

**CIVIL SERVICE COMMISSION  
GENERAL SESSION  
MINUTES  
Thursday, October 24, 2019  
3:30 P.M., ROOM 102A, CITY HALL**

PRESENT: Commissioners: Fernan Cepero (Chair)  
Alan Caine  
Serina Brown  
John Feola

IN ATTENDANCE: Tassie Demps, Executive Secretary  
Yvette Green, Law Department  
Deborah Callerame, Senior Human Resource Consultant  
Sergeant Darlene Rogers, Rochester Police Department  
Police Officer Ted Coriddi, Rochester Police Department  
Deputy Director Gregory Roney, ECD

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 September 19, 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)	Project Assistant/On-Call/Temporary (10/1/19 – 6/30/20) Br. N120 (\$21.06 - \$27.00) Competitive
Administration/DHRM Classify: (1)	Clerk III/Typing/Temporary (9/30/19 – 10/23/19) Br. 7 (\$33,699 – \$42,128) Competitive
Administration/DHRM Classify: (1)	Clerk III / Typing Br. 7 (\$33,699 – \$42,128) Competitive
Emergency Communications Department/911 Center Classify: (1)	911 Telecommunicator Br. 110 (\$31,680 - \$48,919) Competitive
Emergency Communications Department/311 Call Center Classify: (1)	Service Representative/Part-Time/Temporary (10/7/19-1/5/20) Br. N812 (\$18.43 - \$20.84) Competitive

RFD/Training Academy Classify: (11)	Firefighter Trainee Br. 354N (\$11.10 / Hourly) Competitive
DES/Architecture & Engineering Classify: (1)	Administrative Assistant/Temporary (Temporary to 6/30/20) Br. 16 (\$43,464 - \$55,789) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Ground Equipment Operator/Temporary (10/14/19 - 12/31/19) Br. 56 (\$16.22 - \$19.97) Non-Competitive
DES/Buildings & Parks/Cemeteries Classify: (1)	Cleaner/Part-Time/Temporary (Temporary to 6/30/20) Br. P701 (\$14.14 - \$15.99) Labor
DES/Buildings & Parks/Cemeteries Classify: (1)	Cemetery Worker Br. 42 (\$18.26 - \$23.05) Non-Competitive
Library/Central/Finance Classify: (1)	Associate Accountant Br. 24 (\$61,286 - \$80,808) Competitive
Library/Central/Teen Center Classify: (1)	Librarian I/Temporary (10/15/19 - 12/31/19) Br. 18 (\$46,284 - \$60,407) Competitive
Library/Central/Arts & Literature Classify: (1)	Clerk III/Typing/Temporary (10/1/19 - 12/31/19) Br. 7 (\$33,699 - \$42,128) Competitive
NBD/Business & Housing Development Classify: (1)	Community Housing Planner Br. 20 (\$49,344 - \$65,409) Competitive
Finance/Accounting Classify: (1)	Accountant (c) Br. 17 (\$44,779 - \$58,023) Competitive
Finance/Treasury Classify: (1)	Mail Room Clerk Br. 9 (\$35,387 - \$44,675) Competitive
RPD/Chief's Office Classify: (1)	Clerk III/Typing/Temporary (9/12/19 - 10/25/19) Br. 7 (\$33,699 - \$42,128) Competitive
RPD/Chief's Office Classify: (1)	Police Captain Br. 095 (\$114,382-\$121,281) Competitive

**IV.** The Commission adopted the following Job Specifications: **None**

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

- Associate Real Estate Specialist, 19EOC69129
- City Planner, 19EOC67285
- Clerk I, 19EOC64056
- Clerk I, 19EP70661
- Crime Research Specialist, 19EOC69103
- Integrity Compliance Officer, 19EOC64064
- Police Lieutenant, 19ELP1906
- Research Assistant, 19EOC61365
- Senior Real Estate Specialist/Bilingual, 19EP73548

**VI.** The Commission Closed Out the following exam process with no successful candidates:

- Associate Real Estate Specialist, 19EP73936
- Supervising Real Property Appraiser, 19EP74202

**VII.** The Commission affirmed the extension of the following Civil Service Eligible Lists for one year unless replaced with a new list:

- Building Supervisor, 17EOC69560
- Business Analyst, 16ELOC1606
- Business Analyst I, 16ELOC1607
- Business Analyst II, 16ELOC1608
- Electrical Inspector, 16EOC66267
- Fire Lieutenant, 16EP70851
- Historical Services Consultant, 17EOC62537
- Library Area Coordinator, 17EOC67670
- Manager of Administrative Services, 19EP77309
- Manager of Employment Services, 17EOC63539
- Master Electrician, 16EOC63555
- Municipal Assistant, 17ELOC1719
- Service Representative, 17EOC69786
- Service Representative, 17EP77849
- Service Representative/Bilingual, 17EOC62033

**VIII.** The Commission approved the following Extension of Temporary Position(s):

- Two (2) positions of Project Assistant /Seasonal (encumbered by John Jabonski and Jasmine Oliver) in the 911 Bureau of the Emergency Communications Department.

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

- The Transfer of Shareka L. Jackson from the Finance Department/Treasury Bureau to the Rochester Public Library/Administration/Finance Office in the title of Associate Accountant.

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

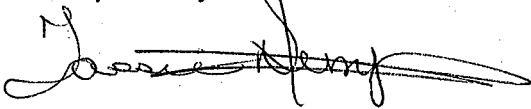
- Antonia M. Anthony to the title of Service Representative/Bilingual/Part-Time contingent upon successful completion of a medical examination by City's physician.

**XI.** The Commission approved the Voluntary Demotion for the following:

- Vickie Curry demotion from the title of 911 Dispatcher to the title of 911 Telecommunicator.

**The meeting was adjourned at 5:30 PM**

Respectfully submitted,



Tassie Demps  
Executive Secretary to the Civil Service Commission