

CIVIL SERVICE COMMISSION  
GENERAL SESSION AGENDA  
**August 30, 2018**  
3:30 P.M., ROOM 102A, CITY HALL

- I. Approval of the minutes of the meeting (regular and executive) on **July 26, 2018**.
- II. Commission Correspondence: **None**
- III. Classification/Reclassification:

DES/Commissioner's Office Classify: (1)	Supervising Security Guard/Temporary (9/4/18 – 12/31/18) Br. 16 (\$42,612 - \$54,695) Non-Competitive
DES/Operations/Special Services Classify: (1)	Ground Equipment Operator/Temporary (8/20/18 – 11/18/18) Br. P362 (\$15.90) Non-Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Assistant Manager of Building Services/Temporary (7/23/18 – 1/31/19) Competitive
LIBRARY/Central/Info Desk Classify: (1)	Library Assistant/Part-time Br. N145 (\$20.91 - \$23.89) Non-competitive
LIBRARY/Central/Facilities Classify: (1)	Clerk III Br. 7 (\$33,038 - \$41,302) Competitive
LIBRARY/Community/Lincoln Classify: (1)	Security Guard / Part-time Br. N015 (\$15.08 - \$17.22) Non-competitive
Information Technology Classify: (1)	Systems Engineer I Br. 25 (\$62,698 - \$82,670) Competitive
NBD/Neighborhood Preservation Classify: (1)	Clerk Typist/Part-Time/Temporary (8/13/18 – 6/30/19) Br. N703 (\$16.58 - \$18.75) Non-Competitive
DRYS/Recreation Administration Classify: (1)	Program Development Specialist/Temporary Br. 26 (\$65,424-\$86,265) (7/1/18-8/31/18) Competitive
DRYS/Recreation Administration Classify: (1)	Program Development Specialist Br. 26 (\$65,424-\$86,265) Competitive
DRYS/BEST/YS Classify: (1)	Project Assistant Br. 12 (\$37,591-\$48,184) Competitive
DRYS/Recreation Administration Classify: (1)	Program Coordinator/Part-Time Br. N160 (\$23.41-\$26.47) Competitive

DRYS/Recreation Administration Classify: (1)	Program Coordinator/Seasonal Br. N160 (\$23.41-\$26.47) February-September Competitive
DRYS/BEST/YS Classify: (1)	Coordinator of Youth Workforce Development Br. 23 (\$57,582-\$75-926)
RPD/Administration/Research & Evaluation Classify: (1)	Police Program Grant Specialist Part-time/Temporary (8/7/18-9/6/18) Br. 248 (\$28.89 - \$38.09 / Hourly) Competitive
RPD/Administration/Research & Evaluation Classify: (1)	Crime Research Specialist Br. 24 (\$60,084 - \$79,224) Competitive
RPD/Operations/Animal Services Classify: (1)	Animal Care Technician/Temporary (up to 3 months) Br. 2 (\$29,577-\$36,406) Non-Competitive
RPD/Operations/Animal Services Classify: (1)	Animal Care Technician/Temporary (7/9/2018-10/8/2018) Br. 2 (\$29,577-\$36,406) Non-Competitive

**IV. Adoption of Job Specifications: None**

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

- Customer Service Representative, 18EP78126
- Customer Service Representative/Bilingual, 18EOC65997
- Historical Researcher, 18EOC68014
- Senior Payroll Auditor, 18EP71016

**A. Close-out of examination process: None**

**B. Preferred List:**

- Administrative Analyst, Br. 20

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

- 911 Dispatcher II/ECD, 17ELP1706
- 911 Shift Supervisor, 17ELP1707
- Assistant Superintendent of Construction & Repair, 16EOC63154
- Associate Real Estate Specialist, 16EOC64259
- Associate Real Estate Specialist, 16EP71150
- Building Supervisor, 17EOC69560
- Business Analyst, 16ELOC1606
- Business Analyst I, 16ELOC1607
- Business Analyst II, 16ELOC1608

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

- Deputy City Treasurer, 16EP72428
- Electrical Inspector, 16EOC66267
- Fire Lieutenant 16EP70851
- Historical Services Consultant, 17EOC62537
- Library Area Coordinator, 17EOC67670
- Library Assistant, 15EOC62080
- Manager of Administrative Services, 17EP77309
- Manager of Building Services, 16EP70954
- Manager of Employment Services, 17EOC63539
- Master Electrician, 16EOC63555
- Municipal Assistant, 17ELOC1719
- Project Assistant, 14EP73212
- Senior Code Enforcement Officer, 17EP72849
- Service Representative, 17EOC69786
- Service Representative, 17EP77849
- Service Representative/Bilingual, 17EOC62033
- Supervisor of Structures and Equipment, 17EOC60763

**VII. Request for Extension of Temporary Positions:**

- One Position of Secretary to the Library Director (encumbered by Deborah Mansour) in the Central Library Department.

**VIII. Transfers: None**

**IX. Reinstatement Requests:**

- The Emergency Communications Department is requesting the reinstatement of Raquel Serrano to the title of Service Representative/Bilingual/Part-Time.

THE END