

**CIVIL SERVICE COMMISSION  
GENERAL SESSION MINUTES  
Thursday, June 28, 2018  
3:30 P.M., ROOM 102A, CITY HALL**

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

**IN ATTENDANCE:** Tassie Demps, Executive Secretary  
Deborah Callerame, Senior Human Resource Consultant

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 24, 2018.
- II. The Commission reviewed the following items of **Correspondence: None**
- III. The following **Classifications/Reclassifications** were approved as presented:

Administration/Mayor's Office Classify: (1)	Manager of Administrative Services Br. 28 (\$69,675 - \$91,870) Competitive
Administration/Mayor's Office Classify: (1)	Innovation Specialist Br. 16 (\$41,776 - \$53,623) Competitive
Administration/Law Classify: (1)	Legal Secretary Br. 9 (\$34,013 - \$42,940) Competitive
Administration/Law Classify: (1)	Supervising Paralegal Br. 22 (\$54,103 - \$71,338) Competitive
Administration/DHRM Classify: (1)	Business Analyst I Br. 25 (\$61,469 - \$81,048) Competitive
Administration/DHRM Classify: (1)	Clerk III Br. 7 (\$32,390 - \$40,492) Competitive
Administration/DHRM Classify: (1)	Examination Supervisor/Part-Time Br. 460 (\$16.30) Non-Competitive

Administration/DHRM Classify: (1)	Clerk III/Typing/Part-Time Br. N070 (\$17.80 - \$20.12) Non-Competitive
Administration/DHRM Classify: (1)	Administrative Secretary/Bilingual Br. 13 (\$37,984 - \$48,661) Competitive
Administration/DHRM Classify: (1)	Safety Associate Br. 9 (\$34,013 - \$42,940) Competitive
Administration/Communications Classify: (1)	Junior Speechwriter Br. 18 (\$44,486 - \$58,062) Competitive
Administration/Communications Classify: (1)	Graphic Artist/Part-Time Br. N150 (\$22.19 - \$25.08) Non-Competitive
Fire Department/Suppression Division Classify: (1)	Fire Lieutenant Br: 82 (\$82,320 - \$89,898) Competitive
DES/Commissioner's Office Classify: (1)	Telecommunications Manager Br. 31 (\$78,744 - \$103,829) Competitive
DES/Commissioner's Office Classify: (1)	Operations Assistant Br. 23 (\$56,453 - \$74,437) Competitive
DES/Commissioner's Office Classify: (1)	Senior Environmental Specialist Br. 25 (\$61,469 - \$81,048) Competitive
DES/Commissioner's Office Classify: (1)	Municipal Assistant Br. 18 (\$44,486 - \$58,062) Competitive
DES/Architecture & Engineering Classify: (1)	Assistant Manager of Street Design Br. 29 (\$72,515 - \$95,612) Competitive
DES/Architecture & Engineering Classify: (2)	Engineer III Br. 26 (\$64,141 - \$84,574) Competitive
DES/Architecture & Engineering Classify: (1)	Engineering Aide Br. 10 (\$34,013 - \$42,940) Competitive
DES/Architecture & Engineering Classify: (1)	Clerk I Br. 11 (\$35,813 - \$45,651) Competitive
DES/Operations/Solid Waste Classify: (1)	Assistant Commercial Accounts Representative/Temporary (7/1/18-12/31/18) Br. 22 (\$54,103 - \$71,338) Competitive
DES/Operations/Solid Waste Classify: (1)	Research Assistant Br. 16 (\$41,776 - \$53,623) Competitive

DES/Operations/Special Services Classify: (3)	Assistant Operations Superintendent Br. 23 (\$56,453 - \$74,437) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Billing Specialist Br. 12 (\$36,854 - \$47,239) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Clerk III/Typing Br. 7 (\$32,390 - \$40,492) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Senior Maintenance Mechanic/Carpenter Br. 65 (\$19.55 - \$24.74) Non-Competitive
DES/Water/Upland Classify: (1)	Assistant Automated Systems Control Specialist Br. 23 (\$56,453 - \$74,437) Competitive
DES/Water/Upland Classify: (1)	Assistant to the Manager of Water Production Br. 18 (\$44,486 - \$58,062) Competitive
Library/Central/Technology Center Classify: (1)	Computer Aide/Part-Time Br. N405 (\$10.82) Competitive
Library/Central/Technology Center Classify: (1)	Library Assistant/Part-Time Br. N145 (\$20.50 - \$23.43) Non-Competitive
Library/Central/Science & Children Center Classify: (2)	Librarian I/Part-Time Br. N185 (\$22.66 - \$26.41) Non-Competitive
Library/Central/Technical Services Classify: (1)	Clerk Typist/Part-Time Br. N035 (\$15.49 - \$17.67) Non-Competitive
Library/Central/Arts & Literature Classify: (1)	Clerk III/Typing/Part-Time Br. N075 (\$16.95 - \$19.34) Non-Competitive
Library/Central/Local History Classify: (1)	Clerk Typist/Part-Time Br. N035 (\$15.49 - \$17.67) Non-Competitive
Library/Central/Business Support Classify: (1)	Public Services Manager Br. 24 (\$58,906 - \$77,671) Competitive
Library/Central/Maintenance Classify: (1)	Building Supervisor Br. 18 (\$44,486 - \$58,062) Competitive
Library/Central/Maintenance Classify: (2)	Maintenance Worker/Part-Time Br. N575 (\$16.57 - \$19.11) Non-Competitive
Library/Central/Library Automation Services Classify: (1)	Library Webmaster & Applications Specialist Br. 23 (\$56,453 - \$74,437) Competitive

Library/Central/MCLS Classify: (1)	Library Assistant Br. 14 (\$39,945 - \$51,306) Competitive
Library/Central/Outreach Classify: (1)	Library Assistant/Part-Time Br. N145 (\$20.50 - \$23.43) Non-Competitive
Library/Central/Personnel Classify: (1)	Administrative Assistant Br. 16 (\$41,776 - \$53,623) Competitive
Library/Central/Finance Classify: (2)	Administrative Assistant Br. 16 (\$41,776 - \$53,623) Competitive
Library/Community/Branch Administration Classify: (1)	Administrative Assistant Br. 16 (\$41,776 - \$53,623) Competitive
Library/Community/Phillis Wheatley Classify: (1)	Librarian I/Temporary (7/1/18 – 6/30/19) Br. 18 (\$44,486 - \$58,062) Competitive
Library/Community/Arnett Classify: (1)	Librarian I Br. 18 (\$44,486 - \$58,062) Competitive
Library/Community/Frederick Douglass Classify: (1)	Librarian I Br. 18 (\$44,486 - \$58,062) Competitive
Information Technology Classify: (1)	Business Analyst II Br. 27 (\$66,925 - \$88,245) Competitive
Information Technology Classify: (1)	Systems Engineer III/On-Call/Temporary (7/9/2018 – 8/31/2018) Br. N298 (\$34.86 - \$45.97) Competitive
Information Technology Classify: (1)	Application Services Analyst II/On- Call/Temporary (7/9/2018 – 8/31/2018) Br. N278 (\$32.17 - \$42.43) Competitive
NBD/Neighborhood Preservation Classify: (1)	Secretary to the NSC Director Br. 13 (\$37,984 - \$48,661) CPNC (Competitive Pending Non-Competitive)
Finance/Treasury Classify: (1)	Associate Accountant Br. 24 (\$58,906 - \$77,671) Competitive
DRYS/Recreation Administration Classify: (1)	Grants Specialist/Temporary Br. 20 (\$47,427-\$62,869) (4/9/18-12/31/18)
DRYS/BEST &YS Classify: (1)	Manager of Workforce Program Development/Temporary Br. 26 (\$64,141- \$84,574) (5/28/18-6/30/18)

DRYS/BEST/YS Classify: (1)	Manager of Workforce Program Development Br. 26 (\$64, 141- \$84, 574) Competitive
DRYS/BEST &YS Classify: (1)	Connection Coordinator Br. 18 (\$44,486-\$58,062) Competitive
DRYS/BEST/YS Classify: (1)	Connection Coordinator Br. 18 (\$44,486-\$58,062) Competitive
DRYS/Commissioner's Office Classify: (1)	Assistant Supervisor of Markets Br. 16 (\$41,776-\$53,623) Competitive
DRYS/Commissioner's Office Classify: (1)	Ground Equipment Operator Br.D056 (\$15.59-\$19.20)
DRYS/Commissioner's Office Classify: (1)	Municipal Assistant Br. 18 (\$44,486-\$58,062) Competitive
DRYS/Commissioner's Office Classify: (1)	Program Coordinator Br. 16 (\$41,776-\$53,623) Competitive
DRYS/Commissioner's Office Classify: (1)	Youth Intervention Aide/Part-Time Br. P450 (\$18.33-\$19.47) CPNC
DRYS/Recreation Administration Classify: (1)	Executive Assistant Br. 20 (\$47,427-\$62,869) Competitive
DRYS/Recreation Administration Classify: (1)	Youth Services Associate Br. 11 (\$35,813-\$45,651) Competitive
DRYS/Recreation Administration Classify: (1)	Recreation Supervisor Br. 15 (\$40,380-\$51,830) Competitive
DRYS/BEST/YS Classify: (1)	Data Entry Clerk Br. 11 (\$35,813-\$45,651) Competitive
DRYS/BEST/YS Classify: (2)	Professional Development Assistant/Seasonal Br. N120 (\$20.25-\$22.89) Competitive
DRYS/BEST/YS Classify: (2)	Professional Development Assistant/Part- Time Br. N712 (\$20.25-\$22.89) Competitive
RPD/Operations/Patrol Classify: (1)	Police Captain Br. 95 (\$101,023 - \$107,116) Competitive
RPD/Operations/Family & Victim Services Section Classify: (1)	Victim Assistance Counselor/Bilingual Br. 14 (\$39,162 - \$50,300) Competitive

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

- Fire Equipment Maintenance Supervisor

V. The Commission established the following **Eligible List(s)** for one (1) year, unless extended:

- Battalion Chief, 18EP78541
- Engineer I, 18EOC65983
- Engineer II, 18EOC65026
- Engineer II, 18EP78158
- Engineer III, 18EOC65402
- Engineer III, 18EP78161
- Firefighter Trainee, 18ELOC1809
- Recreation Center Director, 18EP78593
- Recreation Supervisor, 18EP78594
- Recreation Supervisor/Bilingual, 18EP78595

VI. The Commission affirmed the following **Preferred List**:

- Area Coordinator, PREF0156
- Examination Administrator, PREF1176
- Operations Analyst, PREF1825
- Operations Supervisor, PREF1837
- Retrieval Room Aide/Part Time, PREF2154
- Warranty Specialist, PREF2943

VII. The Commission affirmed the **Extension of the following Civil Service Eligible Lists** for one year unless replaced with a new list:

- 911 Operations Manager, 15ELP1508
- Administrative Assistant, 16EP74450
- Administrative Assistant/Bilingual, 17EP77275
- Administrative Secretary, 16EP70882
- Administrative Secretary/Bilingual, 16EP70881
- Assistant Mail Room Coordinator, 17EOC60147
- Assistant Plans Examiner, 16EOC63146
- Automotive Parts Clerk, 17EOC61372
- Building Maintenance Supervisor/RHA, 15EOC66265
- Clerk II/Typing, 17EDCR1713
- Clerk II/Typing/Bilingual, 17EDCR1715

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

- Clerk II/Typing/RHA, 17EDCR1717P
- Communications Assistant, 15EOC67171
- Crime Research Specialist, 16EOC67649
- Engineer III/Water, 15EOC62708
- Engineer III/Water, 15EP73551
- Executive Assistant, 17EP72324
- Housing Specialist/RHA, 17EOC66025
- Housing Specialist/RHA, 17EP75393
- HR Coordinator, 16EP71123
- Integrity Compliance Officer, 16EOC64604
- Library Cataloging Clerk II, 16EOC63405
- Mail Room Coordinator, 16EOC64139
- Payroll Auditor, 15EOC66234
- Plans Examiner, 16EP70998
- Police Identification Technician, 16EOC60187
- Police Lieutenant, 16ELP1614
- Process Improvement Specialist, 16EOC66104
- Public Safety Communicator I, 17ELOC1711
- Purchaser, 17EP77307
- Purchaser, 17EOC61373
- Purchaser/RHA, 16EOC63106
- Senior Automotive Parts Clerk, 17EP77308
- Senior Cashier, 15EOC67165
- Senior Cashier, 15EP75957
- Senior Cashier/Bilingual, 15EOC67166
- Senior Community Housing Planner, 17EOC63687
- Senior Crime Research Specialist, 16EP74296
- Senior Housing Specialist/RHA, 17EP71026
- Senior HR Consultant/Bilingual, 17EOC68224
- Senior Marketing Specialist, 15EOC60068
- Special Events Operations Manager, 15EP73032
- Stock Clerk/RHA, 17EOC61314
- Veterinary Technician, 15EOC60326

VIII. The Commission approved the following **Extension of Temporary** position(s):

- One position of Recreation Leader/Temporary (encumbered by David Atti) in the Department of Recreation/Youth Services.
- One position of Grants Specialist/Temporary (encumbered by Shaylin Cox) in the Department of Recreation/Youth Services.

IX. The Commission approved the following **Transfer Request(s)**:

- Request to Transfer Lisa Ashman, Business Analyst I from the Department of Information and Technology to the Department of Human Resource Management.

X. The Commission approved the following **Reinstatement Request(s)**:

- The Information Technology Department is requesting the reinstatement of Susan Finear to the title of Applications Services Analyst II/ On-Call/ Temporary from July 1, 2018 through August 31, 2018.
- The Information Technology Department is requesting the reinstatement of Sylvia Maxwell to the title of Systems Engineer III/ On-Call/ Temporary from July 1, 2018 through August 31, 2018.

**The meeting was adjourned at 4:30 PM**

Respectfully submitted,



Deborah Callerame  
Senior Human Resource Consultant

**THE END**