

**CIVIL SERVICE COMMISSION
GENERAL SESSION
MINUTES
Thursday, October 22, 2020
3:30 P.M., ZOOM MEETING**

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

IN ATTENDANCE: Tassie Demps, Executive Secretary
Dr. Rose Nichols, Deputy Director, DHRM
Tom Miller, Principal Staff Assistant, DHRM
Mercedes Scollo, HR Associate, DHRM
Yvette Green, Law Department
Police Officer Gina Faggiano, Rochester Police Dept.
Barbara Benedict, Sr. Administration Analyst, NBD – General Session Only

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 September 24, 2020.
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassifications were approved as presented:

Administration/Law Classify: (1)	Municipal Attorney IV/On-Call/Temporary (Temporary 1 Year) Br. 328N (\$41.00 - \$54.07) Exempt
ECD/911 Call Center Classify: (1)	Clerk III Br.7 (\$34,373 - \$42,971) Competitive
ECD/311 Call Center Classify: (1)	Service Representative/Temporary (9/28/20 – 12/27/20) Br.12 (\$39,110 - \$50,131) Competitive
DES/Operations/Solid Waste Classify: (1)	Assistant Operations Superintendent/Temporary (9/14/20 – 9/13/21) Br. 23 (\$58,734 - \$77,445) Competitive

DES/Water/Engineering Classify: (1)	Engineer IV/Water/On-Call/Temporary (Temporary 1 Year) Br. 288N (\$34.85 - \$45.95) Competitive
Library/Central/Finance Classify: (1)	Senior Accountant Clerk Br. 10 (\$36,997 - \$46,982) Competitive
Library/Community/Maplewood Classify: (1)	Security Guard/Part-Time Br. N015 (\$15.69 - \$17.91) Non-Competitive
Library/Community/Douglass Classify: (1)	Library Assistant/Part-Time Br. N145 (\$21.76 - \$24.86) Competitive
IT/Administration Classify: (1)	Principal Technical Consultant Br. 31 (\$81,925 - \$108,024) Competitive
IT/Infrastructure & Operations Classify: (1)	Client Support Analyst Br. 23 (\$58,734 - \$77,445) Competitive
NBD/Business & Housing Development Classify: (1)	Business Liaison/Bilingual Br. 22 (\$56,289 - \$74,220) Competitive
NBD/Business & Housing Development Classify: (1)	Senior Administrative Analyst Br. 24 (\$61,286 - \$80,808) Competitive
Finance/Purchasing Classify: (1)	Assistant Purchasing Control Clerk Br. 9 (\$36,095 - \$45,569) Competitive
DRYS/Commissioner's Office Classify: (1)	Comprehensive Crisis Response Coordinator/Temporary Br. 23 (\$58,734 - \$77,445) Competitive
DRYS/Youth Services Classify: (13)	Youth Worker/Part-Time Br. 400 (\$11.80) Labor
RPD/Chief's Office Classify: (1)	Executive Deputy Police Chief/Temporary Br. 197 (\$127,636 - \$144,147) CPEX

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

- Code Enforcement Inspector/Part-Time, 20EOC69146
- Manager of Library Administration, 20EP70754
- Principal Finance Clerk, 20EP73854
- Senior Code Enforcement Inspector, 20EOC69160

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

- Administrative Analyst
- Assistant HVAC Engineer/RHA
- Assistant Operations Superintendent
- Assistant Operations Superintendent
- Assistant Service Manager
- Assistant Service Manager
- Assistant Special Events Operations Manager
- Assistant Supervisor of Animal Control
- Associate Administrative Analyst
- Automated Systems Control Specialist
- Clerk III
- Computer Aide Library/PT
- Contract Administrator
- Credit Manager
- EMD Quality Improvement Coordinator II
- Employee Safety Coordinator
- Family Self Sufficiency Supervisor/RHA
- Firefighter
- Fleet Maintenance Technician
- Housing Specialist/RHA
- Police Evidence Technician
- Pregnancy Prevention Trainer
- Principal Engineering Technician
- Principal Engineering Technician
- Principal Engineering Technician/CADD
- Program Development Specialist
- Senior Administrative Analyst
- Supervising Engineering Technician
- Water Quality Laboratory Assistant
- Water Quality Laboratory Technician
- Youth Services Assistant

VI. The Commission approved the following Extension of Temporary positions:

- One position of Maintenance Worker (encumbered by Warren Wymore) in the Community/Branch Maintenance Bureau of the Library Department.

VII. The Commission approved the following Transfer Of Function:

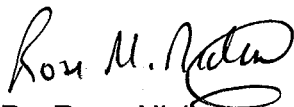
- The Family and Victims Services Unit of the Rochester Police Department will transfer to The Department of Recreation and Youth Services.

VIII. The Commission approved the following Voluntary Demotion:

- Michael Cerretto, Director of the Emergency Communications Department requested the Voluntary Demotion of Jessica Andujar, 911 Dispatcher to the title of 911 Telecommunicator.

The meeting was adjourned at 4:00 PM

Respectfully Submitted,



Dr. Rose Nichols
Deputy Director
Department Of Human Resource Management