

**CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
April 23, 2015
3:30 P.M., ROOM 103A, CITY HALL**

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

IN ATTENDANCE: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Deborah Callerame, Senior 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 **March 19, 2015**.
- II. The Commission reviewed the following items of correspondence: **None**
- III. The following classifications/reclassifications were approved as presented:

ADMIN/Mayor's Office Classify: (2)	College Junior Intern/Seasonal N308 (\$13.38 - \$14.96/hr) Non-competitive
ADMIN/Mayor's Office Classify: (1)	Executive Staff Assistant I Br. 16 (\$39,366 - \$50,531) Exempt
ADMIN/Mayor's Office Classify: (1)	Business Analyst III Br. 29 (\$69,008 - \$90,990) Competitive
ADMIN/Mayor's Office Classify: (1)	Executive Staff Assistant IV/On- Call/Temporary (4/1/15 – 4/30/15) Br. N318 (\$36.03 - \$47.50/hr) Exempt
ADMIN/OMB Classify: (2)	College Junior Intern/Seasonal N308 (\$13.38 - \$14.96/hr) Non-competitive
ADMIN/DHRM Classify: (1)	College Junior Intern/Seasonal N308 (\$13.38 - \$14.96/hr) Non-competitive
ADMIN/DHRM Classify: (1)	Summer Program Coordinator/Seasonal N325 (\$18.87/hr) Non-competitive

DES/Commissioner's Office/Security Classify: (1)	Security Guard/Temporary (4/5/15 – 7/25/15) Br. 52 (\$13.67 - \$16.63/hr) Non-Competitive
DES/Commissioner's Office/Cemeteries Classify: (1)	Horticultural Technician/Part-Time/Temporary (3/16/15 – 4/11/15) Br. P168 (\$18.93 - \$21.40/hr) Competitive
DES/Commissioner's Office/Cemeteries Classify: (1)	Horticultural Technician/Seasonal Br. P168 (\$18.93 - \$21.40/hr) Competitive
DES/Architecture & Engineering Classify: (1)	Engineer III/On-Call/Temporary (4/6/15 – 12/31/15) Br. N268 (\$29.35 - \$38.69) Competitive
DES/Architecture & Engineering Classify: (1)	Engineer II Br. 24 (\$56,058 - \$73,916) Competitive
DES/Water/Distribution Classify: (1)	Water Operations Supervisor/Temporary (3/16/15 – 4/25/15) Br. 18 (\$41,920 - \$54,714) Competitive
DES/Water/Upland Classify: (1)	Water Quality Laboratory Assistant/Temporary (12 months) Br. 15 (\$38,051 - \$48,841) Competitive
FINANCE/Assessment Classify: (1)	College Junior Intern/Seasonal N308 (\$13.38 - \$14.96/hr) Non-competitive
NBD/Planning & Zoning Classify: (1)	Associate City Planner Br. 26 (\$61,040 - \$80,485) Competitive
NBD/Planning & Zoning Classify: (1)	Senior City Planner Br. 24 (\$56,058 - \$73,916) Competitive
RPD/Patrol Classify: (1)	Police Sergeant/Temporary (4/20/15-4/19/16) Br. 92, (\$76,867 - \$81,502) Competitive
RPD/Operations Classify: (1)	Police Investigator/Temporary (3 months) 3/16/15-6/16/15 Br. 191, (\$76,367- \$81,002) Competitive
RPD/Operations Classify: (1)	Police Lieutenant /Temporary (4/6/15-7/5/15) Br. 94, (\$86,922- \$92,163) Competitive

RPD/Administration/Technical Services/Property Clerk Classify (1)	Sr. Property Clerk/Temporary (4/13/2015-3/13/2016) Br. 16 (\$39,366-\$50,531) Competitive
Rochester Housing Authority Classify: (1)	Senior Human Resource Associate Br. \$30,166 - \$44,405 Competitive

IV. The Commission adopted the following job specifications:

- Fire Equipment Maintenance Supervisor
- Superintendent of Fire Equipment Maintenance
- Water Quality Laboratory Assistant

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

- 911 Dispatcher II/ECD, 15ELP1506
- 911 Shift Supervisor, 15ELP1507
- Accountant, 15EOC66237
- Accountant, 15EP75485
- Associate Accountant, 15EOC66238
- Battalion Chief, 15EP74662
- Clerk III/Typing, 15EDCR1509
- Clerk III/Typing, 15EDCR1510P
- Code Enforcement Officer Trainee, 15ELOC1502
- Code Enforcement Officer Trainee/Bilingual, 15ELOC1503
- Management Trainee, 15ELOC1501
- Retrieval Room Aide/Part Time, EDCRT2154
- Senior Field Auditor, 15EOC66263
- Senior Forestry Worker, 15EOC60599
- Senior Forestry Worker, 15EP73224

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

- Associate Accountant, 15EP75486

VII. The Commission affirmed the extension of the following Temporary Position(s):

- One position of Police Lieutenant (encumbered by Jorge Perez) in the Rochester Police Department, Operations/Patrol.
- One Position of Police Sergeant (encumbered by Daniel Marsh) in the Rochester Police Department, Operations/Patrol.

VIII. The Commission did not approve the request for reinstatement to the eligible list for Senior Code Enforcement Officer, 12EP70511 submitted by John H. McMahon.

The meeting was adjourned at (4:00) PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant