

CIVIL SERVICE COMMISSION  
**GENERAL SESSION MINUTES**  
**Thursday, October 26, 2017**  
3:30 P.M., ROOM 102A, CITY HALL

PRESENT: Commissioners: John Feola (Chair)  
Alan Caine  
Fernan Cepero

IN ATTENDANCE: Yvette Green, Law Department  
Deborah Callera, Senior HR Consultant  
S. Cusen, Emergency Communication Dept.  
Lt. C. Gorman, Rochester Police Department  
Sgt. D. Rogers, Rochester Police Department  
Officer E. Arican, Rochester Police Department

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 September 28, 2017.
- II. The Commission reviewed the following items of **Correspondence: None**
- III. The following **Classifications/Reclassifications** were approved as presented:

Administration/DHRM Classify: (1)	Clerk III/Temporary (10/30/17 – 6/30/18) Br. 7 (\$31,755 - \$39,698) Competitive
Administration/Communications Classify: (1)	Assistant Digital Media Specialist Br. 22 (\$53,042 - \$69,939) Competitive
Administration/Communications Classify: (1)	Junior Speechwriter/Temporary (10/26/17 – 6/30/18) Br. 18 (\$43,614 - \$56,924) Competitive
DES/Commissioner's Office/Security Classify: (1)	Supervising Security Guard/Temporary (10/26/17 – 3/31/18) Br. 16 (\$40,957 - \$52,572) Non-competitive
DES/Operations/Solid Waste Classify: (1)	Clerk III/Temporary (10/30/17 – 6/30/18) Br. 7 (\$31,755 - \$39,698) Competitive

DES/Buildings & Parks/Parks Operations Classify: (1)	Rosarian/Part-Time/Temporary (10/3/17 – 11/26/17) Br. 61 (\$17.20 - \$21.64) Competitive
DES/Equipment Services Classify: (1)	Senior Automotive Maintenance Mechanic Br. 14 (\$38,394 - \$49,314) Non-competitive
NBD/Buildings & Zoning Development Classify: (1)	Clerk II/Typing Br. 9 (\$33,346 - \$42,098) Competitive
NBD/Buildings & Zoning Development Classify: (1)	Clerk III/Temporary (10/30/17 – 6/30/18) Br. 7 (\$31,755 - \$39,698) Competitive
NBD/Buildings & Zoning Development Classify: (1)	Clerk III/Typing/Seasonal (10/16/17 – 12/31/17) Br. 070 (\$17.44 - \$19.73) Competitive
Finance/Traffic Violations Agency Classify: (1)	Executive Director – Traffic Violations Agency Br. 28 (\$68,309 - \$90,069) CPNC
Finance/Traffic Violations Agency Classify: (1)	Municipal Attorney I Br. 25 (\$60,264 - \$79,459) Exempt
DRYS/Commissioner's Office Classify: (1)	Program Coordinator/Temporary Br. 16 (\$40,957-\$52,572) Competitive
DRYS/Recreation Administration Classify: (2)	Youth Worker/Part-Time Br. P353 (\$9.70) Labor
DRYS/BEST Classify: (2)	Pregnancy Prevention Trainer/Temporary Br. 13 (\$37,239-\$47,707) Competitive
DRYS/BEST Classify: (2)	Grants Specialist/Temporary Br. 20 (\$46,497-\$61,636) Competitive

IV. The Commission adopted the following **Job Specifications**:

- Animal Care Technician

V. The Commission established the following **Eligible List(s)** for one (1) year, unless extended:

- 911 Dispatcher II/ECD, 17ELP1706
- 911 Shift Supervisor, 17ELP1707
- Fire Captain, 17EP77249

VI. The Commission affirmed the extension of the following Civil Service **Eligible Lists** for one year unless replaced with a new list:

- Assistant Library Director III, 14EOC65442
- Associate Real Estate Specialist, 16EOC64259
- Associate Real Estate Specialist, 16EP71150
- Business Analyst, 16ELOC1606
- Business Analyst I, 16ELOC1607
- Business Analyst II, 16ELOC1608
- Electrical Inspector, 16EOC66267
- Librarian I/Bilingual (Spanish), 14EOC65444
- Library Assistant, 15EOC62080
- Master Electrician, 16EOC63555
- Senior Water Plant Operator, 14EP72368
- Street Lighting Program Coordinator, 16EP72128
- Water Treatment Supervisor, 14EP74038

VII. The Commission approved the following **Extension of Temporary** position(s):

- One position of Animal Care Technician /Temporary (encumbered by Heather Smeltzer) in the Rochester Police Department /Operations.
- One Position of Animal Control Officer /Temporary (encumbered by Gregory Emerick) in the Rochester Police Department /Operations.

VIII. The Commission approved the following **Reinstatement Request(s)**:

- The Rochester Police Department is requesting permission to reinstate retired Police Officer Nicole (Cookingham) Rivazfar to the title of Public Safety Aide/Part-Time.
- The Emergency Communication Department is requesting permission to reinstate former Public Safety Communicator I /Bilingual Tanisha Rivera to the title of Public Safety Communicator I /Bilingual.

IX. The Commission approved the following **Voluntary Demotion**:

- Patrick Kohl is requesting a voluntary demotion from 911 Dispatcher I to 911 Telecommunicator I.

X. Misc:

- **Prospective Commissioners**; Cynthia Ford and Agnes Perez attended the General Session.

**The meeting was adjourned at 5:00 PM**

Respectfully submitted,



Deborah Callerame  
Senior Human Resource Consultant

**THE END**