

**CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
Thursday, March 19, 2015
3:30 P.M., ROOM 103A, CITY HALL**

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

IN ATTENDANCE: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Deborah Callerame, Senior Human Resource Consultant

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 **March 19, 2015**.

II. The Commission reviewed the following items of correspondence:

- NYS Department of Civil Service, Application and Fee Processing Acknowledgement

III. The following classifications/reclassifications were approved as presented:

ADMIN/DHRM Classify: (1)	Manager of Labor Relations/On-Call/Temporary (3/2/15 – 4/30/15) Br. N328 (\$37.51 - \$49.45/hr) Non-Competitive
ADMIN/DHRM Classify: (1)	Clerk III/Typing/Temporary (3/2/15 – 6/30/15) Br. 7 (\$30,521 - \$38,156) Competitive
Fire/Fire Chief's Office Classify: (1)	Executive Deputy Fire Chief Br 87 (\$114,618-\$ 129,446) Exempt
DES/Commissioner's Office/Cemeteries Classify: (1)	Clerk III/Seasonal (2/1/15 – 5/30/15) Br. N070 (\$16.76 - \$18.96/hr) Non-Competitive

DES/Commissioner's Office/Cemeteries Classify: (1)	Information Attendant/Part-Time/Temporary (2/4/15 – 3/19/15) Br. N110 (\$18.54 - \$20.96/hr) Labor
DES/Commissioner's Office/Cemeteries Classify: (1)	Information Attendant/Part-Time Br. N110 (\$18.54 - \$20.96/hr) Labor
DES/Operations & Parks/Special Services Classify: (1)	Laborer/Temporary (2/3/15 – 3/31/15) Br. 57 (\$15.04 - \$18.77/hr) Labor
DES/Operations & Parks/Special Services Classify: (1)	Laborer Br. 57 (\$15.04 - \$18.77/hr) Labor
DES/Water/Distribution Classify: (1)	Dispatcher/Temporary (2/17/15 – 5/23/15) Br. 64 (\$17.81 - \$22.62/hr) Competitive
DES/Water/Upland Classify: (1)	Assistant Water Instrumentation Technician/Temporary (2/17/15 – 2/16/16) Br. 18 (\$41,920 - \$54,714) Competitive
Library / Central / Business Classify: (1)	Librarian I/Temporary (3/1/15 – 5/29/15) Br. N185 (\$21.52 - \$25.07/hour) Competitive
Library / Central / Communications Classify: (1)	Duplicating Operator/Part-Time/ Temporary (2/23/15 – 5/23/15) Br. N065 (\$15.68 - \$17.91/hr) Non-Competitive
DRYS/Employment, Skills Training & Youth Services Classify: (3)	Youth Worker/Part-Time Br. P393 (\$8.75/hr) Labor
RPD/Operations Classify: (1)	Police Lieutenant/Temporary (2/13/15 – 5/13/15) Br. 94, (\$86,922 - \$92,163) Competitive
RPD/Operations Classify: (1)	Police Lieutenant/Temporary (2/20/15 – 5/20/15) Br. 94, (\$86,922 - \$92,163) Competitive
RPD/Operations Classify: (1)	Police Sergeant/Temporary (2/20/15 – 5/20/15) Br. 92, (\$76,867 - \$81,502) Competitive

RPD/Investigations Classify: (1)	Police Evidence Technician/Temporary (2/8/15 – 5/22/15) Br. 16, (\$39,366 - \$50,531) Competitive
RPD/Operations Classify: (2)	Police Captain/Temporary (3/4/15-4/3/15) & (3/11/15-3/20/15) Br. 95, (\$98,081 - \$103,996) Competitive

IV. The Commission adopted the following job specifications:

- Maintenance Mechanic
- Purchaser (RHA)

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

- Associate City Planner, 14EOC66258
- Associate City Planner, 14EP75493
- City Planner, 14EOC66278
- Engineer I, 14EOC66280
- Engineer II, 14EOC66281
- Engineer II, 14EP75502
- Engineer III, 14EOC66282
- Engineer III, 14EP75503
- Senior City Planner, 14EOC66279

VI. The Commission approved the extension of the following temporary position(s):

- One temporary position (encumbered by Brian Bennington) in the 911 Center/Emergency Communication Department extended to 08/24/2015.

The meeting was adjourned at 4:30 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant