

CIVIL SERVICE COMMISSION  
**GENERAL SESSION**  
**MINUTES**  
**Thursday, June 30, 2022**  
2:00 P.M., ZOOM, CITY HALL

PRESENT: Commissioners: Fernan Cepero (Chair)  
Andrew Dimock  
Carol Kramer

IN ATTENDANCE: Dr. Rose Nichols, Executive Secretary  
Peachie Jones, Law Department  
Kimberly Kamagate, Senior Human Resource Consultant  
Carla Johnson, Manager of Diversity, Equity and Inclusion  
Sergeant Stephen Bolly, Rochester Police Department  
Thomas Miller, Principal Staff Assistant

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 May 26, 2022.
- 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)	Executive Director/Police Accountability Board/Temporary (5/25/22 – 8/25/22) Br. 33 (92,382 - \$121,815) CPUN
Administration/Mayor's Office Classify (1)	Executive Staff Assistant II/Temporary (6/23/22 – 6/30/22) Br. 23 (\$61,107 - \$80,574) Exempt
Administration/Mayor's Office Classify (1)	Executive Staff Assistant II Br. 23 (\$61,107 - \$80,574) Exempt
Administration/Mayor's Office Classify (2)	Clerk II Br. 9 (\$36,817 - \$46,480) Competitive
Administration/Mayor's Office Classify (1)	Field Coordinator/Temporary (6/6/22 – 6/30/22) Br. 18 (\$48,154 - \$62,847) Competitive

Administration/Mayor's Office Classify (3)	Field Coordinator Br. 18 (\$48,154 - \$62,847) Competitive
Administration/Mayor's Office Classify (4)	Neighborhood Change Agent Br. 12 (\$39,892 - \$51,134) Competitive
Administration/Mayor's Office Classify (2)	Neighborhood Change Agent/Part-Time Br. 120C (\$21.92 - \$24.78) Competitive
Administration/Law Classify (1)	Municipal Attorney III Br. 30 (\$81,883 - \$107,968) Exempt
Administration/DHRM Classify (1)	Manager of Diversity, Equity, and Inclusion Br.26 (\$69,428 - \$91,545) CPNC
Administration/DHRM Classify (1)	Assistant Manager of Diversity, Equity, and Inclusion Br.23 (\$61,107 - \$80,574) Competitive
Administration/DHRM Classify (1)	Application Services Developer Br.23 (\$61,107 - \$80,574) Competitive
Administration/DHRM Classify (1)	Benefits Specialist Br.23 (\$61,107 - \$80,574) Competitive
Administration/DHRM Classify (1)	Staffing Consultant/Bilingual Br. 18 (\$48,154 - \$62,847) Competitive
Administration/DHRM Classify (1)	Staffing Consultant Br. 18 (\$48,154 - \$62,847) Competitive
Administration/DHRM Classify (1)	Clerk II/Bilingual Br. 9 (\$36,817 - \$46,480) Competitive
Administration/Communications Classify (1)	Digital Content Manager Br.26 (\$69,428 - \$91,545) Competitive
Administration/Communications Classify (1)	Associate Communications Assistant Br. 24 (\$63,762 - \$84,072) Competitive
Administration/Communications Classify (1)	Secretary to the Director of Communications/Bilingual Br. 16 (\$45,220 - \$58,043) Competitive
RFD/Administration Classify (1)	Data Analyst Br.26 (\$69,428 - \$91,545) Competitive
RFD/Administration Classify (1)	Community Engagement Specialist Br. 20 (\$51,338 - \$68,051) Competitive

RFD/Administration Classify (1)	EMS Quality Improvement Specialist Br. 20 (\$51,338 - \$68,051) Competitive
RFD/Administration Classify (2)	Senior Account Clerk Br. 10 (\$37,737 - \$47,922) Competitive
DES/Commissioner's Office Classify (1)	Safety Specialist Br. 24 (\$63,762 - \$84,072) Competitive
DES/Commissioner's Office Classify (1)	Associate Environmental Specialist Br. 27 (\$72,443 - \$95,519) Competitive
DES/Commissioner's Office Classify (1)	Environmental Technician Br. 21 (\$48,154 - \$62,847) Competitive
DES/Commissioner's Office Classify (1)	Coordinator of Security Services Br.23 (\$61,107 - \$80,574) Competitive
DES/Commissioner's Office Classify (1)	Security Guard Br. 52 (\$15.70 - \$19.10) Non-Competitive
DES/Architecture & Engineering Classify (2)	Senior Architect Br. 27 (\$72,443 - \$95,519) Competitive
DES/Architecture & Engineering Classify (1)	Architect Br. 24 (\$63,762 - \$84,072) Competitive
DES/Architecture & Engineering Classify (1)	Principal Transportation Specialist Br. 27 (\$72,443 - \$95,519) Competitive
DES/Architecture & Engineering Classify (1)	Permits Compliance Coordinator Br.26 (\$69,428 - \$91,545) Competitive
DES/Architecture & Engineering Classify (1)	Permits Enforcement Officer Br. 21 (\$53,386 - \$70,874) Competitive
DES/Architecture & Engineering Classify (1)	Engineer II Br. 24 (\$63,762 - \$84,072) Competitive
DES/Architecture & Engineering Classify (2)	Engineer I Br. 21 (\$53,386 - \$70,874) Competitive
DES/Operations/Director's Office Classify (1)	Technology Applications Coordinator Br. 25 (\$66,536 - \$87,729) Competitive
DES/Operations/Director's Office Classify (1)	Executive Assistant Br. 20 (\$51,338 - \$68,051) Competitive
DES/Operations/Solid Waste Classify (1)	Manager of Solid Waste Br. 29 (\$78,492 - \$103,492) Competitive

DES/Operations/Solid Waste Classify (1)	Assistant to the Director of Operations Br. 27 (\$72,443 - \$95,519) Competitive
DES/Buildings & Parks/Building Services Classify (1)	Senior Supervising Stock Clerk Br. 18 (\$48,154 - \$62,847) Competitive
DES/Water/Director's Office Classify (1)	Principal Staff Assistant Br. 29 (\$78,492 - \$103,492) Competitive
DES/Water/Director's Office Classify (1)	Executive Assistant Br. 20 (51,338 - \$68,051) Competitive
DES/Water/Director's Office Classify (1)	Clerk II Br. 9 (\$36,817 - \$46,480) Competitive
DES/Water/Director's Office Classify (1)	Principal Finance Clerk Br. 15 (\$43,709 - \$56,102) Competitive
DES/Water/Upland Classify (1)	Executive Assistant Br. 20 (51,338 - \$68,051) Competitive
DES/Equipment Services Classify (2)	Small Equipment Technician Br. 63 (\$19.95 - \$25.26) CPNC
RPL/Central Classify (1)	Librarian I/Part-Time Br. 185 (\$24.53 - \$28.59) Non-Competitive
RPL/Central Classify (1)	Librarian I/FT/Temporary Br. 18 (\$24.53 - \$28.59) Unclassified
RPL/Central Classify (1)	Security Guard / Full Time Br. 52 (\$15.70 - \$19.10) Non Competitive
RPL/Central Classify (1)	Clerk III/Typing/Part-Time Br. 75 (\$18.35 - \$20.93) Non-Competitive
RPL/Community Classify (1)	Librarian I Br. 18 (\$48,154 - \$62,847) Competitive
RPL/Community Classify (1)	Library Assistant / Part Time Br. 145 (\$22.20 - \$25.36) Non-Competitive
IT/Infrastructure & Operations Classify (2)	Systems Engineer Br. 23 (\$61,107 - \$80,574) Competitive
RPL/Community Classify (1)	Senior Library Clerk/Full Time Br. 6 Competitive
IT/Infrastructure & Operations Classify (2)	Systems Engineer I Br. 25 (\$66,536 - \$87,729) Competitive

IT/Application & Systems Classify (1)	Systems Engineer II Br. 27 (\$72,443 - \$95,519) Competitive
NBD/Business & Housing Development Classify (1)	Manager of Special Projects Br. 29 (\$78,492 - \$103,492) Competitive
NBD/Business & Housing Development Classify (1)	Assistant to the Manager of Housing Br.26 (\$69,428 - \$91,545) Competitive
NBD/Business & Housing Development Classify (1)	Associate Community Housing Planner Br.26 (\$69,428 - \$91,545) Competitive
NBD/Business & Housing Development Classify (1)	Associate Community Housing Planner/Bilingual Br.26 (\$69,428 - \$91,545) Competitive
NBD/Business & Housing Development Classify (1)	Senior Administrative Analyst Br. 24 (\$63,762 - \$84,072) Competitive
NBD/Business & Housing Development Classify (1)	Closing Assistant Br. 16 (\$45,220 - \$58,043) Competitive
NBD/Buildings & Zoning Classify (1)	Assistant to the Director of Buildings & Zoning Br. 31 (\$85,235 - \$112,388) Competitive
NBD/Buildings & Zoning Classify (1)	Senior Code Enforcement Officer Br. 24 (\$63,762 - \$84,072) Competitive
NBD/Buildings & Zoning Classify (4)	Code Enforcement Officer Trainee Br. 18 (\$48,154 - \$62,847) Competitive
FIN/Accounting Classify (1)	Accountant Br. 17 (\$46,589 - \$60,367) Competitive
FIN/Accounting Classify (1)	Senior Accountant Br. 20 (\$51,338 - \$68,051) Competitive
FIN/Purchasing Classify (1)	Duplicating Operator/Part – Time Br. 10 (\$37,737 - \$47,922) Competitive
FIN/Purchasing Classify (1)	Senior Purchaser Temporary/On Call Br. 228 (\$28.16 - \$37.12) Competitive
FIN/Traffic Violations Agency Classify (1)	Clerk III / Typing / Part – Time Br. 707 19.26 - 24.08 Non-Competitive
DRHS/Animal Services Classify (2)	Animal Services Client Specialist/Temporary Br. 110 (\$21.30 - \$27.15) Competitive
DRHS/Animal Services Classify (1)	Community Outreach Specialist Br. 10 (\$37,737 - \$47,922) Competitive

DRHS/Public Market Classify (1)	Ground Equipment Operator/Seasonal Br. 362 (\$16.87) Non-Competitive
DHRS/Animal Services Classify (2)	Animal Care Technician Br. 2A (\$31,387 - \$38,635) Non-Competitive
DRHS/Recreation & Youth Services Classify (10)	Senior Recreation Assistant/Front Desk/Part Time Br. 810 (\$16.21) Competitive
DRHS/Recreation & Youth Services Classify (1)	Environmental Education Specialist Br. 12 (\$39,892 - \$51,134) Competitive
DRHS/Recreation/REC on the Move Classify (1)	Senior Recreation Assistant/ Education Aide/ Seasonal Br. 810 (\$16.21) CPNC
DRHS/Recreation/Mural Arts Classify (1)	Youth Services Associate Part-Time Br. 711 (\$21.30 - \$27.15) Competitive
DRHS/Recreation/Mural Arts Classify (1)	Senior Recreation Assistant/ Education Aide/Seasonal Br. 810 (\$16.21) CPNC
DRHS/Recreation/Mural Arts Classify (1)	Senior Recreation Assistant/ Education Aide/ Part - Time Br. 810 (\$16.21) CPNC
DRHS/Recreation & Youth Services Classify (1)	Recreation Leader/Education Specialist/Temporary Br. 12 (\$39,892 - \$51,134) Competitive
DRHS/Recreation/Aquatics Classify (2)	Recreation Assistant/Locker Room Attendant/Part Time Br. 815 (\$15.50) CPL
DRHS/Recreation ASSIP Classify (1)	Senior Recreation Assistant/Youth Development Aide/Seasonal Br. 810 (\$16.21) CPNC
DRHS/Recreation/ASSIP Classify (1)	Senior Recreation Assistant/Youth Development Aide/ Part-Time Br. 810 (\$16.21) CPNC
DRHS/Recreation/Rec on the Move Classify (2)	Recreation Assistant/Sports & Fitness Aide/ Part - Time Br. 815 (\$15.50) CPNC
DRHS/Recreation/Rec on the Move Classify (2)	Recreation Assistant/ Sports & Fitness Aide/ Seasonal Br. 815 (\$15.50) CPNC

DRHS/Recreation/Rec on the Move Classify (1)	Senior Recreation Assistant/Education Aide/Part – Time Br. 810 (\$16.21) CPNC
DRHS/Recreation & Youth Services Classify (1)	Recreation Leader/Education Specialist Br. 12 (\$39,892 - \$51,134) Competitive
DRHS/Recreation & Youth Services Classify (2)	Education Enrichment Associate Br. 11 (\$38,765 - \$49,414) Competitive
DRHS/Human Services/Crisis Intervention Classify (1)	Clinical Supervisor Br. 24 (\$63,761 - \$84,072) Competitive
DRHS/Human Services/Crisis Intervention Classify (7)	Emergency Response Social Worker Br. 23 (\$61,107 - \$80,574) Competitive
DRHS/Human Services/Crisis Intervention Classify (1)	Community Support Counselor/Bilingual Br. 18 (\$48,154 - \$62,847) Competitive
DRHS/Human Services/Crisis Intervention Classify (2)	Emergency Response Social Worker/Bilingual Br. 23 (\$61,107 - \$80,574) Competitive
DRHS/Human Services/Crisis Intervention Classify (1)	Emergency Response Social Worker/Part-Time (Year Round) Br. 238 (\$29.38 - \$38.74) Competitive
RPD/Office of the Chief Classify (2)	Application Services Analyst I Br. 25 (\$66,536 - \$87,729) Competitive
RPD/Office of the Chief Classify (1)	Digital Media Specialist Br. 24 (\$63,762 - \$84,072) Competitive
RPD/Office of the Chief Classify (1)	Police Lieutenant Br. 94 (\$101,369 - \$107,482) Competitive
RPD/Administration/Budget Classify (1)	Principal Finance Clerk Br. 15 (\$43,709 - \$56,102) Competitive
RPD/Community Affairs Classify (2)	College Junior Intern/Seasonal Br. 408N (\$15.37 - \$17.19) Non-Competitive

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

- Battalion Chief
- Comprehensive Adolescent Pregnancy Prevention Supervisor
- Firefighter
- Fire Captain
- Fire Lieutenant
- Police Commander
- Senior Recreation Assistant/Front Desk Agent
- Sexual Risk Avoidance Education Coordinator

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

- Police Paralegal, 22EOC65629

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

- Accountant, 19EOC63976
- Administrative Assistant, 21EP75600
- Administrative Assistant/Bilingual (Spanish), 21EP75602
- Administrative Secretary, 21EP75638
- Associate Accountant, 19EOC64775
- Associate Accountant, 19EP75332
- Clerk II/Bilingual, 19EOC68809
- Clerk III/Bilingual, 19EOC69125
- Counseling Specialist, 19EOC60365
- Grant Support Associate, 21EOC65165
- Human Resource Consultant II, 21EP70492
- Junior Accountant, 19EOC64606
- Labor Relations Specialist, 21EOC66493
- Permit Office Manager, 21EP70155
- Secretary to the Library Director, 19EOC64095
- Secretary to the Manager of Labor Relations, 21EOC69593
- Senior Accountant, 19EP75311
- Senior Accountant, 19EOC64748



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

- The Rochester Police Department obtained permission for the lateral transfer of Police Officer Christopher Clawson from the Brockport Police Department to the Rochester Police Department, Pursuant to §58.4 of the New York State Civil Law.

**VIII.** Request to Revise Minimum Qualification(s):

- On behalf of the Rochester Police Department – Thomas Miller, Principal Staff Assistant in the Department of Human Resource Management obtained permission to revise the minimum qualifications for the title of Police Commander.

**IX.** Executive Session (The Commission discussed and rendered determinations regarding prospective Police Officer candidates recommended for disqualification).

**A.** Votes/Determination by the Commission:

I. \*\*\*Disqualified from Police Officer eligible list:

- B.C.
- L.E.
- C.I.
- A.M.
- T.M.
- C.P.
- T.W.

**The meeting was adjourned at 2:25 PM**