

**CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
Thursday, August 26, 2021- 3:30 P.M.
107 Bridgeview Drive – Training Center**

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

IN ATTENDANCE: Tassie Demps, Executive Secretary
Dr. Rose Nichols, Deputy Director – DHRM
Yvette Green, Law Department
Peachie Jones, Law Department
Deborah Callerame, Senior Human Resource Consultant
Kathy McManus, Principal Staff Assistant – RFD
Gregory Roney, Deputy Director – ECD
Amy Mills, Deputy Director – ECD
Sergeant Steven Boily – RPD
Conor D. Reynolds, Executive Director – PAB
(3) Public Participants

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 07/29/2021.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassifications were approved as presented:

Administration/Mayor's Office Classify: (1)	Coordinator of Business & Asset Development Br. 18 (\$48,154 - \$62,847) Competitive
RFD/Office of the Chief Classify: (1)	Principal Account Clerk/Temporary (8/30/21 – 6/6/22) Br. 15 (\$43,709-\$56,102) Competitive
RFD/Office of the Chief Classify: (1)	Clerk II/On-Call/Temporary (8/30/21 – 6/6/22) Br. 090 (\$20.23-\$23.44) Competitive
DES/Commissioner's Office Classify: (1)	Coordinator of Administrative Services/On- Call/Temporary (Temporary 8/16/21-6/30/22) Br. 278N (\$34.83 - \$45.92) Competitive

DES/Architecture & Engineering Classify: (1)	Assistant Landscape Architect Br. 24 (\$63,762 – \$84,072) Competitive
DES/Architecture & Engineering Classify: (1)	Associate City Planner Br. 26 (\$69,428 – \$91,545) Competitive
DES/Operations/Solid Waste Classify: (1)	Coordinator of Solid Waste/Temporary (Temporary to 6/30/22) Br. 27 (\$72,443 – \$95,519) Competitive
DES/Operations/Solid Waste Classify: (1)	Clerk III/Seasonal Br. 70N (\$19.26 – \$24.08) Competitive
DES/Buildings & Parks/Administration Classify: (1)	Senior Administrative Analyst/Temporary (8/23/21 – 6/30/22) Br. 24 (\$63,762 – \$84,072) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Senior Maintenance Mechanic/Buildings/Temporary (8/9/21 – 8/8/22) Br. 65 (\$21.17 - \$26.76) Non-Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Stock Clerk/Temporary (Temporary 1 Year) Br. 6 (\$34,169 - \$42,666) Competitive
RPL/Community Classify (1)	Library Assistant/Part-Time Br. 145 (\$21.76 - \$24.86) Noncompetitive
RPL/Community Classify: (1)	Library Page/Part-Time Br. 401N (\$12.50) Labor
DRHS/Human Services Classify (1)	Clinical Supervisor/Temporary (Temporary to 6/30/22) Br. 24 (\$63,762-\$70,918) Competitive
DRHS/Human Services Classify (5)	Street Outreach Worker/Seasonal Br.450 (\$19.44-\$20.66) CPNC
DRHS/Recreation & Youth Services Classify (10)	Youth Worker/Part-Time Br.400 (\$11.80) Labor
DRHS/Human Services Classify (1)	Street Outreach Worker/Bilingual/Part-Time Br. 450 (\$19.44-\$20.66) CPNC
City Council & Clerk/Police Accountability Board Classify: (1)	Deputy Executive Director/ Police Accountability Board Br. 32 (\$88,735 - \$116,999) CPEX

City Council & Clerk/Police Accountability Board Classify: (1)	Chief of Investigations Br. 30 (\$81,883 - \$107,968) CPEX
City Council & Clerk/Police Accountability Board Classify: (2)	Deputy Chief of Investigations Br. 28 (\$75,420 - \$99,444) CPEX
City Council & Clerk/Police Accountability Board Classify: (2)	Senior Staff Attorney Br. 28 (\$75,420 - \$99,444) CPEX
City Council & Clerk/Police Accountability Board Classify: (8)	Staff Attorney Br. 26 (\$69,428 - \$91,545) CPEX
City Council & Clerk/Police Accountability Board Classify: (1)	Webmaster Br. 25 (\$66,536 - \$87,729) Competitive
City Council & Clerk/Police Accountability Board Classify: (1)	Associate Digital Media Specialist Br. 24 (\$63,762 - \$84,072) Competitive
City Council & Clerk/Police Accountability Board Classify: (2)	Administrative Analyst Br. 20 (\$51,338 - \$68,051) Competitive
City Council & Clerk/Police Accountability Board Classify: (1)	Case Officer Br. 18 (\$48,154 - \$62,847) Competitive
City Council & Clerk/Police Accountability Board Classify: (1)	Case Officer/Bilingual Br. 18 (\$48,154 - \$62,847) Competitive
City Council & Clerk/Police Accountability Board Classify: (1)	Secretary to the Police Accountability Board Br. 18 (\$48,154 - \$62,847) CPEX

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

- 911 Dispatcher I
- 911 Dispatcher I/Bilingual (Spanish)
- 911 Dispatcher II
- 911 Telecommunicator
- 911 Telecommunicator/Bilingual (Spanish)
- Examination Proctor
- Public Safety Communicator I
- Public Safety Communicator I/Bilingual (Spanish)

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

- Administrative Assistant, 21EP75600
- Administrative Assistant/Bilingual, 21EP75602
- Battalion Chief, 21EP71407
- Grant Support Associate, 21EOC65165
- Permit Office Manager, 21EP70155

VI. The Commission affirmed the extension of the following Civil Service Eligible List(s) for one year unless replaced with a new list:

- Associate Real Estate Specialist, 19EOC69129
- City Planner, 19EOC67285
- Clerk I, 19EOC64056
- Clerk I, 19EP70661
- Code Enforcement Inspector/Part Time, 20EOC69146
- Crime Research Specialist, 19EOC69103
- Engineer II, 20EOC69143
- Engineer II, 20EP74046
- Fire Lieutenant, 19EP76068
- Integrity Compliance Officer, 19EOC64064
- Library Assistant/Bilingual, 19EOC60802
- Plans Examiner, 19EOC68109
- Police Captain, 20ELP2009
- Police Lieutenant, 19ELP1906
- Principal Finance Clerk, 20EP73854
- Research Assistant, 19EOC61365
- Senior Code Enforcement Inspector, 20EOC69160
- Senior Code Enforcement Officer, 19EP74804
- Senior Code Enforcement Officer/Bilingual (Spanish), 19EP79839

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

- The Rochester Police Department is requesting the reinstatement of retired Police Officer Mark Barna to the title of Public Safety Aide/Part-Time.

VIII. Discussion:

- The Executive Secretary to the Civil Service Commission requested that the Executive Director of the Police Accountability Board appear at the September 23, 2021, meeting to provide the Commission with information and to answer questions regarding the Board's goals and the responsibilities of its members.

The meeting was adjourned at 6:45 PM

Respectfully Submitted,

Deborah Callerame

Deborah Callerame
Senior Human Resource Consultant