

CIVIL SERVICE COMMISSION
GENERAL SESSION AGENDA
Thursday, May 25, 2017
3:30 P.M., ROOM 102A, CITY HALL

- I. Approval of the minutes of the meeting (regular and executive) on April 27, 2017.
- II. Commission Correspondence: **None**
- III. Classification/Reclassification:

RFD/Fire Chiefs Office Classify: (1)	Battalion Chief/Temporary (5/26/17 – 8/31/17) Br. 85 (\$102,978 - \$108,087) Competitive
DES/Commissioner's Office Classify: (1)	Supervisor of Administrative Services Br. 26 (\$62,883 - \$82,916) Competitive
DES/Commissioner's Office/Environmental Quality Classify: (1)	Environmental Specialist Br. 23 (\$55,346 - \$72,977) Competitive
DES/Architecture & Engineering Classify: (1)	Principal Staff Assistant Br. 29 (\$71,093 - \$93,737) Competitive
DES/Operations/Director's Office Classify: (1)	Principal Staff Assistant Br. 29 (\$71,093 - \$93,737) Competitive
DES/Buildings & Parks/Cemeteries Classify: (1)	Ground Equipment Operator Br. 56 (\$15.28 - \$18.82) Non-Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Maintenance Worker/Temporary (5/1/17 – 7/29/17) Br. 57 (\$15.65 - \$19.53) Non-Competitive
DES/Water/Director's Office Classify: (1)	Associate Administrative Analyst/On- Call/Temporary (5/1/17 – 6/30/17) Br. N268 (\$30.23 - \$39.86) Competitive
DES/Water/Upland Classify: (1)	Assistant to the Manager of Water Production/On-Call Br. N288 (\$32.84 - \$43.30) Competitive
DES/Equipment Services Classify: (1)	Equipment Mechanic/Part-Time Br. P638 (\$18.07 - \$20.46) Non-Competitive
DES/Equipment Services Classify: (1)	Equipment Trainer/On-Call/Temporary (6/5/17 – 12/31/17) Br. P188 (\$20.97 - \$23.71) Competitive
LIBRARY/Central/Shipping Classify: (1)	Mail Room Clerk/Part-Time/Temporary (5/5/17 – 7/5/17) Br. N095 (\$17.54 - \$20.03) Competitive

INFORMATION TECHNOLOGY Classify: (1)	Information Services Developer Br. 23 (\$55,346 - \$72,977) Competitive
NBD/Commissioner's Office Classify: (1)	Special Assistant to the Commissioner of NBD/Temporary Br. 35 (\$90,720 - \$119,620) Competitive
NBD/Commissioner's Office Classify: (1)	Special Assistant to the Commissioner of NBD/On-Call/Temporary (5/8/17 – 6/30/17) Br. 35 (\$43.62 - \$57.51) Competitive
NBD/Business & Housing Development Classify: (1)	Associate Real Estate Specialist Br. 26 (\$62,883 - \$82,916) Competitive
FINANCE/Assessment Classify: (1)	Clerk II/Typing Br. 9 (\$33,346 - \$42,098) Competitive
FINANCE/Parking Bureau Classify: (1)	Parking Enforcement Officer/Part-time/ Temporary (1 month, end date 6/25/17) Br. P108 (\$16.43 - \$18.57) Competitive
DRYS/Recreation Administration Classify: (20)	Literacy Aide/Seasonal Br. N403 (\$9.70-\$11.51) Non-Competitive
Rochester Housing Authority Classify: (4)	Housing Manager III Range: \$34,000 - \$48,000 Competitive

IV. Adoption of Job Specifications:

- Personnel Management Assistant

V. Establishment of Civil Service Eligible List(s): **None**

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

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

VII. Request for Extension of Temporary positions (Correction**):**

- The Civil Service Commission approved the extension of the Public Arts Coordinator (encumbered by Lisa Baker and Justin Suarez) on March 30, 2017. However, the Department of Recreation and Youth Services provided an incorrect end date. The end date should reflect 7/14/17 not 6/14/17.

VIII. Transfers: None

IX. Reinstatement Requests:

- The Emergency Communications Department has submitted a request for the reinstatement of Jaclyn Finn to the title of 911 Telecommunicator to fill an opening in the 911 Call Center.
- The Department of Environmental Services is requesting permission to reinstate Victoria Wehbring to the title of Supervisor of Administrative Services, effective May 29, 2017.
- The Department of Environmental Services is requesting permission to reinstate Mark Erdle to the title of Assistant to the Manager of Water Production/On-Call, effective May 29, 2017.

X. Delegation of Authority (06/01/2017 – 05/31/2018)

A. Public Hearing

B. Decision on Resolution

XI. Election of a Chair (06/01/2017 – 05/31/2017)

XII. Proposed Civil Service Commission meeting dates for July – December

THE END