

**CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
Thursday, March 30, 2017
3:00 P.M., ROOM 102A, CITY HALL**

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

IN ATTENDANCE: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Kimberly Kamagate, Senior Human Resource Associate
Lieutenant Charles Gorman, Rochester Police Dept.
Sergeant Darlene Rogers, Rochester Police Dept.
Police Officer Agustin Gonzalez, Rochester Police Dept.
Deputy Chief Felipe Hernandez, Rochester Fire Dept.
Kathy McManus, Rochester Fire Dept.

The Civil Service Commission meeting was called to order at 3:00 pm.

- I. The Commission approved the Minutes of the meeting (regular and executive session) on **February 23, 2017.**
- II. The Commission reviewed the following items of Correspondence: **None**
- III. The following Classifications/Reclassifications were approved as presented:

Administration/Law Classify: (1)	Municipal Attorney I Br. 25 (\$60,264 - \$79,459) Exempt
DES/Buildings & Park/Cemeteries Classify: (1)	Assistant Operations Superintendent Br. 23 (\$55,346 - \$72,977) Competitive
DES/Buildings & Park/Cemeteries Classify: (1)	Ground Equipment Operator/Temporary (4/10/17 – 6/30/17) Br. 56 (\$15.28 - \$18.82) Non-Competitive
DES/Architecture & Engineering/Engineering Classify: (1)	Senior Engineer/Construction/On- Call//Temporary (4/10/17 – 12/31/17) Br. N298 (\$34.18 - \$45.07) Competitive

DES/Equipment Services Classify: (3)	Youth Worker/Seasonal Br. 953 (\$9.70) Labor
Library/Central/Shipping Classify: (1)	Library Assistant Br. 14 (\$38,394 - \$49,314) Competitive
Information Technology Classify: (1)	Application Services Manager/On Call Br. N318 (\$37.11 - \$48.94) Competitive
Information Technology Classify: (1)	Systems Engineer/On Call Br. N308 (\$35.66 - \$47.01) Competitive
NBD/Business & Housing Development Classify: (1)	Community Housing Planner/Bilingual Br. 20 (\$46,497 - \$61,636) Competitive
NBD/Inspection & Compliance Classify: (1)	Code Enforcement Officer/Trainee/Temporary (4/1/17 – 3/31/18) Br. 18 (\$43,614 - \$56,924) Competitive
Finance/Accounting Classify: (1)	Associate Accountant Br. 24 (\$57,751 - \$76,148) Competitive
DRYS/BEST Classify: (1)	Project Assistant/Temporary (3/6/17-5/28/17) Br.12 (\$36,131 - \$46,313) Competitive
RPD/Operations/Animal Services Classify: (1)	Animal Control Officer/Temporary (3/31/17 – 6/20/17) Br. 12 (\$36,131 - \$46,313) Competitive

IV. The Commission adopted the following Job Specifications:

- Stock Clerk/RHA

V. The Commission Established the following Eligible List(s) for one (1) year, unless extended:

- Administrative Analyst, 16EP72918
- Associate Administrative Analyst, 16EP72920
- EMD Quality Improvement Coordinator II, 17ELOC1704
- Police Officer, ECRT7080J
- Police Officer, ECRT7080M
- Principal Account Clerk, 16EP70997
- Principal Staff Assistant, 16EP71727
- Professional Development Specialist, 16EOC63652
- Professional Development Specialist/Bilingual, 16EOC63653
- Recreation Center Director, 16EP72501
- Recreation Leader, 16EOC69060
- Recreation Leader/Bilingual, 16EOC69062
- Senior Administrative Analyst, 16EP72921
- Senior Professional Development Specialist, 16EOC63688
- Senior Recreation Supervisor, 16EP71027

VI. The Commission affirmed the Extension of the following Civil Service Eligible Lists for one year unless replaced with a new list:

- 911 Dispatcher II/ECD, 15ELP1506
- 911 Shift Supervisor, 15ELP1507
- Accountant, 15EP75485
- Accountant, 15EOC66237
- Animal Control Officer, 15EOC65769
- Assistant Director of Parking, 14EP73671
- Associate Accountant, 15EOC66238
- Battalion Chief, 15EP74662
- Clerk II/Typing, 16EDCR1611P
- Clerk II/Typing/Bilingual, 16EDCR1609
- Clerk II/Typing/Bilingual/RHA, 16EDCR1613P
- Clerk II/Typing/RHA, 16EDCR1612P
- Code Enforcement Officer Trainee, 15ELOC1502
- Code Enforcement Officer Trainee/Bilingual, 15ELOC1503
- Director of Administration & Finance, 14EP73076
- Family Self Sufficiency Supervisor/RHA, 14EP73031
- Firefighter Trainee, 16ELOC1616
- Housing Manager II/RHA, 14EOC61636
- Housing Manager III/RHA, 14EP71429
- Junior Accountant, 14EP73475
- Junior Accountant, 14EOC61258
- Lead Police Information Clerk, 15EP74035

VI. The Commission affirmed the Extension of the following Civil Service Eligible Lists for one year unless replaced with a new list (**Continued**):

- Management Trainee, 15ELOC1501
- Parking Enforcement Officer, 15EOC60563
- Police Information Clerk, 15EOC62767
- Police Paralegal, 16EOC67497
- Principal Graphic Designer, 16EP71927
- Principal Graphic Designer, 16EOC65429
- Property Manager/RHA, 14EP73227
- Senior Accountant, 14EOC61698
- Senior Accountant, 14EP73649
- Senior Field Auditor, 15EOC66263
- Senior Forestry Worker, 15EOC60599
- Senior Forestry Worker, 15EP73224
- Senior Human Resource Consultant, 13EOC67774

VII. The Commission approved the following Extension of Temporary position(s):

- Two positions of Public Art Coordinator/Seasonal (encumbered by Lisa Barker and Justin Suarez) in the Department of Youth and Recreation/ Recreation Administration.

VIII. The Commission Approved the following Reinstatement Request(s):

- The Emergency Communications Departments Director, John Merklinger is requesting the reinstatement of Mary Pettenski to the title of Dispatcher I/Part time, to fill an opening in the 911 Call Center.
- The Emergency Communications Departments director, John Merklinger is requesting the reinstatement of Stephen Wegman to the title of Telecommunicator/Part time, to fill an opening in the 911 Call Center.
- The Information Technology Departments, Chief Information Officer Lisa Bobo is requesting the reinstatement of Kenneth Ehmann to the title of Systems Engineer IV/ On Call to fill an opening in the IT Department.
- The Information Technology Departments, Chief Information Officer Lisa Bobo is requesting the reinstatement of Kumar Thavakumar to the title Applications Services Manager/ On Call to fill an opening in the IT Department.

IX. The Commission Accepted a Request to use the Monroe County Civil Service Eligible List:

- The Department of Human Resource Management is requesting permission to certify the Assistant Payroll Supervisor Civil Service Examination for Monroe County as the most appropriate eligible list to use to fill the title of Payroll Systems Supervisor at the City of Rochester. A provisional appointment is currently being held by Jaclyn Jakubowski, (Provisional) Payroll Systems Supervisor in the Department of Finance; Accounting Bureau.

VII. The Commission Accepted a Request to Defer the Termination of Provisional Appointees:

- The Department of Recreation and Youth Service requested permission to allow (5) unsuccessful provisional appointees to remain in their titles until permanent appointees could be made from the eligible list, but no later than July 29, 2017

The meeting was adjourned at 5:45 PM

Respectfully submitted,



Kimberly Kamagate
Senior Human Resource Associate

THE END