

CIVIL SERVICE COMMISSION  
**GENERAL SESSION**  
**MINUTES**  
**Thursday, September 24, 2020**  
**3:30 P.M. ZOOM MEETING**

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

IN ATTENDANCE: Tassie Demps, Executive Secretary  
 Yvette Green, Law Department  
 Dr. Rose Nichols, Deputy Director DHRM  
 Thomas Miller, Principal Staff Assistant DHRM  
 Mercedes Scollo, Sr. HR Associate DHRM  
 Sergeant Darlene Rogers, Rochester Police Dept.  
 Police Officer Ted Coriddi, Rochester Police Dept.  
 Police Officer Gina Faggiano, Rochester Police Dept.

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 24, 2020.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassifications were approved as presented:

Administration/Office of Management & Budget Classify: (1)	Principal Staff Assistant Br. 29 (\$75,444 - \$99,474) Competitive
Administration/DHRM Classify: (1)	Project Assistant/Temporary (8/31/20 - 12/31/20) Br. 12 (\$38,343 - \$49,148) Competitive
Administration/DHRM Classify: (1)	Training Manager/Temporary (Temporary to 6/30/21) Br. 24 (\$61,286 - \$80,808) Competitive
DES/Commissioner's Office Classify: (2)	Senior Administrative Analyst/Temporary (8/31/20 - 11/22/20) Br. 24 (\$61,286 - \$80,808) Competitive

DES/Architecture & Engineering Classify: (1)	Senior Engineering Technician/On-Call/Temporary (8/17/20 - 1/17/21) Br. 150N (\$23.08 - \$29.63) Competitive
DES/Architecture & Engineering Classify: (1)	Senior Engineering Technician/Temporary (Temporary to 5/24/21) Br. 15 (\$42,852 - \$55,002) Competitive
DES/Operations/Special Services Classify: (1)	Laborer/Temporary (9/7/20 - 1/3/21) Br. 57 (\$16.94 - \$21.14) Labor
DES/Equipment Services Classify: (1)	Assistant Equipment Trainer/Temporary (Temporary to 9/23/21) Br. 15 (\$42,852 - \$55,002) Competitive
NBD/Commissioner's Office Classify: (1)	Process Improvement Specialist Br. 26 (\$66,732 - \$87,990) Competitive
Library/Community/Branch Administration Classify: (1)	Library Assistant/Part-Time/Temporary (10/1/20 - 6/30/21) Br. N145 (\$21.76 - \$24.86) Non-Competitive
Finance/Parking & Municipal Code Violations Classify: (1)	Assistant Director of Parking/On-Call/Temporary (9/1/20 - 8/30/21) Br. 28 (\$72,491 - \$95,582) Competitive
Finance/Parking & Municipal Code Violations Classify: (1)	Assistant to the Director of Parking/Temporary (9/1/20 - 8/30/21) Br. 23 (\$58,734 - \$77,445) Competitive
DRYS/Commissioner's Office Classify: (1)	Senior Administrative Analyst Br. 24 (61,286 - \$80,808) Competitive
Administration/Mayor's Office Classify: (1)	Special Assistant to the Deputy Mayor/Temporary (1 Year) Br. 36 (\$109,637 - \$141,522) CPEX
DRYS/Commissioner's Office Classify: (1)	Manager of Administrative Support Br. 28 (\$72,491 - \$95,582) Competitive
DRYS/Commissioner's Office Classify: (2)	Emergency Response Social Worker Br. 23 (\$58,734 - \$77,445) Competitive
DRYS/Commissioner's Office Classify: (1)	Emergency Response Social Worker/Part-Time Br. 238N (\$28.24 - \$37.23) Competitive

**IV. The Commission adopted the following Job Specifications:**

- Deputy Police Chief

**V. The Commission approved the following Transfer request(s):**

- The Office of Management & Budget requested permission to transfer Principal Staff Assistant, Kristina R. Heiligenthaler from the Department of Recreation & Youth Service/Commissioners Office to the Administration/Office of Management & Budget- title unchanged.

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

- The Rochester Public Library requested permission to reinstate Amy Discenza to the title of Librarian I.

**VII. The Commission approved the following request to Extend Probationary Periods:**

- Michael Cerretto, Director of the Emergency Communications Department requested permission to extend the probationary term for the entry level titles of 911 Telecommunicator, 911 Public Safety Communicator, and 911 Dispatcher I.

**VIII. The Commission Discussed the following:**

- Reviewed and discussed the established Seniority Tie Breaking Policy per the request of the Department of Human Resource Management at the August 20, 2020 Civil Service Commission meeting.

**The meeting was adjourned at 4:10 PM**

Respectfully Submitted,



Tassie Demps  
Executive Secretary to the Civil Service Commission

**THE END**