

CIVIL SERVICE COMMISSION
GENERAL SESSION AGENDA
Thursday, July 23, 2015
3:30 P.M., ROOM 102A, CITY HALL

I. Approval of the minutes of the meeting (regular and executive) on **June 25, 2015**.

II. Commission Correspondence: **None**

III. Classification/Reclassification:

ADMIN/Mayor's Office Classify: (1)	Graduate Intern/Seasonal Br. N463 (\$16.48/hr) CPNC
ADMIN/DHRM Classify: (1)	College Junior Intern/Seasonal Br. N308 (\$13.65/hr) Non-competitive
DES/Building & Parks/Cemeteries Classify: (1)	Cemetery Worker/Seasonal Br. P578 (\$15.34 - \$17.34/hr) Non-Competitive
DES/Building & Parks/Building Services Classify: (1)	Maintenance Worker/Temporary (7/12/15 – 8/29/15) Br. 57 (\$15.34 - \$19.15/hr)
ECD / 911 Center Classify: (1)	911 Operations Manager/Temporary (7/26/15 – 10/25/15) Br. 29 (\$70,389 - \$92,809) Competitive
ECD / 911 Center Classify: (1)	911 Shift Supervisor Br. 210 (\$48,871 - \$64,821) Competitive
LIBRARY/Central/Personnel Classify: (1)	Clerk Typist/Seasonal (6/22/15 – 8/28/15) Br. N030 (\$15.31 - \$17.31/hr) Non-competitive
NBD/Planning & Zoning Classify: (1)	Senior City Planner/Temporary (7/19/15 – 12/31/15) Br. 24 (\$57,179 - \$75,394) Competitive
NBD/Planning & Zoning Classify: (1)	Executive Assistant/Temporary (7/19/15 – 12/31/15) Br. 20 (\$45,585 - \$60,427) Competitive
NBD/Inspection & Compliance Classify: (1)	Clerk III/Temporary (7/5/15 – 9/26/15) Br. 7 (\$31,132 - \$38,919) Competitive
FINANCE/Treasury Classify: (1)	Senior Accountant Br. 20 (\$45,585 - \$60,427) Competitive
FINANCE/Treasury Classify: (1)	Senior Accountant/On Call/Temporary (7/7/15 – 7/6/16) Br. N200 (\$25.05 - \$33.20/hr) Competitive

FINANCE/Purchasing Classify: (1)	Management Trainee/Temporary (8/2/15 – 8/1/16) Br. 18 (\$42,758 - \$55,808) Competitive
Rochester Housing Authority Classify: (2)	Clerk III / Typing / Bilingual Br. 7X (\$26,444 - \$36,162) Competitive

IV. Adoption of Job Specifications:

- Customer Service Representative
- Customer Service Representative/Bilingual
- Housing Specialist (RHA)
- Human Services Specialist (RHA)
- Police Captain
- Senior Housing Specialist (RHA)

V. A. Establishment of Civil Service Eligible List(s):

- Clerk II, 15EP75506
- Clerk II/Bilingual, 15EOC66293
- Clerk II/Bilingual, 15EP75507
- Public Safety Communicator I, 15ELOC1506
- Senior Cashier, 15EOC67165
- Senior Cashier, 15EP75957
- Senior Cashier/Bilingual, 15EOC67166
- Senior Cashier/Bilingual, 15EP75958
- Superintendent of Fire Equipment Maintenance, 15ELP1513
- Veterinary Technician 15EOC60326

B. Close-out of examination process:

- Superintendent of Fire Equipment Maintenance, 15ELOC1514

VI. Request for Extension of Civil Service Eligible Lists(s):

- Assistant Service Manager, 14EOC66469
- Assistant to the NSC Administrator, 13EP72127
- Automotive Parts & Materials Manager, 14EP73681
- Automotive Parts Clerk, 14EOC60070
- Benefits Manager, 14EOC60328
- Clerk I/RHA, 14EP73542
- Clerk III, 13EOC64852
- Clerk III, 13EP71796
- Crisis Counseling Coordinator, 14EP73166
- Crisis Counseling Coordinator, 14EOC60384
- Equipment Trainer, 14EOC61436
- Human Resource Assistant, 14EP73077
- Human Resource Assistant, 14EOC60191
- Human Resource Assistant/Bilingual, 14EP73078
- Human Resource Assistant/Bilingual, 14EOC60193
- Human Resource Consultant I, 14EOC67931
- Human Resource Consultant II, 14EP72583
- Human Resource Coordinator, 14EP72582
- Integrity Compliance Officer/Part Time, 14EOC61445
- Librarian II, 13EOC60387
- Librarian II, 13EP73169
- Librarian IV, 13EOC60389
- Librarian IV, 13EP73170
- Manager of Library Administration, 14EP73571
- Materials Equipment Fleet & Facilities Coordinator, 12EOC67595
- Operations Analyst, 12EOC60716
- Permit Office Manager, 12EOC68220
- Police Lieutenant, 11EP78986
- Program Coordinator, 12EOC67571
- Public Safety Communicator II, 14ELOC1408
- Purchasing Agent/RHA, 14EP73666
- Receptionist Typist, 14EOC61452
- Recreation Center Director, 14EP72159
- Recreation Supervisor, 14EP73228
- Recreation Supervisor/Bilingual, 14EP73229
- Senior Automotive Parts Clerk, 14EP73759
- Senior Automotive Parts Clerk, 14EOC61916
- Senior Code Enforcement Officer, 12EP70511
- Senior Service Representative, 13EP72203
- Senior Service Representative/Bilingual, 13EP72204
- Service Manager, 14EP72294
- Service Representative, 13EP72161
- Service Representative, 13EOC66171
- Service Representative/Bilingual, 13EOC66173
- Supervising Stock Clerk, 14EOC61794
- Technology Applications Specialist, 13EOC16666
- Victim Assistance Counselor, 14EOC63374
- Youth Camp Supervisor, 14EOC69875

VI. Request for Extension of Temporary positions:

- One position of Service Representative/Bilingual/Temporary (encumbered by Tiffany Torres) in the 311 Call Center – Emergency Communications Department
- One Position of Duplicating Operator/Part Time (encumbered by Merceditas Miranda) in the Central Communications Department – Library

VII. Transfers: None

VIII. Reinstatement requests:

- Finance Department is requesting the reinstatement of Mahen Mahenthiran to the title of Senior Accountant /On Call /Temporary

IX. Request for Extension of Provisional Appointment:

- The Finance Department/Accounting Bureau is requesting a one month extension of Bridget Britton's provisional appointment as an Accountant

X. Copy of Local Civil Service Rule X.5. Review of Examination Scores:

- Civil Service rule that describes the types of reviews to be offered to exam candidates

THE END