

CIVIL SERVICE COMMISSION
MINUTES
Thursday, April 24, 2014
3:30 P.M., ROOM 102A, CITY HALL

PRESENT: Commissioners: Sally Partner (Chair)
Alan Caine
John Feola

STAFF SUPPORT: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Deborah Callerame, Senior HR Consultant

The Civil Service Commission meeting was called to order at **3:30 pm.**

I. The Commission approved the minutes of the meeting (regular and executive session) on **March 27, 2014**

II. The Commission reviewed the following items of correspondence: **None**

III. The following classifications/reclassifications were approved as presented:

ADMIN/DHRM Classify: (1)	Clerk III/Typing/Temporary (c) (3/17/14 – 6/13/14) Br. 7 (\$30,219 - \$37,778) Competitive
ECD/911 Classify: (5)	911 Telecommunicator Br. 110 (\$28,410 - \$43,869) Competitive
ECD/311 Call Center Classify: (1)	Service Representative Bilingual/Seasonal Br. N128 (\$16.53 - \$18.69 / hr) Competitive
ECD/311 Call Center Classify: (1)	Service Representative Temporary (3/16/14 – 6/30/14) Br. 12 (\$34,384 - \$44,073) Competitive
DES/Commissioner's Office/Environmental Quality Reclassify: (1)	Senior City Planner Br. 24 (\$54,959 - \$72,467) Competitive To Senior Environmental Specialist/Planner Br. 27 (\$62,442 - \$82,332) Competitive

DES/Commissioner's Office/Cemeteries Classify: (2)	Cemetery Crew Leader/Seasonal Br. P455 (\$11.70 / hr) Non-Competitive
DES/Architecture & Engineering Classify: (1)	Assistant City Engineer Br.32 (\$76,484 - \$100,846) Competitive
DES/Operations & Parks/Special Services Classify: (1)	Operations Superintendent/Street Maintenance Br. 25 (\$57,349 - \$75,618) Competitive
DES/Operations & Parks/Special Services Classify: (1)	Assistant Operations Superintendent Br. 23 (\$52,670 - \$69,449) Competitive
DES/Operations & Parks/Special Services Classify: (1)	Assistant to the Director of Operations Br. 28 (\$65,007 - \$85,715) Competitive
DES/Operations & Parks/Special Services Classify: (1)	Coordinator of Special Services Br. 26 (\$59,843 - \$78,907) Competitive
DES/Water/Distribution Classify: (1)	Water Service Aide/Seasonal Br. P453 (\$10.14 - \$11.29) Non-Competitive
IT/Technical Infrastructure Classify: (1)	IT Call Center Analyst/Temporary (3/22/14 – 6/30/14) Br. 17 (\$40,156 - \$52,033) Competitive
IT/Application Services Classify: (1)	IT Security Analyst III Br. 29 (\$67,655 - \$89,205) Competitive
NBD/Business & Housing Development Classify: (1)	Legal Assistant/Real Estate Br. 20 (\$44,249 - \$58,656) Competitive
NBD/Inspection & Compliance Classify: (2)	Clerk III/Typing/Temporary (4/7/14 – 6/30/14) Br. 7 (\$30,219 - \$37,778) Competitive
NBD/Inspection & Compliance Classify: (1)	Code Enforcement Coordinator Br. 24 (\$54,959 - \$72,467) Competitive
NBD/Inspection & Compliance Classify: (1)	Senior Service Assistant/Bilingual Br. 11 (\$33,413 - \$42,592) Competitive
NBD/Inspection & Compliance Classify: (4)	Code Enforcement Officer/Trainee Br. 18 (\$41,505 - \$54,5172) Competitive

NBD/Inspection & Compliance Classify: (1)	Code Enforcement Officer/Trainee/Bilingual Br. 18 (\$41,505 - \$54,5172) Competitive
NBD/Inspection & Compliance Classify: (1)	Electrical Inspector/Seasonal Br. P218 (\$22.12 - \$25.02 / hr) Competitive
DRYS Classify: (1)	Clerk III w/Typing/Seasonal (3/24/14 – 6/30/14) Br. 7, \$30,219 - \$37,778 Non-Competitive
DRYS/BEO/Pathways Classify: (1)	Manager of Youth Outreach and Violence Prevention/Temporary Br. 27 \$62,442 - \$82,322 Competitive
RPD/Operations/Security Classify: (1)	Security Guard PT/Temp (Temporary 6 months) Br. P752 \$13.53 - \$15.30 Non-competitive
RPD/Administration/Personnel Classify: (1)	Administrative Assistant/Temp (Temporary 4/2/14 – 7/1/14) Br. 16 \$38,976 - \$50,030 Competitive
RPD/Operations/West Classify: (1)	Police Investigator/Temp (Temporary 4/7/14 – 7/6/14) Br. 191 \$72,665 - \$77,077 Competitive
RPD/Operations/East Classify: (1)	Police Captain/Temp (Temporary 4/28/14 – 7/27/14) Br. 95 \$93,357 - \$98,987 Competitive
RPD/Operations/SIS Classify: (1)	Police Captain/Temp (Temporary 4/30/14 – 7/29/14) Br. 95 \$93,357 - \$98,987 Competitive

IV. The following request was **Withdrawn**:

RPL/Central/Finance Office Reclassify: (1) *****WITHDRAWN*****	Administrative Analyst Br. 20 (\$44,249 - \$58,656) Competitive To Senior Administrative Analyst Br. 24 (\$54,959 - \$72,467) Competitive
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- V. The Commission adopted the following job specifications:
- ◆ Code Enforcement Officer Trainee
 - ◆ Code Enforcement Officer Trainee/Bilingual
 - ◆ Grant Writer
- VI. The Commission established the following eligible list(s) for one (1) year, unless extended:
- ◆ Assistant Director of Parking, 14EP73671
 - ◆ Director of Administration & Finance, 14EP73076
 - ◆ Water Instrumentation Technician, 14EOC60931
- VII. The Commission closed out the following exam process with no successful candidates: **None**
- VIII. The Commission affirmed the extension of the following Civil Service eligible lists for one year unless replaced with a new list: **None**
- IX. The Commission approved the extension of one temporary position of Security Guard, (encumbered by Antoinette Davis) in the Central Library.
- X. The commission approved the reinstatement of David Anne to the title of Public Safety Aide, in the Camera Room and Report Writer (311), Rochester Police Department.
- XI. The commission reviewed the Status Report on Provisionals appointed prior to December 31, 2011

The meeting was adjourned at 4:30 PM

Respectfully submitted,



Deborah Callera

THE END