

CIVIL SERVICE COMMISSION
MINUTES
Thursday, May 22, 2014
3:30 P.M., ROOM 102A, CITY HALL

PRESENT: Commissioners: Sally Partner (Chair)
Alan Caine
John Feola
Diane Larter
Leslie Smith

IN ATTENDANCE: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Deborah Callerame, Senior HR Consultant
Police Lieutenant Korey Brown, RPD
Police Sergeant Darlene Rogers, RPD
Police Officer Lamar Cousins, RPD

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

- I. The Commission approved the minutes of the meeting (regular and executive session) on **April 24, 2014**.
- II. The Commission reviewed the following items of correspondence: **None**
- III. The following classifications/reclassifications were approved as presented:

ECD/311 Classify: (1)	Service Representative Br. 12, (\$34,384 - \$44,073) Competitive
DES/Operations & Parks/Building Services Classify: (1)	Municipal Assistant/Temporary (4/27/14 – 5/22/14) Br. 18 (\$41,505 - \$54,172) Competitive
DES/Operations & Parks/Building Services Classify: (1)	Municipal Assistant Br. 18 (\$41,505 - \$54,172) Competitive
DES/Water/Director's Office Classify: (1)	Clerk III/Typing/Part-Time/Temporary (5/13/14 – 11/18/14) Br. N707 (\$16.60 - \$18.77/hr) Non-Competitive
DES/Water/Upland Classify: (1)	Chief of Water Quality Operations Br. 30 (\$70,578 - \$93,061) Competitive

LIBRARY/Central/Finance Classify: (1)	Senior Administrative Analyst/Temporary (4/28/14 – 5/22/14) Br. 24, \$54,959 - \$72,467 Competitive
LIBRARY/Central/Finance Classify: (1)	Senior Administrative Analyst Br. 24, \$54,959 - \$72,467 Competitive
FINANCE/Treasury Classify: (1)	Interdepartmental Messenger/Temporary (4/13/14 – 10/12/14) Br. 6, \$29,451 - \$36,775 Labor
FINANCE/Purchasing Classify: (1)	Clerk II with Typing Br. 9, \$31,734 - \$40,063 Competitive
RPD/Investigations Classify: (1)	Police Investigator/Temporary (5/12/14 – 5/11/15) Br. 191, \$72,665 - \$77,077 Competitive
RPD/Administration Classify: (1)	Personnel Management Supervisor/Temporary (6/1/14 -6/30/14) Br. 23, 52,670 - \$69,449 Competitive

IV. The Commission adopted the following job specifications:

- Personnel Management Supervisor
- Public Safety Communicator I
- Public Safety Communicator II
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V. A. The Commission established the following eligible list(s) for one (1) year, unless extended:

- Family Self Sufficiency Supervisor/ RHA 14EP73031
- Housing Manager II/RHA 14EOC61636***
- Housing Manager II/RHA 14EP71428
- Housing Manager III/RHA 14EP71429
- Junior Accountant 14EOC61258
- Junior Accountant 14EP73475
- Police Paralegal/Bilingual 14EOC64589
- Property Manager/RHA 14EP73227
- Senior Accountant 14EOC61698
- Senior Accountant 14EP73649
- Senior Accountant/RHA 14ENC73646

V. **B.** The Commission closed out the following exam process with no successful candidates:

- Police Paralegal/Bilingual 14EP71750

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

- One Position of 911 Shift Supervisor/Temporary (encumbered by Mark Deisenroth) in the Emergency Communications Department.
- One position of Clerk III (encumbered by Shakee'la Pinckney) in the Department of Human Resource Management.
- One Position of Police Lieutenant (encumbered by K. Koehn) in the Rochester Police Department.
- On Position of Police Sergeant (encumbered by Carpenter) in the Rochester Police Department.

VI. The Commission held a public hearing regarding the Resolution to delegate certain authorities to the Executive Secretary for the period June 1, 2014 to May 31, 2015. There were no speakers. The Commission adopted the resolution.

VII. The Commissioners elected Sally Farrell-Partner to serve as Chair for the period June 1, 2014 to May 31, 2015

VIII. The Commission approved meeting dates for July 1, 2014-December 31, 2014, as follows:

£ Thursday, July 24	3:30 pm
£ Thursday, August 28	3:30 pm
£ Thursday, September 25	3:30 pm
£ Thursday, October 23	3:30 pm
£ Thursday, November 20	3:30 pm
£ Thursday, December 18	3:30 pm

The meeting was adjourned at 4:00 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant

THE END