

**CIVIL SERVICE COMMISSION  
MINUTES  
Thursday, July 24, 2014  
3:30 P.M., ROOM 102A, CITY HALL**

**PRESENT:** Commissioners: Sally Partner (Chair)  
Alan Caine  
John Feola  
Leslie Smith

**Staff Support:** Tassie Demps, Executive Secretary  
Yvette Green, Law Department  
Deborah Callerame, Sr Human Resource Consultant

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

- I. The Commission approved the minutes of the meeting (regular and executive session) on **June 30, 2014**.
- II. The Commission reviewed the following items of correspondence: **None**
- III. The following classifications/reclassifications were approved as presented:

DES/Commissioner's Office Classify: (1)	Clerk III/Typing/Temporary (7/1/14 – 9/27/14) Br. 7 (\$30,521 - \$38,156) Competitive
DES/Architecture & Engineering Classify: (1)	Principal Engineering Technician/On- Call/Temporary (7/1/14 – 12/31/14) Br. N180 (\$23.04 - \$30.06/hr) Competitive
DES/Operations & Parks/Director's Office Classify: (1)	Administrative Analyst/Seasonal Br. N720 (\$24.55 - \$32.55/hr) Non-Competitive
DES/Operations & Parks/Special Services Classify: (10)	Laborer/Seasonal Br. P456 (\$8.85/hr) Labor
DES/Operations & Parks/Building Services Classify: (1)	Cleaner/Temporary (7/1/14 – 9/27/14) Br. 1 (\$26,646 - \$32,816) Labor
DES/Operations & Parks/Building Services Classify: (1)	Maintenance Mechanic/Temporary (7/1/14 – 9/27/14) Br. 60 (\$16.00 - \$20.10/hr) Non-Competitive
DES/Water/Upland Classify: (1)	Assistant to the Manager of Water Production/On-Call/Temporary (6/17/14 – 12/31/14) Br. N288 (\$31.88 - \$42.03/hr) Competitive

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LIBRARY/Community/Lyell Classify: (1)	Library Assistant/Part-Time/ Temporary (7/1/14 – 7/31/14) Br. N145 (\$19.46 - \$22.24) Non-Competitive
IT/Application Services Classify: (1)	Webmaster/On-Call/Temporary (7/1/14 – 12/31/14) Br. N258 (\$28.12 - \$37.08/hr) Competitive
NBD/Inspection & Compliance Classify: (1)	Receptionist Typist/Temporary (7/1/14 – 12/31/14) Br. 6 (\$29,746 - \$37,143) Competitive
NBD/Inspection & Compliance Classify: (1)	Code Enforcement Officer/Trainee Br. 18 (\$41,920 - \$54,714) Competitive
NBD/Inspection & Compliance Classify: (4)	Code Enforcement Officer Aide/Seasonal Br. P825 (\$10.07/hr) CPNC
FINANCE/Accounting Classify: (1)	Senior Accountant Br. 21 (\$46,476 - \$61,699) Competitive
DRYS/Commissioners Office Classify: (1)	Ground Equipment Operator/Seasonal Br. P362 (\$13.85) Non-Competitive
RPD/Operations/West Classify: (1)	Police Investigator/Temporary (7/7/14 – 10/6/14) Br. 191, (\$72,665 - \$77,077) Competitive
RPD/West/Downtown Classify: (1)	Clerk II/Temporary (6/26/14 – 7/25/14) Br. N090, (\$17.44- \$19.70) Competitive
Rochester Housing Authority Classify: (2)	Housing Manager II (\$43,000 - \$60,142) Competitive
RPD/Operations Classify: (1)	Police Captain Br. 95, \$93,357- \$98,987 Competitive

IV. **A.** The Commission established the following eligible list(s) for one (1) year, unless extended:

- Assistant Superintendent/Water Distribution, 14EOC62763
- Assistant Superintendent/Water Distribution, 14EP4034
- Backflow Prevention Inspector, 14EOC63105
- Backflow Prevention inspector, 14EP74171
- Public Housing Inspector/RHA, 14EOC66794
- Public Housing Inspector/RHA, 14EP79873
- Property Maintenance Supervisor/RHA, 14EP72360
- Superintendent of Water Supply Maintenance, 14EOC 62772
- Superintendent of Water Supply Maintenance, 14EP74037
- Water Distribution Trainee, 14EOC62774
- Water Operations Supervisor, 14EP72480
- Youth Services Assistant Part/Time, 14EOC66541
- Youth Services Coordinator, 14EOC63167

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

- Lead Police Information Clerk, PREF1442

**C.** The Commission closed out the following exam process with no successful candidates:

- Water Operations Supervisor, 14EOC67138

V. The Commission affirmed the extension of the following Civil Service eligible lists for one year unless replaced with a new list:

- Assistant Purchaser/RHA, 11EOC60400
- Assistant to the NSC Administrator, 13EP72127
- Clerk I, 11EP79367
- Clerk I/RHA, 11EP79368
- Clerk III, 13EOC64852
- Clerk III, 13EP71796
- Code Enforcement Officer, 11EP78460
- Code Enforcement Officer, 11EOC60589
- GIS Technician, 11EOC64815
- Human Resource Coordinator, 11EP79837
- Senior Payroll Associate, 11EP79559
- Senior Service Representative, 13EP72203
- Senior Service Representative/Bilingual, 13EP72204
- Service Representative, 13EP72161
- Service Representative, 13EOC66171
- Service Representative/Bilingual, 13EOC66173
- Technology Applications Specialist, 13EOC16666

VI. The Commission approved the extension(s) of temporary position(s):

- One Position of Cleaner/Part-Time/Temp (encumbered by L. Diaz) in the Community/Library
- One Position of Clerk Typist/Part-Time (encumbered by Iesha Terry) in the Community/Lincoln Library.
- One position of Police Sergeant (encumbered by Steven Kennedy) in the Rochester Police Department.

**The meeting was adjourned at 4:30 PM**

Respectfully submitted,



Deborah Callerame  
Senior Human Resource Consultant

**THE END**