

**CIVIL SERVICE COMMISSION  
GENERAL SESSION MINUTES  
Thursday, October 23, 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 HR Consultant  
Sandra Simon, Affirmative Action Representative  
Lieutenant Korey Brown, RPD  
Sergeant Darlene Rogers, 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 September 25, 2014.**

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

ADMIN/OMB Classify: (1)	Research Assistant (c) Br. 16 (\$39,366 - \$50,531) Competitive
DES/Commissioner's Office/Security Classify: (1)	Supervising Security Guard (c) Br. 16 (\$39,366 - \$50,531) Non-competitive
DES/Water/Upland Classify: (1)	Expediter/Temporary (10/14/14 - 4/11/15) Br. 65 (\$18.42 - \$23.31/hr) Competitive
LIBRARY/Central/Personnel Classify: (1)	Human Resource Consultant II/Bilingual Br. 21 (\$46,476 - \$61,699) Competitive
IT/Application Services Classify: (1)	Application Services/On- Call/Temporary (11/9/14 - 12/31/14) Br. N258 (\$28.12 - \$37.08/hr) Competitive

IT/Technical Infrastructure Classify: (1)	Systems Engineer Br. 23 (\$53,724 - \$70,838) Competitive
NBD/Commissioner's Office/Administration & Finance Classify: (1)	Receptionist Typist Br. 6 (\$29,746 - \$37,143) Competitive
DRYS/Commissioners Office Classify: (1)	Clerk III/Typing/Part-Time/Temporary (11/1/2014 – 3/1/2015) Br. N070 (\$16.76 - \$18.96/hr) Non-Competitive
DRYS/Commissioners Office Classify: (1)	Youth Intervention Aide/Seasonal (10/15/14 – 11/15/14) Br. P850 (\$17.61 - \$18.71/Hourly) CPNC
DRYS/Recreation Administration Classify: (3)	Senior Recreation Assistant / Part Time Br. P810 (\$13.45 - \$14.26) Non-Competitive
DRYS/Recreation/Gantt Classify: (1)	Recreation Supervisor/Bilingual Br. 15 (\$38,051 - \$48,841) Competitive
RPD/Operations/Patrol Classify: (1)	Police Lieutenant/Temporary (10/3/14 – 4/2/15) Br. 94 (\$82,736 - \$87,724) Competitive
RPD/Operations/Patrol Classify: (1)	Police Sergeant/Temporary (10/3/14 – 4/2/15) Br. 92 (\$73,165 - \$77,577) Competitive
RPD/Special Operations Classify: (1)	Police Lieutenant/Temporary (9/26/14 – 12/24/14) Br. 94 (\$82,736 - \$87,724) Competitive
RPD/Special Operations Classify: (1)	Police Sergeant/Temporary (10/3/14 – 1/2/15) Br. 92 (\$73,165 - \$77,577) Competitive
RPD/Chief's Office Classify: (1)	Police Captain Br. 95 (\$93,357 - \$98,987) Competitive

**III.** The Commission adopted the following job specifications:

- Cash and Investment Manager
- Crisis Counseling Coordinator
- Manager of Employment Services
- Manager of Youth Outreach and Violence Prevention
- Senior Youth Intervention Specialist
- Victim Service Coordinator
- Youth Worker

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

- Chief of Maintenance 14EP73667
- Children's Services Consultant 14EOC63293
- Code Enforcement Inspector / Bilingual 14EOC60688
- Code Enforcement Inspector 14EOC60687
- Director of Development and Capital Projects/RHA
- Director of Real Estate 14EP73692
- Project Assistant / Bilingual 14EP73213
- Project Assistant /Bilingual 14EOC60571
- Project Assistant 14EP73212
- Supervisor of Structures and Equipment 14EOC61752
- Supervisor of Structures and Equipment 14EP73670

**V.** The Commission approved the following extension of temporary position(s):

- One position of Police Investigator (encumbered by Joel Wittman) in the Rochester Police Department
- One position of Interdepartmental Messenger (encumbered by Marina Moye) in the Treasury/Finance Department

**VI.** The Commission approved the following transfer(s):

- The Rochester Police Department has been approved to transfer a Police Information Clerk to a vacant Clerk II Position on October 13, 2014.

**VII.** The Commission did **not** approve the following request(s) for reinstatement but did encourage both candidates to apply for the next exam:

- Appearance of Todd Bischooping and request for reinstatement to the Rochester Fire Departments Civil Service eligible list
- Edward McClendon request for reinstatement to the Rochester Fire Departments Civil Service eligible list

**VIII.** Review and Affirmation of Job and Compensation Audit Report:

- Audit Report in reference to Tammy Macon's (Finance/Purchasing) inquiry regarding accurate job specification and equitable compensation.

**The meeting was adjourned at 5:15 PM**

Respectfully submitted,



Deborah Callerame  
Senior Human Resource Consultant

**THE END**