

CIVIL SERVICE COMMISSION
MINUTES
Thursday, September 17, 2015
3:30 P.M., ROOM 103A, CITY HALL

PRESENT: Commissioners: Alan Caine
John Feola
Fernan Cepero

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

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 **August 20, 2015**.
- II. The Commission reviewed the following items of correspondence: **None**
- III. The following classifications/reclassifications were approved as presented:

DES/Buildings & Parks/Cemeteries Classify: (1)	Clerk III/Typing/Seasonal Br. N070 (\$17.10 - \$19.34/hr) Non-Competitive
DES/Buildings & Parks/Cemeteries Classify: (1)	Municipal Assistant/Temporary (8/31/15 – 12/31/15) Br. 18 (\$42,758 - \$55,808) Competitive
DES/Water/Director's Office Classify: (1)	Laborer/Temporary (7/31/15 – 9/17/15) Br. 57 (\$15.34 - \$19.15/hr) Labor
DES/Water/Director's Office Classify: (1)	Laborer Br. 57 (\$15.34 - \$19.15/hr) Labor
DES/Equipment Services Classify: (1)	Automotive Aide/Temporary (8/9/15 – 8/8/16) Br. 58 (\$15.66 - \$19.49/hr) Non-Competitive

LIBRARY/Central/Science Classify: (1)	Librarian I/Part-time/Temporary (8/25/15 – 11/24/15) Br. N185 (\$21.90 - \$25.51/hr) Non-Competitive
LIBRARY/Community/Branch Administration Classify: (1)	Librarian I Br. 18 (\$42,758 - \$55,808) Competitive
NBD/Business & Housing Development Classify: (1)	Youth Worker/Part-Time/Temporary (9/8/15 – 12/31/15) Br. N400 (\$8.75/hr) Labor
NBD/Inspection & Compliance Classify: (1)	Clerk II Br. 9 (\$32,692 - \$41,273) Competitive
FINANCE/Assessment Classify: (1)	Clerk III/Typing/Seasonal (mid-Sept to early May) Br. N070 (\$17.10 - \$19.34/hr) Non-Competitive
DRYS/Commissioners Office Classify: (1)	Recreation Assistant/PT Br. P815 (\$9.50 - \$10.13) Non-Competitive
DRYS/Recreation Administration Classify: (1)	Management Trainee Br. 18 (\$42,758 - \$55,808) Competitive
DRYS/Recreation Classify: (2)	Sr. Recreation Assistant/Seasonal Br. P810 (\$13.71- \$14.54) Non-Competitive
DRYS/Recreation Classify: (1)	Sr. Recreation Assistant/PT Br. P810 (\$13.71- \$14.54) Non-Competitive
DRYS/BEST & YS Classify: (1)	Grant Support Associate Br. 13 (\$36,509 - \$ 46,772) Competitive
DRYS/BEST & YS Classify: (1)	Clerk III/Typing/Seasonal (9/1/2015-4/30/2015) Br. N070 (\$17.10-\$19.34/hr) Non-Competitive
DRYS/BEST & YS Classify: (3)	Pregnancy Prevention Trainer Br. 13 (\$36,509 - \$46,772) Competitive
RPD/Administration, Research & Evaluation Classify: (1)	Crime Research Specialist Br. 24 (\$57,179 - \$75,394) Competitive
Rochester Housing Authority Classify: (1)	Stock Clerk/RHA Br. \$28,828 - \$36,162 Competitive
Rochester Housing Authority Classify: (1)	Grants Specialist Br. \$47,500 - \$66,500 Competitive

IV. The Commission adopted the following job specifications:

- ❖ Grant Specialist
- ❖ Junior Architect
- ❖ Pregnancy Prevention Trainer
- ❖ School Traffic Officer
- ❖ Stock Clerk/RHA

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

- ❖ 911 Operations Manager, 15ELP1508
- ❖ Clerk III/Bilingual, 15EOC66285
- ❖ Service Representative/Bilingual, 15EOC66328

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

- ❖ Architect, 13EOC61065
- ❖ Architect, 13EP73395
- ❖ Assistant Architect, 13EOC61066
- ❖ Assistant Library Director III, 14EOC65442
- ❖ Children's Services Consultant, 14EOC63293
- ❖ Clerk II/Typing/RHA, 13EDCR1312P
- ❖ Client Support Analyst, 13EOC16672
- ❖ Code Enforcement Inspector, 14EOC60687
- ❖ Code Enforcement Inspector/Bilingual, 14EOC60688
- ❖ Counseling Specialist, 12EOC63367
- ❖ Director of Development and Capital Projects/RHA, 14EP73668
- ❖ Director of Real Estate, 14EP73692
- ❖ Fire Lieutenant, 13EP72366
- ❖ Librarian I/Bilingual (Spanish), 14EOC65444
- ❖ Project Assistant, 14EP73212
- ❖ Project Assistant/Bilingual, 14EP73213
- ❖ Project Assistant/Bilingual, 14EOC60571
- ❖ Senior Architect, 13EP73600
- ❖ Senior Water Plant Operator, 14EP72368
- ❖ Supervisor of Structures and Equipment, 14EOC61752
- ❖ Supervisor of Structures and Equipment, 14EP73670
- ❖ Water Treatment Supervisor, 14EP74038

The meeting was adjourned at 4:35 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant