

CIVIL SERVICE COMMISSION  
GENERAL & EXECUTIVE  
AGENDA  
**Thursday, March 30, 2023**  
2:00 P.M., Training and Safety

I. Approval of the Minutes of the meeting (General and Executive) on February 23, 2023.

II. Commission Correspondence(s):

III. Classification/Reclassification(s):

|  |  |
|--|--|
| Administration/Mayor's Office<br>Classify (1)    | Director of Financial Empowerment/Temporary<br>(Temporary to 6/30/23)<br>Br. 27 (\$74,254 - \$97,907)<br>Competitive |
| Administration/DHRM<br>Classify (1)              | Chief Equity Officer<br>Br. 28 (\$77,306 - \$101,930)<br>CPNC  |
| RFD/Office of the Fire Chief<br>Classify (1)     | Administrative Assistant/Temporary<br>(Temporary 1 Year)<br>Br. 16 (\$46,351 - \$59,494)<br>Competitive              |
| DES/Commissioner's Office<br>Classify (1)        | Environmental Sustainability Analyst<br>Br. 21 (\$54,721)<br>Competitive   |
| DES/Operations/Director's Office<br>Classify (1) | Executive Assistant/Temporary (c)<br>(Temporary to 6/30/23)<br>Br. 20 (\$52,621 - \$69,752)<br>Competitive           |
| DES/Operations/Solid Waste<br>Classify (1)       | Administrative Assistant/Temporary<br>(Temporary to 6/30/23)<br>Br. 16 (\$46,351 - \$59,494)<br>Competitive          |
| DES/Operations/Solid Waste<br>Classify (1)       | Senior Account Clerk/Temporary<br>(Temporary to 6/30/23)<br>Br. 10 (\$38,660 - \$49,120)<br>Competitive              |
| DES/Water/Upland Operations<br>Classify (1)      | Senior Water Supply Maintenance<br>Worker/Construction<br>Br. 65 (\$21.70 - \$27.43)<br>CPNC                         |
| RPL/Central<br>Classify (1)                      | Library Assistant<br>Br. 14 (\$43,450 - \$55,808)<br>Competitive   |
| RPL/Central<br>Classify (1)                      | Sr. Library Page/Temporary<br>Br. 2 (\$32,172 - \$39,601)<br>Labor   |
| IT/Administration<br>Classify (1)                | Secretary to the Chief Technology Officer (c)<br>Br. 18 (\$49,358 - \$64,418)<br>Competitive                         |

|   |   |
|---|---|
| IT/Infrastructure & Operations<br>Classify (1)      | Systems Engineer<br>Br. 23 (\$62,635 - \$82,588)<br>Competitive   |
| NBD/Buildings & Zoning<br>Classify (1)              | Code Enforcement Coordinator/Temporary<br>(3/1/23 – 6/30/23)<br>Br. 24 (\$65,356 - \$86,174)<br>Competitive   |
| DRHS/Recreation & Human<br>Services<br>Classify (1) | Secretary to the Commissioner of the Dept. of<br>Recreation & Human Services/On-Call/Temp.<br>Br. 180 (\$27.12 - \$35.39)<br>Competitive Pending Exempt |
| DRHS/Commissioner's Office<br>Classify (1)          | Shelter Veterinarian/On-Call/Temp.<br>Br. 28 (\$77,306 - \$101,930)<br>Competitive  |
| DRHS/Commissioner's Office<br>Classify (1)          | Project Assistant/Bilingual<br>Br. 12 (\$40,889 - \$52,412)<br>Competitive  |
| DRHS/Recreation & Youth Services<br>Classify (1)    | ROC City Fellows Undergraduate/Seasonal<br>Br. 463 (\$15.75 - \$17.62)<br>Non-Competitive   |
| DRHS/Recreation & Youth Services<br>Classify (1)    | ROC Urban Fellow Undergraduate/Seasonal<br>Br. 463 (\$15.75 - \$17.62)<br>Non-Competitive   |
| DRHS/Human Services<br>Classify (1)                 | Crisis Response Program Coordinator<br>Br. 23 (\$62,635 - \$82,588)<br>Competitive  |
| DRHS/Human Services<br>Classify (1)                 | Community Engagement Associate<br>Br. 11 (\$39,734 - \$50,649)<br>Competitive   |
| RPD/Administration/Personnel<br>Classify (1)        | Payroll Associate<br>Br. 16 (\$46,351 - \$59,494)<br>Competitive  |

IV. Adoption of Job Specification(s): **None**

V. Establishment of Civil Service Eligible List(s):

- Animal Control Officer, 22EOC63089
- Animal Services Client Specialist, 22EOC62986
  
- Close-out of examination process: **None**

VI. Request for Extension of Civil Service Eligible List(s):

- 911 Operations Manager, 21ELP2104
- 911 Shift Supervisor, 20ELP2004
- Assistant Supervisor of Markets, 19EOC68427
- Building Maintenance Supervisor/RHA, 19EOC67469
- Cemetery Service Representative, 19EOC68434
- Clerk II, 19EP73734
- Community Housing Planner, 20EOC63573
- Housing Manager II/RHA, 20EOC65484
- Housing Manager II/RHA, 20EP73291
- Housing Manager III/RHA, 20EP73739
- Housing Specialist/RHA, 20EOC63152
- Lead Police Information Clerk, 19EP73907
- Mail Room Clerk/RHA, 19EOC69138
- Manager of Building Services, 19EP73517
- Meter Reader, 21EOC69063
- Parking Enforcement Officer, 19EOC67100
- Parking Enforcement Supervisor, 19EP73542
- Police Information Clerk, 19EOC68745
- Police Investigator, 21ELP2103
- Police Paralegal, 21EOC65629
- Property Manager/RHA, 20EOC60131
- Public Housing Director/RHA, 20EOC61955
- Senior Community Housing Planner, 20EOC63390
- Supervisor of Structures and Equipment, 19EP73493

VII. Request for Extension of Temporary Position(s): **None**

VIII. Transfer(s): **None**

IX. Reinstatement Request(s):

- Department of Environmental Services is requesting to reinstate an Engineer II

X. MISC:

- Public Safety Aide
- Emergency Communication Department Disqualification & Appeal Policy

## XI. Executive Session:

- The Commission will hear, discuss and render final decisions regarding the following:
  - 911 Dispatcher I/911Telecommunicator candidate's appeals
  - Requested to be reinstated to the eligible list:
    - Code Enforcement officer trainee
    - Fire Captain
    - Rochester Police Department Candidate
  - Rochester Police Department is recommending the disqualifications of prospective Police Officer candidates
  - Emergency Communication Department is recommending disqualifications of prospective Dispatcher I/Telecommunicator candidates

THE END