

**CIVIL SERVICE COMMISSION  
GENERAL SESSION MINUTES  
Thursday, October 22, 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  
Yvette Green, Law Department  
Deborah Callerame, Senior Human Resource Consultant  
Sergeant Darlene Rogers, Rochester Police Department  
Officer Emre Arican, Rochester Police Department  
Officer Bill Nash, Rochester Police Department

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 17, 2015**.
- II. The Commission reviewed the following items of correspondence: **None**
- III. The following classifications/reclassifications were approved as presented:

ADMIN/Law Classify: (2)	Municipal Attorney II Br. 29 (\$70,389 - \$92,809) Exempt
ADMIN/Office of Management & Budget Classify: (1)	Senior Management Analyst Br. 23 (\$54,798 - \$69,247) Competitive
ADMIN/Human Resource Management Classify: (1)	Secretary to the Manager of Labor Relations/Temporary (9/27/15 – 6/30/16) Br. 12 (\$35,423 - \$45,405) Competitive
ADMIN/Human Resource Management Classify: (1)	Human Resource Associate/Bilingual/Temporary (10/5/15 – 6/30/16) Br. 12 (\$35,423 - \$45,405) Competitive
ADMIN/Human Resource Management Classify: (1)	Research Assistant/Temporary (10/5/15 – 6/30/16) Br. 16 (\$40,154 - \$51,541) Competitive

Emergency Communications/311 Call Center Classify: (1)	Service Representative / Part-time Br. N812 (\$17.03 - \$19.25) Competitive
DES/Architecture & Engineering Classify: (1)	Senior Account Clerk Br. 10 (\$33,509 - \$42,554) Competitive
DES/Water/Engineering Classify: (1)	Managing Engineer/Water Design/Temporary Br.32 (\$79,574 - \$104,920) (9/27/15 – 1/16/16) Competitive
DES/Water/Upland Classify: (1)	Senior Water Plant Operator Br. 18 (\$42,758 - \$55,808) Competitive
Library/Central/Maintenance Classify: (2)	Building Maintenance Foreman Br. 11 (\$34,423 - \$43,879) Competitive
Library/Central/Automation Services Classify: (1)	Computer Aide / Part-time Br. N405 (\$10.40/hr) Competitive
NBD/Planning & Zoning Classify: (1)	Senior GIS Analyst/City Planner/Temporary (10/11/15 – 6/30/16) Br. 24 (\$57,179 – 73,394)
Finance/Accounting Classify: (1)	Assistant Payroll Systems Supervisor Br. 26 (\$62,261 - \$82,095) Competitive
Finance/Treasury Classify: (1)	Junior Accountant Br. 14 (\$37,641 - \$48,347) Competitive
Finance/Treasury Classify: (1)	Principal Account Clerk Br. 15 (\$38,812 - \$49,818) Competitive
DRYS/BEST & YS Classify (1)	Professional Development Specialist Br. 18 (\$42,758-\$55,808) Competitive
RPD/Research & Evaluation Section Classify: (1)	Assistant Crime Research Specialist/Part-Time Br. N160 (\$21.41 - \$24.21) Competitive
RPD/Investigations/Family & Victim Services Classify: (1)	Victim Assistance Counselor/Temporary Temp 10/1/2015-3/31/2016 Br. 14 (\$37,641 - \$48,347) Competitive
RPD/Investigations/Family & Victim Services Classify: (1)	Victim Assistance Counselor/Part-Time Br. N714 (\$20.28 - \$22.93) Non-Competitive
Rochester Housing Authority Classify: (5)	Maintenance Laborer Br. \$25,772 - \$32,616 Labor

IV. The Commission adopted the following job specifications:

- Assistant Street Lighting Program Coordinator
- Code Enforcement Officer
- Code Enforcement Officer/Bilingual
- Deputy Fire Chief
- Press Officer
- Property Clerk
- Senior Housing Specialist/RHA

V. The Commission established the following eligible list(s) for one (1) year, unless extended: **None**

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:

- Clerk II/Typing, 13EDCR1311P

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

- One position of Clerk III/ Typing/ Temporary (encumbered by Christine Madsen) in the Rochester Fire Department.

IX. The Commission approved the extension of a failed provisional requested by the Department of Neighborhood and Business Development.

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

Respectfully submitted,



Deborah Callerame  
Senior Human Resource Consultant

**THE END**