

**CIVIL SERVICE COMMISSION
MINUTES
September 25, 2014
3:30 P.M., ROOM 103A, CITY HALL**

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

IN ATTENDANCE: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Thomas Johnson, Human Resource Coordinator
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 (regular and executive session) on **August 28, 2014.**

II. **The following classifications/reclassifications were approved as presented:**

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| ECD/311 Call Center Classify: (1) | Service Representative/Bilingual/Part-Time/Temporary (Temporary - 8 months) Br. N812 (\$16.70 - \$18.31/hr) Competitive |
| DES/Operations & Parks/Director's Office Classify: (1) | Engineering Intern/Seasonal Br. N308 (\$13.38 - \$14.96/hr) Non-competitive |
| DES/Water/Director's Office Classify: (1) | Clerk III/Typing/Temporary (8/31/14 – 9/25/14) Br. 7 (\$30,521 - \$38,156) Competitive |
| DES/Water/Director's Office Classify: (1) | Clerk III/Typing Br. 7 (\$30,521 - \$38,156) Competitive |
| DES/Water/Engineering Classify: (1) | Engineering Technician Br. 12 (\$34,728 - \$44,514) Competitive |

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| NBD/Business & Housing Development Classify: (1) | Clerk III/Temporary (9/15/14 – 6/30/15) Br. 7 (\$30,521 - \$38,156) Competitive |
| NBD/Planning & Zoning Classify: (1) | Clerk II/Typing Br. 9 (\$32,051 - \$40,463) Competitive |
| LIBRARY/Central/Children's Classify: (1) | Clerk III/Typing/Part-Time/Temporary (8/27/14 – 11/26/14) Br. N075 (\$16.09 - \$18.36) Non-competitive |
| LIBRARY/Community/SW-Arnett Classify: (1) | Library Assistant/Part-Time/Temporary (9/22/14 – 10/21/14) Br. N145 (\$19.46 - \$22.24/hr) Non-competitive |
| LIBRARY/Community/SW-Arnett Classify: (1) | Library Assistant/Part-Time Br. N145 (\$19.46 - \$22.24) Non-competitive |
| FINANCE/Accounting Classify: (1) | Associate Accountant/Temporary (8/25/14 – 9/25/14) Br. 24 (\$56,058 - \$73,916) Competitive |
| FINANCE/Accounting Classify: (1) | Associate Accountant Br. 24 (\$56,058 - \$73,916) Competitive |
| FINANCE/Purchasing Classify: (1) | Project Assistant/Temporary (Temporary - 1 year) Br. 12 (\$34,728 - \$44,514) Competitive |
| DRYS/BEST Classify (1) | Administrative Analyst/Seasonal Br. N720 (\$24.55 - \$26.93/hr) Competitive |
| DRYS/BEST Classify (1) | Sr. Recreation Assistant/Seasonal Br. P810 (\$13.31- \$14.12) Non-Competitive |
| POLICE/Operations Classify: (1) | Police Captain/Temporary (Temporary 8/25/14 – 11/24/14) Br. 95 (\$93,357 - \$98,987) Competitive |
| POLICE/TSS Classify: (1) | Police Information Clerk Br. 9 (\$32,051 - \$40,463) Competitive |

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| POLICE/Operations Classify: (1) | Police Lieutenant/Temporary (8/25/14 – 11/24/14) Br. 94 (\$82,736 - \$87,724) Competitive |
| POLICE/Operations Classify: (1) | Police Lieutenant/Temporary (9/5/14 – 12/4/14) Br. 94 (\$82,736 - \$87,724) Competitive |
| POLICE/Operations Classify: (1) | Police Sergeant/Temporary (9/5/14 – 12/4/14) Br. 92 (\$73,165 - \$77,577) Competitive |
| POLICE/Special Operations Classify: (2) | School Traffic Officer II/Part-Time Br. P458 (\$13.08/ hr) Labor |

III. The Commission adopted the following job specifications:

- Examination Administrator
- Senior Payroll Auditor
- Youth Services Manager

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

- Assistant Service Manger, 14EP72296
- Assistant Service Manager, 14EOC66469
- Equipment Trainer, 14EOC61436
- Fleet Service Manager, 14EOC61915
- Integrity Compliance Officer / Part-Time, 14EOC61445
- Receptionist Typist, 14EOC61452
- Service Manager, 14EP72294

- V. **The Commission affirmed the extension of the following Civil Service eligible lists for one year unless replaced with a new list:**
- One Position of Police Sergeant (encumbered by Brian Phillips) in the Rochester Police Department.
- VI. **The Commission approved the Reinstatement(s) of the following position(s):**
- Police Officer Laurie Kingsley to the title of Public Safety Aide in the Rochester Police Department
 - Clarissa Mosher to the title of Clerk III/Typing in the Department of Environmental Services
- VII. The Commission entered Executive Session to discuss items of a confidential nature.

The meeting was adjourned at 4:00 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant

THE END