

CIVIL SERVICE COMMISSION
GENERAL SESSION AGENDA
Thursday, August 24, 2017
3:30 P.M., ROOM 102A, CITY HALL

- I. Approval of the minutes of the meeting (General and Executive) on July 27, 2017.
- II. Commission Correspondence: **None**
- III. Classification/Reclassification:

Administration/Communications Classify: (1)	Associate Communications Assistant Br. 24 (\$57,751 - \$76,148) Competitive
DES/Commissioner's Office/Security Classify: (1)	Clerk III/Typing/Seasonal Br. N070 (\$17.44 - \$19.73) Non-Competitive
DES/Architecture & Engineering Classify: (1)	Senior Engineer/Street Design/On-Call/Temporary (7/24/17 – 12/31/17) Br. N298 (\$34.18 - \$45.07) Competitive
NBD/Buildings & Zoning Classify: (1)	Code Enforcement Officer/Part-Time Br. P721 (\$23.25 - \$30.86) Competitive
FINANCE/Accounting Classify: (1)	Clerk II Br. 9 (\$33,346 - \$42,098) Competitive
FINANCE/Parking Classify: (1)	Administrative Assistant Br. 16 (\$40,957 - \$52,572) Competitive
RPD/Operations/Family & Victim Services Section Classify: (1)	Victim Assistance Counselor/Temporary (2/1/2018-7/30/2018) Br. 14 (\$38,394 - \$49,313) Competitive
RPD/Operations/Family & Victim Services Section Classify: (1)	Victim Assistance Counselor/Bilingual/Temporary (10/1/2017-6/30/18) Br. 14 (\$38,394 - \$49,313) Competitive
RPD/Operations/Patrol Classify: (25)	Police Officer Br. 090 (\$41,985-\$73,315) Competitive

IV. Adoption of Job Specifications: **None**

V. **A.** Establishment of Civil Service Eligible List(s):

- Police Sergeant, 17ELP1705
- Senior Human Resource Consultant/Bilingual, 17EOC68224

B. Close-Out of Examination Process:

- Senior Human Resource Consultant/Bilingual, 17EP71644

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

- 911 Operations Manager, 15ELP1508
- Administrative Secretary, 16EP70882
- Administrative Secretary/Bilingual, 16EP70881
- Clerk III/Bilingual, 15EOC66285
- Equipment Trainer, 14EOC61436
- Human Resource Coordinator, 16EP71123
- Library Cataloging Clerk II, 16EOC63405
- Mail Room Coordinator, 16EOC64139
- Police Lieutenant, 16ELP1614
- Process Improvement Specialist, 16EOC66104
- Receptionist Typist, 14EOC61452
- Senior Crime Research Specialist, 16EP74296
- Service Manager, 14EP72294
- Service Representative/Bilingual, 15EOC66325

VII. Request for Extension of Temporary Positions:

- One position of Animal Control Officer (encumbered by Gregory Emerick) in the Rochester Police Department/Operations.
- One position of Animal Care Technician (encumbered by Michelle Bianchi & Heather Smeltzer) in the Rochester Police Department/Operations.

VIII. Transfers: **None**

IX. Reinstatement Requests:

- The Rochester Police Department is requesting the reinstatement of Steve Small to title of Public Safety Aide/Part-Time
- The Rochester Police Department is requesting the reinstatement of Erica Gnam to the title of Public Safety Aide/Part-Time
- The Emergency Communication Department is requesting the reinstatement of Eric Alderman to the title of 911 Telecommunicator.
- The Neighborhood and Business Development Department is requesting the reinstatement of Peter Saxe to the title of Code Enforcement Officer/Part Time.

THE END