

CIVIL SERVICE COMMISSION
GENERAL SESSION AGENDA
Thursday, October 24, 2019
3:30 P.M., ROOM 102A, CITY HALL

I. Approval of the Minutes of the meeting (General and Executive) on September 19, 2019.

II. Commission Correspondence: **None**

III. Classifications/Reclassifications:

Administration/Mayor's Office Classify: (1)	Project Assistant/On-Call/Temporary (10/1/19 – 6/30/20) Br. N120 (\$21.06 - \$27.00) Competitive
Administration/DHRM Classify: (1)	Clerk III/Typing/Temporary (9/30/19 – 10/23/19) Br. 7 (\$33,699 – \$42,128) Competitive
Administration/DHRM Classify: (1)	Clerk III / Typing Br. 7 (\$33,699 – \$42,128) Competitive
Emergency Communications Department/911 Center Classify: (1)	911 Telecommunicator Br. 110 (\$31,680 - \$48,919) Competitive
Emergency Communications Department/311 Call Center Classify: (1)	Service Representative/Part-Time/Temporary (10/7/19-1/5/20) Br. N812 (\$18.43 - \$20.84) Competitive
RFD/Training Academy Classify (11)	Firefighter Trainee Br. 354N (\$11.10 / Hourly) Competitive
DES/Architecture & Engineering Classify: (1)	Administrative Assistant/Temporary (Temporary to 6/30/20) Br. 16 (\$43,464 - \$55,789) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Ground Equipment Operator/Temporary (10/14/19 – 12/31/19) Br. 56 (\$16.22 – \$19.97) Non-Competitive
DES/Buildings & Parks/Cemeteries Classify: (1)	Cleaner/Part-Time/Temporary (Temporary to 6/30/20) Br. P701 (\$14.14 – \$15.99) Labor
DES/Buildings & Parks/Cemeteries Classify: (1)	Cemetery Worker Br. 42 (\$18.26 - \$23.05) Non-Competitive
Library/Central/Finance Classify: (1)	Associate Accountant Br. 24 (\$61,286 - \$80,808) Competitive

Library/Central/Teen Center Classify: (1)	Librarian I/Temporary (10/15/19 – 12/31/19) Br. 18 (\$46,284 - \$60,407) Competitive
Library/Central/Arts & Literature Classify: (1)	Clerk III/Typing/Temporary (10/1/19 – 12/31/19) Br. 7 (\$33,699 – \$42,128) Competitive
NBD/Business & Housing Development Classify: (1)	Community Housing Planner Br. 20 (\$49,344 - \$65,409) Competitive
Finance/Accounting Classify: (1)	Accountant (c) Br. 17 (\$44,779 - \$58,023) Competitive
Finance/Treasury Classify: (1)	Mail Room Clerk Br. 9 (\$35,387 – \$44,675) Competitive
RPD/Chief's Office Classify: (1)	Clerk III/Typing/Temporary (9/12/19 - 10/25/19) Br. 7 (\$33,699 - \$42,128) Competitive
RPD/Chief's Office Classify: (1)	Police Captain Br. 095 (\$114,382-\$121,281) Competitive

IV. Adoption of Job Specifications: None

V. A. Establishment of Civil Service Eligible Lists:

- Associate Real Estate Specialist, 19EOC69129
- City Planner, 19EOC67285
- Clerk I, 19EOC64056
- Clerk I, 19EP70661
- Crime Research Specialist, 19EOC69103
- Integrity Compliance Officer, 19EOC64064
- Police Lieutenant, 19ELP1906
- Research Assistant, 19EOC61365
- Senior Real Estate Specialist/Bilingual, 19EP73548

B. Close-Out of Examination Processes:

- Associate Real Estate Specialist, 19EP73936
- Supervising Real Property Appraiser, 19EP74202

VI. Request for Extension of Civil Service Eligible Lists:

- Building Supervisor, 17EOC69560
- Business Analyst, 16ELOC1606
- Business Analyst I, 16ELOC1607
- Business Analyst II, 16ELOC1608
- Electrical Inspector, 16EOC66267
- Fire Lieutenant, 16EP70851
- Historical Services Consultant, 17EOC62537
- Library Area Coordinator, 17EOC67670
- Manager of Administrative Services, 17EP77309
- Manager of Employment Services, 17EOC63539
- Master Electrician, 16EOC63555
- Municipal Assistant, 17ELOC1719
- Service Representative, 17EOC69786
- Service Representative, 17EP77849
- Service Representative/Bilingual, 17EOC62033

VII. Request for Extension of Temporary Positions:

- Two positions of Project Assistant/Seasonal (encumbered by John Jabonski and Jasmine Oliver) in the 911 Bureau of the Emergency Communications Department.

VIII. Transfer:

- The Transfer of Shareka L. Jackson from the Finance Department/Treasury Bureau to the Rochester Public Library/Administration/Finance Office in the title of Associate Accountant.

IX. Reinstatement Request:

- Michael Cerretto, Director of the Emergency Communications Department is requesting permission to reinstate Antonia M. Anthony to the title of Service Representative/Bilingual/Part-Time.

X. Voluntary Demotion:

- Michael Cerretto, Director of the Emergency Communications Department has submitted a request for the voluntary demotion of 911 Dispatcher employee Vickie Curry to the title of 911 Telecommunicator.

THE END