

**CIVIL SERVICE COMMISSION
GENERAL SESSION
MINUTES
Thursday, December 16, 2021
2:00 P.M., ZOOM/CITY HALL**

PRESENT: Commissioners: Carol Kramer (Chair)
Fernan Cepero
Terrance Youmans

IN ATTENDANCE: Dr. Rose Nichols, Executive Secretary
Yvette Green, Law Department
Deborah Callerame, Senior Human Resource Consultant
Tashanda Thomas – Prospective Commissioner
Andrew Dimick – Prospective Commissioner
Police Officer Gina Faggiano, Rochester PD
Amy Mills, Principal Staff Assistant, ECD
Greg Roney, Principal Staff Assistant, ECD

The Civil Service Commission meeting was called to order at 2:00 pm.

- I. The Commission approved the Minutes of the meeting (General and Executive Sessions) on November 18, 2021.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassifications were approved as presented:

City Council & Clerk/Police Accountability Board Classify (1)	Chief of Public Affairs & Community Engagement Br. 28 (\$75,420 - \$99,444) Competitive
City Council & Clerk/Police Accountability Board Classify (1)	Manager of Administrative Services Br. 28 (\$75,420 - \$99,444) Competitive
ECD/911 Call Center Classify (2)	Dispatcher I/On-Call/Temporary (Temporary up to one (1) year) Br. N715 (\$23.76 - \$30.36) Competitive
ECD/311 Call Center Classify (1)	Service Representative/Bilingual Br. 12 (\$39,892.00 - \$51,134) Competitive
RPL/Central/Children’s Center	Library Assistant/PT/Sub Br. 145 (\$21.76 – 24.86) Non-Competitive
RPL/Central/Teen Center Classify: (1)	Library Teen Center Coordinator Br. 20 (\$51,338 - \$68,051) Competitive

RPL/Central/Circulation Classify: (1)	Library Circulation Specialist Br. 7 (\$35,060 - \$43,830) Competitive
NBD/Business & Housing Development Classify: (1)	Clerk II Br. 9 (\$36,817 - \$46,840) Competitive
NBD/Buildings & Zoning Classify: (2)	Property Rehabilitation Specialist Br. 21 (\$53,386 - \$70,874) Competitive
NBD/Buildings & Zoning Classify: (1)	Clerk II Br. 9 (\$36,817 - \$46,840) Competitive
NBD/Buildings & Zoning Classify: (1)	Senior Administrative Analyst/On- Call/Temporary (11/29/21 – 6/30/22) Br. N248 (\$30.65 - \$40.42) Competitive
DRHS/Human Services/Pathways to Peace Classify (1)	Street Outreach Worker/Seasonal/Bilingual Br. 450 (\$20.23 - \$21.50) Competitive Pending Non-Competitive

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

- 911 Dispatcher I, ELCR1031-3
- 911 Telecommunicator, ELCR2851-3

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

- Administrative Analyst, 19EP73821
- Assistant Service Manager, 18EOC66660
- Assistant Service Manager, 18EP71477
- Associate Administrative Analyst, 19EP73837
- Contract Administrator, 19EP74023
- Family Self Sufficiency Supervisor/RHA, 18EP75837
- Firefighter, 19ELOC1913
- Fleet Maintenance Technician, 18EOC66651
- Police Evidence Technician, 18EOC69783
- Principal Engineering Technician, 19EOC69471
- Principal Engineering Technician, 19EP73914
- Principal Engineering Technician/CADD, 19EOC69472
- Public Safety Communicator I, 20ELOC2007
- Senior Administrative Analyst, 19EP73843
 - Supervising Engineering Technician, 19EOC69483

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

- The Emergency Communications Department is requesting the reinstatement of Joe Demars to the title of Dispatcher I/On-Call Temporary
- The Emergency Communications Department is requesting the reinstatement of Jacklyn Finn to the title of Dispatcher I/On-Call Temporary.

VII. The Commission confirmed the following Civil Service Commission Dates January – June 2022:

- January 27, 2022
- February 24, 2022
- March 24, 2022
- April 21, 2022
- May 26, 2022
- June 30, 2022

The meeting was adjourned at 2:45 PM

Respectfully Submitted,



Deborah Callerame
Senior Human Resource Consultant