

CIVIL SERVICE COMMISSION
MINUTES
Thursday, April 25, 2024
2:00 P.M. @ Training and Safety

Attendees	Present	Arrived Late	Left Early	Absent	
Carol Kramer, Commissioner, Chair					
Zahira Jimenez, Commissioner				X	
Orlando Rivera, Commissioner	X				
Edward Stulginsky, Commissioner	X				
Tashanda Thomas-Brown, Commissioner	X				
Fernan Cepero, Executive Secretary	X				
Time Meeting Began: 2:00 PM					

I. Approval of the Minutes of the meeting on March 21, 2024

Commissioner	Make the/a Motion	2 nd	Agree	Nay	Abstain
Carol Kramer			X		
Zahira Jimenez					
Orlando Rivera			X		
Edward Stulginsky		X	X		
Tashanda Thomas-Brown	X		X		

II. Commission Correspondence(s):

Commissioner	Make the/a Motion	2 nd	Agree	Nay	Abstain
Carol Kramer					
Zahira Jimenez					
Orlando Rivera					
Edward Stulginsky					
Tashanda Thomas-Brown					

III. Classification/Reclassification(s):

ECD/311 Call Center Classify (1)	Service Representative/Temporary (Temporary 1 Year) Br. 12 (\$42,218 - \$54,115) Competitive
DES/Architecture & Engineering Classify (1)	Executive Assistant Br. 20 (\$54,331 - \$72,019) Competitive
DES/Architecture & Engineering Classify (1)	Assistant Landscape Architect/On-Call/Temporary (Temporary 1 Year) Br. 248N (\$32.44 - \$42.78) Competitive
DES/Buildings & Parks/Forestry Classify (1)	Forestry Technician/On-Call/Temporary (Temporary 1 Year) Br. 178N (\$23.70 - \$30.70) Competitive

NBD/Buildings & Compliance Classify (1)	Clerk III/Typing/On-Call Br. 70N (\$20.39 - \$25.49) Competitive				
FIN/Parking Classify (1)	Executive Assistant Br. 20 (\$54,331.00 - \$72,019) Competitive				
DRHS/Human Services Classify (3)	College Junior Intern/Seasonal Br. 408 (\$16.26 - \$18.19) Non-Competitive				
DRHS/Human Services Classify (1)	Graduate Intern/Seasonal Br. 463 (\$19.64) Non-Competitive				
RFD/Office of the Chief Classify (2)	College Junior Intern/Seasonal Br. P452 (\$16.26) Non-Competitive				
RFD/Office of the Chief Classify (1)	Graduate Intern/Seasonal Br. 463N (\$19.64) Non-Competitive				
Rochester Housing Authority Classify (1)	Chief of Maintenance/On-Call/Temporary (Temporary 1 Year) (\$34.32 - \$48.13) Competitive				
Rochester Housing Authority Classify (2)	Senior Maintenance Mechanic/Part-time (\$17.79 - \$24.59) Non-Competitive				
Rochester Housing Authority Classify (4)	Maintenance Mechanic/Part-time (\$16.35 - \$23.32) Non-Competitive				
Rochester Housing Authority Classify (4)	Senior Housing Specialist/Part-time (\$20.66 - \$29.95) Competitive				
Rochester Housing Authority Classify (8)	Housing Specialist/Part-time (\$19.78 - \$28.30) Competitive				
Rochester Housing Authority Classify (1)	Human Services Specialist/Part-time (\$19.78 - \$28.30) Competitive				
Rochester Housing Authority Classify (2)	Clerk I/Part-time (\$18.68 - \$25.27) Competitive				
Rochester Housing Authority Classify (2)	Clerk II/Part-time (\$17.58 - \$24.18) Competitive				
Rochester Housing Authority Classify (2)	Clerk III/Typing/Part-Time (\$16.49 - \$23.08) Non-Competitive				
Commissioner	Make the/a Motion	2nd	Agree	Nay	Abstain
Carol Kramer			X		
Zahira Jimenez					
Orlando Rivera	X		X		
Edward Stulginsky		X	X		
Tashanda Thomas-Brown			X		

IV. Adoption of Job Specification(s):

- Director of Animal Services

Commissioner	Make the/a Motion	2 nd	Agree	Nay	Abstain
Carol Kramer			X		
Zahira Jimenez					
Orlando Rivera		X	X		
Edward Stulginsky			X		
Tashanda Thomas-Brown	X		X		

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

- 911 Shift Supervisor, 24ELP2401
- Adjudication Assistant, 23EOC63526
- Clerk II, 23EOC68861
- Clerk II/Bilingual, 23EOC69081
- Clerk II, 23EP72948
- Clerk III, 23EOC69176
- Clerk III/Bilingual, 23EOC69193
- Employment and Training Coordinator, 23EOC62148

Commissioner	Make the/a Motion	2 nd	Agree	Nay	Abstain
Carol Kramer			X		
Zahira Jimenez					
Orlando Rivera			X		
Edward Stulginsky	X		X		
Tashanda Thomas-Brown		X	X		

• Close-out of examination process:

- Clerk II/Bilingual, 23EP73179
- Clerk III, 23EP73294

Commissioner	Make the/a Motion	2 nd	Agree	Nay	Abstain
Carol Kramer			X		
Zahira Jimenez					
Orlando Rivera	X		X		
Edward Stulginsky			X		
Tashanda Thomas-Brown		X	X		

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

Commissioner	Make the/a Motion	2 nd	Agree	Nay	Abstain
Carol Kramer					
Zahira Jimenez					
Orlando Rivera					
Edward Stulginsky					
Tashanda Thomas-Brown					

VII. Request for Extension of Temporary Position(s):					
Commissioner	Make the/a Motion	2nd	Agree	Nay	Abstain
Carol Kramer					
Zahira Jimenez					
Orlando Rivera					
Edward Stulginsky					
Tashanda Thomas-Brown					

VIII. Transfer(s):					
Commissioner	Make the/a Motion	2nd	Agree	Nay	Abstain
Carol Kramer					
Zahira Jimenez					
Orlando Rivera					
Edward Stulginsky					
Tashanda Thomas-Brown					

IX. Reinstatement Request(s):					
<ul style="list-style-type: none"> • The Emergency Communication Department is requesting to reinstate a 911 Dispatcher I • Department of Neighborhood and Business Development is requesting to reinstate a Clerk III/Typing On-Call 					
Commissioner	Make the/a Motion	2nd	Agree	Nay	Abstain
Carol Kramer			X		
Zahira Jimenez					
Orlando Rivera			X		
Edward Stulginsky	X		X		
Tashanda Thomas-Brown		X	X		

X. Misc.:					
<ul style="list-style-type: none"> • Review meeting procedures for General and Executive Sessions 					
Commissioner	Make the/a Motion	2nd	Agree	Nay	Abstain
Carol Kramer					
Zahira Jimenez					
Orlando Rivera					
Edward Stulginsky					
Tashanda Thomas-Brown					

XI. Executive Session:					
Commissioner	Make the/a Motion	2nd	Agree	Nay	Abstain
Carol Kramer			X		
Zahira Jimenez					
Orlando Rivera			X		
Edward Stulginsky		X	X		
Tashanda Thomas-Brown	X		X		

Time Executive Session Began: 2:50 PM

Attendees	Present	Arrived Late	Left Early	Absent
Carol Kramer, Commissioner, Chair	X			
Zahira Jimenez				
Orlando Rivera, Commissioner	X			
Edward Stulginsky, Commissioner	X			
Tashanda Thomas-Brown, Commissioner	X			
Fernan Cepero, Executive Secretary	X			

The Commission will hear, discuss, and render final decisions regarding the following:

- Rochester Police Department is recommending the disqualifications of prospective Police Officer candidates - All Upheld

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| <ul style="list-style-type: none"> ○ J.A.A. ○ J.A.B. ○ T.M.C. ○ J.L.C.III ○ C.A.D.II ○ N.J.D. ○ A.J.D. ○ T.G.F. ○ A.N.G. ○ T.J.H. ○ D.M.J. ○ L.E.K. ○ Z.D.L. | <ul style="list-style-type: none"> ○ M.P.M. ○ D.M.M. ○ J.P.M. ○ A.M.O. ○ A.F.P. ○ N.A.P. ○ K.E.P. ○ J.A.P. ○ R.J.P. ○ A.R.S. ○ T.M.S. ○ M.S.J.T. ○ W.L.W. |
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Commissioner	Make the/a Motion	2 nd	Agree	Nay	Abstain
Carol Kramer			X		
Zahira Jimenez					
Orlando Rivera			X		
Edward Stulginsky	X		X		
Tashanda Thomas-Brown		X	X		

• Rochester Police Department Appeals of prospective Police Officer candidates – All Upheld

- V.A.
- A.B.
- X.G.
- Q.H.
- E.H.

- T.L.
- E.O.
- D.R.
- A.R.
- D.Y.

Commissioner	Make the/a Motion	2 nd	Agree	Nay	Abstain
Carol Kramer			X		
Zahira Jimenez					
Orlando Rivera		X	X		
Edward Stulginsky			X		
Tashanda Thomas-Brown	X		X		

• Rochester Fire Department disqualification appeals – Upheld

- K.W.

Commissioner	Make the/a Motion	2 nd	Agree	Nay	Abstain
Carol Kramer			X		
Zahira Jimenez					
Orlando Rivera		X	X		
Edward Stulginsky			X		
Tashanda Thomas-Brown	X		X		

Time Executive Session Ended: 3:05

Commissioner	Make the/a Motion	2 nd	Agree	Nay	Abstain
Carol Kramer			X		
Zahira Jimenez					
Orlando Rivera			X		
Edward Stulginsky	X		X		
Tashanda Thomas-Brown		X	X		

Uphold

Time Meeting Ended: 3:06 PM

Commissioner	Make the/a Motion	2 nd	Agree	Nay	Abstain
Carol Kramer			X		
Zahira Jimenez					
Orlando Rivera		X	X		
Edward Stulginsky			X		
Tashanda Thomas-Brown	X		X		