

**CIVIL SERVICE COMMISSION
MINUTES
Thursday, October 18, 2012
3:30 P.M., ROOM 102A, CITY HALL**

PRESENT: Commissioners: Elizabeth Ortiz, Chair
Alan Caine
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 September 20, 2012 and special Executive Session held on September 27, 2012.
- II. The Civil Service Commission reviewed the following items of correspondence:
 - Letter to Robert Slick from Thomas Johnson re: reclassification of his present position from Water Plant Operator to Senior Water Plant Operator
 - Letter filed with Judge Telesca by Corporation Counsel Robert Bergin (October 5, 2012) summarizing the status of the Police Officer Consent Decree
- III. The Commission approved the following requests for classification/reclassification:

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| ADM/Communications Classify | (1) | Communications Assistant/On-Call/Temporary (Temporary – 4 months) Br N180 \$22.14 - \$28.89 Competitive |
| DRYS/Recreation Administration Classify | (1) | Clerk II/Typing/On-Call/Temporary (Temporary – 3 months) Br N090 \$16.93 - \$19.13 Competitive |
| DES/Commissioner's Office Classify | (1) | Cemetery Sales Counselor/Temporary (Temporary – to 6/30/13) Br 12 \$33,049 - \$42,362 Non-Competitive |
| DES/Operations & Parks/Building Services Classify | (1) | Research Assistant/Temporary (Temporary – 1 year) Br 16 \$37,463 - \$48,088 Competitive |

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

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|--|-----|---|
| DES/Operations & Parks/Building Services Classify | (1) | Senior Maintenance Mechanic/Carpenter/ Temporary (Temporary – 6 months) Br 65 \$17.53 - \$22.18 Non-Competitive |
| DES/Water/Distribution Classify | (1) | Supervising Water Distribution Technician Br 18 \$39,893 - \$52,069 Competitive |
| DES/Water/Upland Re- Classify | (1) | Water Plant Operator Br 16 \$37,463 - \$48,088 Competitive TO Senior Water Plant Operator Br 18 \$39,893 - \$52,069 Competitive |
| RFD/Suppression Classify | (6) | Firefighters Br 80 \$38,190 - \$66,691 Competitive |
| RPD/Administration Classify | (1) | Administrative Secretary Br 13 \$34,062 - \$43,638 Competitive |
| RPD/Operations Classify | (1) | Police Sergeant/Temporary (Temporary – 3 months) Br 92 \$73,165 - \$77,577 Competitive |
| RPD/Operations/Animal Services Classify | (1) | Assistant Supervisor/Animal Control/ Temporary (Temporary – 9 months) Br 14 \$35,119 – 45,107 Competitive |
| RPD/Operations/FVSS Classify | (1) | Crisis Counseling Coordinator Br 20 \$42,531 - \$56,378 Competitive |

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

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|-------------------------------------|-----|---|
| RPD/Operations/East Classify | (1) | Police Lieutenant/Temporary (Temporary – 6 months) Br 94 \$82,736 - \$87,724 Competitive |
| RPD/Operations/East Classify | (1) | Police Sergeant/Temporary (Temporary – up to 3 months) Br 92 \$73,165 - \$77,577 Competitive |
| RPD/Operations/Security Classify | (2) | Security Guard/Temporary (Temporary – 3+ months) Br 52 \$13.01 - \$15.83 Non-Competitive |
| RPL/Community/Sully Classify | (1) | Librarian II/Temporary (Temporary – 3 months) Br 20 \$42,531 - \$56,378 Competitive |
| RHA/ Classify | (1) | Accountant \$35,000 - \$46,000 Competitive |
| RHA/ Classify | (3) | Clerk I \$29,239 - \$40,323 Competitive |
| RHA/ Classify | (1) | Clerk II/Bilingual \$27,769 - \$38,670 Competitive |
| RHA/ Classify | (1) | Clerk II/Typing \$27,769 - \$38,670 Competitive |
| RHA/ Classify | (2) | Housing Specialist \$31,000 - \$43,528 Competitive |

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

Assistant Program Development Specialist
Crisis Counseling Coordinator
Labor Relations Specialist
Youth Camp Supervisor

V. A. Establishment of Civil Service Eligible List(s): NONE

B. Close-out of examination process: NONE

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

VII. The Civil Service Commission approved requests to extend the following temporary positions:

- Request to extend the position of Cleaner/Temporary (LIB) from 10/8/12 – 11/8/12
- Request to extend the position of Clerk II/On-Call/Temporary (DES) from 10/1/12 – 11/2/12

VIII. Transfers: NONE

IX. Reinstatement requests: NONE

X. The Commission approved Resolution for placement of certain positions outside the competitive class:

Beach Manager
Assistant Beach Manager
Beach Lifeguard
Beach Lifeguard Captain
Beach Lifeguard Lieutenant
Senior Recreation Assistant

A. Public Hearing - there were no speakers

B. Vote on Resolution - approved for submission to NYS Commission for Consideration

- XI. The Civil Service Commission approved the Civil Service meeting dates for
January 2013 – June 2013

Meeting was adjourned at 4:45 PM.

Respectfully submitted,

Handwritten signature of Deborah A. Callame in cursive script, followed by a small flourish.

Thomas Johnson
Human Resource Coordinator