

CIVIL SERVICE COMMISSION
GENERAL SESSION AGENDA
Wednesday, December 14, 2016
3:30 P.M., ROOM 102A, CITY HALL,

I. Approval of the minutes of the meeting (regular and executive) on November 17, 2017.

II. **Commission Correspondence:**

- Rochester Housing Authority provided written confirmation for the designee of Official Civil Service documents; Executive Personnel Administrator, Rashondra M. Martin, Esq.

III. **Classification/Reclassification:**

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. **Adoption of Job Specifications:**

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

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

- Close-out of examination process: **None**

VI. **Request for Extension of Civil Service Eligible Lists:**

- 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

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

- 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
- Supt of Water Plant Maintenance, 15EOC63107
- Supt of Water Plant Maintenance, 15EP74172
- Youth Services Manager, 15EOC63811

VII. Request for extension of temporary positions: **None**

VIII. Transfers: **None**

IX. Reinstatement requests: **None**

THE END