

**CIVIL SERVICE COMMISSION  
GENERAL SESSION MINUTES  
Thursday, April 19, 2018  
3:30 P.M., ROOM 102A, CITY HALL**

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

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 3:30 pm.

- I. The Commission approved the minutes of the meeting (regular and executive session) on March 22, 2018.
- II. The Commission reviewed the following items of correspondence: **None**
- III. The following classifications/reclassifications were approved as presented:

Administration/Mayor Classify:                               (1)	Assistant to the Director of Special Projects & Educational Initiatives Br. 16 (\$41,776 - \$53,623) CPNC
Emergency Communications/911 Call Center Classify:                               (1)	911 Dispatcher I / Bilingual Br. 150 (\$34,333 - \$53,387) Competitive
DES/Operations/Solid Waste Classify:                               (1)	Research Assistant/Temporary (3/19/18 – 6/30/18) Br. 16 (\$41,776 - \$53,623) Competitive
NBD/Business & Housing Development Classify:                               (1)	Senior Community Housing Planner Br. 24 (\$58,906 – \$77,671) Competitive
NBD/Buildings & Zoning Classify:                               (1)	Plans Examiner Br. 24 (\$58,906 – \$77,671) Competitive
Finance/Traffic Violations Agency Classify:                               (1)	Assistant Executive Director/Traffic Violations Agency/Temporary (4/16/18 – 4/19/18) Br. 23 (\$56,453 - \$74,4374) Competitive

Finance/Traffic Violations Agency Classify: (1)	Assistant Executive Director/Traffic Violations Agency Br. 23 (\$56,453 - \$74,4374) Competitive
DRYS/Recreation Administration Classify: (1)	Clerk III/Typing/Temporary Br. 7 (\$32,390-40,491) (3/30/18-6/30/18) Competitive
DRYS/BEST & YS Classify: (1)	Connection Coordinator/Temporary Br. 18 (\$44,486-\$58,062) (5/21/18-6/30/18) Competitive

IV. The Commission adopted the following Job Specifications: **None**

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

- Assistant Library Director III, 18EOC66526
- Benefits Assistant, 18EOC60677
- Digital Media Associate, 18EOC63203
- Digital Media Specialist, 18EOC66201
- Human Resource Associate, 18EOC60668
- Human Resource Associate/Bilingual, 18EOC60669
- Librarian I, ECRT1455
- Librarian II, 18EP79021
- Librarian II, EOC66510
- Personnel Management Assistant, 18EP78890
- Personnel Management Supervisor, 18EP70996
- Senior Human Resource Associate, 18EOC68419
- Superintendent of Water Distribution, 18EOC63880
- Superintendent of Water Distribution, 18EP71055
- Water Distribution Trainee, 18EOC63298
- Water Distribution Supervisor, 18EOC69297
- Water Operations Supervisor, 18EP77793

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**

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)**:

- The Rochester Police Department is requesting permission to reinstate retired Rochester Police Officer, John Dianni to the title of Public Safety Aide.
- The Emergency Communications Department is requesting permission to reinstate Jason Terrigno to the title of 911 Dispatcher I.

XI. Delegation of Authority (06/01/2018 – 05/31/2019)

- Public Hearing
- Decision on Resolution

The Commission voted to accept the proposed Resolution granting authority to the Executive Secretary with regard to certain civil service matters for the period June 1, 2018 – May 31, 2019.

XII. Election of a Chair (06/01/2018 – 05/31/2019)

The Commission voted to appoint John Feola as chair for the period June 1, 2018 – May 31, 2019.

**The meeting was adjourned at 4:00 PM**

Respectfully submitted,



Deborah Callerame  
Senior Human Resource Consultant

**THE END**