

**CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
January 22, 2015
3:30 P.M., ROOM 103A, CITY HALL**

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

IN ATTENDANCE: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Deborah Callerame, Senior Human Resource Consultant
Sergeant Darlene Rogers, Rochester Police Department

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 **December 18, 2014.**
- II. The Commission reviewed the following items of correspondence: **None**
- III. The following classifications/reclassifications were approved as presented:

ADMIN/Mayor's Office Classify: (1)	Executive Staff Assistant IV/Temporary (12/29/14 – 3/31/15) Br. 31 (\$74,937 - \$98,810) Exempt
ADMIN/Mayor's Office Classify: (1)	Executive Staff Assistant IV Br. 31 (\$74,937 - \$98,810) Exempt
ADMIN/Mayor's Office Classify: (2)	College Junior Intern/Seasonal Br. N308 (\$13.38/hr) Non-Competitive
DES/Commissioner's Office Classify: (1)	College Junior Intern/Seasonal Br. N308 (\$13.38/hr) Non-Competitive
DES/Commissioner's Office Classify: (2)	Clerk III/Typing/Part-time/Temporary (1/5/15 – 6/30/15) Br. N707 (\$16.76 - \$18.39/hr) Non-Competitive

DES/Operations & Parks/Building Services Classify: (2)	Maintenance Worker/Temporary (1/4/15 – 4/3/15) Br. P578 (\$15.04 - \$17.00/hr) Non-Competitive
LIBRARY/Central/ Maintenance Classify: (1)	Maintenance Worker/Temporary (1/12/15 – 4/10/15) Br. 7 (\$30,521 - \$38,156) Non-competitive
LIBRARY/Central/Shipping Classify: (1)	Mail Room Coordinator/On Call/ Temporary (1/23/14 – 6/30/14) Br. N145 (\$19.46 - \$22.24/hr) Competitive
NBD/Commissioner's Office Classify: (1)	Graduate Intern/Seasonal Br. P463 (\$16.16/hr) CPNC
FINANCE / Treasury Classify: (1)	Senior Accountant / Temporary (1/2/15 – 2/2/15) Br. 20 (\$44,691 - \$59,242) Competitive
FINANCE / Treasury Classify: (1)	Senior Accountant Br. 20 (\$44,691 - \$59,242) Competitive
DRYS/Employment, Skills Training & Youth Services Classify: (1)	Professional Development Specialist/Temporary (1/12/15 - 6/30/15) Br. 18 (\$41,920 - \$54,714) Competitive
DRYS/Employment, Skills Training & Youth Services Classify: (1)	Project Assistant/Bilingual/Temporary (2/1/15 - 6/30/15) Br. 12 (\$34,728-\$44,514) Competitive
DRYS/Employment, Skills Training & Youth Services Classify: (7)	Youth Worker/Part-Time Br. P353 (\$8.75/hr) Labor

IV. The Commission adopted the following job specifications:

- Assistant Plans Examiner
- Battalion Chief
- Communications Assistant
- Plans Examiner

- V. The Commission established the following eligible list(s) for one (1) year, unless extended: **None**
- VI. The Commission closed out the following exam process with no successful candidates: **None**
- VII. The Commission affirmed the extension of the following Civil Service eligible lists for one year unless replaced with a new list: **None**
- VIII. The Commission approved the request for an extension of the following temporary position(s):
- One position of Police Sergeant (encumbered by J. Cropro) in the Rochester Police Department.
- IX. The Commission approved the following Transfer(s) request: **None**
- X. The Commission approved the following request for Reinstatement : **None**
- XI. The Commission received copies of the Civil Service 2015 Law Book Inserts; Books 9-10A.
- XII. The Commission entered Executive Session to discuss items of a confidential nature.

The meeting was adjourned at 4:30 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant

THE END