

**CIVIL SERVICE COMMISSION  
GENERAL SESSION  
MINUTES  
June 27, 2019  
3:00 P.M., ROOM 102A, CITY HALL**

**PRESENT: Commissioners:** Alan Caine (Chair)  
John Feola  
Sally Partner  
Serina Brown

**IN ATTENDANCE:** Deborah Callerame, Senior HR Consultant  
Thomas Miller, Principal Staff Assistant  
Yvette Green, Law Department  
Sergeant Darlene Rogers, Rochester Police Dept.

**The Civil Service Commission meeting was called to order at 3:00 pm.**

- I. The Commission approved the Minutes of the meeting (regular and executive session) on May 23, 2019.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassifications were approved as presented:

Administration/Mayor's Office Classify: (1)	Assistant to the Chief of Staff Br. 18 (\$45,376 - \$59,223) CPNC
Administration/Mayor's Office Classify: (1)	Business Development Coordinator/Temporary (7/1/19 – 6/30/20) Br. 20 (\$48,376 - \$64,126) Competitive
Administration/Mayor's Office Classify: (1)	Chief of Performance Accountability Br. 31 (\$80,319 - \$105,906) CPNC
Administration/Mayor's Office Classify: (1)	Community Development Coordinator Br. 18 (\$45,376 - \$59,223) Competitive
Administration/Mayor's Office Classify: (1)	Community Development Manager Br. 26 (\$65,424- \$86,265) Competitive
Administration/Mayor's Office Classify: (1)	Director of Project Management Br. 33 (\$87,054 - \$114,788) CPNC

Administration/Mayor's Office Classify: (1)	Process Improvement Assistant Br. 22 (\$55,185 - \$72,765) Competitive
Administration/Mayor's Office Classify: (2)	Project Manager/Business Analyst Br. 23 (\$57,582 - \$75,926) Competitive
Administration/Mayor's Office Classify: (1)	Project Manager/Business Analyst I Br. 25 (\$62,698 - \$82,670) Competitive
Administration/Mayor's Office Classify: (1)	Project Manager/Business Analyst II Br. 27 (\$68,265 - \$90,010) Competitive
Administration/Mayor's Office Classify: (2)	Project Manager/Business Analyst III Br. 29 (\$73,965 - \$97,524) Competitive
Administration/Mayor's Office Classify: (1)	Secretary to the Deputy Mayor/Bilingual Br. 20 (\$48,376 - \$64,126) CPNC
Administration/Mayor's Office Classify: (1)	Senior Field Auditor/Investigations Br. 23 (\$57,582 - \$75,926) Competitive
Administration/Law Classify: (6)	Municipal Attorney IV Br. 32 (\$83,617 - \$110,251) Exempt
Administration/OMB Classify: (1)	Management Trainee Br. 18 (\$45,376 - \$59,223) Competitive
Administration/DHRM Classify: (1)	Exam Administrator/Part-Time Br. N140 (\$21.95 - \$24.81) Competitive
Administration/DHRM Classify: (1)	Human Resource Assistant/Bilingual Br. 16 (\$42,612 - \$54,695) Competitive
Administration/DHRM Classify: (1)	Human Resource Consultant II Br. 21 (\$50,307 - \$66,786) Competitive
Administration/DHRM Classify: (1)	Senior Human Resource Associate/Bilingual Br. 14 (\$39,945 - \$51,306) Competitive
Administration/Communications Classify: (1)	Administrative Secretary/Bilingual Br. 13 (\$38,744 - 49,634) Competitive
Administration/Communications Classify: (1)	Clerk III Br. 7 (\$33,038 - \$41,302) Competitive
Administration/Communications Classify: (1)	Communications Assistant/On-Call Br. N180 (\$24.93 - \$32.54) Competitive

Emergency Communications Department/911 Call Center Classify: (1)	911 Shift Supervisor / Temporary (4/14/19 – 9/13/19) Br. 210 (\$51,863 - \$68,788) Competitive
Emergency Communications Department/311 Call Center Classify: (1)	Service Representative / Part-time Br. N812 (\$18.43 - \$20.84) Competitive
Fire Department/Support Classify (1)	Fire Lieutenant Br. 82 (\$84,379 - \$92,095) Competitive
Fire Department/Supply Depot Classify (1)	Clerk III Br. 7 (\$33,038 - \$41,302) Competitive
DES/Commissioner's Office Classify: (1)	Community Liaison Br. 23 (\$57,582 - \$75,926) Competitive
DES/Commissioner's Office Classify: (1)	Assistant Environmental Technician Br. 18 (\$45,376 - \$59,223) Competitive
DES/Architecture & Engineering Classify: (1)	Engineer II Br. 24 (\$60,084 - \$79,224) Competitive
DES/Architecture & Engineering Classify: (1)	Engineer III Br. 26 (\$65,424- \$86,265) Competitive
DES/Architecture & Engineering Classify: (1)	Principal Engineering Technician/CADD Br. 18 (\$45,376 - \$59,223) Competitive
DES/Operations/Director's Office Classify: (1)	Community Gardens Coordinator/Temporary (7/1/19 – 6/30/20) Br. 23 (\$57,582 - \$75,926) Competitive
DES/Buildings & Parks/Cemeteries Classify: (1)	Account Clerk/Temporary (5/28/19 – 5/27/20) Br. 5 (\$31,412 - \$39,221) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Senior Maintenance Mechanic/Buildings Br. 65 (\$19.94 - \$25.23) Non-Competitive
DES/Buildings & Parks/Cemeteries Classify: (1)	Technology Applications Coordinator Br. 25 (\$62,698 - \$82,670) Competitive
DES/Water/Director's Office Classify: (1)	Stock Clerk Br. 6 (\$32,198 - \$40,205) Competitive
DES/Water/Engineering Classify: (1)	Engineer III/Water Br. 26 (\$65,424- \$86,265) Competitive

DES/Water/Engineering Classify: (1)	Supervising Engineering Technician Br. 21 (\$50,307 - \$64,126) Competitive
LIBRARY/Central/Science Classify: (1)	Librarian I / Part-time Br. N185 (\$23.58 - \$27.48) Non-competitive
LIBRARY/Central/MCLS Classify: (1)	Librarian I Br. 18 (\$46,284 - \$60,407) Competitive
LIBRARY/Community/Lincoln Classify: (1)	Youth Services Assistant Br. 7 (\$33,699 - \$42,128) Competitive
LIBRARY/Community/Maplewood Classify: (1)	Librarian I Br. 18 (\$46,284 - \$60,407) Competitive
IT/Administration Classify: (1)	Chief Technology Officer Br. 36 (\$107,487 - \$138,747) CPUN
IT/Administration Classify: (1)	Director of IT Operations Br. 33 (\$87,054 - \$114,788) CPNC
IT/Administration Classify: (1)	Systems Architect Br. 31 (\$80,319 - \$105,906) Competitive
IT/Applications & Systems Classify: (1)	Applications Services Analyst II Br. 27 (\$68,265 - \$90,010) Competitive
IT/Applications & Systems Classify: (1)	Applications & Systems Manger Br. 31 (\$80,319 - \$105,906) Competitive
IT/Infrastructure & Operations Classify: (1)	Infrastructure & Operations Manger Br. 31 (\$80,319 - \$105,906) Competitive
IT/Security & Networking Classify: (1)	IT Security Analyst I Br. 25 (\$62,698 - \$82,670) Competitive
IT/Security & Networking Classify: (1)	Security & Networking Manager Br. 31 (\$80,319 - \$105,906) Competitive
NBD/Commissioner's Office Classify: (1)	CDBG Coordinator/Temporary (5/13/19 – 6/30/19) Br. 24 (\$60,084 - \$79,224) Competitive
NBD/Commissioner's Office Classify: (1)	CDBG Coordinator Br. 24 (\$60,084 - \$79,224) Competitive
NBD/Commissioner's Office Classify: (1)	Chief Executive Officer – REDCO Br. 35 (\$94,386 - \$124,452) CPNC

NBD/Commissioner's Office Classify: (1)	Clerk III/Typing/Seasonal (5/28/19 – 7/28/19) Br. 7 (\$33,038 - \$41,302) Competitive
NBD/Business & Housing Development Classify: (1)	Real Estate Specialist Br. 20 (\$48,376 - \$64,126) Competitive
NBD/Business & Housing Development Classify: (1)	Senior Economic Development Specialist/Bilingual Br. 24 (\$60,084 - \$79,224) Competitive
FINANCE/Treasury Classify: (1)	Interdepartmental Messenger/Temporary (7/1/19 – 8/28/19) Br. 10 (\$36,272 - \$46,061) Labor
FINANCE/Assessment Classify: (1)	Clerk II Br. 9 (\$35,387 - \$44,675) Competitive
DRYS/Youth Services Classify (12)	Youth worker/Seasonal Br P953 (\$11.10) Labor
DRYS/Recreation Administration Classify: (1)	Youth Services Associate/Part-Time Br. N711 (\$20.07-\$22.69) Competitive
DRYS/Recreation Administration Classify: (1)	Grant Support Associate Br. 13 \$38,744-\$49,634) Competitive
DRYS/YOUTH SVCS CLASSIFY (7)	Youth Intervention Aide/Part-Time Br. P450 (\$19.07-\$20.26)
DRYS/YOUTH SVCS CLASSIFY (1)	Clerk III/Typing/Part-Time Br.N707 (\$18.15-\$20.52) Non-Competitive
DRYS/Commissioner's Office Classify (1)	Principal Staff Assistant Br 29 (\$73,965-\$97524) Competitive
DRYS/Commissioner's Office Classify (1)	Project Manager Br 23 (\$57,852-\$75,926) Competitive
DRYS/Recreation Administration Classify (1)	Clerk I Br. 11 (\$35,529-\$46,564) Competitive
DRYS/Youth Services Classify (2)	Sr. Youth Intervention Specialist Br 20 (\$48,376-\$64,126) Competitive
DRYS/Recreation Administration Classify (1)	Recreation Center Director Br 21 (\$50,307-\$66,786) Competitive
DRYS/Recreation Administration Classify (1)	Youth Services. Associate Br. 11 (\$35,529-\$46,564) Competitive

DRYS/Recreation Administration Classify (1)	Director of Recreation Br 30 (\$77,160-\$101,740) Competitive
DRYS/Recreation Administration Classify (1)	Director of Programs And Services Br 30 (\$77,160-\$101,740) Competitive
DRYS/Recreation Administration Classify (1)	Assistant Director of Programs & Services Br. 26 (\$65,424-\$86,265) Competitive
DRYS/Recreation Administration Classify (8)	Recreation Leader/Education Specialist Br. 11 (\$35,529-\$46,564) Competitive
DRYS/Recreation Administration Classify (1)	Recreation Leader/Sports & Fitness Specialist Br. 11 (\$35,529-\$46,564) Competitive
DRYS/Recreation Administration Classify (9)	Recreation Leader/Sports & Fitness Specialist Br. 11 (\$35,529-\$46,564) Competitive
DRYS/Recreation Administration Classify (6)	Recreation Leader/Youth Dev. Specialist Br. 11 (\$35,529-\$46,564) Competitive
DRYS/Recreation Administration Classify (1)	Facility Supervisor/Bilingual Br 15 (\$41,188-\$52,867) Competitive
DRYS/Recreation Administration Classify (3)	Facility Supervisor Br 15 (\$41,188-\$52,867) Competitive
DRYS/Commissioner's Office Classify: (1)	Assistant Personnel & Marketing Coordinator Br. 18 (\$45,376-\$59,223) Competitive
DRYS/Youth Services Classify (1)	Roc Music Program Coordinator Br. 22 (\$55,185-\$72,765) Competitive
DRYS/Commissioner's Office Classify: (1)	Director of Public Market Br. 30 (\$77,160-\$101,740) Competitive
DRYS/Recreation Administration Classify (1)	Manager of Athletics & Aquatics Br. 26 (\$65,424-\$86,265) Competitive
DRYS/Recreation Administration Classify (1)	SRAE Coordinator Br.18 Br. 18 (\$45,376-\$59,223)
DRYS/Recreation Administration Classify (1)	AmeriCorps Program Director Br. 20 (\$48,376-\$64,126) Competitive

DRYS/Recreation Administration Classify (1)	Coordinator of Community Athletics Br. 18 (\$45,376-\$59,223) Competitive
DRYS/Recreation Administration Classify (1)	Director of Community Athletics Br. 30 (\$77,160-\$101,740) Competitive
RPD/Operations/Animal Services Classify: (2)	Community Outreach Specialist/Part- Time Br. 710 (\$17.10- \$19.33) Competitive

IV. The Commission adopted the following Job Specification(s):

- Supervising Engineering Technician/CADD

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

- Firefighter Trainee, 19ELOC1912
- Labor Relation Specialist, 19EOC63965
- Police Captain, 19ELP1905
- Public Safety Communicator I, 19ELOC1911
- Senior Human Resource Consultant, 19EOC64389
- Senior Human Resource Consultant, 19EP70691

VI. The Commission established the following Preferred List(s):

- Process Improvement Specialist, PREF2034
- Professional Development Specialist, PREF1954
- Program Development Specialist, PREF2046
- Recreation Supervisor, PREF2150

VII. The Commission affirmed the extension of the following Civil Service Eligible List(s) for one year unless replaced with a new list:

- Administrative Assistant, 16EP74450
- Administrative Assistant/Bilingual, 17EP77275
- Administrative Secretary, 16EP70882
- Assistant Mail Room Coordinator, 17EOC60147
- Assistant Plans Examiner, 16EOC63146
- Automotive Parts Clerk, 17EOC61372
- Building Maintenance Foreman, 18EOC69478
- Clerk II/Typing, 17EDCR1713
- Clerk II/Typing/Bilingual, 17EDCR1715
- Clerk II/Typing/RHA, 17EDCR1717P
- Comprehensive Adolescent Pregnancy Prevention Supervisor, 18EOC61311
- Crime Research Specialist, 16EOC67649
- Customer Service Representative, 18EP78126
- Customer Service Representative/Bilingual, 18EOC65997
- Executive Assistant, 17EP72324
- Historical Researcher, 18EOC68014
- Human Resource Assistant, 18EP79118
- Human Resource Assistant, 18EOC67378
- Human Resource Assistant/Bilingual, 18EP79119
- Human Resource Assistant/Bilingual, 18EOC67386
- Human Resource Consultant I, 18EOC67405
- Human Resource Consultant I, 18EP79120
- Human Resource Consultant II, 18EP79121
- Human Resource Coordinator, 18EOC67355
- Integrity Compliance Officer/PT/On-Call, 18EOC67139
- Library Cataloging Clerk II, 16EOC63405
- Mail Room Coordinator, 16EOC64139
- Plans Examiner, 16EP70998
- Police Identification Technician, 16EOC60187
- Police Lieutenant, 16ELP1614
- Police Sergeant, 17ELP1705
- Process Improvement Specialist, 16EOC66104
- Purchaser, 17EP77307
- Purchaser, 17EOC61373
- Purchaser/RHA, 16EOC63106
- Senior Automotive Parts Clerk, 17EP77308
- Senior Community Housing Planner, 17EOC63687
- Senior Crime Research Specialist, 16EP74296
- Senior Economic Development Specialist, 18EOC63900
- Senior Economic Development Specialist, 18EP78154
- Senior Housing Specialist/RHA, 17EP71026
- Senior Human Resource Consultant/Bilingual, 17EOC68224
- Senior Payroll Auditor, 18EP71016
- Stock Clerk/RHA, 17EOC61314



VIII. The Commission approved the following extension of Temporary position(s):

- One position of Application Services Analyst II/On Call/Temporary (encumbered by Dale Sauro) in the Information Technology Department.

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

- **Transfer of Function:** The information Services Division of the Information Technology Department will transfer into the Project Management and Information Services Division of the Mayor Office
- The Information Technology Department requested the transfer of Nicholas J. Petitti as Director of Business Intelligence in the Rochester Police Department to Director of Business Intelligence in the Information Technology Department.

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

- Rashondra M. Martin, Executive Personnel Administrator of the Rochester Housing Authority is requesting the reinstatement of Gloria Ciorca to the title of Housing Specialist.

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

Respectfully submitted,



Deborah Callerame  
Senior Human Resource Consultant