

**CIVIL SERVICE COMMISSION  
MINUTES  
Thursday, March 24, 2016  
3:30 P.M., ROOM 102A, CITY HALL**

**PRESENT: Commissioners:** Sally Partner (Chair)  
Alan Caine  
John Feola  
Fernan Cepero

**IN ATTENDANCE:** Tassie Demps, Executive Secretary  
Yvette Green, Law Department  
Deborah Callerame, Senior Human Resource Consultant  
Sgt. Darlene Rogers, Rochester Police Department

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 February 18, 2016.
- II. The Commission reviewed the following items of correspondence: **None**
- III. The following classifications/reclassifications were approved as presented:

Administration/DHRM Classify: (1)	Benefits Assistant/Temporary (3/28/16 – 6/30/16) Br. 16 (\$40,154 - \$51,541) Competitive
ECD/911 Call Center Classify: (1)	Public Safety Communicator I/Bilingual Br. 110 (\$29,268 - \$45,194) Competitive
DES/Commissioner's Office Classify: (1)	Assistant to the Commissioner/Temporary (4/1/16 – 6/30/16) Br. 28 (\$67,633 - \$89,178) Competitive
DES/Commissioner's Office/Security Classify: (5)	Security Guard/Seasonal Br. P528 (\$13.94 - \$14.82) Non-Competitive
DES/Commissioner's Office/Security Classify: (5)	Security Guard/Part-Time Br. P752 (\$13.94 - \$15.76) Non-Competitive
DES/Architecture & Engineering Classify: (1)	Accountant Br. 17 (\$41,369 - \$53,604) Competitive

DES/Operations/Director's Office Classify: (1)	GIS Analyst/Temporary (3/27/16 – 3/26/17) Br. 20 (\$45,585 - \$60,427) Competitive
DES/Operations/Special Services Classify: (1)	Ground Equipment Operator/Temporary (3/6/16 – 6/30/16) Br. 52 (\$13.94 - \$16.96) Non-Competitive
DES/Operations/Special Services Classify: (1)	Operations Worker/Temporary (3/6/16 – 6/30/16) Br. 41 (\$16.26 - \$20.41) Non-Competitive
DES/Water/Engineering Classify: (1)	Principal Engineering Technician/CADD Br. 18 (\$42,758 - \$55,808) Competitive
NBD/Business & Housing Development Classify: (1)	Manager of Contract Services Br. 27 (\$64,964 - \$85,659) Competitive
NBD/Business & Housing Development Classify: (1)	Principal Staff Assistant/On-Call/Temporary (4/18/16 – 4/17/17) Br. 298 (\$33.84 - \$44.62) Competitive
NBD/Planning & Zoning Classify: (1)	Principal Staff Assistant Br. 29 (\$33.84 - \$44.62) Competitive
NBD/Inspection & Compliance Classify: (1)	Clerk III / Typing Br. 7 (\$31,132 - \$38,919) Competitive
Information Technology Classify: (1)	Application Services Manager / On Call /Temporary (4/11/16 – 4/10/17) Br. N318 (\$36.75 - \$48.45) Competitive
FINANCE/Accounting: Classify: (1)	Accountant Br. 17 (\$41,369 - \$53,604) Competitive
DRYS: Recreation Administration Classify (2)	Project Assistant/Seasonal Br. N120 (\$16.45 – \$21.99) (3/24/16-6/30/16) Non-Competitive
DRYS: BEST & Y.S Classify: (1)	Clerk III/Temporary Br. 7 (\$31,132 - \$38,919) (4/24/16-10/8/16) Competitive
<u>RPD/Administration/Research &amp; Evaluation</u> <u>Classify: (1)</u> <b>WITHDRAWN</b>	<u>Application Services Analyst I</u> <u>Br. 25 (\$59,667 - \$78,673)</u> <u>Competitive</u> <b>WITHDRAWN</b>

RPD/Administration/Personnel Classify: (1)	Clerk I Br. 11 (\$34,423-\$43,879) Competitive
Rochester Housing Authority Classify: (3)	Clerk II / Bilingual Br. 9X (\$27,769 - \$38,670) Competitive
Rochester Housing Authority Classify: (1)	Purchasing Agent (RHA) Br. 23 (\$53,375 - \$66,024)
Rochester Housing Authority Classify: (1)	Account Clerk Br. 7X (\$26,444 - \$36,162) Competitive
Rochester Housing Authority Classify: (4)	Maintenance Laborer Br. 56Y (\$25,772 - \$32,616) Labor

IV. The Commission adopted the following job specifications:

- Deputy Fire Chief
- Integrity Compliance Officer
- Purchasing Agent (RHA)
- Resource Collector

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

- Engineer II – OC -63253
- Human Services Specialist/RHA – OC-63700
- Manager of Youth Outreach and Violence Prevention, 15EOC63542
- Youth Services Manager – OC-63811

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

- Engineer II, 15EP70929

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

- ❖ 911 Dispatcher II/ECD, 15ELP1506
- ❖ 911 Shift Supervisor, 15ELP1507
- ❖ Accountant, 15EP75485
- ❖ Accountant, 15EOC66237
- ❖ Administrative Secretary, 13EP71808
- ❖ Animal Control Officer, 15EOC65769
- ❖ Assistant Director of Parking, 14EP73671
- ❖ Associate Accountant, 15EOC66238
- ❖ Clerk II/Typing/Bilingual, 13EDCR1308
- ❖ Clerk III/Typing, 15EDCR1510P
- ❖ Clerk III/Typing, 15EDCR1509
- ❖ Code Enforcement Officer Trainee, 15ELOC1502
- ❖ Code Enforcement Officer Trainee/Bilingual, 15ELOC1503
- ❖ Director of Administration & Finance, 14EP73076
- ❖ Director of Human Resources/RHA, 13EOC64267
- ❖ Dispatcher, 13EOC61448
- ❖ Family Self Sufficiency Supervisor/RHA, 14EP73031
- ❖ Housing Manager II/RHA, 14EOC61636
- ❖ Housing Manager III/RHA, 14EP71429
- ❖ Junior Accountant, 14EP73475
- ❖ Junior Accountant, 14EOC61258
- ❖ Labor Relations Specialist, 13EOC66566
- ❖ Lead Police Information Clerk, 15EP74035
- ❖ Management Trainee, 15ELOC1501
- ❖ Meter Reader, 13EOC61673
- ❖ Parking Enforcement Officer, 15EOC60563
- ❖ Police Information Clerk, 15EOC62767
- ❖ Police Paralegal/Bilingual, 14EOC64589
- ❖ Property Manager/RHA, 14EP73227
- ❖ Secretary to the Director of Communications, 13EP71721
- ❖ Senior Accountant, 14EOC61698
- ❖ Senior Accountant, 14EP73649
- ❖ Senior Field Auditor, 15EOC66263
- ❖ Senior Forestry Worker, 15EOC60599
- ❖ Senior Forestry Worker, 15EP73224
- ❖ Senior Human Resource Consultant, 13EOC67774
- ❖ Supervisor of Electrical Trades, 13EOC66611
- ❖ Water Operations Supervisor, 14EP72480

VIII. The Commission approved the reinstatement request for Kumar Thavakumar to the title of Application Service Manager/on Call/Temporary.

**The meeting was adjourned at 3:40 PM**

Respectfully submitted,

*Deborah Callerame*

Deborah Callerame  
Senior Human Resource Consultant

**THE END**