

**CIVIL SERVICE COMMISSION**  
**MEETING MINUTES**  
**Thursday, May 25, 2023**  
2:00 P.M., Office of Training and Safety  
107 Bridge View Drive

PRESENT: Commissioners: Carol Kramer (Chair)  
Terrance Youmans  
Tashanda Thomas  
Andrew Dimock

IN ATTENDANCE: Dr. Rose Nichols, Executive Secretary  
Fernan Cepero, Deputy Director of HRM  
Kimberly Kamagate, Senior HR Consultant  
Peachie Jones, Law Department  
Marion Leskovar, Intern for Law Department  
Amy Mills, Deputy Director of ECD  
Sheri Landers, 911 Operations Manager for ECD  
Sergeant Stephen Boily, RPD Rep

The Civil Service Commission meeting was called to order at 1:59 pm.

- I. The Commission approved the Minutes of the meeting (General & Executive Sessions) on **April 20, 2023**.
- II. The following Classification/Reclassification(s) were approved as presented:

Council & Clerk/Police Accountability Board Classify (1)	Director of Case Management Br. 28 (\$77,306 - \$101,930) Competitive
Administration/Mayor's Office Classify (1)	Assistant to the Chief of Staff Br. 22 (\$60,027 - \$79,148) CPNC
ECD/911 Call Center Classify (1)	Clerk III/Typing/Part-Time Br. N707 (\$19.26 - \$24.08) Non-Competitive
RFD/Administration Classify (1)	Payroll Management Supervisor Br. 24 (\$65,356 - \$86,174) Competitive
RPL/Community Classify (1)	Building Maintenance Helper/Part-Time Br. 528N (\$16.09 - \$17.66) Labor
RPL/Community Classify (1)	Librarian I/Bilingual Br. 18 (\$49,358 - \$64,418) Competitive
RPL/Community Classify (1)	Literacy Aide / Part – Time Br. 403N (\$15.00) Non-Competitive
DRHS/Human Services Classify (1)	Peer Advocate Br. 13 (\$42,143 - \$53,990) Competitive
DRHS/Human Services Classify (1)	Peer Advocate / Part – Time Br. 713 (\$22.59 - \$25.54) Competitive

DEPARTMENT	NUMBER OF POSITIONS	TITLE	RATE OF PAY	JURISDICTIONAL CLASS
Administration/Mayor's Office	6	College Junior Intern/Seasonal	\$15.75	Non-Competitive
Administration/Mayor's Office	2	Graduate Intern/Seasonal	\$19.02	CPNC
Administration/Office of Management & Budget	1	College Junior Intern/Seasonal	\$15.75	Non-Competitive
Administration/Department of Human Resource Management	3	College Junior Intern/Seasonal	\$15.75	Non-Competitive
Administration/Communications	5	College Junior Intern/Seasonal	\$15.75	Non-Competitive
Administration/Law	1	College Junior Intern/Seasonal	\$15.75	Non-Competitive
Administration/Law	1	Graduate Intern/Seasonal	\$19.02	CPNC
Rochester Fire Department	1	College Junior Intern/Seasonal	\$15.75	Non-Competitive
Department of Environmental Services	3	College Junior Intern/Seasonal	\$15.75	Non-Competitive
Information Technology Department	1	Graduate Intern/Seasonal	\$19.02	CPNC
Department of Neighborhood and Business Development	4	College Junior Intern/Seasonal	\$15.75	Non-Competitive
Department of Neighborhood and Business Development	1	Graduate Intern/Seasonal	\$19.02	CPNC
Department of Recreation and Human Services	4	College Junior Intern/Seasonal	\$15.75	Non-Competitive
Rochester Police Department	3	College Junior Intern/Seasonal	\$15.75	Non-Competitive

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

- Public Safety Aide

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

- Application Services Developer, 22EOC66407
- Application Services Analyst II, 22EOC66440
- Director of Information Technology, 22EOC64444
- Information Services Analyst I, 22EOC67035
- Information Services Analyst II, 22EOC63664
- Information Services Analyst III, 22EOC67586
- Information Services Developer, 22EOC67598
- Manager of Administrative Services, 22EOC61904
- Special Events Coordinator, 22EOC62961

V. The Commission **Closed Out** the following exam process with no successful candidates:

- Information Services Analyst II, 22EP78768

- VI. The Commission approved the Delegation of Authority from 06/01/2023 to 05/31/2024.
- VII. The Commission elected Carol Kramer as the Civil Service Commission Chair for the period of 06/01/2023 to 05/31/2024.
- VIII. The Commissioners entered into **Executive Session** to hear, discuss, and vote on the following:

**A.** The Commission rendered the following Police Officer candidates' appeals Votes/Determinations:

I. Permitted to continue in the employment process:

- T.H.
- K.O.

II. Disqualified from the Police Officer eligible list:

- A.A.
- N.D.
- W.H.
- D.J.
- M.L.
- B.M.
- S.M.
- M.T.
- A.T.
- N.Y.

**B.** The Commission rendered the following 911 Dispatcher I/Telecommunicator candidates' appeals Votes/Determinations:

III. Permitted to continue in the employment process:

- C.H.

IV. Disqualified from the 911 Dispatcher I/Telecommunicator eligible list:

- M.M.
- J.R.

**The meeting was adjourned at 3:12 PM**