

CIVIL SERVICE COMMISSION  
**\*\*Minutes\*\***  
**Wednesday, June 26, 2013**  
2:00 P.M., ROOM 102A, CITY HALL

PRESENT: Commissioners: Sally Partner, Chair  
Alan Caine  
John Feola

STAFF SUPPORT: Tassie Demps, Executive Secretary  
Yvette Green, Law Department  
Deborah Callerame, Human Resource Consultant  
Thomas Johnson, Human Resource Coordinator

**The Civil Service meeting was called to order at 2:00 PM**

- I. The Commission approved the minutes of the meeting (regular and executive) on June 26, 2013.
  
- II. The Commission reviewed items of correspondence (Informational Only):
  - ❖ Two letters from AFSCME Council 66 requesting (1) a list of all non-permanent employees at the Rochester Housing Authority and (2) a Seniority List for titles at the Rochester Housing Authority and a response to Charles A. Masi (AFSCME Council 66) on two letters of May 22, 2013.
  
  - ❖ Letter from and response to Pamela Delaney, and email to NYS Department of Civil Service, regarding concerns raised about the content of the exam for Senior GIS Analyst/City Planner.
  
- III. Firefighter Trainee Development Plan:
  - ❖ Molly Clifford (Director / Fire Administration) and Fire Lieutenant Michael Nolte presented the RFD Program Requirements for Firefighter Trainee to the Commission. The Commission suggested adding responsible behavior off the job as a consideration in the evaluation process. The Commission approved the plan as presented and is looking forward to further refinements.

IV. The Commission approved the following classification/reclassifications:

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| ADM / Mayors Office<br>Reclassify: (1)  | Senior Administrative Analyst<br>Br. 24 (\$53,881 - \$71,046)<br>Competitive<br>TO<br>Supervisor of Administrative Services<br>Br. 26 (\$58,670 - \$77,360)<br>Competitive |
| ADM / Communications<br>Classify: (1)   | Receptionist Typist / Bilingual<br>Br. 6 (\$28,874 - \$36,054)<br>Competitive  |
| ADM / Communications<br>Reclassify: (1) | Communications Assistant<br>Br. 18 (\$40,691 - \$53,110)<br>Competitive<br>TO<br>Associate Communications Assistant<br>Br. 22 (\$49,487 - \$65,253)<br>Competitive         |
| ADM / Communications<br>Classify: (4)   | College Junior Intern / Seasonal<br>Br. P452 (\$12.86 - \$14.38)<br>Non-Competitive  |
| ADM / DHRM<br>Reclassify: (1)           | Clerk III/Typing/Bilingual<br>Br. 7 (\$29,627 - \$37,037)<br>Competitive<br>TO<br>Clerk II/Typing/Bilingual<br>Br. 9 (\$31,111 - \$39,277)<br>Competitive                  |
| ADM / DHRM<br>Reclassify: (1)           | Clerk III/Typing<br>Br. 7 (\$29,627 - \$37,037)<br>Competitive<br>TO<br>Clerk II<br>Br. 9 (\$31,111 - \$39,277)<br>Competitive   |
| ADM / DHRM<br>Classify: (2)             | Clerk III/Typing/PT<br>Br. N070 (\$16.27 - \$18.40)<br>Non-Competitive   |
| ADM / DHRM<br>Classify: (1)             | Senior Administrative Analyst/Part-Time<br>Br. N248<br>Competitive   |

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| DES/Comm. Office/Cemeteries<br>Classify: (1)                   | Cemetery Sales Counselor<br>Br. 12 (\$33,710 - \$43,209)<br>Non-Competitive   |
| DES/Comm. Office/Environ<br>Quality<br>Classify: (1)           | Senior City Planner<br>Br. 24 (\$53,881 - \$71,046)<br>Competitive  |
| DES/Architecture & Engineering<br>Reclassify: (1)              | Accountant<br>Br. 17 (\$39,369 - \$51,013)Competitive<br>To<br>Associate Accountant<br>Br. 24 (\$53,881 - \$71,046)<br>Competitive                |
| DES/Architecture & Engineering<br>Classify: (1)                | Executive Assistant<br>Br. 20 (\$43,381 - \$57,505)<br>Competitive  |
| DES/Architecture & Engineering<br>Reclassify: (1)              | Landscape Architect<br>Br. 24 (\$53,881 - \$71,046)<br>Competitive<br>TO<br>Landscape Architect II<br>Br. 26 (\$58,670 - \$77,360)<br>Competitive |
| DES/Architecture & Engineering<br>Classify: (1)                | Principal Engineering Technician - CADD<br>Br. 18 (\$40,691 - \$53,110)<br>Competitive  |
| DES/Operations & Parks / Building<br>Services<br>Classify: (1) | Locksmith<br>Br. 62 (\$16.41 - \$20.73)<br>CPNC   |
| DES/Operations & Parks/Building<br>Services<br>Classify (1)    | Supervisor of Structures and Equipment<br>Br. 21 (\$45,114 - \$59,890)<br>Competitive   |
| DES/Water/Upland<br>Reclassify: (1)                            | Engineer III/Water<br>Br. 26 (\$58,670 - \$77,360)<br>Competitive<br>TO<br>Engineer IV/Water<br>Br. 28 (\$63,732 - \$84,034)<br>Competitive       |

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| DES/Operations & Parks/<br>Equipment Services<br>Reclassify: (1) | Accountant<br>Br. 17 (\$39,369 - \$51,013)<br>Competitive<br>TO<br>Senior Accountant<br>Br. 20 (\$43,381 - \$57,505)<br>Competitive |
| DRYS/Commissioners Office<br>Classify: (1)                       | Youth Worker /PT<br>Br. N400 (\$7.93)<br>Labor  |
| DRYS/Commissioners Office<br>Classify: (1)                       | Youth Worker /Seasonal<br>Br. P353 (\$7.93)<br>Labor  |
| DRYS/OEO<br>Classify: (1)  | Clerk III/Typing/PT<br>Br. N707 (\$16.27-\$18.40)<br>Non-Competitive  |
| DRYS/OEO Pathways<br>Classify: (1)                               | Clerk III/Typing/PT<br>Br. N707 (\$16.27-\$18.40)<br>Non-Competitive  |
| DRYS/OEO Pathways<br>Classify: (1)                               | Youth Intervention Specialist<br>Br. 18 (\$40,691-\$53,110)<br>Non-Competitive  |
| DRYS/Recreation<br>Classify: (4)                                 | Senior Recreation Assistant/Seasonal<br>Br. P810 (\$12.92 - \$13.71)<br>CPNC  |
| DRYS/Recreation<br>Classify: (5)                                 | Youth Worker /Seasonal<br>Br. P353 (\$7.93)<br>Labor  |
| DRYS/Recreation<br>Classify: (1)                                 | Youth Worker /PT<br>Br. N400 (\$7.93)<br>Labor  |
| DRYS/Recreation<br>Classify: (2)                                 | Senior Recreation Assistant/PT<br>Br. N707 (\$12.92 - \$13.71)<br>CPNC  |
| DRYS/Recreation<br>Classify: (2)                                 | Recreation Assistant/PT<br>Br. P815 (\$8.95 - \$9.54)<br>Non-Competitive  |

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| DRYS/Recreation<br>Classify:               | (2) | Senior Recreation Assistant/PT<br>Br. N707 (\$12.92 - \$13.71)<br>CPNC  |
| DRYS/Recreation<br>Classify:               | (2) | Senior Recreation Assistant/PT<br>Br. N707 (\$12.92 - \$13.71)<br>CPNC  |
| DRYS/Recreation<br>Classify:               | (2) | Youth Intervention Aide / Seasonal<br>Br. P850 (\$16.93 - \$17.99)<br>CPNC  |
| DRYS/Recreation<br>Classify:               | (1) | Youth Camp Supervisor<br>Br. 12 (\$33,710.00-\$43,209)<br>Competitive   |
| DRYS/Recreation/Public Market<br>Classify: | (1) | Assistant Supervisor of Markets<br>Br. 16 (\$38,212-\$49,050)<br>Competitive  |
| DRYS/Youth Services<br>Reclassify:         | (1) | Senior Administrative Analyst<br>Br. 24 (\$53,881 - \$70,046)<br>Competitive<br>TO<br>Supervisor of Administrative Services<br>Br. 26 (\$58,670- \$77,360)<br>Competitive |
| ECD/Administration<br>Classify:            | (1) | Communications Research Asst/PT<br>Br. N712 (\$18.52- 20.94)<br>Competitive   |
| FINANCE/Accounting<br>Classify:            | (1) | Accountant<br>Br. 17 (\$39,369 - \$51,013)<br>Competitive   |
| FINANCE/Accounting<br>Re-Classify:         | (1) | Senior Accountant<br>Br. 20 (\$43,381 - \$57,505)<br>Competitive<br>TO<br>Associate Accountant<br>Br. 24 (\$53,881 - \$71,046)<br>Competitive                             |
| FINANCE/Accounting<br>Classify:            | (1) | Payroll Systems Supervisor / On Call<br>Br. N278 (\$29.43 - \$38.81 / hour)<br>Competitive  |

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| FINANCE/Parking<br>Classify: (1)                   | Junior Accountant<br>Br. 14 (\$35,821 - \$46,009)<br>Competitive  |
| FINANCE/Parking<br>Classify: (1)                   | Clerk III/Typing<br>Br. 7 (\$29,627 - \$37,037)<br>Competitive  |
| FINANCE/Parking<br>Classify: (2)                   | Parking Equipment Mechanic / PT<br>Br. P710 (\$15.33 - \$17.33 / hour)<br>CPNC  |
| IT / Application Services<br>Classify: (1)         | Microfilm Equipment Operator/PT/Temp<br>(5/25/13 – 6/28/13)<br>Br. P068 (\$13,74 - \$15.70)<br>Non-Competitive  |
| IT / Application Services<br>Reclassify: (1)       | Application Services Analyst I<br>Br. 25 (\$56,225 - \$74,135)<br>Competitive<br>TO<br>Application Services Analyst II<br>Br. 27 (\$61,217 - \$80,718)<br>Competitive |
| IT / Business Processing Services<br>Classify: (3) | Business Analyst<br>Br. 23 (\$51,638 - \$68,087)<br>Competitive   |
| IT / Business Processing Services<br>Classify: (1) | Business Analyst III<br>Br. 29 (\$66,329 - \$87,456)<br>Competitive   |
| LIBRARY/Branch Administration<br>Re-classify: (1)  | Secretary<br>Br. 11 (\$32,758 - \$41,757) Competitive<br>TO<br>Administrative Secretary<br>Br. 13 (\$34,743 - \$44,510)<br>Competitive                                |
| LIBRARY/Branch Administration<br>Classify: (2)     | Security Guard/Library/PT/Temp<br>Br. N528 (\$13.14 - \$14.86)<br>Non-Competitive   |
| LIBRARY/Branch Administration<br>Classify: (12)    | Literacy Aide PT / Seasonal<br>Br. N403 (\$8.62 - \$10.23)<br>Non-Competitive   |

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| LIBRARY/Central<br>Classify: (3)               | Clerk III/Typing/PT<br>Br. N075 (\$15.62 - \$17.82 / hour)<br>Non-competitive  |
| LIBRARY/Central/Catalog<br>Classify: (1)       | Librarian I / PT<br>Br. N185 (\$20.89 - \$24.33 / hour)<br>Non-competitive   |
| LIBRARY/Central/Literature<br>Re-classify: (1) | Librarian I<br>Br. 18 (\$40,691 - \$53,110) Competitive<br>TO<br>Librarian II<br>Br. 20 (\$43,381 - \$57,505)<br>Competitive                           |
| LIBRARY/Centra/TEC<br>Classify: (1)            | Project Assistant / PT<br>Br. N125 (\$16.95 - \$19.16)<br>Competitive  |
| LIBRARY/Community/NE Quad<br>Classify: (1)     | Librarian II<br>Br. 20 (\$43,381 - \$57,505)<br>Competitive  |
| LIBRARY/Community/NW Quad<br>Re-classify: (1)  | Librarian I<br>Br. 18 (\$40,691 - \$53,110) Competitive<br>TO<br>Librarian II<br>Br. 20 (\$43,381 - \$57,505)<br>Competitive                           |
| LIBRARY/Community/SE Quad<br>Re-classify: (1)  | Librarian I<br>Br. 18 (\$40,691 - \$53,110) Competitive<br>TO<br>Librarian II<br>Br. 20 (\$43,381 - \$57,505)<br>Competitive                           |
| LIBRARY/Community/SW Quad<br>Re-classify: (1)  | Librarian I<br>Br. 18 (\$40,691 - \$53,110) Competitive<br>TO<br>Librarian II<br>Br. 20 (\$43,381 - \$57,505)<br>Competitive                           |
| NBD/Commissioner's Office<br>Reclassify: (1)   | Project Assistant/Bilingual<br>Br. 12 (\$33,710 - \$43,209)<br>Competitive<br>TO<br>Executive Assistant<br>Br. 20 (\$43,381 - \$57,505)<br>Competitive |

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| NBD/Business & Housing Development<br>Reclassify: (1) | Associate Real Estate Specialist<br>Br. 26 (\$58,670 - \$77,360)<br>Competitive<br>TO<br>Assistant Director of Real Estate<br>Br. 28 (\$63,732 - \$84,064)<br>Competitive   |
| NBD/Business & Housing Development<br>Reclassify: (1) | Senior Community Housing Planner<br>Br. 24 (\$53,881 - \$71,046)<br>Competitive<br>TO<br>Associate Community Housing Planner<br>Br. 26 (\$58,670 - \$77,360)<br>Competitive |
| NBD/Business & Housing Development<br>Classify: (1)   | Project Development Assistant<br>Br. 18 (\$40,691 - \$53,110)<br>Competitive  |
| NBD/Inspection & Compliance<br>Reclassify: (1)        | Clerk III/Typing<br>Br. 7 (\$29,627 - \$37,037)<br>Competitive<br>TO<br>Clerk II<br>Br. 9 (\$31,111 - \$39,277)<br>Competitive  |
| NBD / Inspection & Compliance<br>Classify: (1)        | Senior Code Enforcement Officer<br>Br. 24 (\$53,881 - \$70,046)<br>Competitive  |
| NBD / Planning & Zoning<br>Classify: (1)              | Associate City Planner<br>Br. 26 (\$58,670 - \$77,360)<br>Competitive   |
| NBD / Planning & Zoning<br>Reclassify: (1)            | Senior Service Assistant<br>Br. 11 (\$32,758 - \$41,757)<br>Competitive<br>TO<br>Project Assistant<br>Br. 12 (\$33,710 - \$43,209)<br>Competitive                           |
| RFD/Chief's Office<br>Classify: (2)                   | Clerk III/Typing/Part-Time<br>N707 (\$16.27 - \$18.40)<br>Non-competitive   |
| RFD/Suppression<br>Classify: (16)                     | Firefighter<br>Br. 80 (\$38,190 - \$66,691)<br>Competitive  |



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| RFD/Suppression<br>Classify:                  | (1) | Fire Captain<br>Br. 84 (\$82,279 - \$86,349)<br>Competitive   |
| RFD/Suppression<br>Classify:                  | (3) | Fire Lieutenant<br>Br. 82 (\$72,764 - \$76,362)<br>Competitive  |
| RPD<br>Reclassify:                            | (1) | Police Identification Technician<br>Br. 11 (\$32,758 - \$41,757)<br>Competitive<br>TO<br>Senior Police Identification Technician<br>Br. 16 (\$38,212 - \$49,049)<br>Competitive |
| RPD/Operations/Animal Services<br>Reclassify: | (4) | Animal Care Technician<br>Br. 2 (\$26,523 - \$32,647)<br>Non-Competitive<br>TO<br>Animal Care Technician II<br>Br. 6 (\$28,874 - \$36,054)<br>CPNC                              |
| RPD/Operations/Animal Services<br>Classify:   | (1) | Animal Care Technician II<br>Br. 6 (\$28,874 - \$36,054)<br>CPNC  |
| RPD/Operations/CID<br>Classify:               | (1) | Clerk III/Typing/Temporary (1 year)<br>Br. 7 (\$29,627 - \$37,037)<br>Competitive   |
| RPD/Operations/Victim Services<br>Classify:   | (1) | Victim Assistance Counselor/PT<br>Br. N714 (\$19.69 - \$22.26)<br>Non-competitive   |
| RPD/Security<br>Classify:                     | (1) | Supervising Security Guard (c )<br>Br. 16 (\$38,212 - \$49,049)<br>Non-competitive  |

- V. The Commission adopted / revised the following job specifications:
- Animal Care Technician II
  - Assistant Fleet Manager
  - Coordinator of Duplicating and Supplies
  - Senior Police Identification Technician
  - Senior Parking Equipment Mechanic
- VI. A. The Commission established the following Civil Service Eligible List(s), for one year unless extended:
- Administrative Secretary, 13EP71808
  - Clerk III/Typing, 13EDCR1306
  - Clerk II/Typing/Bilingual, 13EDCR1308
  - Clerk II/Typing/Bilingual, 13EDCR1309P
  - Credit Manager, 13EP72538
  - Director of Human Resources/RHA, 13EOC34267
  - Firefighter Trainee, 13ELOC1310
  - Labor Relations Specialist, 13EOC66566
  - Manager of Library Administration, 13EP71897
  - Secretary to the Director of Communications, 13EP71721
  - Senior Human Resource Consultant, 13EOC67774
  - Senior Human Resource Consultant, 13EP72554
  - Supervisor of Electrical Trades, 13EOC66611
  - Supervisor of Electrical Trades, 13EP72355
- B. The Commission closed-out the following examination process with no successful candidates:
- Clerk III/Typing/Bilingual – 13EDCRT1303
  - Clerk III/Typing – 13EDCR1307P
- VII. The Commission acknowledged establishment of the Civil Service Preferred List(s):
- Associate Personnel Analyst / On-Call, PREF0182
  - Clerk II / Typing / Part - Time, PREF0618\*\*\*
  - Communications Aide / Part-Time, PREF0765
  - Community Program Planner / Bilingual, PREF0757
  - Retrieval Room Aide / Part-Time, PREF2154
  - Supervising City Planner, PREF2679

VIII. The Commission approved the extension of Civil Service Eligible Lists(s), for one year or until a new list is established:

- 911 Dispatcher II/ECD, 12ELP1121
- Administrative Analyst, 11EP79898
- Area Coordinator, 11EOC64493
- Assistant Architect, 11EOC60929
- Assistant Purchaser/RHA, 11EOC60400
- Automotive Parts Clerk, 10EOC68421
- Cemetery Service Representative, 11EOC66497
- Cemetery Service Representative, 11EP79763
- Cemetery Service Representative/Bilingual, 11EOC66506
- Clerk I, 11EP79367
- Clerk I/RHA, 11EP79368
- Clerk III/Typing, 11EDCR1108P
- Code Enforcement Inspector, 11EOC64779
- Code Enforcement Officer, 11EP78460
- Code Enforcement Officer, 11EOC60589
- Counseling Specialist, 12EOC63367
- Deputy Director BHRM, 10EP76499
- Director of Business Intelligence, 11EP78537
- Equipment Trainer, 10EOC67205
- Fire Captain, 10EP76429
- Fleet Maintenance Technician, 10EOC69274
- GIS Technician, 11EOC64815
- Human Resource Consultant I, 10EOC64674
- Human Resource Coordinator, 11EP79837
- Integrity Compliance Officer/Part Time, 10EOC68897
- Lead Police Information Clerk, 10EP77326
- Materials Equipment Fleet & Facilities Coordinator, 12EOC67595
- Operations Analyst, 12EOC60716
- Operations Superintendent, 10EP77648
- Permit Office Manager, 12EOC68220
- Police Information Clerk, 10EOC64753
- Police Lieutenant, 11EP78986
- Principal Engineering Technician/CADD, 11EOC60953
- Program Coordinator, 12EOC67571
- Program Development Specialist, 11EOC63748
- Purchaser, 10EP77512
- Senior Code Enforcement Officer, 12EP70511
- Senior Human Resource Consultant/RHA, 11EP78422
- Senior Payroll Associate, 11EP79559
- Senior Property Clerk, 11EP79448
- Senior Surveying Technician, 12EOC68262
- Special Events Coordinator, 10EP77528
- Special Events Coordinator, 10EOC61058
- Supervising Stock Clerk, 10EOC68852

- IX. Request for extension of temporary positions: None
- X. Transfers: None
- XI. The Commission approved the following reinstatement requests:
- ❖ Gail Whitehead – Senior Administrative Analyst / Part-Time
  - ❖ Dorraine Kirkmire – Senior City Planner
- XII. The Commission approved a request for the voluntary demotion by 911 Dispatcher I, Nicole Anthony to 911 Telecommunicator.
- XIII. The Commission entered Executive Session to consider Firefighter and Police Officer Disqualifications, review correspondence related to disqualifications and appeals, and to hear candidate appeals.

**The meeting was adjourned at 5:00 PM**

Respectfully submitted,



Thomas Johnson  
Human Resource Coordinator

THE END