

CIVIL SERVICE COMMISSION
GENERAL SESSION AGENDA
Thursday, December 17, 2015
3:30 P.M., ROOM 102A, CITY HALL

I. Approval of the minutes of the meeting (regular and executive) on **November 19, 2015**.

II. Commission Correspondence: **None**

III. **Classification/Reclassification:**

ADMIN/Communications Classify: (1)	Special Events Coordinator/Bilingual Br. 22 (\$52,517 - \$69,247) Competitive
ADMIN/Communications Classify: (1)	Assistant Special Events Operations Manager Br. 24 (\$57,179 - \$75,394) Competitive
Emergency Communications/911 Center Classify: (1)	911 Dispatcher I Br. 150 (\$33,000 - \$51,314) Competitive
Fire Department/Suppression Division Classify: (2)	Fire Lieutenant/Temporary (11/16/15 - 11/19/15) Br: 82 (\$78,739 - \$82,633) Competitive
DES/Buildings & Parks/Cemeteries Classify: (1)	Crematory Operator/Temporary (11/30/15 - 4/2/16) Br: 41 (\$16.26 - \$20.41) Competitive
DES/Buildings & Parks/Parks Classify: (1)	Operations Supervisor/Temporary (11/30/15 - 2/27/16) Br: 19 (\$44,058 - \$58,063) Competitive
IT/Enterprise Process & Systems Classify: (1)	Business Analyst I Br. 25 (\$59,667 - \$78,673) Competitive
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FINANCE/Purchasing Classify: (1)	Management Trainee Br. 18 (\$42,758 - \$55,808) Competitive
DRYS Classify: (1)	Project Assistant/Seasonal Br. P128 (\$17.03 – 19.25) Non Competitive
DRYS Classify: (10)	Youth Worker/Part-time/Temporary Br. P953 (\$9.00) Labor
DRYS: Classify (1)	Senior Recreation Assistant/Part-time/Temporary Br. P810 (\$13.71 - \$14.54) Non Competitive

DRYS: Classify: (1)	Building Maintenance Helper/Seasonal Br. P528 (\$13.94 - \$15.76) Non-Competitive
DRYS/Best &YS Classify: (2)	Summer Program Coordinator/Seasonal Br. P338 (\$19.25) Non-Competitive
Rochester Housing Authority Classify: (5)	Housing Specialist/Bilingual \$31,000 - \$43,528 Competitive
Rochester Housing Authority Classify: (1)	Housing Manager III/Bilingual \$34,000 - \$48,000 Competitive

IV. **Adoption of Job Specifications:**

- Administrative Assistant/Bilingual
- Assistant Special Events Operations Manager
- Housing Manager III/Bilingual – RHA
- Police Lieutenant
- Special Events Coordinator

V. Establishment of Civil Service Eligible List(s): **None**

- Close-out of examination process: **None**

VI. **Request for Extension of Civil Service Eligible Lists(s):**

- Adjudication Assistant, 12EP71553
- Associate City Planner, 14EP 75493
- Associate City Planner, 14EOC66258
- Cashier/Bilingual, 12EP71590
- Cashier/Bilingual, 12EOC62786
- City Planner, 14EOC66278
- Computer Operations Supervisor, 13EP72493
- Engineer I, 14EOC66280
- Engineer II, 14EP75502
- Engineer II, 14EOC66281
- Navigator (RHA), 12EOC64950
- Operations Manager, 12EP72117
- Police Investigator, 13EP71279
- Principal Account Clerk, 12EP79447
- Public Safety Aide, 12EOC65868
- Senior Account Clerk/RHA, 13EOC60200
- Senior City Planner, 14EOC66279
- Senior Retrieval Room Aide/ Part Time, 13EOC61449
- Senior Retrieval Room Aide/ Part Time, 13EP73554
- Supervisor of Administrative Services, 12EP72121

- VII. Request for extension of temporary positions: **None**
- VIII. Transfers: **None**
- IX. Reinstatement requests: **None**
- X. **Commission Meeting Schedule for January – June 2016**

THE END