

CIVIL SERVICE COMMISSION
****Minutes****
Thursday, August 15, 2013
 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, Human Resource Consultant
 Thomas Johnson, Human Resource Coordinator

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 July 18, 2013

- II. The Commission reviewed items of correspondence:
 - ∞ Letter to Pamela Delaney from Tassie Demps (Executive Secretary) regarding the resolution of concerns voiced about the content of the Senior GIS Analyst/City Planner exam.

- III. The Commission approved the following classification/reclassifications:

DES/Operations & Parks/Special Services Classify (2)	Operations Worker / Temporary (7/1/13 – 12/31/13) Br. 41, \$15.79-\$19.82/Hour Non-Competitive
DES/Operations & Parks/Special Services Classify (2)	Senior Operations Worker / Temporary (7/1/13 – 12/31/13) Br. 62, \$16.74-\$21.15/Hour Non-Competitive
DES/Operations & Parks/Equipment Services Classify (1)	Client Support Analyst Br. 23, \$52,670 - \$69,449 Competitive
DES/Water/Engineering Reclassify (1)	GIS Applications Specialist Br. 20, \$44,249 - \$58,656 Competitive TO Senior GIS Analyst Br. 23, \$52,670 - \$69,449 Competitive

DES/Water/Distribution Classify (1)	Water Maintenance Worker/Construction/Temporary (7/10/13 – 8/10/13) Br. 63, \$17.20-\$21.76/Hour Non-Competitive
DRYS/Recreation/Summer Classify (1)	Senior Recreation Assistant/Seasonal 07/01/13-08/24/13 Br P810, \$13.31-\$14.12/Hour Competitive
DRYS/Recreation Classify (1)	Ground Equipment Operator/Seasonal Br. P362, \$13.85/Hour Non-Competitive
DRYS/Youth Services Classify (1)	Grant Support Associate Br. 13, \$35,438- \$45,400 Competitive
ECD/311 CALL Center Classify: (1)	Service Representative/Temp Temporary 7/14/13 – 1/13/14 Br. 12, \$34,384-\$44,073 Competitive
ECD/911 Center Classify: (3)	911 Dispatcher I Br. 150, \$32,032 - \$49,810 Competitive
NBD/Planning & Zoning Classify (1)	Associate Zoning Analyst Br. 26, \$59,843 - \$78,907 Competitive
NBD/Neighborhood Preservation Classify (1)	Assistant to the NSC Administrator Br. 24, \$54,959 - \$72,467 Competitive
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RPD/OPERATIONS/PATROL CLASSIFY: (2)	Police Sergeant/Temp #1 Temporary 7/8/13-1/7/14 #2 Temporary 7/22/13 – 1/21/14 Br. 92, \$73,165-\$77,577 Competitive
RPD/OPERATIONS/PATROL CLASSIFY: (1)	Police Lieutenant/Temp (Temp 7/29/13 – 1/28/14) Br. 94, \$82,736 - \$87,724 Competitive
RPD/OPERATIONS/PATROL CLASSIFY: (1)	Police Sergeant/Temp (Temp 7/29/13 – 1/27/14) Br. 92, \$73,165 - \$77,577 Competitive

RPD/OPERATIONS/PATROL CLASSIFY: (1)	Police Captain/Temp (Temp 7/29/13 – 1/28/14) Br. 95, \$93,357 - \$98,987 Competitive
RPD/INVESTIGATIONS CLASSIFY: (1)	Police Investigator/Temp (Temp 8/12/13 – 11/11/13) Br. 181, \$72,160 - \$76,572 Competitive
RPL/Central/Local History Classify (1)	Historical Researcher/Temp (Temp TBD – 6/30/14) Br. 18, \$41,505 - \$54,172 Competitive
RHA/Executive Director's Office Classify (1)	Secretary to the Executive Director/RHA \$37,500 - \$52,733 Competitive

IV. The Commission adopted / revised the following job specifications:

- ε Library Area Coordinator
- ε Manager of Water Production
- ε Purchasing Agent
- ε Senior Water Plant Operator
- ε Superintendent of Water Plant Maintenance
- ε Superintendent of Water Supply Maintenance

V. A. The Commission established the following Civil Service Eligible List(s), for one year unless extended:

- Assistant to the NSC Administrator, 13EP72127
- Clerk III, 13EP71796
- Clerk III, 13EOC64852
- Clerk III/Bilingual, 13EOC64854
- IT Transition Analyst, 13EOC16665
- Senior Service Representative / Bilingual, 13EP72203
- Senior Service Representative / Bilingual, 13EP72204
- Service Representative, 13EP72161
- Service Representative, 13EOC66171
- Service Representative / Bilingual, 13EOC66173
- Technology Applications Specialist, 13EOC16666

B. The Commission acknowledged establishment of the Civil Service Preferred List(s):

- Housing Manager, PREF9361
- Navigator, PREF9020
- Receptionist Typist, PREF9115

C. The Commission closed-out the following examination process with no successful candidates:

- Service Representative/Bilingual, 13EP72162

VI. The Commission approved the extension of Civil Service Eligible Lists(s), for one year or until a new list is established: **None**

VII. Request for extension of temporary positions:

- One position of Executive Assistant / On Call / Temp (encumbered by Parameswary Pathmanathan) in the Finance department.
- One position Clerk III / Typing / Temp (encumbered by Paris McGruder) in the Department of Human Resource Management.

VIII. Transfers: **None**

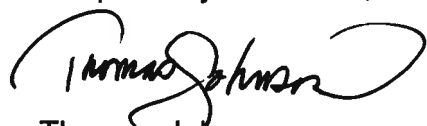
IX. The Commission approved the following reinstatement requests:

- ∞ Glenn Grana - Public Safety Aide
- ∞ Louis Peco - Client Support Analyst

X. The Commission reviewed and discussed the statement of understanding required by Public Safety Psychology. The Police background unit will continue to consult with Yvette Green (Law Department) and William McIntyre, PH.D. (of Public Safety Psychology) toward an acceptable wording for the statement.

The meeting was adjourned at 5:00 PM

Respectfully submitted,



Thomas Johnson
Human Resource Coordinator

THE END