

**CIVIL SERVICE COMMISSION
MINUTES
Thursday, January 19, 2012
3:30 P.M., ROOM 102A, CITY HALL**

PRESENT: Commissioners: Elizabeth Ortiz, Chair
Alan Caine
Sally Partner
John Feola

STAFF SUPPORT: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Thomas Johnson, Human Resource Coordinator
Deborah Callerame, Human Resource Consultant

The Civil Service meeting was called to order at 3:30 PM.

- I. The Commission approved the minutes of the meeting (regular and executive) on December 15, 2011.
- II. The Commission reviewed the following item of correspondence:
 - Rules of the Civil Service Commission, updates to reflect all changes through 2011.
- III. The Commission approved the following requests for classification/reclassification:

ADMIN/BHRM Re-Classify	(1)	Senior Human Resource Consultant Br 24 \$53,348 - \$70,342 Competitive TO Human Resource Coordinator Br 26 \$58,089 - \$76,594 Competitive
ADMIN/BHRM Re-Classify	(1)	Human Resource Assistant Br 16 \$37,462 - \$48,087 Competitive TO Human Resource Consultant I Br 18 \$39,893 - \$52,069 Competitive
ADMIN/BHRM Re-Classify	(1)	Clerk II/Typing (C) Br 9 \$30,501 - \$38,507 Competitive TO Human Resource Associate (C) Br 12 \$33,049 - \$42,362 Competitive

III. The Commission approved the following requests for classification/reclassification:
 (continued):

ADMIN/BHRM Classify (1)	Receptionist Typist (C) Br 6 \$28,308 - \$35,347 TO Clerk III/Typing/Bilingual (C) Br 7 \$29,046 - \$36,311 Competitive
ADM/Communications Re-Classify (1)	Senior Graphic Designer Br 21 \$44,229 - \$58,715 Non-Competitive TO Principal Graphic Designer Br 23 \$51,126 - \$67,413 Competitive
DES/Engineering Services/St. Lighting Re-Classify (1)	Clerk III/Typing Br 7 \$29,045 - \$36,311 Competitive TO Clerk II/Typing Br 9 \$30,501 - \$38,507 Competitive
DES/Commissioner's Office/Cemeteries Classify (1)	Cemetery Operations Supervisor/Temporary (Temporary - 3 months) Br 19 \$41,105 - \$54,172 Competitive
DES/Commissioner's Office/Cemeteries Classify (1)	Grounds Equipment Operator/Temporary (Temporary - 3 months) Br 56 \$13.98 - \$17.21 Non-Competitive
DES/Operations & Parks/Building Services Classify (1)	Clerk III/Typing/Seasonal Br 070 \$15.95 - \$18.04 Non-Competitive
DES/Operations & Parks/Building Services Classify (1)	Maintenance Mechanic/Temporary (Temporary - 6 months) Br 57 \$14.31 - \$17.86 Non-Competitive

III. The Commission approved the following requests for classification/reclassification:
 (continued):

DES/Operations & Parks/Building Services Classify (1)	Supervisor of Structures & Equip./Temporary (Temporary – 6 months) Br 21 \$44,229 - \$58,715 Competitive
DES/Operations & Parks/Equipment Ser. Classify (1)	Assistant Service Manager/Temporary (Temporary – 6 months) Br 23 \$51,126 – \$67,413 Competitive
DES/Operations & Parks/Parks Division Classify (1)	Operations Supervisor Br 19 \$41,105 - \$54,172 Competitive
DES/Operations & Parks/Special Services Classify (1)	Dispatcher/Seasonal Br P648 \$16.95 - \$19.13 Non-Competitive
DES/Water/Distribution Re-Classify (1)	Clerk II Br 9 \$30,501 - \$38,507 Competitive TO Clerk I Br 11 \$32,116 - \$40,938 Competitive
DRYS/Recreation Classify (1)	Grant Support Associate/Temporary (Temporary – 7 months) Br 10 \$31,263 – \$39,702 Competitive
DRYS/Recreation Classify (2)	Grant Support Associate Br 10 \$31,263 – \$39,702 Competitive
DRYS/Youth Services Classify (10)	Youth Worker/Seasonal Br P353 \$7.85 Labor
ITD/Application Services Classify (1)	Application Services Analyst II/On-Call Br 27 \$60,611 - \$79,919 Competitive

III. The Commission approved the following requests for classification/reclassification:
 (continued):

RPL/Central/Local History Classify	(1)	Historical Services Consultant Br 24 \$53,348 - \$70,342 Competitive
RHA Classify	(1)	Director of Information Technology/RHA 70,000 – 84,000 Competitive

IV. The Civil Service Commission adopted the following Job Specifications:

- Communications Aide
- Director of Information Technology/RHA
- Historical Services Consultant
- IT Control Assistant
- Manager of Internal Audit
- Secretary to Director of Communications
- Senior Elevator Inspector

V. A. The Commission established the following Civil Service Eligible Lists for one year unless extended:

- Associate Real Estate Specialist, 11EOC64869
- Clerk II, 11EP79444
- Clerk II/Bilingual, 11EP79445
- Clerk II/Bilingual, 11EOC64716

B. The Commission acknowledged the close out of the examination process listed below, with no successful candidates:

- Associate Real Estate Specialist, 11EP79478

VI. Request for Extension of Civil Service Eligible Lists(s): NONE

VII. The Commission approved a request to extend the following temporary position:

- Request to extend temporary position of Real Property Appraiser emcumbered by Enza Mineo from 1/6/12 – 4/30/12 (total of eight (8) months)

VIII. Transfers: NONE

IX. Reinstatement requests: NONE

- X. The Civil Service entered into EXECUTIVE SESSION to review recommendations for disqualification (911 Telecommunicator/Dispatcher I) candidates.

Meeting was adjourned at 3:50 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Thomas Johnson", with a long horizontal flourish extending to the right.

Thomas Johnson
Human Resource Coordinator