

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

- I. Approval of the minutes of the meeting (regular and executive) on February 23, 2017
- II. Commission Correspondence: **None**
- III. Classification/Reclassification:

Administration/Law Classify: (1)	Municipal Attorney I Br. 25 (\$60,264 - \$79,459) Exempt
DES/Buildings & Park/Cemeteries Classify: (1)	Assistant Operations Superintendent Br. 23 (\$55,346 - \$72,977) Competitive
DES/Buildings & Park/Cemeteries Classify: (1)	Ground Equipment Operator/Temporary (4/10/17 – 6/30/17) Br. 56 (\$15.28 - \$18.82) Non-Competitive
DES/Architecture & Engineering/Engineering Classify: (1)	Senior Engineer/Construction/On- Call//Temporary (4/10/17 – 12/31/17) Br. N298 (\$34.18 - \$45.07) Competitive
DES/Equipment Services Classify: (3)	Youth Worker/Seasonal Br. 953 (\$9.70) Labor
Library/Central/Shipping Classify: (1)	Library Assistant Br. 14 (\$38,394 - \$49,314) Competitive
Information Technology Classify: (1)	Application Services Manager/On Call Br. N318 (\$37.11 - \$48.94) Competitive
Information Technology Classify: (1)	Systems Engineer/On Call Br. N308 (\$35.66 - \$47.01) Competitive
NBD/Business & Housing Development Classify: (1)	Community Housing Planner/Bilingual Br. 20 (\$46,497 - \$61,636) Competitive
NBD/Inspection & Compliance Classify: (1)	Code Enforcement Officer/Trainee/Temporary (4/1/17 – 3/31/18) Br. 18 (\$43,614 - \$56,924) Competitive
Finance/Accounting Classify: (1)	Associate Accountant Br. 24 (\$57,751 - \$76,148) Competitive

DRYS/BEST Classify: (1)	Project Assistant/Temporary (3/6/17-5/28/17) Br.12 (\$36,131 - \$46,313) Competitive
RPD/Operations/Animal Services Classify: (1)	Animal Control Officer/Temporary (3/31/17 – 6/20/17) Br. 12 (\$36,131 - \$46,313) Competitive

**IV.** Adoption of Job Specifications:

- Stock Clerk /RHA

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

- Administrative Analyst, 16EP72918
- Associate Administrative Analyst, 16EP72920
- EMD Quality Improvement Coordinator II, 17ELOC1704
- Police Officer, ECRT7080J
- Police Officer, ECRT7080M
- Principal Account Clerk, 16EP70997
- Principal Staff Assistant, 16EP71727
- Professional Development Specialist, 16EOC63652
- Professional Development Specialist/Bilingual, 16EOC63653
- Recreation Center Director, 16EP72501
- Recreation Leader, 16EOC69060
- Recreation Leader/Bilingual, 16EOC69062
- Senior Administrative Analyst, 16EP72921
- Senior Professional Development Specialist, 16EOC63688
- Senior Recreation Supervisor, 16EP71027

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

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

- 911 Dispatcher II/ECD, 15ELP1506
- 911 Shift Supervisor, 15ELP1507
- Accountant, 15EP75485
- Accountant, 15EOC66237
- Animal Control Officer, 15EOC65769
- Assistant Director of Parking, 14EP73671
- Associate Accountant, 15EOC66238
- Battalion Chief, 15EP74662
- Clerk II/Typing, 16EDCR1611P
- Clerk II/Typing/Bilingual, 16EDCR1609
- Clerk II/Typing/Bilingual/RHA, 16EDCR1613P
- Clerk II/Typing/RHA, 16EDCR1612P
- Code Enforcement Officer Trainee, 15ELOC1502
- Code Enforcement Officer Trainee/Bilingual, 15ELOC1503
- Director of Administration & Finance, 14EP73076
- Family Self Sufficiency Supervisor/RHA, 14EP73031
- Firefighter Trainee, 16ELOC1616
- Housing Manager II/RHA, 14EOC61636
- Housing Manager III/RHA, 14EP71429
- Junior Accountant, 14EP73475
- Junior Accountant, 14EOC61258
- Lead Police Information Clerk, 15EP74035
- Management Trainee, 15ELOC1501
- Parking Enforcement Officer, 15EOC60563
- Police Information Clerk, 15EOC62767
- Police Paralegal, 16EOC67497
- Principal Graphic Designer, 16EP71927
- Principal Graphic Designer, 16EOC65429
- Property Manager/RHA, 14EP73227
- Senior Accountant, 14EOC61698
- Senior Accountant, 14EP73649
- Senior Field Auditor, 15EOC66263
- Senior Forestry Worker, 15EOC60599
- Senior Forestry Worker, 15EP73224
- Senior Human Resource Consultant, 13EOC67774

**VII.** Request for Extension of Temporary Positions:

- Two positions of Public Art Coordinator/Seasonal (encumbered by Lisa Barker and Justin Suarez) in the Department of Youth and Recreation/ Recreation Administration.

**VIII. Transfers: None**

**IX. Reinstatement Requests:**

- The Emergency Communications Departments Director, John Merklinger is requesting the reinstatement of Mary Pettenski to the title of Dispatcher I/Part time, to fill an opening in the 911 Call Center.
- The Emergency Communications Departments director, John Merklinger is requesting the reinstatement of Stephen Wegman to the title of Telecommunicator/Part time, to fill an opening in the 911 Call Center.
- The Information Technology Departments, Chief Information Officer Lisa Bobo is requesting the reinstatement of Kenneth Ehmann to the title of Systems Engineer IV/ On Call to fill an opening in the IT Department.
- The Information Technology Departments, Chief Information Officer Lisa Bobo is requesting the reinstatement of Kumar Thavakumar to the title Applications Services Manager/ On Call to fill an opening in the IT Department.

**X. Request to Use Monroe County Civil Eligible List:**

- The Department of Human Resource Management is requesting permission to certify the Assistant Payroll Supervisor Civil Service Examination for Monroe County as the most appropriate eligible list to use to fill the title of Payroll Systems Supervisor at the City of Rochester. A provisional appointment is currently being held by Jaclyn Jakubowski, (Provisional) Payroll Systems Supervisor in the Department of Finance; Accounting Bureau.

THE END