

CIVIL SERVICE COMMISSION
GENERAL SESSION
MINUTES
April 29, 2021
3:30 P.M., ZOOM MEETING, CITY HALL

PRESENT: Commissioners: Fernan Cepero (Chair)
Serena Brown
Carol Kramer
Terrance Youmans

IN ATTENDANCE: Tassie Demps, Executive Secretary
Dr. Rose Nichols, Deputy Director – DHRM
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 (General and Executive Session) on March, 25, 2021.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassifications were approved as presented:

ECD/911 Call Center Classify: (1)	911 Shift Supervisor/Temp – 3 Months (05/10/2021 – 08/09/2021) Br. 210 (\$53,958 - \$71,567) Competitive
RFD/Chief's Office Classify: (1)	Clerk I/Seasonal (04/20/2021 – 06/30/2021) Br. 140N (\$22.39 – \$28.75) Competitive
DES/Operations/Solid Waste Classify: (1)	Project Assistant/Temporary (Temporary 1 Year) Br. 12 (\$39,110 - \$50,131) Competitive
DES/Operations/Solid Waste Classify: (1)	Clerk III/Typing Br. 7 (\$34,373 - \$42,971) Competitive
DES/Operations/Solid Waste Classify: (1)	Ground Equipment Operator/Temporary (4/19/21 – 4/18/22) Br. 56 (\$16.54 - \$20.37) Non-Competitive
DES/Buildings & Parks/Administration Classify: (1)	Director of Buildings & Parks Br. 35 (\$96,274 - \$126,941) CPNC

DES/Buildings & Parks/Building Services Classify: (1)	Assistant Operations Superintendent/Temporary (Temporary to 6/30/21) Br. 23 (\$58,734 - \$77,445) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Senior Maintenance Mechanic/Buildings Br. 65 (\$20.75 - \$26.24) Non-Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Maintenance Worker/Temporary (Temporary 6 Months) Br. 57 (\$16.94 - \$21.14) Non-Competitive

IV. The Commission adopted the following Job Specification(s):

- Recreation Leader/Education Specialist
- Recreation Leader/Sports & Fitness Specialist
- Recreation Leader/Youth Development Specialist

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

- Community Housing Planner, 20EOC63573
- Housing Manager II/RHA, 20EOC65484
- Housing Manager II/RHA, 20EP73291
- Housing Manager III/RHA, 20EP73739
- Housing Specialist/RHA, 20EOC63152
- Property Manager/RHA, 20EOC60131
- Public Housing Director/RHA, 20EOC61955
- Senior Community Housing Planner, 20EOC63390
- Senior community Housing Planner/Bilingual, 20EOC63438

VI. The Commission approved the following extension of Temporary position(s):

- One position of Project Assistant-Temporary (encumbered by Coralís Rivera-Laboy) in the Youth Services Unit of the Department of Recreation and Human Services.

VII. The Commission approved the following Voluntary Demotion:

- Michael Cerretto, Director of the Emergency Communications Department is requesting the voluntary demotion of Barbara Spencer, 911 Dispatcher II to the title of 911 Dispatcher I.

The meeting was adjourned at 3:50 PM

Respectfully Submitted,

Deborah Callerame

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Senior Human Resource Consultant