❖ Property Maintenance Supervisor/RHA, 14EP72360
 - Public Housing Inspector/RHA, 14EOC66794
 - Public Safety Communicator I, 15ELOC1516
 - Public Safety Communicator II, 14ELOC1408
 - Receptionist Typist, 14EOC61452
 - ❖ Recreation Center Director, 14EP72159
 - Recreation Supervisor, 14EP73228
 - Recreation Supervisor/Bilingual, 14EP73229

- VII. The Commission affirmed the extension of the following Civil Service eligible lists for one year unless replaced with a new list(s) (**Continued**):
 - Senior Administrative Analyst, 13EP72130
 - Senior Automotive Parts Clerk, 14EOC61916
 - Senior Automotive Parts Clerk, 14EP73759
 - Senior Cashier, 15EOC67165
 - Senior Cashier, 15EP75957
 - ❖ Senior Cashier/Bilingual, 15EOC67166
 - Senior Cashier/Bilingual, 15EP75958
 - Senior GIS Analyst, 13EOC66952
 - Senior GIS Analyst/City Planner, 13EOC66912
 - Senior Marketing Specialist, 15EOC60068
 - ❖ Senior Service Representative. 13EP72203
 - Senior Service Representative/Bilingual, 13EP72204
 - ❖ Service Manager, 14EP72294
 - ❖ Service Representative, 13EOC66171
 - ❖ Service Representative, 13EP72161
 - Service Representative/Bilingual, 15EOC66325
 - ❖ Special Events Operations Manager, 15EP73032
 - Superintendent of Fire Equipment Maintenance, 15ELP1513
 - Superintendent of Water Supply Maintenance, 14EOC62772
 - ❖ Supervising Dispatcher, 13EP72479
 - ❖ Supervising Stock Clerk, 14EOC61794
 - ❖ Veterinary Technician, 15EOC60326
 - ❖ Victim Assistance Counselor, 14EOC63374
 - ❖ Water Distribution Trainee, 14EOC62774
 - Youth Camp Supervisor, 14EOC69875
 - ❖ Youth Services Assistant/Part-Time, 14EOC66541
 - ❖ Youth Services Coordinator, 14EOC63167
- **VI.** The Commission approved the following **Transfer request**(s):
 - Request to Transfer Virginia Fox **from** Police Information Clerk in the Rochester Police Department/Headquarters-Records **to** Clerk III in the Finance Department/Parking Bureau.

The meeting was adjourned at 5:00 PM

Tassie Demps

Executive Secretary

Respectfully submitted.