

**CIVIL SERVICE COMMISSION  
GENERAL MINUTES  
December 20, 2018  
3:30 P.M., ROOM 102A, CITY HALL**

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

**IN ATTENDANCE:** Tassie Demps, Executive Secretary  
Yvette Green, Law Department  
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 November 29, 2018.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassifications were approved as presented:

Administration/Office of Management & Budget Classify: (1)	Associate Administrative Analyst Br. 26 (\$65,424 - \$86,265) Competitive
DES/Operations/Special Services Classify: (2)	Assistant Operations Superintendent/Temporary (12/10/18 – 4/30/19) Br. 23 (\$57,582 - \$75,926) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Cleaner/Temporary (12/3/18 – 12/2/19) Br. 1 (\$28,843 - \$35,522) Labor
DES/Water/Distribution Classify: (1)	Dispatcher/On-Call Br. P648 (\$19.28 - \$24.49) Competitive
LIBRARY/Branch Administration Classify: (1)	Librarian II Br. 20 (\$48,376 - \$64,126) Competitive
IT/Application Services Classify: (1)	Application Services Analyst / On Call / Temporary (12/10/18 – 6/30/19) Br. N278 (\$32.82 - \$43.27 / hour) Competitive

NBD/Business & Housing Development Classify: (1)	Municipal Assistant/Temporary (12/10/18 – 12/9/19) Br. 18 (\$45,376 - \$59,223) Competitive
DRYS/Recreation Administration Classify: (1)	Grant Support Associate Br. 13 (37,744-\$49,634) Competitive
DRYS/Recreation Administration Classify: (1)	Clerk II/Temporary Temporary (12/3/18-1/31/19) Br. 9 (\$34,693-\$43,799) Competitive
DRYS/ BEST Classify: (1)	Employment and Training Coordinator Br. 18 (\$45,375-\$59,223) Competitive
RPD/ADMINISTRATION/TSS Classify: (1)	Clerk II Br. 9 (\$34,693-\$43,799) Competitive

- IV. The Commission adopted the following Job Specifications: **None**
- V. The Commission established the following Eligible Lists: **None**
- VI. The Commission Closed Out the following exam processes: **None**
- VII. The Commission affirmed the extension of the following Civil Service Eligible Lists for one year unless replaced with a new list:
- Administrative Analyst -16EP72918
  - Area Coordinator -16EOC69220
  - Assistant HVAC Engineer/RHA -17EOC64628
  - Assistant Operations Superintendent -17EOC61559
  - Assistant Operations Superintendent -17EP78117
  - Assistant Special Events Operations Manager -17EOC69323
  - Assistant Supervisor of Animal Control -17EOC63143
  - Associate Administrative Analyst -16EP72920
  - Automated Systems Control Specialist -17EP70911
  - Clerk II -17EP78288
  - Clerk II/Bilingual -17EOC63286
  - Clerk III -17EOC63920
  - Clerk III/Bilingual -17EOC63928
  - Computer Aide Library/PT- 17EOC66630
  - Credit Manager -17EP78138
  - Dispatcher - 16EOC69789

VII. Extension of Civil Service Eligible Lists (Continued):

- EMD Quality Improvement Coordinator II -17ELOC1704
- Engineer III/Structural -15EOC66353
- Engineering Technician -17EOC63259
- Firefighter -15ELOC1520
- Genealogy Specialist -16EOC63264
- Human Services Specialist/RHA -15EOC63700
- HVAC Engineer -15EOC68820
- Junior Architect -16EOC63845
- Mail Room Clerk/Part Time -16EOC63412
- Manager of Youth Outreach & Violence Prevention -15EOC63542
- Police Captain -15ELP1515
- Police Evidence Technician -18EOC69783
- Police Information Clerk -17EOC64166
- Police Investigator -16ELP1615
- Pregnancy Prevention Trainer -17EOC61252
- Principal Account Clerk -16EP70997
- Principal Staff Assistant -16EP71727
- Professional Development Specialist -16EOC63652
- Professional Development Specialist/Bilingual -16EOC63653
- Program Development Specialist -17EOC66003
- Property Clerk -15EOC63031
- Recreation Leader -16EOC69060
- Recreation Leader/Bilingual -16EOC69062
- Refuse Operations Manager -15EP72166
- Resource Collector -16EP70999
- Resource Collector -16EOC63647
- Senior Administrative Analyst -16EP72921
- Senior Professional Development Specialist -16EOC63688
- Senior Property Clerk -16EP70936
- Senior Recreation Supervisor -16EP71027
- Supt of Water Plant Maintenance -15EOC63107
- Supt of Water Plant Maintenance -15EP74172
- Water Plant Operator -16EOC63800
- Water Quality Laboratory Assistant -17EOC69290
- Water Quality Laboratory Technician -17EOC60943
- Youth Services Assistant -17EOC69304
- Youth Services Manager -15EOC63811

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

- One position of Supervisor of Library Buildings (encumbered by David LaCrosse) in the Central Facilities/Library Department.

IX. The Commission approved the following Transfer Request(s): **None**

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

- Mark Teuchert to the title of Dispatcher/On Call in the Department of Environmental Services.
- The following former law enforcement personnel were approved for Reinstatement to the title of Public Safety Aide/On Call in the Rochester Police Department:

- Bernie Garcia
- Robert Brady
- Eleuterio Velazquez
- Edward Alberto
- Aaron Brown
- Douglas Salisbury
- Billy Wade
- Marvin Stepherson

**The meeting was adjourned at 4:00 PM**

Respectfully submitted,



Deborah Callerame  
Senior Human Resource Consultant

**THE END**