

CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
Thursday, August 22, 2019
3:30 P.M., ROOM 102A, CITY HALL

PRESENT: Commissioners: Fernan Cepero (Chair)
Alan Caine
Sally Partner
Serina Brown

IN ATTENDANCE: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Deborah Callerame, Senior Human Resource Consultant
Police Officer Ted Coriddi, Rochester Police Department
Executive Deputy Chief, Felipe Hernandez RFD
Principal Staff Assistant, Kathy McManus RFD

The Civil Service Commission meeting was called to order at 3:30 pm.

- I. The Commission approved the Minutes of the meeting (General and Executive session) on Thursday, July 25, 2019.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassifications were approved as presented:

Administration/OMB Classify: (1)	Assistant to the Budget Director/Temporary (8/12/19 – 8/22/19) Br. 18 (\$46,284 - \$60,407) Competitive
Administration/OMB Classify: (1)	Assistant to the Budget Director Br. 18 (\$46,284 - \$60,407) Competitive
Administration/OMB Classify: (1)	Clerk III/Typing Br. 7 (\$33,699 – 42,128) Competitive
DES/Commissioner's Office Classify: (1)	Project Assistant/Temporary (7/22/19 – 6/30/20) Competitive
DES/Commissioner's Office/Security Classify: (1)	Security Guard/Temporary (8/8/19 – 9/30/19) Br. 52 (\$15.09 - \$18.36) Non-Competitive

DES/Water/Engineering Classify: (1)	GIS Application Specialist/Temporary (Temporary to 6/30/20) Br. 20 (\$49,344 - \$65,409) Competitive
DES/Water/Engineering Classify: (1)	Principal Engineering Technician/CADD/ Temporary (Temporary to 6/30/20) Br. 18 (\$46,284 - \$60,407) Competitive
DES/Equipment Services Classify: (1)	Clerk III Br. 7 (\$33,699 - 42,128) Competitive
LIBRARY / Central / Local History Classify: (1)	Library Assistant / Part-time Br. N145 (\$21.33 - \$24.37) Non-competitive
LIBRARY / Central / Catalog Classify: (1)	Clerk Typist / Part-time Br. N035 (\$16.11 - \$18.39) Non-competitive
DRYS/Recreation Classify: (1)	Day Camp Supervisor/Part-Time Br. P460 (\$16.63) Non-Competitive
RPD/Chief's Office Classify: (25)	Police Officer Br. 90 (\$47,537 - \$83,010) Competitive
RPD/Operations/Animal Services Classify: (6)	Animal Care Technician Trainee/Part-Time Br. 701 (\$14.14 - \$15.99 / Hourly) Competitive Pending Non-Competitive (CPNC)
RPD/Operations/Animal Services Classify: (1)	Animal Services Client Specialist / Temporary 8/12/19 to 11/11/2019 Br. 11 (\$37,260 - \$47,495) Competitive

IV. The Commission adopted the following Job Specifications:

- Assistant Supervisor of Markets
- Library Area Coordinator
- Senior Service Representative
- Senior Service Representative/Bilingual
- Supervisor of Library Buildings

V. The Commission approved the following Extension of Temporary position(s):

- One position of Animal Care Technician (encumbered by Heather Smeltzer) in the Operations Bureau of the Rochester Police Department.
- One position of Animal Care Technician (encumbered by Danny Mateo) in the Operations Bureau of the Rochester Police Department.
- One position of Police Commander (encumbered by Henry Favor) in the Chiefs Office of the Rochester Police Department.

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

- Michael Cerretto, Director of the Emergency Communication Department has been approved to reinstate Sharon Alati to the title of Service Representative/Part-Time to fill a vacancy in the 311 Call Center.

VII. The Commission approved the following Extension of Provisional Appointment(s):

- The Rochester Housing Authority has been approved to extend a provisional appointment in the title of Senior Human Resource Consultant for an additional (30) days.

The meeting was adjourned at 6:40 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant

THE END