

CIVIL SERVICE COMMISSION  
GENERAL SESSION AGENDA  
**Thursday, September 22, 2016**  
3:30 P.M., ROOM 102A, CITY HALL,

I. Approval of the minutes of the meeting (regular and executive) on **August 18, 2016, August 25, 2016 and September 14, 2016.**

II. Commission Correspondence: **None**

III. Classification/Reclassification:

Emergency Communications/311 Call Center Classify: (1)	Service Representative/Temporary (8/29/16 – 11/29/16) Br. N128 (\$17.37 - \$19.63) Competitive
Emergency Communications/311 Call Center Classify: (1)	Service Representative/Seasonal Br. N128 (\$17.37 - \$19.63) Competitive
Emergency Communications/311 Call Center Classify: (1)	Service Representative/Bilingual/Part-Time Br. N812 (\$17.37 - \$19.63) Competitive
DES/Buildings & Parks/Cemeteries Classify: (1)	Clerk III/Typing/Part-Time Br. N707 (\$17.44-\$19.73) Non-Competitive
DES/Operations/Special Services Classify: (1)	Supervising Engineering Technician/Temporary (8/7/16 – 6/30/17) Br. 21 (\$48,354 - \$64,192) Competitive
DES/Buildings & Parks/Parks Operations Classify: (2)	Parks Operations Worker Br. 41 (\$16.59-\$20.82) Non-Competitive
DES/Operations/Special Services Classify: (1)	Dispatcher/Temporary (9/26/16 – 6/30/17) Br.64 (\$18.53 - \$23.54) Competitive
LIBRARY/Central/Central Library Administration Classify: (1)	Librarian I/Bilingual/Temporary (9/22/16 - 6/30/17) Br. 18 (\$43,614 - \$56,924) Competitive
LIBRARY/Central/MCLS Classify: (1)	Librarian I/Temporary (10/3/16 – 1/3/17) Br. N185 (\$22.33 - \$26.02) Competitive
Information Technology Classify: (1)	Youth Worker/Seasonal Br. P353 (\$9.00) Labor
NBD/Inspection & Compliance Classify: (1)	Code Enforcement Officer Trainee/Bilingual Br. 18 (\$43,614 - \$56,924) Competitive
FINANCE/Accounting Classify: (1)	Youth Worker/Seasonal Br. N400 (\$9.00) Labor

FINANCE/Treasury Classify: (1)	Accountant Br. 17 (\$42,196 - \$54,676) Competitive
FINANCE/Parking Classify: (1)	Clerk III/Typing Br. 7 (\$31,755 - \$39,698) Competitive
DRYS/Rec-Admin Classify: (8)	Youth Worker/Part-Time Br. N400 (\$9.00) Labor
DRYS/Rec-Admin Classify: (1)	Project Assistant/Seasonal Br.P120 (\$19.85-\$22.44) Non-Competitive
RPD/Operations/Animal Services Classify (4)	Animal Care Technician/Temporary (8/21/2016 – 11/20/2016) Br. 2 (\$28,428-\$34,992) Non-Competitive
RPD/Operations/Animal Services Classify (1)	Animal Services Client Specialist/Part-Time Br. N110 (\$19.29- \$24.58) Competitive

IV. Adoption of Job Specifications:

- Senior Code Enforcement Inspector
- System Engineer
- System Engineer I
- System Engineer II
- System Engineer III

V. **A.** Establishment of Civil Service Eligible List(s):

- Administrative Secretary, 16EP70882
- Administrative Secretary/Bilingual, 16EP70881
- Expediter, 16EOC63262
- Human Resource Coordinator, 16EP71123
- Human Resource Coordinator/RHA, 16EP71710
- Library Cataloging Clerk II, 16EOC63405
- Mail Room Coordinator, 16EOC64139
- Process Improvement Specialist, 16EOC66104
- Senior Crime Research Specialist, 16EP74296

**B.** Close-out of examination process: **None**

VI. Request for Extension of Civil Service Eligible Lists(s):

- Architect
- Assistant Architect
- Assistant Library Director III
- Children's Services Consultant
- Client Support Analyst
- Code Enforcement Inspector
- Code Enforcement Inspector/Bilingual
- Director of Development & Capital Projects/RHA
- Fire Lieutenant
- Librarian I/Bilingual (Spanish)
- Librarian II
- Library Assistant
- Project Assistant
- Project Assistant/Bilingual
- Project Assistant/Bilingual
- Senior Architect
- Senior Water Plant Operator
- Supervisor of Structures & Equipment
- Supervisor of Structures & Equipment
- Water Treatment Supervisor

VII. Request for extension of temporary positions: **None**

VIII. Transfers: **None**

IX. Reinstatement requests: **None**

X. Misc.:

**A.** Rochester Police Department is requesting the permanent appointment of Tara Becker to the title of Senior Photo Lab Technician (52.7 NYSCS Law).

**B.** Analysis to Determine Appropriate Civil Service Eligible Lists; Comparable Titles For Use:

1. **Special Events Coordinator (Bracket 23)** – Special Events Operations Manager (Bracket 29)
2. **Fire Equipment Maintenance Supervisor (78)** – Superintendent of Fire Equipment Maintenance (Bracket 28)

THE END