

CIVIL SERVICE COMMISSION
GENERAL SESSION
MINUTES
Thursday, August 20, 2020
3:30 P.M., ROOM 102A, CITY HALL

PRESENT: Commissioners: Fernan Cepero (Chair)
Serina Brown
Sally Partner
John Feola

IN ATTENDANCE: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Dr. Rose Nichols, Deputy Director of DHRM
Mercedes Scollo, Human Resource Associate
Thomas Miller, Principal Staff Assistant of DHRM
Sergeant Darlene Rogers, Rochester Police Dept.
Police Officer Gina Faggiano, Rochester Police Dept.
Police Officer Ted Coriddi, Rochester Police Dept.

The Civil Service Commission meeting was called to order at **3:30 pm**.

- I. The Commission approved the minutes of the meeting (General and Executive Session) on August 20, 2020.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassifications were approved as presented:

Administration/DHRM Classify: (1)	Staffing Consultant/Temporary (8/3/20 – 6/30/21) Br. 18 (\$46,284 - \$60,407) Competitive
Administration/DHRM Classify: (1)	Project Assistant/Temporary (Temporary to 6/30/21) Br. 12 (\$38,343 - \$49,148) Competitive
Administration/Communications Classify: (1)	Clerk III/Temporary (8/1/20 - 6/30/21) Br. 7 (\$34,373 - \$42,971) Competitive
DES/Architecture & Engineering Classify: (1)	Clerk III/Typing/Seasonal (7/20/20 – 1/17/21) Br. 70N (\$18.52 - \$20.93) Non-Competitive

DES/Architecture & Engineering Classify: (1)	Clerk III/Typing/Seasonal (7/20/20 – 1/17/21) Br. 70N (\$18.52 - \$20.93) Non-Competitive
DES/Operations/Special Services Classify: (4)	Ground Equipment Operator/Temporary (7/27/20 – 11/29/20) Br. 56 (\$16.54 - \$20.37) Non-Competitive
DES/Buildings & Parks/Parks Classify: (1)	Operations Supervisor/Temporary (8/24/20 – 10/25/20) Br. 19 (\$48,644 - \$64,107) Competitive
DES/Water/Distribution Classify: (1)	Meter Reader/Temporary (8/24/20 – 11/22/20) Br. 61 (\$18.62 - \$23.42) Competitive
NBD/Buildings & Zoning Classify: (1)	Senior Management Analyst/Temporary (8/17/20 – 8/20/20) Br. 23 (\$58,734 - \$77,445) Competitive
NBD/Buildings & Zoning Classify: (1)	Senior Management Analyst Br. 23 (\$58,734 - \$77,445) Competitive
NBD/Business & Housing Development Classify: (1)	Senior Management Analyst Br. 23 (\$58,734 - \$77,445) Competitive
RPD/Administration/Personnel Classify: (1)	Clerk II Br. 9 (\$36,095 - \$45,569) Competitive

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

- Clerk II/Bilingual, 19EOC68809
- Clerk III/Bilingual, 10EOC69125

V. The Commission affirmed the extension of the following Civil Service eligible lists for one year unless replaced with a new list:

- 911 Dispatcher II/ECD, 17ELP1706
- Associate Real Estate Specialist, 19EOC69129
- Building Supervisor, 17EOC69560
- City Planner, 1 9EOC67285
- Clerk I, 19EP70661
- Clerk I, 19EOC64056
- Code Compliance Coordinator, 19EP74053
- Crime Research Specialist, 19EOC69103
- Fire Captain, 17EP77249
- Fire Lieutenant, 19EP76068
- Historical Services Consultant, 17EOC62537
- Integrity Compliance Officer, 19EOC64064
- Library Assistant/Bilingual, 19EOC60802
- Manager of Administrative Services, 17EP77309
- Manager of Employment Services, 17EOC63539
- Municipal Assistant, 17ELOC1719
- Plans Examiner, 19EOC68109
- Police Lieutenant, 19ELP1906
- Research Assistant, 19EOC61365
- Senior Code Enforcement Officer, 19EP74804
- Senior Code Enforcement Officer/Bilingual (Spanish), 19EP79839
- Service Representative, 17EOC69786
- Service Representative, 17EP77849
- Service Representative/Bilingual, 17EOC62033

VI. The Commission approved the following Reinstatement request(s):

- The Rochester Police Department requested permission to reinstate retired Brighton Police Officer Jeffrey Hoffman to the title of Public Safety Aide/Part – Time.

VII. The Commission approved the following Voluntary Demotion:

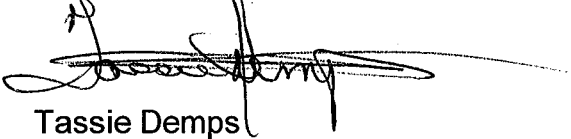
- Michael Cerretto, Director of the Emergency Communications Department requested permission for the Voluntary Demotion of 911 Dispatcher II, Phillip Tomasso III to the title of 911 Dispatcher I.

VIII. The Civil Service Commission reviewed and approved the following request for the establishment of a Civil Service Seniority Tie Breaking Policy:

- The Department of Human Resource Management requested the approval to establish a policy indicating specific criteria for use in tie breaking on eligible lists for determining retention rights. Reference Rule XXV, Section 2. "Layoff of Competitive Class Employees" of the rules of the Civil Service Commission for the City of Rochester.

The meeting adjourned at 4:00 PM

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Tassie Demps", with a long horizontal flourish extending to the right.

Tassie Demps
Executive Secretary for the Civil Service Commission