

CIVIL SERVICE COMMISSION  
**GENERAL SESSION**  
**MINUTES**  
**March 25, 2021**  
3:30 P.M., ZOOM MEETING, CITY HALL

PRESENT: Commissioners: Fernan Cepero (Chair)  
John Feola  
Carol Kramer

IN ATTENDANCE: Tassie Demps, Executive Secretary  
Dr. Rose Nichols, Deputy Director – DHRM  
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 (General Session) on February 25, 2021.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassifications were approved as presented:

City Council & Clerk/City Council Classify: (1)	Legal Counsel to City Council/Police Accountability Board Br. 30 (\$78,703 - \$103,775) CPUN
DES/Commissioner's Office/Security Classify: (1)	Senior Security Guard/On-Call Br. 618N (\$18.25 - \$20.73) Non-Competitive
DES/Architecture & Engineering Classify: (1)	Senior Supervisor of Mapping Br. 24 (\$61,286 - \$80,808) Competitive
DES/Architecture & Engineering Classify: (3)	Engineering Aide/Temporary (Temporary 1 Year) Br. 8 (\$35,129 - \$44,213) Competitive
DES/Operations/Solid Waste Classify: (1)	Code Enforcement Inspector/Seasonal (Seasonal 8 Months) Br. 618N (\$18.25 - \$20.73) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Assistant to the Manager of Building Services/Temporary (Temporary to 6/30/21) Br. 20 (\$50,331 - \$66,717) Competitive

DES/Buildings & Parks/Building Services Classify: (1)	Building Maintenance Helper/Temporary (Temporary 1 Year) Br. 52 (\$15.39 - \$18.73) Labor
DES/Water/Distribution Classify: (1)	Water Operations Supervisor/Temporary (Temporary 6 Months) Br. 18 (\$47,210 - \$61,615) Competitive
DRHS/Recreation/Aquatics Classify: (3)	Ground Equipment Operator/Seasonal (5/24/21-9/12/21) Br. 362 (\$16.22) Non-Competitive
DRHS/Recreation/Aquatics Classify: (1)	Beach Manager/Seasonal (4/5/21-9/12/21) Br. 850 (\$20.97) Non-Competitive
DRHS/Recreation/Aquatics Classify: (2)	Assistant Beach Manager/Seasonal (4/19/21 - 9/12/21) Br. 840 (\$16.97 - \$17.99) Non-Competitive
DRHS/Recreation/Aquatics Classify: (2)	Beach Lifeguard Captain/Seasonal (6/14/21 – 9/12/21) Br. 836 (\$15.93 - \$16.93) Non-Competitive
DRHS/Recreation/Aquatics Classify: (12)	Beach Lifeguard/Seasonal (6/4/21-9/12/21) Br. 826 (\$12.38 - \$13.37) Non-Competitive
DRHS/Recreation/Aquatics Classify: (2)	Beach Lifeguard Lieutenant/Seasonal (6/14/21-9/12/21) Br. 831 (\$14.16 - \$15.13) Non-Competitive
DRHS/Recreation/Aquatics Classify: (1)	Laborer/Seasonal (5/16/21-9/12/21) Br. 456 (\$12.50) Labor
DRHS/Commissioner's Office/Public Market Classify: (1)	Ground Equipment Operator/Part-Time Br. 756 (\$16.54 - \$18.73) Non-Competitive
DRHS/Commissioner's Office Classify: (5)	Emergency Response Social Worker/On- Call Br. 238 (\$28.24 - \$37.23) Competitive
DRHS/Commissioner's Office Classify: (2)	Emergency Response Social Worker/Temporary (Temporary until 6/30/21) Br. 23 (\$58,734 - \$77,445) Competitive

Rochester Housing Authority (RHA)/Human Resources Department Classify: (1)	Director of Administration - RHA (\$91,000 - \$127,616) CPNC
---	--

**IV.** The Commission adopted the following Job Specification:

- Executive Director/RHA

**V.** The Commission affirmed the extension of the following Civil Service Eligible Lists for one year unless replaced with a new list(s):

- 911 Shift Supervisor, 20ELP2004
- Animal Control Officer, 19EOC61668
- Animal Services Client Specialist, 19EOC62972
- Assistant Library Director III, 18EOC66526
- Assistant Supervisor of Markets, 19EOC68427
- Associate Library Director, 20EOC61299
- Battalion Chief, 18EP78541
- Benefits Assistant, 18EOC60677
- Building Maintenance Supervisor/RHA, 19EOC67469
- Cemetery Service Representative, 19EOC68434
- Clerk II, 19EP73734
- Clerk III/Typing, 19EDCR1904
- Clerk III/Typing, 19EDCR1907P
- Communications Research Assistant, 18EOC61777
- Digital Media Associate, 18EOC63203
- Digital Media Specialist, 18EOC66201
- Engineer I, 18EOC65983
- Engineer III, 18EOC65402
- Engineer III, 18EP78161
- Human Resource Associate, 18EOC60668
- Human Resource Associate/Bilingual, 18EOC60669
- Labor Relations Specialist, 19EOC63965
- Lead Police Information Clerk, 19EP73907
- Mail Room Clerk/RHA, 19EOC69138
- Manager of Building Services, 19EP73517
- Parking Enforcement Officer, 19EOC67100
- Parking Enforcement Supervisor, 19EP73542
- Personnel Management Assistant, 18EP78890
- Personnel Management Supervisor, 18EP70996

**V.** The Commission affirmed the extension of the following Civil Service Eligible Lists for one year unless replaced with a new list(s) (**Continued**):

- Police Information Clerk, 19EOC68745
- Public Safety Aide/PT, 19EOC69543
- Recreation Center Director, 18EP78593
- Recreation Supervisor, 18EP78594
- Recreation Supervisor/Bilingual, 18EP78595
- Senior Human Resource Associate, 18EOC68419
- Senior Human Resource Consultant, 19EOC64389
- Senior Human Resource Consultant, 19EP70691
- Senior Property Rehabilitation Specialist/RHA, 18EOC68417
- Superintendent of Water Distribution, 18EOC63880
- Superintendent of Water Distribution, 18EP71055
- Supervisor of Structures and Equipment, 19EOC66832
- Supervisor of Structures and Equipment, 19EP73493
- Water Distribution Trainee, 18EOC63298
- Water Operations Supervisor, 18EOC69297
- Water Operations Supervisor, 18EP77793

**VI.** The Commission approved the following Request for Voluntary Demotion:

- Michael Cerretto, Director of the Emergency Communications Department, requested the voluntary demotion of Casey Leader from 911 Dispatcher I to 911 Telecommunicator.

**The meeting was adjourned at 3:45 PM**

Respectfully Submitted,

*Deborah Callerame*

Deborah Callerame  
Senior Human Resource Consultant