

CIVIL SERVICE COMMISSION
MEETING MINUTES
Thursday, February 23, 2023
 2:00 P.M., Office of Training and Safety
 107 Bridge View Drive

PRESENT: Commissioners: Fernan Cepero (Chair)
 Terrance Youmans
 Tashanda Thomas
 Andrew Dimock
 Carol Kramer

IN ATTENDANCE: Dr. Rose Nichols, Executive Secretary
 Peachie Jones, Law Department
 Kimberly Kamagate, Senior HR Consultant
 Amy Mills, Executive Deputy Director – ECD

The Civil Service Commissions meeting was called to order at 2:08 pm.

I. The Commission approved the Minutes of the meeting (General & Executive Sessions) on January 27, 2023.

II. The following Classification/Reclassification(s) were approved as presented:

Administration/DHRM Classify (1)	Staffing Consultant II/Bilingual/Temporary (1/30/23 – 2/22/23) Br. 21 (\$54,721 - \$72,646) Competitive
Administration/DHRM Classify (1)	Staffing Consultant II/Bilingual Br. 21 (\$54,721 - \$72,646) Competitive
Administration/DHRM Classify (1)	Associate Director of Human Resource Management Br. 31 (\$87,336 - \$115,198) Competitive
RPL/Central Classify (1)	Librarian II / Temporary Br. 20 (\$52,621 - \$69,752) Competitive
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RPL/Central Classify (1)	Librarian I / Temporary Br. 18 (\$49,358 - \$64,418) Competitive
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RPL/Central Classify (1)	Public Services Librarian Br. 18 (\$49,358 - \$64,418) Competitive
RPL/Lincoln Branch Classify (1)	Library Assistant Br. 14 (\$43,450 - \$55,808) Competitive
IT/Platform Services Classify (1)	Systems Integration Engineer Br. 27 \$74,254 - \$97,907) Competitive
NBD/Commissioner's Office Classify (1)	Business Analyst II Br. 27 (\$74,254 - \$97,907) Competitive
NBD/ Business & Housing Development Classify (1)	Senior Community Housing Planner Br. 24 (\$65,356 – 86,174) Competitive
NBD/ Business & Housing Development Classify (1)	Senior Service Assistant / Bilingual Br. 11 (\$39,734 - \$50,649) Competitive
NBD/ Business & Housing Development Classify (1)	Senior Service Assistant Br. 11 (\$39,734 - \$50,649) Competitive
NBD/ Business & Housing Development Classify (1)	Senior Legal Assistant/Real Estate Br. 22 (\$52,621 - \$69,752) Competitive
NBD/ Business & Housing Development Classify (1)	Associate Real Estate Specialist / Bilingual Br. 26 (\$71,164 - \$93,834) Competitive
FIN/Parking & Municipal Code Violations Classify (1)	Director of Parking On-Call/Temporary Br. 365 (\$59.96 - \$77.39) Non-Competitive
FIN/Parking & Municipal Code Violations Classify (1)	Director of Parking On-Call Br. 365 (\$59.96 - \$77.39) Non-Competitive
DRHS/Commissioner's Office Classify (1)	Project Assistant Br. 12 (\$40,889 - \$52,412) Competitive
DRHS/Recreation & Youth Services Classify (1)	Mobile Recreation Specialist Br. 12 (\$40,889 - \$52,412) Competitive
DRHS/Human Services Classify (1)	Community Engagement Specialist Associate Br. 11 (\$39,734 - \$50,649) Competitive

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

- Emergency Operations Coordinator

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

- Administrative Analyst, 22EOC61387
- Administrative Analyst, 22EP77898
- Administrative Analyst/Bilingual, 22EP77923
- Associate Administrative Analyst, 22EP77940
- Associate City Planner, 22EOC61416
- Associate City Planner, 22EP77945
- Case Manager, 22EOC68068
- City Planner, 22EOC58563
- Firefighter, 22ELOC2205**
- Human Resource Assistant, 22EOC63141
- Human Resource Assistant, 22EP78395
- Principal Staff Assistant, 22EP77961
- Senior Administrative Analyst, 22EP77962
- Senior City Planner, 22EOC63761

**Addenda Item

V. The Commission Closed Out the following exam process with no successful candidates:

- Administrative Analyst/Bilingual, 22EOC61413

VI. Policy Revision:

- The Civil Service Commission updated the Drug and Alcohol Policy for the Emergency Communication Department to adhere to current New York State Marijuana laws.

VII. Executive Session:

- The Civil Service Commission rendered Votes/Determinations regarding and appeals for the following:

A. Disqualification from the 911 Dispatcher I/Telecommunicator eligible list:

- a) R.G.
- b) D.G.
- c) M.R.
- d) K.W.
- e) A.Z.

B. Permitted to remain on the 911 Dispatcher I/Telecommunicator eligible list:

- a) J.T.

C. Disqualification from the Rochester Police Department eligible list:

- a) S.M.

D. Disqualification from the Emergency Communication Department eligible list:

- a) C.A.

This meeting was adjourn at 3:20 PM