

CIVIL SERVICE COMMISSION
GENERAL SESSION AGENDA
Thursday, November 17, 2016
3:30 P.M., ROOM 102A, CITY HALL,

I. Approval of the minutes of the meeting (regular and executive) on **October 20, 2016** and **October 27, 2016**.

II. Commission Correspondence: **None**

III. Classification/Reclassification:

Administration/DHRM Classify: (1)	Administrative Analyst/Temporary (10/31/16 – 6/30/17) Br. 20 (\$46,497 - \$61,336) Competitive
Administration/DHRM Classify: (1)	Administrative Secretary/Temporary (11/21/16 – 6/30/17) Br. 13 (\$37,239 - \$47,707) Competitive
Emergency Communications/311 Call Center Classify: (1)	Service Representative/Bilingual Br. 12 (\$36,131 - \$46,313) Competitive
DES/Buildings & Parks/Cemeteries Classify: (1)	Administrative Analyst/Part-Time/Temporary (10/24/16 – 6/30/17) Br. N720 (\$25.54 - \$28.88) Non-Competitive
DES/Operations/Solid Waste Classify: (4)	Project Assistant/Seasonal (11/28/16 – 5/31/17) Br. N120 (\$19.85 - \$22.44) Non-Competitive
DES/Water/Director's Office Classify: (1)	Clerk III/Typing/Part-Time Br. N070 (\$17.44 - \$19.73) Non-Competitive
Finance/Parking Classify: (1)	Account Clerk/Temporary (10/10/16 – 1/10/17) Br. 5 (\$30,192 - \$37,698) Competitive
Finance/Parking Classify: (1)	Clerk II/Typing/Temporary (10/24/16 – 10/30/16) Br. 9 (\$33,346 - \$42,098) Competitive
DRYS/BEST Classify: (1)	Pregnancy Prevention Trainer Br. 13 (\$37,239 - \$47,707) Competitive
RPD/Technical Service Section Classify: (1)	Police Identification Technician Trick/Temporary (10/24/16 – 1/23/17) Br. 11 (\$35,111 - \$44,756) Competitive
Rochester Housing Authority Classify: (1)	Human Resource Coordinator Br. \$47,500 - \$61,500 Competitive
Rochester Housing Authority Classify: (1)	Assistant Director of Leasing Operations Br. \$55,000 - \$65,000

IV. Adoption of Job Specification:

- Assistant Director of Leasing Operations (RHA)
- Business Analyst
- Business Analyst I
- Business Analyst II
- Deputy Police Chief

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

- Associate Real Estate Specialist, 16EP71150
- Associate Real Estate Specialist, 16EOC64259
- Business Analyst, 16ELOC1606
- Business Analyst I, 16ELOC1607
- Business Analyst II, 16ELOC1608
- Electrical Inspector, 16EOC66267
- Fire Lieutenant, 16EP70851
- Master Electrician, 16EOC63555
- Street Lighting Program Coordinator, 16EP72128

B. Close-out of examination process:

- Business Analyst II, 16ELP1609
- Senior Real Estate Specialist/Bilingual, 16EP71024

VI. Voluntary Demotion Requests:

- John Merklinger, Director of the Emergency Communications Department is submitting requests for Voluntary Demotions for:
 - ❖ Paul H. Daniels to the title of 911 Telecommunicator from 911 Dispatcher I
 - ❖ Davita Baker to the title of 911 Telecommunicator from 911 Dispatcher I

VII. Request for Extension of Civil Service Eligible Lists(s): **None**

VIII. Request for Extension of Temporary Positions: **None**

IX. Transfers: **None**

X. Reinstatement Requests: **None**

THE END