

**CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
Thursday, December 18, 2014
3:30 P.M., ROOM 103A, CITY HALL**

PRESENT: Commissioners: Alan Caine (Chair)
John Feola
Leslie Smith

IN ATTENDANCE: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Deborah Callerame, Senior Human Resource Consultant
Sergeant Darlene Rogers (RPD)
Police Officer Emre Arican (RPD)
Lieutenant David Gebhardt (RPD)
Arnetta Powell, (DRYS)

The Civil Service Commission meeting was called to order at 3:30 pm.

- I. The Commission approved the minutes of the meeting (regular and executive session) on November 20, 2014.
- II. The Commission reviewed the following items of correspondence: **None**
- III. The following classifications/reclassifications were approved as presented:

ECD/Operations Classify: (3)	Public Safety Communicator I Br. 110 (\$28,694 - \$44,308) Competitive
RFD/Suppression Classify: (17)	Firefighter Br. 80 (\$38,190 - \$66,691) Competitive
DES/Architecture & Engineering Classify: (1)	Administrative Assistant Br. 16 (\$39,366 - \$50,531) Competitive
DES/Architecture & Engineering Classify: (1)	Engineer II/Temporary (12/1/14 – 12/18/14) Br. 24 (\$56,058 - \$73,916) Competitive

DES/Architecture & Engineering Classify: (1)	Engineer II Br. 24 (\$56,058 - \$73,916) Competitive
DES/Operations & Parks/Special Services Classify: (15)	Laborer/Seasonal Br. P456 (\$8.85/hr) Labor
LIBRARY/Central/Children's Classify: (1)	Library Page/Part-Time/Temporary (12/18/14 – 1/30/15) Br. N401 (\$8.00 - \$8.50/hr) Labor
NBD/Planning & Zoning Classify: (1)	Assistant Plans Examiner Br. 21 (\$46,476 - \$61,699) Competitive
NBD/Planning & Zoning Classify: (1)	Plans Examiner Br. 24 (\$56,058 - \$73,916) Competitive
DRYS/Commissioners Office Classify: (1)	Youth Intervention Specialist/Temporary (11/16/14 – 11/15/15) Br. 18 (\$41,920 - \$54,714) Non-Competitive
DRYS/Recreation Classify: (1)	Grounds Equipment Operator/Part-Time Br. P756 (\$13.99-\$15.99/hr) Non-Competitive
DRYS/Employment, Skills Training & Youth Services Classify: (1)	Professional Development Specialist/Bilingual Br. 18 (\$41,920 - \$54,714) Competitive
RPD/Investigations Classify: (1)	Police Investigator/Temporary (11/17/14 – 11/16/15) Br. 191 (\$76,367 - \$81,002) Competitive
RPD/Operations Classify: (14)	Police Officer Br. 90 (\$40,762 - \$71,179) Competitive
RPD/Investigations Classify: (1)	Police Lieutenant/Temporary (12/8/14 – 6/7/15) Br. 94 (\$86,922 - \$92,163) Competitive
RPD/Operations Classify: (1)	Police Sergeant/Temporary (11/25/14 – 5/24/15) Br. 92 (\$76,867 - \$81,502) Competitive
RPD/Operations Classify: (1)	Police Sergeant/Temporary (11/26/14 – 2/25/15) Br. 92 (\$76,867 - \$81,502) Competitive

IV. The Commission adopted the following job specifications:

- Professional Development Specialist
- Professional Development Specialist/Bilingual
- Senior Professional Development Specialist

V. A. The Commission established the following eligible list(s) for one (1) year, unless extended:

- Assistant Library Director III, 14EOC65442
- Senior Water Plant Operator, 14EP72368
- Water Treatment Supervisor, 14EP74038

B. The Commission established the following preferred list(s) for one (1) year, unless extended:

- Administrative Analyst, PREF0070

C. The Commission closed out the following exam process with no successful candidates:

- Senior Water Plant Operator, 14EOC62709
- Water Treatment Supervisor, 14EOC62866

VI. The Commission approved the extension of the following Civil Service eligible lists for one year unless replaced with a new list:

- 911 Operations Manager, 12ELP1123
- 911 Shift Supervisor, 12ELP1122
- Adjudication Assistant, 12EP71553
- Associate Real Estate Specialist, 11EOC64869
- Building Maintenance Supervisor/RHA, 11EOC6659
- Cashier/Bilingual, 12EP71590
- Cashier/Bilingual, 12EOC62786
- Clerk II, 11EP79444
- Clerk II/Bilingual, 11EP79445
- Clerk II/Bilingual, 11EOC64716
- Computer Operations Supervisor, 13EP72493
- Electrical Inspector, 11EOC64718

VI. The Commission approved the extension of the following Civil Service eligible lists for one year unless replaced with a new list (Continued):

- Engineer I, 11EOC67159
- Engineer II, 11EP70036
- Engineer II, 11EOC67160
- Engineer III, EP70037
- Engineer III, EOC67161
- Management Trainee, 11ELOC1109
- Navigator (RHA), 12EOC64950
- Operations Manager, 12EP72117
- Police Investigator, 12EP71279
- Principal Account Clerk, 12EP79447
- Public Safety Aide, 12EOC65868
- Senior Account Clerk/RHA, 13EOC60200
- Senior Retrieval Room Aide/PT, 13EOC61449
- Senior Retrieval Room Aide/PT, 13EP73554
- Supervisor of Administrative Services, 12EP72121

VII. The Commission approved the following extensions of temporary position(s):

- One position of Clerk III/Typing Part-time (encumbered by Carrie Fox) in the Central Library/Children's department.
- One position of Police Lieutenant (encumbered by Kevin Koehn) in the Rochester Police department/Westside.
- One position of Police Sergeant (to be encumbered by J Cropo) in the Rochester Police department/Operations.

VIII. The Commission approved the request to Reinstate Emmanuel Scott to the Firefighter eligible list.

The meeting was adjourned at 4:55 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant