

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

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

IN ATTENDANCE: Yvette Green, Law Department
Deborah Callerame, Senior Human Resource Consultant
Sergeant Darlene Rogers, Rochester Police Department
Tammy Sardou, Human Resource Consultant I

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

- I. The Commission approved the minutes of the meeting (general and executive session) on **April 23, 2015**.
- II. The Commission reviewed the following items of correspondence:
 - Letter to John H. McMahon informing him of the Commission's decision to deny his request for reinstatement to the Senior Code Enforcement Officer, 12EP75011 eligible list.
- III. The following classifications/reclassifications were approved as presented:

Emergency Communications/311 Classify: (1)	Service Representative/Bilingual/ Temporary (4/24/15 – 7/24/15) Br. 12 (\$34,728 - \$44,514) Competitive
DES/Commissioner's Office/Cemeteries Classify: (1)	Project Assistant/Seasonal (4/20/15 – 12/19/15) Br. N120 (\$19.07 - \$21.57/hr) Non-Competitive
LIBRARY/Community/Lincoln Classify: (1)	Clerk Typist PT / Temporary (4/27/15 – 9/26/15) Br. N035 (\$14.71 - \$16.78/hr) Non-competitive
FINANCE/Assessment Classify: (1)	Clerk II Br 9 (\$32,051 - \$40,463) Competitive

DRYS/Recreation Classify: (2)	Day Camp Supervisor/Seasonal (6/13/15 – 8/22/15) Br. P460 (\$15.06/hr) Non-competitive
RPD/Patrol Classify: (5)	Police Sergeant/Temporary (4/20/15-5/20/15) Br. 92, (\$76,867 - \$81,502) Competitive
RPD/Patrol Classify: (1)	Police Captain/Temporary (5/13/15-5/19/15) Br. 95, (\$98,081 - \$103,996) Competitive
Rochester Housing Authority Classify: (1)	HVAC Mechanic Br: 12 (\$30,472 - \$38,944) Competitive
Rochester Housing Authority Classify: (2)	Senior Inspector Mechanic Br. 13Y (\$31,000 - \$43,528) Non-competitive

IV. The Commission adopted the following job specifications:

- Locksmith
- 911 Operations Manager

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

- Clerk III/Typing/Bilingual, EDCRT0635
- IT Control Assistant, 15EP71826
- Lead Police Information Clerk, 15EP74035
- Police Information Clerk, 15EOC62767

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 following Extension of Temporary Position(s):

- One position of Animal Control Officer (encumbered by Greg Emerick) in the Rochester Police Department/Animal Control
- One position of Police Sergeant (encumbered by Christopher Muscato) in the Rochester Police Department/Operations/Patrol.
- One position of Librarian I/Bilingual/Part-Time/Temp (encumbered by Magdianamy Carrillo) in the Library Department/Central/Information Desk.

IX. The Commission approved the Delegation of Authority to Executive Secretary for 06/01/15 – 05/31/16.

A. Public Hearing

B. Decision of Resolution

X. The Commission elected a Chair for 06/01/15 – 05/31/16.

XI. The Commission approved the July 2015 thru December 2015 meeting dates.

The meeting was adjourned at 4:00 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant

THE END