

CIVIL SERVICE COMMISSION
GENERAL SESSION
MINUTES
Thursday, June 25, 2020
3:30 P.M., ZOOM MEETING

PRESENT: Commissioners: Fernan Cepero (Chair)
Serina Brown
John Feola

IN ATTENDANCE: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Dr. Rose Nichols, Deputy Director of DHRM
Deborah Callerame, Senior Human Resource Consultant
Deputy Director Greg Roney, Emergency Communications Dept.
Deputy Director Amy Mills, Emergency Communications Dept.
Sergeant Darlene Rogers, Rochester Police Department
Police Officer Ted Coriddi, Rochester Police Department
Police Officer Gina Faggiano, Rochester Police Department

The Civil Service Commission meeting was called to order at 3:30 pm.

- I. The Commission approved the minutes of the meeting (General and Executive Session) on May 21, 2020.
- 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)	Data Analyst/Temporary (6/22/20 – 6/24/20) Br. 26 (\$66,732 - \$87,990) Competitive
Administration/Mayor's Office Classify: (1)	Data Analyst Br. 26 (\$66,732 - \$87,990) Competitive
Administration/Mayor's Office Classify: (1)	Senior Administrative Analyst Br. 24 (\$61,286 - \$80,808) Competitive
Administration/Mayor's Office Classify: (1)	Systems Architect Br. 31 (\$81,925 - \$108,024) Competitive
Administration/Communications Classify: (1)	Special Events Assistant Br. 12 (\$38,343 - \$49,148) Competitive

Administration/Communications Classify: (1)	Associate Communications Assistant/Temporary (7/1/20 – 6/30/21) Br. 24 (\$61,286 - \$80,808) Competitive
Administration/DHRM Classify: (1)	Chief Equity Officer Br. 28 (\$72,491 - \$95,582) CPNC
Administration/DHRM Classify: (1)	Human Resource Consultant II Br. 21 (\$51,313 - \$68,122) Competitive
Administration/DHRM Classify: (2)	Project Assistant Br. 12 (\$38,343 - \$49,148) Competitive
DES/Commissioner's Office Classify: (1)	Senior GIS Analyst Br. 23 (\$58,734 - \$77,445) Competitive
DES/Commissioner's Office Classify: (1)	Project Assistant Br. 12 (\$38,343 - \$49,148) Competitive
DES/Commissioner's Office Classify: (2)	Security Guard Br. 52 (\$15.09 - \$18.36) Non-Competitive
DES/Architecture & Engineering Classify: (1)	Managing Architect Br. 31 (\$81,925 - \$108,024) Competitive
DES/Architecture & Engineering Classify: (1)	Senior Administrative Analyst/Temporary (7/1/20 – 7/3/20) Br. 24 (\$61,286 - \$80,808) Competitive
DES/Architecture & Engineering Classify: (1)	Senior Engineering Technician Br. 15 (\$42,012 - \$53,924) Competitive
DES/Architecture & Engineering Classify: (1)	Engineering Technician Br. 12 (\$38,343 - \$49,148) Competitive
DES/Operations/Director's Office Classify: (1)	Assistant Director of Operations Br. 31 (\$81,925 - \$108,024) Competitive
DES/Operations/Director's Office Classify: (1)	Community Gardens Coordinator/On-Call Br. 238N (\$28.24 – \$37.23) Competitive
DES/Operations/Solid Waste Classify: (1)	Assistant Manager of Solid Waste Br. 25 (\$63,952 - \$84,323) Competitive
DES/Operations/Special Services Classify: (3)	Laborer/Temporary (6/8/20 – 9/6/20) Br. 456N (\$11.80) Laborer

DES/Operations/Special Services Classify: (2)	Ground Equipment Operator/Temporary (6/8/20 – 9/6/20) Br. 568N (\$16.22) Non-Competitive
DES/Operations/Special Services Classify: (1)	Assistant Operations Superintendent Br. 23 (\$58,734 - \$77,445) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Account Clerk Br. 5 (\$32,040 - \$40,005) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Building Supervisor Br. 18 (\$46,284 - \$60,407) Competitive
DES/Buildings & Parks/Cemeteries Services Classify: (1)	Administrative Analyst/Bilingual Br. 16 (\$43,464 - \$55,789) Competitive
DES/Water/Engineering Classify: (1)	GIS Applications Specialist Br. 20 (\$49,344 - \$65,409) Competitive
DES/Water/Engineering Classify: (1)	Engineering Technician Br. 12 (\$38,343 - \$49,148) Competitive
DES/Water/Engineering Classify: (1)	Engineer III/Water/On-Call/Temporary (5/26/20 – 5/25/21) Br. 268N (\$32.08 - \$42.30) Competitive
DES/Water/Upland Classify: (1)	Assistant Water Quality Chemist Br. 23 (\$58,734 - \$77,445) Competitive
Library/Central Classify: (1)	Security Guard Br. 52 (\$15.39 - \$18.73) Non-Competitive
Library/Community Classify: (1)	Library Assistant/Part-Time Br. N145 (\$21.76 - \$24.86) Competitive
Library/Community Classify: (1)	Librarian I/Part-Time Br. N185 (\$23.58 - \$27.48) Non-Competitive
Library/Community Classify: (1)	Clerk III/Typing/Part-Time Br. N075 (\$17.99 – \$20.52) Non-Competitive
Finance/Director's Office Classify: (1)	Application Services Analyst I Br. 25 (\$63,952 - \$84,323) Competitive
Finance/Accounting Classify: (1)	Accountant Br. 17 (\$45,675 - \$59,183) Competitive
Finance/Treasury Classify: (1)	Accountant Br. 17 (\$45,675 - \$59,183) Competitive

Finance/Purchasing Classify:	(1)	Assistant Control Clerk/Temporary Br. 6 (\$33,499 - \$41,829) Competitive
Finance/TVA Classify:	(1)	Lead Motor Vehicle Representative/Bilingual Br. 12 (\$39,110 – \$50,131) Competitive
Finance/TVA Classify:	(1)	Lead Motor Vehicle Representative Br. 12 (\$39,110 – \$50,131) Competitive
Finance/TVA Classify:	(1)	Executive Director TVA/Temporary (7/1/20 – 7/9/20) Br. 28 (\$72,491 – \$95, 582) Competitive Pending Non-Competitive
DRYS Classify:	(1)	Receptionist Typist/Bilingual Br. 6 (\$33,499 - \$41,829) Competitive
DRYS Classify:	(1)	Director of Center Operations Br. 30 (\$78,703 - \$103,775) Competitive
DRYS Classify:	(1)	Environmental Education Specialist Br. 12 (\$39,110 - \$50,131) Competitive
DRYS Classify	(3)	Coordinator of Community Athletics Br. 18 (\$47,210 - \$61,615) Competitive
DRYS Classify:	(1)	Senior Recreation Assistant/Sports & Fitness Aide/Part-Time Br. 810 (\$15.58) Competitive Pending Non-Competitive
DRYS Classify:	(1)	Senior Recreation Assistant/Sports & Fitness Aide/Seasonal Br. 810 (\$15.58) Competitive Pending Non-Competitive
DRYS Classify:	(3)	Recreation Assistant/Sports & Fitness Aide/Seasonal Br. 810 (\$15.58) Competitive Pending Non-Competitive
DRYS Classify:	(1)	Assistant Pool Manager/Part-time Br. 840 (\$16.97 – \$17.99) Non-Competitive
DRYS Classify:	(1)	Assistant Pool Manager/Seasonal Br. 840 (\$16.97 – \$17.99) Non-Competitive
DRYS Classify:	(1)	Lifeguard Captain/Part-Time Br. 835 (\$15.53 – \$16.53) Non-Competitive
DRYS Classify:	(4)	Lifeguard Captain/Seasonal Br. 835 (\$15.53 – \$16.53) Non-Competitive

DRYS Classify:		Lifeguard/Part-time Br. 825 (\$12.00 - \$12.96) Non-Competitive
DRYS Classify:	(4)	Lifeguard/Seasonal Br. 825 (\$12.00 – \$12.96) Non-Competitive
DRYS Classify:	(1)	Senior Recreation Specialist/Bilingual Br. 15 (\$42,012 - \$53,924) Competitive
DRYS Classify:	(1)	Youth Development Specialist/Temporary (7/1/20-6/30/21) Br. 12 (\$39,110 - \$50,131) Competitive
DRYS Classify:	(1)	Senior Youth Services Associate Br. 12 (\$39,110 - \$50,131) Competitive
DRYS Classify:	(2)	Senior Recreation Assistant/ (1) Education Aide & (1) Youth Development Aide/Part-time Br. 810 (\$15.58) Competitive Pending Non-Competitive
DRYS Classify:	(2)	Senior Recreation Assistant/ (1) Education Aide & (1) Youth Development Aide/Seasonal Br. 810 (\$15.58) Competitive Pending Non-Competitive
DRYS Classify:	(3)	Recreation Assistant/(1) Education Aide, (1) Youth Development Aide, (1) Sports & Fitness Aide/Part-time Br.815 (\$11.80) Competitive Pending Non-Competitive
DRYS Classify	(3)	Recreation Assistant/(1) Education Aide, (1) Youth Development Aide, (1) Sports & Fitness Aide/Seasonal Br. 815 (\$11.80) Non-Competitive
DRYS Classify	(1)	Director of Youth Services Br. 30 (\$78,703 – \$103,775) Competitive Pending Non-Competitive
DRYS Classify:	(1)	Project Assistant/Temporary (7/1/20 – 6/30/21) Br. 12 (\$39,110 – \$50,131) Competitive
DRYS Classify:	(1)	Project Assistant Br. 12 (\$39,110 - \$50,131) Competitive
DRYS Classify:	(1)	Youth Development Specialist Br. 12 (\$39,110 - \$50,131) Competitive
DRYS Classify:	(4)	Youth Intervention Aide/Part-time Br. 450N (\$19.44 - \$20.66) Competitive Pending Non-Competitive
DRYS Classify:	(4)	Training & Quality Coordinator Br. 18 (\$47,210 - \$61,615) Competitive

DRYS Classify: (3)	Senior Recreation Leader/ (2) Sports & Fitness Specialist, (1) Education Specialist Br. 15 (\$42,852 - \$55,002) Competitive
DRYS Classify: (6)	Community Center Manager Br. 24 (\$61,286 - \$80,808) Competitive
DRYS Classify: (1)	Project Assistant/Temporary (6/29/20 – 1/1/21) Br. 12 (\$39,110 - \$50,131) Competitive
NBD/Buildings & Zoning Classify: (1)	Code Enforcement Officer/Trainee Br. 18 (\$46,284 - \$60,407) Competitive
NBD/Neighborhood Preservation Classify: (4)	Clerk III/Typing/Part-Time Br. 707AP (\$18.52 - \$23.15) Non-Competitive
RPD Classify: (1)	Police Identification Technician / Trick Br. 11 (\$38,005 - \$48,445) Competitive
RPD Classify: (1)	Application Services Analyst I Br. 25 (\$63,952 - \$84,323) Competitive

IV. The Commission adopted the following Job Specification(s):

- Sexual Risk Avoidance Education Coordinator

V. The Commission established the following Preferred Lists for four (4) years:

- Area Coordinator, PREF0156
- Business Analyst I, PREF0447
- Clerk III, PREF0620
- Crime Research Specialist, PREF0849
- Engineer I, PREF1131
- Grant Specialist, PREF1256
- Records Management Coordinator, PREF2125
- Recreation Center Director, PREF2128
- Recreation Leader, PREF2135
- Recreation Supervisor, PREF2150
- Refuse Operations Manager, PREF2155

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

- Accountant, 19EOC63976
- Administrative Assistant/Bilingual, 17EP77275
- Administrative Secretary, 16EP70882
- Assistant Mail Room Coordinator, 17EOC60147
- Associate Accountant, 19EOC64775
- Associate Accountant, 19EP75332
- Automotive Parts Clerk, 17EOC61372
- Building Maintenance Foreman, 18EOC69478
- Clerk II/Typing, 17EDCR1713
- Clerk II/Typing/Bilingual, 17EDCR1715
- Clerk II/Typing/RHA, 17EDCR1717P
- Comprehensive Adolescent Pregnancy Prevention Supervisor, 18EOC61311
- Counseling Specialist, 19EOC60365
- Customer Service Representative, 18EP78126
- Customer Service Representative/Bilingual, 18EOC65997
- Executive Assistant, 17EP72324
- Historical Researcher, 18EOC68014
- Human Resource Assistant, 18EOC67378
- Human Resource Assistant, 18EP79118
- Human Resource Assistant/Bilingual, 18EOC67386
- Human Resource Assistant/Bilingual, 18EP79119
- Human Resource Consultant I, 18EOC67405
- Human Resource Consultant I, 18EP79120
- Human Resource Coordinator, 18EOC67355
- Integrity Compliance Officer/Part-Time/On-Call, 18EOC67139
- Junior Accountant, 19EOC64606
- Junior Accountant, 19EP75297
- Police Sergeant, 17ELP1705
- Process Improvement Specialist, 16EOC66104
- Purchaser, 17EOC61373
- Purchaser, 17EP77307
- Secretary to the Library Director, 19EOC64095
- Senior Accountant, 19EOC64748
- Senior Accountant, 19EP75311
- Senior Automotive Parts Clerk, 17EP77308

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

- Senior Community Housing Planner, 17EOC63687
- Senior Economic Development Specialist, 18EOC63900
- Senior Economic Development Specialist, 18EP78154
- Senior Housing Specialist/RHA, 17EP71026
- Senior Human Resource Consultant/Bilingual, 17EOC68224
- Senior Payroll Auditor, 18EP71016
- Stock Clerk/RHA, 17EOC61314
- Victim Assistance Counselor, 19EOC69106
- Victim Assistance Counselor/Bilingual, 19EOC68233

VII. The Commission approved the following Transfer of Functions:

- The Information Services Unit of the Mayor's Office will transfer into the Information Technology Department.
- The Payroll Unit will Transfer from the Department of Finance into the Department of Human Resource Management.
- The Office of Planning will transfer from the Department of Neighborhood and Business Development to the Mayor's Office.

VIII. The Commission approved a one-time (3) month extension of the traineeship for Firefighter Trainees hired in 2019.

The meeting was adjourned at 5:10 PM

Respectfully Submitted,

Deborah Callerame

Deborah Callerame
Senior Human Resource Consultant