

CIVIL SERVICE COMMISSION  
GENERAL SESSION AGENDA  
**Thursday, February 24, 2022**  
2:00 P.M., ZOOM, CITY HALL

I. Approval of the Minutes of the meeting (General and Executive Sessions) on January 27, 2022.

II. Commission Correspondence(s): **None**

III. Classification/Reclassification(s):

Administration/DHRM Classify (1)	Human Resource Consultant I Br. 18 (\$48,154 - \$62,847) Competitive
Administration/Communications Classify (1)	Junior Speechwriter/Bilingual Br. 18 (\$48,154 - \$62,847) Competitive
Administration/Communications Classify (1)	Special Events Coordinator Br. 22 (\$58,563 - \$77,218) Competitive
DES/Commissioner's Office/Environmental Quality Classify (1)	Administrative Analyst Br. 20 (\$51,338 - \$68,051) Competitive
DES/Commissioner's Office/Environmental Quality Classify (1)	Associate Environmental Specialist/On- Call/Temporary (2/7/22 – 2/6/23) Br. 298N (\$37.74 - \$49.76) Competitive
DES/Operations/Director's Office Classify (1)	Associate Administrative Analyst Br. 26 (\$69,428 - \$91,545) Competitive
DES/Operations/Director's Office Classify (1)	Principal Staff Assistant/Temporary (Temporary to 5/31/22) Br. 29 (\$78,492 - \$103,492) Competitive
DES/Buildings & Parks/Parks Operations Classify (1)	Parks Operations Supervisor/Temporary (Temporary to 6/30/22) Br. 19 (\$49,617 - \$65,389) Competitive
DES/Equipment Services Classify (1)	Assistant Director of Fleet Services/Temporary (Temporary - 1 Year) Br. 29 (\$78,492 - \$103,492) Competitive
RPL/Community/Sully Classify (1)	Security Guard/Part-Time Br. 15 (\$16.00 - \$18.27) Non-Competitive
RPL/Central Classify (1)	Family Services Coordinator Br. 20 (\$51,338 - \$68,051) Competitive
RPL/Central Classify (1)	Business Support Specialist Br. 14 (\$40,744-\$52,332) Competitive
RPL/Central Classify (1)	Maintenance Worker/Part-Time Br. 575 (\$17.94 - \$20.69) Non-Competitive

RPL/Central Classify (1)	Clerk II Br. 9 (\$36,817 - \$46,480) Competitive
RPL/Community/Douglass Classify (1)	Community Library Youth Services Specialist/Part-Time Br. 145 (\$22.20 - \$25.36) Competitive
NBD/Buildings & Zoning Classify (3)	Program Coordinator Br. 16 (\$45,220 - \$58,043) Competitive
NBD/Buildings & Zoning Classify (1)	Principal Staff Assistant/On-Call/Temporary (Temporary 1 Year) Br. 298N (\$37.74 - \$49.76) Competitive
FIN/Purchasing Classify (1)	Compliance Analyst/Temporary (2/7/22 – 6/30/22) Br. 22 (\$58,562 - \$77,217) Competitive
FIN/Purchasing Classify (1)	MWBE Analyst/Temporary (2/1/22 – 6/30/22) Br. 22 (\$58,562 - \$77,217) Competitive
FIN/Purchasing Classify (1)	Senior Purchaser/Temporary (1/1/22 – 6/30/22) Br. 22 (\$58,562 - \$77,217) Competitive
DRHS/Commissioner's Office Classify (1)	Assistant Personnel and Marketing Coordinator/Temporary (Temporary to 5/1/22) Br. 18 (\$48,154 - \$62,847) Competitive
DRHS/Recreation & Youth Services Classify (1)	Grant Support Associate Br. 13 (\$41,115 - \$52,673) Competitive
DRHS/Recreation and Youth Services Classify (1)	Education Enrichment Associate/Temporary (Temporary to 6/30/22) Br. 11 (\$38,765 - \$49,414) Competitive
DRHS/Recreation and Youth Services Classify (1)	Summer Program Coordinator Br. 338 (\$21.69) Non-Competitive
DRHS/Human Services Classify (1)	Community Support Counselor/Part-time Br. 718 (\$26.46 - \$29.92) Competitive
Rochester Housing Authority/Human Resources Classify (1)	Mail Room Clerk \$24,000 - \$32,000 Competitive
Rochester Housing Authority/Maintenance Classify (1)	Clerk I/On-Call/Temporary \$29,239 - \$40,323 Competitive
Rochester Housing Authority/UPCS Classify (1)	Chief Engineer/On-Call/Temporary \$43,000 - \$60,142 Competitive

- IV.** Adoption of Job Specification(s):
- Minority and Women Business Enterprise Officer
  - Mail Room Clerk/RHA
- V.** **A.** Establishment of Civil Service Eligible List(s):
- Police Officer, ECRT7080J-1
  - Police Officer, ECRT7080M-1
  - Service Representative/Bilingual (Spanish), EOC62667
- B.** Close-out of examination process: **None**
- VI.** Request for Extension of Civil Service Eligible List(s): **None**
- VII.** Request for Extension of Temporary Position(s): **None**
- VIII.** Request for Transfer of Function(s):
- The transfer of the Violence Prevention Service Unit/Function from the Department of Recreation and Human Services to the Mayor's Office.
- IX.** Reinstatement Request(s):
- The Rochester Police Department is requesting permission to reinstate Evan Kalpin to the title of Police Officer.
- X.** Request to Revise Minimum Qualification(s):
- Thomas Miller, Principal Staff Assistant of the Department of Human Resource Management is requesting permission to remove the requirement of possessing a Professional Management Certificate (PMP) as a part of the minimum qualifications for the titles of Director of Project Management, Technical Project Manager I, and Technical Project Manager II.

**THE END**