

CIVIL SERVICE COMMISSION
MEETING MINUTES
Thursday, September 21, 2023
 2:00 P.M., Office of Training and Safety
 107 Bridge View Drive

PRESENT: Commissioners: Carol Kramer (Chair)
 Tashanda Thomas
 Andrew Dimock
 Orlando Rivera

IN ATTENDANCE: Dr. Rose Nichols, Executive Secretary
 Peachie Jones, Law Department
 Kimberly Kamagate, Senior HR Consultant
 Fernan Cepedo, Deputy Director of HRM
 Dan Butler, Chief Equity Officer
 Sgt. Boiley, Representing RPD

The Civil Service Commission meeting was called to order at 2:00 p.m.

- I. The Commission approved the Meeting Minutes (General and Executive Sessions) on August 16, 2023.
- II. The Commission reviewed the following items of Correspondence(s):
- III. The following Classification/Reclassification(s) were approved as presented:

City Council & Clerk/Police Accountability Board Classify (1)	Investigator/Temporary (Temporary 6 Months) Br. 23 (\$64,671 - \$85,272) Competitive
City Council & Clerk/Police Accountability Board Classify (1)	Community Engagement Manager Br. 22 (\$61,978 - \$81,720) Competitive
City Council & Clerk/Police Accountability Board Classify (1)	Senior Case Manager Br. 22 (\$61,978 - \$81,720) Competitive
DES/Architecture & Engineering Classify (1)	Senior Architect Br. 27 (\$76,667 - \$101,089) Competitive
DES/Architecture & Engineering Classify (1)	Assistant to the City Engineer Br. 16 (\$47,857 - \$61,428) Competitive
RPL/Central Classify (1)	Supervising Security Guard/Temporary (4 months) Br. 16 (\$47,857 - \$61,428) Non-competitive
RPL/Community Classify (1)	Literacy Aide/ Part – Time Br. 403 (\$15.00) Non-competitive

RPL/Community Classify (1)	Librarian I/Part-Time Br. 185 (\$25.02 - \$29.16) Non-competitive
IT/Networking Classify (1)	Systems Engineer I Br. 25 (\$70,415 - \$92,844) Competitive
NBD/Buildings & Compliance Classify (1)	Director of Buildings & Compliance Br. 34 (\$101,802 – \$134,233) CPNC
NBD/Buildings & Compliance Classify (1)	Assistant Director of Buildings & Compliance Br. 31 (\$90,205 – \$118,942) Competitive
FIN/Accounting Classify (1)	Senior Accountant Br. 20 (\$54,331 - \$72,019) Competitive
FIN/Accounting Classify (1)	Accountant Br. 17 (\$49,306 - \$63,887) Competitive
DRHS/Youth Services Classify (1)	Lifeguard Captain/Part-Time/Temporary (11 months) Br. 835 Non-Competitive
RPD/Chief's Office Classify (2)	Police Captain Br. 95 (\$137,159 - \$145,432) Competitive
RPD/Chief's Office Classify (1)	Digital Media Specialist Br. 24 (\$67,480 - \$88,975) Competitive
Rochester Housing Authority Classify (1)	Public Safety Aide/Part-Time \$25.00 - \$35.00 Non-Competitive

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

- Senior Recreation Assistant/Front Desk

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

- Administrative Assistant/RHA, 23EP70034
- Administrative Assistant/Bilingual, 23EP79443
- Administrative Assistant, 23EP79413
- Clerk I, 23EOC65724
- Clerk II/Typing, 23EDCR2304
- Clerk II/Typing, 23EDCR2303P
- Clerk III/Typing, 23EDCR2301
- Deputy City Treasurer, 23EOC61678
- Executive Assistant, 23EP79411
- Executive Assistant, 23EOC66008
- Grant Support Associate, 23EOC66225

- Knowledge Base Coordinator, 23EOC67660
- Librarian II, 23EOC66112
- Librarian II, 23EP79573
- Library Catalog Clerk II, 23EOC66228
- Public Safety Communicator I, 23PSIP2301
- Firefighter Trainee, 23PSIP2302
- Senior Service Assistant/Bilingual, 22EOC66117

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

- Clerk I, 23EP79402
- Clerk II/Typing/RHA, 23EDCR2306P
- Clerk II/Typing/Bilingual, 23EDCR2305
- Clerk II/Typing/Bilingual/RHA, 23EDCR2307

VII. The Commission affirmed the Extension of the following Civil Service Eligible List(s) for one year unless replaced with new list(s):

- Fire Captain, 20EP74966
- Police Captain, 20ELP2009
- Principal Finance Clerk, 20EP73854
- Senior Service Representative, 21EP73852
- Senior Service Representative/Bilingual (Spanish), 21EP73858
- Supervisor of Administrative Services, 22EOC63931

VIII. The Commissioner entered into Executive Session to hear, discuss, and vote on the following:

A. Disqualification from the Rochester Police Department eligible list:

- D.C.
- E.C.
- C.D.
- D.J.
- K.L.
- M.M.
- C.P.
- A.P.
- M.J.
- J.J.
- K.J.
- N.D.
- A.S.
- K.S.
- N.Y.

B. The Commission rendered the following Police Officer candidates' appeals
Votes/Determinations

- Disqualified from the employment process:
 - A.A.
 - A.B.
 - J.B.
 - A.D.
 - X.G.
 - K.G.
 - A.H.
 - D.J.
 - B.J.
 - L.K.
 - S.N.
 - A.R.
 - A.S.

The meeting was adjourned at 2:38 PM