

CIVIL SERVICE COMMISSION  
**MINUTES**  
**Thursday, November 20, 2014**  
3:30 P.M., ROOM 102A, CITY HALL

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

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 **October 23, 2014**.

II. The Commission reviewed the following items of correspondence:

- Letters to **Todd Bischoing** and **Edward McClendon** informing them of the Commission's decision to **Not** approve their request for reinstatement to the Fire Fighters eligible list, but encouraged them both to reapply for a future examination.

III. The following classifications/reclassifications were approved as presented:

ADMIN/DHRM Classify: (1)	Clerk III/Typing/Temporary (11/3/14 – 1/3/15) Br. 7 (\$30,521 - \$38,156) Competitive
DES/Commissioner's Office/Cemeteries Classify: (1)	Clerk III/Typing/Temporary (11/3/14 – 1/31/15) Br. 7 (\$30,521 - \$38,156) Competitive
DES/Commissioner's Office/Cemeteries Classify: (1)	Senior Service Assistant/Temporary (10/20/14 – 6/30/15) Br. 7 (\$33,748 - \$43,018) Competitive

DES/Operations & Parks/Building Services Classify: (1)	HVAC Engineer/Temporary (10/14/14 – 3/28/15) Br. 151 (\$25.06 - \$29.40/hr) Competitive
DES/Water/Distribution Classify: (1)	Water Meter Repairer/Temporary (11/30/14 – 3/31/15) Br. 51 (\$13.48 - \$16.25/hr) Non-Competitive
DES/Operations & Parks/Equipment Services Classify: (1)	College Junior Intern/Seasonal Br. 452 (\$13.38/hr) Non-Competitive
LIBRARY/Central/ Art Classify: (1)	Clerk Typist/Part-Time Br. N035 (\$14.71 - \$16.78/hr) Non-Competitive
LIBRARY/Central/ Communications Classify: (1)	Duplicating Operator/Part-Time/ Temporary (10/27/14 – 1/27/15) Br. N065 (\$15.68 - \$17.91/hr) Non-Competitive
NBD/Business & Housing Development Classify: (1)	Clerk III/Typing/Part-Time Br. N707 (\$16.76 - \$19.39/hr) Non-Competitive
NBD/Business & Housing Development Classify: (1)	Project Assistant Br. 12 (\$34,728 - \$44,514) Competitive
NBD/Planning & Zoning Classify: (1)	Clerk III/Typing/Part-Time Br. N707 (\$16.76 - \$19.39/hr) Non-Competitive
NBD/Planning & Zoning Classify: (1)	City Planner Br. 20 (\$44,691 - \$59,242) Competitive
NBD/Planning & Zoning Classify: (1)	Clerk II/Bilingual/Temporary (10/27/14 – 6/30/15) Br. 9 (\$32,051 - \$40,463) Competitive
FINANCE/Assessment Classify: (1)	Clerk III/Typing/Seasonal Br. N070 (\$16.76 - \$18.96/hr) Non-Competitive
DRYS/Recreation Classify: (1)	Recreation Leader Br. 9 (\$32,051-\$40,463) Competitive
DRYS/BEST & YS Classify: (1)	Clerk III/Typing/Seasonal (11/2/14-6/30/14) Br. N070 (\$16.76 - \$18.96/hr) Non-Competitive
RPD/Operations Classify: (1)	Police Investigator/Temporary (10/21/14 – 4/20/15) Br. 191 (\$72,665 - \$77,077) Competitive

RPD/Operations Classify: (1)	Police Sergeant/Temporary (11/5/14 – 2/6/15) Br. 92 (\$76,867 - \$81,502) Competitive
RPD/Operations Classify: (1)	Police Sergeant/Temporary (11/11/14 – 11/10/15) Br. 92 (\$76,867 - \$81,502) Competitive
Rochester Housing Authority Classify: (5)	Housing Specialist (\$31,000 - \$43,528) Competitive

IV. The Commission adopted the following job specifications:

- Clerk II/Typing
- Clerk II/Typing/Bilingual
- Clerk III/Typing
- Clerk III/Typing/Bilingual
- Management Trainee
- **Professional Development Specialist –Withdrawn**
- **Professional Development Specialist/Bilingual – Withdrawn**
- **Senior Professional Development Specialist - Withdrawn**

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

- Librarian I, ECRT1455
- Librarian I/Bilingual (Spanish), 14EOC65444

B. The Commission closed out the following exam process with no successful candidates: **None**

VI. The Commission approved the Resolution to Amend Appendices for titles outside the competitive class:

- A. Public Hearing
- B. Signing of Resolution

VII. **Informational:** Transfer of Function under CSL 70(2)

- Transfer of Fire Dispatch function effective **January 1, 2015** from the Brighton Fire District to the City of Rochester 9-1-1 Center and Associated personnel, Fire Dispatchers James Camiolo and Daniel DiSalvo, pursuant to the Civil Service Law Section 70(2).

VIII. The Commission approved dates for the upcoming Civil Service Commission Meetings; **January 2015 – June 2015**

IX. The Commission entered Executive Session to discuss items of a confidential nature.

**The meeting was adjourned at 4:40 PM**

Respectfully submitted,



Deborah Callerame  
Senior Human Resource Consultant

**THE END**