

**CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
September 27, 2018
2:00 P.M., ROOM 102A, CITY HALL**

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

IN ATTENDANCE: Tassie Demps, Executive Secretary
 Yvette Green, Law Department
 Deborah Callerame, Senior Human Resource Consultant
 Police Officer Ted Coriddi, Rochester Police Dept.
 Police Officer Gina Faggiano, Rochester Police Dept.

The Civil Service Commission meeting was called to order at 2:00 pm.

- I. The Commission approved the Minutes of the meeting (general and executive session) on **August 30, 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)	Executive Staff Assistant II Br. 23 (\$57,582 - \$75,926) Exempt
Administration/DHRM Classify: (1)	Exam Administrator/Temporary (9/3/18 – 10/28/18) Br. N140 (\$21.95 - \$24.81) Competitive
Administration/DHRM Classify: (1)	Benefits Assistant/Temporary (9/3/18 – 6/30/19) Br. 16 (\$42,612 - \$54,695) Competitive
Administration/DHRM Classify: (1)	ADA Compliance Coordinator/Temporary (9/17/18 – 6/30/19) Br. 18 (\$45,376 - \$59,223) Competitive

Administration/Communications Classify: (1)	Associate Digital Communications Assistant Br. 24 (\$60,084 - \$79,224) Competitive
DES/Commissioner's Office/Environmental Quality Classify: (1)	Assistant Environmental Technician/Temporary (Temporary to 6/30/19) Br. 18 (\$45,376 - \$59,223) Competitive
DES/Buildings & Parks/Cemeteries Classify: (1)	Clerk Typist/Seasonal Br. N030 (\$16.58 - \$18.75) Non-competitive
DES/Architecture & Engineering Classify: (1)	Clerk III/Temporary (9/3/18 - 9/30/18) Br. 7 (\$33,038 - \$41,302) Competitive
DES/Architecture & Engineering Classify: (1)	Clerk III Br. 7 (\$33,038 - \$41,302) Competitive
DES/Architecture & Engineering Classify: (1)	Engineer I Br. 21 (\$50,307 - \$66,786) Competitive
DES/Architecture & Engineering Classify: (1)	Manager of Special Projects Br. 29 (\$73,965 - \$97,524) Competitive
DES/Water/Distribution Classify: (1)	Water Distribution Trainee/Temporary (Temporary to 7/24/19) Br. 59 (\$17.02 - \$21.29) Competitive
LIBRARY/Central/Facilities Classify: (1)	Supervisor of Library Buildings / Temporary (9/17/18 - 12/16/17) Br. 23 (\$57,582 - \$75,926) Competitive
LIBRARY/Community/ Maplewood Classify: (1)	Librarian I / Temporary (10/1/18 - 6/30/19) Br. 18 (\$45,376 - \$59,223) Competitive.
NBD/Buildings & Zoning Classify: (1)	Clerk II Br. 9 (\$34,693 - \$43,799) Competitive
Finance/Purchasing Classify: (1)	Clerk III/Seasonal Br. N070 (\$18.15 - \$20.52) Non-Competitive
DRYS/Recreation Classify: (1)	Lifeguard Captain/Part-Time Br. P835 (\$15.23-\$16.21) Non-Competitive
DRYS/Recreation Classify: (4)	Youth Worker/Part-Time Br.P353 (\$10.40) Labor

DRYS/BEST Classify: (1)	Member Development Specialist Br. 18 (\$45,376-\$59,223) Competitive
DRYS/Commissioner's Office Classify: (1)	Project Assistant Br. 12 (\$37,591-\$48,184) Competitive
RPD/Chiefs Office Classify (1)	Acting Chief of Police Br. 98 (\$106,587-\$142,540) CPEX (Competitive Pending Exempt)

IV. The Commission adopted the following Job Specifications:

- Business Analyst
- Business Analyst I
- Business Analyst II

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

- Building Maintenance Foreman, 18EOC69478
- Building Maintenance Foreman, 18EP77802
- Commercial Appraiser, 18EP78125
- Comprehensive Adolescent Pregnancy Prevention Supervisor, 18EOC61311
- Economic Development Project Manager, 18EOC61311
- Senior Economic Development Specialist, 18EOC63900
- Senior Economic Development Specialist, 18EP78154

VI. The Commission approved the extension of the following Provisional Appointment:

- Shawanna Lawrence in the title of Human Resource Coordinator at the Rochester Housing Authority until October 14, 2018.

The meeting was adjourned at 5:45 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant

THE END