

CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
June 25, 2015
3:30 P.M., ROOM 103A, CITY HALL

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

IN ATTENDANCE: Tassie Demps, Executive Secretary
Deborah Callerame, Senior Human Resource Consultant
Sergeant Darlene Rogers, RPD
Police Officer Emre Arican, RPD
Lt. David Gebhardt, RPD
Police Officer Adam Radens, 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 May 22, 2015.
- II. The Commission reviewed the following items of **Correspondence**:
 - Transfer of Code Enforcement function from the Department of Neighborhood and Business Development to Environmental Services.

III. The following **Classifications/Reclassifications** were approved as presented:

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| ADMIN/Mayor's Office Classify: (1) | Executive Staff Assistant I Br. 16 (\$40,154 - \$51,541) Exempt |
| ADMIN/Mayor's Office Classify: (2) | Integrity Compliance Officer/On-Call Br. N248 (\$27.49 - \$36.25/hr) Competitive |
| ADMIN/Law Classify: (1) | Municipal Attorney I Br. 25 (\$59,667 - \$78,673) Exempt |
| ADMIN/Law Classify: (1) | Municipal Attorney III/On-Call/Temporary (7/1/15 – 6/30/16) Br. N328 (\$38.26 - \$50.44/hr) Exempt |

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| ADMIN/Law Classify: (1) | Paralegal Br. 20 (\$45,585 - \$60,427) Competitive |
| ADMIN/OMB Classify: (1) | Principal Staff Assistant Br. 29 (\$70,389 - \$92,809) Competitive |
| ADMIN/OMB Classify: (1) | Senior Administrative Analyst Br. 24 (\$57,179 - \$75,394) Competitive |
| ADMIN/DHRM Classify: (1) | Clerk III/Typing Br. 7 (\$31,132 - \$38,919) Competitive |
| ADMIN/DHRM Classify: (1) | Clerk III Br. 7 (\$31,132 - \$38,919) Competitive |
| ADMIN/DHRM Classify: (1) | Exam Administrator Br. 14 (\$37,641 - \$48,347) Competitive |
| ADMIN/DHRM Classify: (1) | Principal Staff Assistant Br. 29 (\$70,389 - \$92,809) Competitive |
| ADMIN/DHRM Classify: (1) | Manager of Administrative Services Br. 28 (\$67,633 - \$89,179) Competitive |
| ADMIN/Communications Classify: (2) | Clerk III/Typing/Part-Time/Temporary (7/1/15 – 6/30/16) Br. N707 (\$16.76 - \$18.96/hr) Non-Competitive |
| DES/Commissioner's Office Classify: (2) | Clerk III/Typing/Part-Time Br. N707 (\$16.76 - \$18.96/hr) Non-Competitive |
| DES/Commissioner's Office/Security Classify: (1) | Clerk III/Typing/Part-Time Br. N707 (\$16.76 - \$18.96/hr) Non-Competitive |
| DES/Architecture & Engineering Classify: (1) | Junior Accountant Br. 14 (\$37,641 - \$48,347) Competitive |
| DES/Architecture & Engineering Classify: (1) | Junior Architect Br. 18 (\$42,758 - \$55,808) Competitive |
| DES/Architecture & Engineering Classify: (2) | Senior Architect Br. 27 (\$64,964 - \$85,659) Competitive |
| DES/Operations/Solid Waste Classify: (1) | Code Enforcement Inspector/Temporary (7/1/15 – 6/30/15) Br. 61 (\$16.86 - \$21.21/hr) Competitive |

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| DES/Building & Parks/Administration Classify: (1) | Director of Buildings and Parks Br. 35 (\$89,822 - \$118,435) CPNC |
| DES/Building & Parks/Administration Classify: (1) | Assistant to the Director of Buildings and Parks Br. 26 (\$62,261 - \$82,095) Competitive |
| DES/Building & Parks/Administration Classify: (1) | Senior Account Clerk Br. 10 (\$33,509 - \$42,554) Competitive |
| DES/Building & Parks/Cemeteries Classify: (1) | Cemetery Sales Coordinator Br. 16 (\$40,154 - \$51,541) Non-Competitive |
| DES/Building & Parks/Cemeteries Classify: (1) | Management Trainee Br. 18 (\$42,758 - \$55,808) Competitive |
| DES/Building & Parks/Cemeteries Classify: (1) | Municipal Assistant Br. 18 (\$42,758 - \$55,808) Competitive |
| DES/Equipment Services Classify: (1) | Director of Equipment Services Br. 33 (\$82,845 - \$109,238) CPNC |
| DES/Water/Distribution Classify: (1) | Water Services Trainee/Temporary Br. 52 (\$13.94 - \$16.96) Non-Competitive |
| DES/Water/Upland Classify: (1) | Access Control Specialist Br. 23 (\$54,798 - \$72,255) Competitive |
| DES/Water/Upland Classify: (1) | Water Operations Supervisor/Corrosion Br. 20 (\$45,585 - \$60,427) Competitive |
| ECD/911 Classify: (1) | Senior GIS Analyst Br. 23 (\$54,798 - \$72,255) Competitive |
| RFD/Fire Chiefs Office Classify: (1) | Clerk III/Typing/Temporary (7/1/2015 – 10/1/2015) Br. N007 (\$30,521-\$38,156) Competitive |
| RFD/Fire Chief's Office Classify (2) | College Junior Intern/Seasonal N308 (\$13.38 - \$14.96/hr) Non-competitive |
| RFD/Fire Chiefs Office Classify: (1) | Administrative Analyst Br. 20 (\$45,585 - \$60,427) Competitive |
| Library/Central/Local History Classify: (1) | Genealogy Specialist / Part-time Br. N145 (\$19.80 - \$22.63) Competitive |

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| Library/Central/Local History Classify: (1) | Librarian II Br. 20 (\$45,585 - \$60,427) Competitive |
| Library/Central/Communications Classify: (1) | Duplicating Operator/Part-Time/ Temporary (6/3/15 – 6/30/15) Br. N065 (\$15.95 - \$18.22/hr) Non-Competitive |
| Library/Community/Branch Administration Classify: (10) | Literacy Aide / Seasonal Br. N403 (\$8.96 - \$10.64/hr) Non-Competitive |
| Library/Community/Lincoln Classify: (1) | Maintenance Worker / Part-time Br. N575 (\$16.01 - \$18.46/hr) Non-Competitive |
| Library/Community/Sully Classify: (1) | Computer Aide / Part-time Br. N405 (\$10.40/hr) Competitive |
| Library/Community/Sully Classify: (1) | Youth Services Assistant Br. 7 (\$31,132 - \$38,919) Competitive |
| IT/Enterprise Process & Systems Classify: (1) | Business Analyst II Br. 27 (\$64,964 - \$85,659) Competitive |
| IT/Application Services Classify: (1) | Webmaster/On-Call Br. N258 (\$28.69 - \$37.82/hr) Competitive |
| NBD/Commissioner's Office Classify: (1) | Executive Assistant Br. 20 (\$45,585 - \$60,427) Competitive |
| NBD/Neighborhood & Business Development Classify: (1) | Senior Economic Development Specialist Br. 24 (\$57,179 - \$75,394) Competitive |
| NBD/Neighborhood & Business Development Classify: (1) | Clerk III – 55A Br. 7 (\$31,132 - \$38,919) Non-Competitive |
| NBD/Neighborhood Preservation Classify: (1) | Customer Service Representative/Bilingual Br. 12 (\$35,423 - \$45,405) Competitive |
| Finance/Accounting Classify: (1) | Principal Account Clerk Br. 15 (\$38,812 - \$49,818) Competitive |
| Finance/Parking Classify: (1) | Senior Cashier/Bilingual Br. 13 (\$36,509 - \$46,772) Competitive |
| Finance/Purchasing Classify: (1) | Management Trainee Br. 18 (\$42,758 - \$55,808) Competitive |

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| DRYS/Administration Classify: (1) | Youth Intervention Specialist Br. 18 (\$42,758-\$55,808) Non-Competitive |
| DRYS/Administration Classify: (1) | Clerk III/Typing/Temporary Br. 7 (\$31,132-\$38,919) Competitive |
| DRYS/Recreation Classify: (30) | Literacy Aide/Seasonal Br. N403 (\$9.09-\$ /hr) 7/6/2015-8/15/2015 Non-Competitive |
| DRYS/Recreation Classify (3) | Recreation Center Director Br. 21 (\$47,406-\$62,933) Competitive |
| DRYS/Recreation Classify (1) | Recreation Supervisor Br. 15 (\$38,812-\$49,818) Competitive |
| DRYS/Recreation Classify (2) | Area Coordinator Br. 23 (\$54,749 - \$72,255) Competitive |
| DRYS/ Administration/BEST Classify (3) | Clerk III/Typing/PT Br. N070 (\$16.27 - \$18.40) Non-Competitive |
| DRYS/Recreation Classify (1) | Day Camp Supervisor/Part-Time Br. P460 (\$15.06) Non-Competitive |
| DRYS/ BESTYS Classify (1) | Professional Development Specialist Br. 18 (\$42,758-\$55,808) Competitive |
| DRYS/ BESTYS Classify (1) | Project Assistant/Bilingual Br. 12 (\$35,423-\$45,406) Competitive |
| DRYS/ Various Classify (4) | Project Assistant/Seasonal Br. 12 (\$35,423-\$45,406) Non-Competitive |
| DRYS/ BESTYS Classify (2) | Clerk III/Typing/Seasonal Br. N070 (\$16.27 - \$18.40) Non-Competitive |
| RPD/Patrol Classify: (1) | Police Sergeant/Temporary Br. 92, (\$79,173-\$83,947) Competitive |
| RPD/Administration/Research & Evaluation Classify: (1) | Clerk III/Typing/Part-Time Br. N070 (\$16.76-\$18.96) Non-Competitive |
| RPD/Administration/Research & Evaluation Classify: (1) | Police Artist/Part-Time Br. 018 (\$23.03-\$26.05) Non-Competitive |

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| RPD/Patrol Classify: (12) | Police Sergeant/Temporary (7/1/15 – 6/30/16) Br. 92, (\$79,173-\$83,947) Competitive |
| RPD/Patrol Classify: (3) | Police Captain/Temporary (7/1/15 – 6/30/16) Br. 95, (\$101,023-107,116) Competitive |
| RPD/Patrol Classify: (7) | Police Investigator/Temporary (7/1/15 – 6/30/16) Br. 191, (\$78,673-\$83,447) Competitive |
| RPD/Patrol Classify: (7) | Police Lieutenant/Temporary (7/1/15 – 6/30/16) Br. 94, (\$89,530-\$94,928) Competitive |
| RPD/Administration/Professional Development Classify (1) | Administrative Secretary/On-Call/Temp (7/6/2015-8/7/2015) Br. 130 (\$19.66-\$22.23) Competitive |
| RPD/Operations/Animal Services Classify: (1) | Clerk III Br. 7 (\$31,132-\$38,919) Competitive |
| Rochester Housing Authority Classify: (5) | Housing Specialist Br. 13X (\$31,000 - \$43,528) Competitive |

IV. The Commission adopted the following job **Specifications:**

- 911 Dispatcher I
- 911 Dispatcher I /Bilingual
- 911 Dispatcher II
- 911 Telecommunicator
- 911 Telecommunicator/Bilingual (Spanish)
- Building Maintenance Foreman
- Computer Aide Library
- Firefighter
- Genealogy Specialist

- V. The Commission established the following **Eligible lists** for one (1) year, unless extended:
- Animal Control Officer, 15EOC65769
 - Firefighter Trainee, 15ELOC1512
 - Parking Enforcement Officer, 15EOC60563
- VI. The Commission established the following **Preferred lists** for one (1) year, unless extended:
- Assistant Director of Operations, PREF0257
 - Economic Development Project Manager, PREF1083
 - Grant Support Associate/Part – Time, PREF1289
 - Retrieval Room Aide/Part – Time, PREF2154
 - Secretary, PREF2212
- VII. The Commission affirmed the **Extension** of the following Civil Service eligible lists for one year unless replaced with a new list:
- Administrative Analyst, 13EP72654
 - Assistant HVAC Engineer, 12EOC64679
 - Assistant Operations Superintendent, 13EP72173
 - Assistant Operations Superintendent, 13EOC66181
 - Assistant Supt/Water Distribution, 14EOC62763
 - Assistant Supt/Water Distribution, 14EP74034
 - Assistant to the Circulation Supervisor, 13EOC67653
 - Associate Administrative Analyst, 13EP72129
 - Backflow Prevention Inspector, 14EOC63105
 - Backflow Prevention Inspector, 14EP74171
 - Communications Aide, 12EOC68423
 - Communications Aide/Bilingual, 12EOC60711
 - Equipment Training Coordinator, 12EOC60603
 - Fire Equipment Maintenance Supervisor, 12EOC64903
 - GIS Analyst/City Planner, 13EOC66908
 - GIS Developer, 13EOC66942
 - Grant Support Associate, 13EOC67681
 - Operations Superintendent, 13EP72167
 - Operations Supervisor, 13EP72172
 - Operations Supervisor, 13EOC66177
 - Parking Compliance Monitor, 12EOC65295
 - Parking Enforcement Supervisor, 12EP79775
 - Police Captain, 12EP70929
 - Police Evidence Technician, 13EOC65263
 - Property Clerk, 12EOC69999
 - Property Maintenance Supervisor/RHA, 14EP72360

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

- Public Housing Inspector/RHA, 14EOC66794
- Senior Administrative Analyst, 13EP72130
- Senior GIS Analyst, 13EOC66952
- Senior GIS Analyst/City Planner, 13EOC66912
- Superintendent of Water Supply Maintenance, 14EP74037
- Superintendent of Water Supply Maintenance, 14EOC62772
- Supervising Dispatcher, 13EP72479
- Water Distribution Trainee, 14EOC62774
- Water Operations Supervisor, 14EP72480
- Youth Services Assistant/Part Time, 14EOC66541
- Youth Services Coordinator, 14EOC63167

X. The Commission approved the following **Transfers**:

- Request to transfer Morticia Gunn-Graham **from** Police Information Clerk in the Rochester Police Department/Headquarters-Records **to** Clerk II in the Finance Department/Assessment Bureau.
- Request to transfer Thomas Miller **from** Manager of Administrative Services in the Department of Environmental Services **to** Manager of Administrative Services in the Department of Human Resource Management.

XI. The Commission approved the following **Reinstatement Requests**:

- Emergency Communications Department is requesting the reinstatement of Megan Millsbaugh to the title of Dispatcher I/OEC/Part –Time.
- Rochester Police Department is requesting the reinstatement of Emily Malloy to the title of Counseling Specialist.
- Rochester Police Department is requesting to reinstate former Police Officer Karen Coriddi to the title of Public Safety Aide.

XII. The Commission approved the following **Voluntary Demotion**:

- Louis Schweigert of the Emergency Communication Department is requesting a voluntary demotion **from** 911 Dispatcher I **to** 911 Telecommunicator.

- XIII. The Commission was provided with copies of the approved **July- December 2015** Civil Service Commission Meeting schedule.

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

The meeting was adjourned at 5:00 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant

THE END