

**CIVIL SERVICE COMMISSION  
GENERAL SESSION MINUTES  
Thursday, February 22, 2018  
3:30 P.M., ROOM 102A, CITY HALL**

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

IN ATTENDANCE:                   Tassie Demps, Executive Secretary  
  Yvette Green, Law Department  
  Deborah Callerame, Senior Human Resource Consultant

The Civil Service Commission meeting was called to order at pm.

- I. The Commission approved the minutes of the meeting (regular and executive session) on January 25, 2018.
- II. The Commission reviewed the following items of correspondence: **None**
- III. The following classifications/reclassifications were approved as presented:

Administration/Communications Classify:                               (1)	Administrative Analyst/Seasonal (1/22/18 – 3/18/18) Br. N200 (\$26.06 - \$29.46) Competitive
Emergency Communications/911 Center Classify:                               (1)	911 Telecommunicator Br. 110 (\$30,450 - \$47,020) Competitive
DES/Buildings & Parks/Administration Classify:                               (1)	Coordinator of Horticulture & Environmental Planning/Temporary (1/8/18 – 1/25/18) Br. 23 (\$56,453 - \$74,437) Competitive
DES/Buildings & Parks/Administration Classify:                               (1)	Clerk III/Typing/Temporary (1/15/18 – 6/30/18) Br. 7 (\$32,390 - \$40,492) Competitive
DES/Water/Upland Classify:                               (1)	Graduate Intern/Seasonal Br. N463 (\$17.15) CPNC
Finance/Directors Office Classify:                               (2)	Judicial Hearing Officer/On Call \$500.00 (Daily) CPEX

Information Technology Classify: (1)	Information Services Analyst II Br. 27 (\$66,925 - \$88,245) Competitive
Information Technology Classify: (1)	IT Security Analyst I Br. 25 (\$61,469 - \$81,048) Competitive
Information Technology Classify: (1)	IT Security Analyst/Temporary (1 year) Br. 23 (\$56,453 - \$74,437) Competitive
NBD/Buildings & Zoning Classify: (1)	Code Enforcement Officer Trainee/Bilingual Br. 18 (\$44,486 - \$58,062) Competitive
DRYS: BEST/YS Classify: (1)	Executive Assistant/Temporary (2/5/19 - 6/30/18) Br. 20 (\$47,427-\$62,869) Competitive
DRYS: BEST/YS Classify: (1)	OTR Vocational Coordinator/Temporary (2/26/18 - 6/30/18) Br. 23 (\$56,453-\$74,437) Competitive
Rochester Housing Authority Classify: (1)	Public Participation Coordinator \$39,500 - \$53,000 Competitive
Rochester Housing Authority Classify: (1)	IT Call Center Analyst \$35,500 - \$46,500 Competitive

IV. The Commission adopted the following job specifications:

- Mentoring Services Coordinator
- Secretary To The Library Director
- Youth Services Associate

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

- Police Information Clerk, 17EOC64166
- Police Officer, ECRT7080J
- Police Officer, ECRT7080M
- Public Safety Aide/PT, 17EOC69835

VI. The Commission **Closed out** the following exam process with no successful candidates: **None**

- VII. The Commission affirmed the **Extension of the following Civil Service eligible lists** for one year unless replaced with a new list: **None**
- VIII. The Commission approved the following **Extension of Temporary position(s): None**
- IX. The Commission approved the following Transfer Request(s): **None**
- X. The Commission approved the following Reinstatement Request(s):
- Ryan Finn to the title of 911 Dispatcher I in the Emergency Communications Department
- XI. The Commission approved the following Voluntary Demotion:
- 911 Dispatcher I, Kristina VanSlyke to the title of 911 Telecommunicator in the Emergency Communications Department

**The meeting was adjourned at PM**

Respectfully submitted,



Deborah Callerame  
Senior Human Resource Consultant

**THE END**