

**CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
February 19, 2015
3:30 P.M., ROOM 103A, CITY HALL**

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

IN ATTENDANCE: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Deborah Callerame, Senior Human Resource Consultant
Sergeant Darlene Rogers, RPD
Police Officer Theodore Coriddi, 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 **January 22, 2015**.
- II. The Commission reviewed the following items of correspondence: None
- III. The following classifications/reclassifications were approved as presented:

ADMIN/Mayor's Office Classify: (1)	Executive Staff Assistant III Br. 27 (\$63,690 - \$83,979) Exempt
ADMIN/Mayor's Office Classify: (1)	Senior GIS Analyst Br. 23 (\$53,724 - \$70,838) Competitive
ADMIN/Mayor's Office Classify: (1)	Management Trainee Br. 18 (\$41,920 - \$54,714) Competitive
ADMIN/Mayor's Office Classify: (1)	Administrative Secretary Br. 13 (\$35,793 - \$45,854) Competitive
ADMIN/DHRM Classify: (1)	Senior Payroll Auditor Br. 23 (\$53,724 - \$70,838) Competitive
RFD/Chief's Office Classify: (1)	Battalion Chief Br. 85 (\$92,843 - \$97,437) Competitive

DES/Operations & Parks/Equipment Services Classify: (1)	Senior Account Clerk Br. 10 (\$32,852 - \$41,719) Competitive
Library/Central/Information Desk Classify: (1)	Librarian I / Bilingual / Part-time / Temporary (2/1/15 – 5/1/15) Br. N185 (\$21.52 - \$25.07) Non-competitive
Library/Central/Maintenance Classify: (1)	Clerk III/Typing Br. 7 (\$30,521 - \$38,156) Competitive
IT/Information Services Classify: (1)	Information Services Manager Br. 31 (\$74,937 - \$98,810) Competitive
FINANCE/Treasury Classify: (1)	Senior Accountant/On Call/Temporary (2/2/15 – 2/1/16) Br. N200 (\$24.56 - \$32.55/hr) Competitive
FINANCE/Parking Classify: (1)	Parking Equipment Mechanic / Part-time / Temporary (1/20/15 – 1/26/15) Br. P710 (\$15.79 - \$17.32) CPNC
RPD/Operations/Patrol Classify: (6)	Police Sergeant Br. 92, (\$76,867 - \$81,502) Competitive
RPD/Animal Services Classify: (1)	Animal Control Officer/Temporary (1/18/15 – 4/17/15) Br. 12, (\$34,728-\$44,514) Competitive
RPD/Operations Classify: (1)	Police Lieutenant/Temporary (2/16/15 – 3/16/15) Br. 94, (86,922 - \$92,163) Competitive
RPD/Operations Classify: (1)	Police Lieutenant/Temporary (1/28/15 – 2/26/15) Br. 94, (86,922 - \$92,163) Competitive
RHA Classify: (3)	Housing Specialist (\$31,000 - \$43,528) Competitive

IV. The Commission adopted the following job specifications:

- Administrative Secretary / Bilingual (Spanish)
- Municipal Parking Compliance Auditor
- Parking Compliance Monitor
- Parking Facility Manager
- Police Stenographer

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

- Police Sergeant, 14ELP1406
- Police Officer, ECRT7080J
- Police Officer, ECRT7080M

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

VII. The Commission affirmed the extension of the following Civil Service eligible lists for one year unless replaced with a new list:

- Accountant, 13EOC66370
- Administrative Assistant/RHA, 12EP70617
- Administrative Secretary, 13EP71808
- Application Services Analyst I, 11EOC15525
- Application Services Analyst II, 11EOC66449
- Application Services Analyst II, 11EP79759
- Application Services Analyst III, 11EP79760
- Application Services Developer, 11EOC66838
- Assistant Director of Parking, 14EP73671
- Assistant Superintendent/Water Distribution, 12EP70613
- Assistant Superintendent/Water Distribution, 12EOC68417
- Associate Accountant, 13EOC66270
- Battalion Chief, 12EP70618
- Business Process Analyst I, 11EOC66839
- Business Process Analyst II, 11EOC66841
- Business Process Developer, 11EOC15434
- Business Process Services Manager, 11EOC66536
- Clerk II/Typing, 12EDCR1118
- Clerk II/Typing/Bilingual, 13EDCR1308
- Clerk III/Typing, 13EDCR1306
- Computer Communications Technician, 11EOC15701
- Director of Administration & Finance, 14EP73076
- Director of Human Resources/RHA, 13EOC64267
- Dispatcher, 13EOC61448
- Executive Assistant, 12EP79002

VII. The Commission affirmed the extension of the following Civil Service eligible lists for one year unless replaced with a new list (**Continued**):

- Family Self Sufficiency Supervisor/RHA, 14EP73031
- Fire Communications Technician, 12EOC67731
- Firefighter, 12ELOC1117
- Forestry Technician, 12EOC63221
- Housing Manager II/RHA, 14EOC61636
- Housing Manager II/RHA, 14EP71428
- Housing Manager III/RHA, 14EP71429
- Housing Specialist/RHA, 12EOC64680
- Information Services Analyst I, 11EOC66524
- Information Services Analyst II, 11EOC66526
- Information Services Analyst III, 11EOC66523
- Information Services Developer, 11EOC65259
- IT Relationship Manager, 11EOC65262
- IT Relationship Manager, 11EP79546
- Junior Accountant, 14EP73475
- Junior Accountant, 14EOC61258
- Labor Relations Specialist, 13EOC66566
- Library Automation Specialist, 11EOC60544
- Manager of Water Distribution, 12EP70515
- Manager of Water Distribution, 12EOC68218
- Meter Reader, 13EOC61673
- Police Paralegal/Bilingual, 14EOC64589
- Principal Staff Assistant, 12EP70614
- Property Manager/RHA, 14EP73227
- Recreation Leader, 12EOC69063
- Secretary to the Director of Communications, 13EP71721
- Senior Accountant, 14EOC61698
- Senior Accountant, 14EP73649
- Senior Economic Development Specialist, 11EOC60744
- Senior Forestry Worker, 12EOC60593
- Senior Human Resource Consultant, 13EOC67774
- Superintendent of Water Distribution, 12EOC68067
- Supervising Water Distribution Technician, 12EP79028
- Supervisor of Electrical Trades, 13EOC66611
- Supervisor of Water Supply Maintenance, 12EP77517
- Systems Engineer I, 11EOC15437
- Systems Engineer II, 11EOC66591
- Systems Engineer III, 11EOC66594
- Systems Engineer IV, 11EOC66595
- Systems Engineer IV, 11EP79780
- Technical Infrastructure Services Manager, 11EOC65239
- Water Instrumentation Technician, 14EOC60931
- Water Operations Supervisor, 12EOC65670

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

- One position of Clerk III/Typing (encumbered by Holly Rockwell) in the Department of Recreation & Youth Services/Commissioners Office.
- One position of Duplicating Operator/Part Time (encumbered by Merceditas Miranda) in the Central Library/Communications Department.
- One position of Police Sergeant (encumbered by Jeremy Robinson) in the Rochester Police Department/Operations/Patrol.

IX. The Commission approved the following reinstatement request(s):

- Sandra Peck to the title of Senior Accountant/On Call/Temporary, in the Treasury Bureau/Finance Department.

X. **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