

CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
Thursday, April 27, 2017
3:30 P.M., ROOM 102A, CITY HALL

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

IN ATTENDANCE: Tassie Demps, Executive Secretary
Yvette Green, Law Department
Deborah Callerame, Senior Human Resource Consultant
Stephen Cusenz, Emergency Communications Dept.

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 **March 30, 2017**.
- II. The Commission reviewed the following items of correspondence: **None**
- III. The following Classifications/Reclassifications were approved as presented:

DES/Buildings & Park/Building Services Classify: (1)	Senior Account Clerk/Temporary (4/3/17 – 5/28/17) Br. 10 (\$34,180 - \$43,405) Competitive
NBD/Commissioner's Office Classify: (1)	Permit Office Manager/Temporary (4/3/17 – 5/28/17) Br. 28 (\$68,309 - \$90,069) Competitive
DRYS/Commissioner's Office Classify: (5)	Youth Intervention Aide/Seasonal (4/13/17-6/30/17) Br. P850 (\$18.33) Non-Competitive
DRYS/Recreation Administration Classify: (1)	Sr. Recreation Supervisor Br. 18 (\$43,614-\$56,924) Competitive
DRYS/BEST & Youth Services Classify: (1)	Grants Specialist/Bilingual Br. 20 (\$46,497-\$61,636) Competitive
RPD/Operations/Animal Services Classify: (1)	Animal Care Technician/Temporary (4/10/17-7/9/17) Br. 2 (\$28,428-\$34,992) Non-Competitive

Rochester Housing Authority Classify: (1)	Master Electrician/RHA Range: \$48,600 - \$57,000 Competitive
Rochester Housing Authority Classify: (2)	Clerk III / Typing Range: \$26,444 - \$36,162 Competitive
Rochester Housing Authority Classify: (1)	Mail Room Clerk Range: \$24,000 - \$32,000 Competitive
Rochester Housing Authority Classify: (1)	Director of Information Technology / Temporary (until 12/31/17) Range: \$70,000 - \$84,000 Competitive

IV. The Commission adopted the following Job Specifications:

- 911 Dispatcher II
- 911 Shift Supervisor
- Mail Room Clerk/RHA
- Master Electrician/RHA
- Service Representative
- Service Representative/Bilingual

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

- 911 Dispatcher I, ELCR1031-1
- 911 Telecommunicator, ELCR2851-1
- Assistant Service Manager, 17EOC66777
- Assistant Service Manager, 17EP75769
- Fire Equipment Maintenance Supervisor, 17EOC69611
- Librarian I, 17ECRT,1455
- Librarian II, 17EOC69215
- Librarian II, 17EP77023
- Librarian IV, 17EP77024
- Librarian IV, EOC69219
- Secretary to the Executive Director/RHA, 17EOC69646

VI. The Commission Closed Out the following exam process with no successful candidates:

- Fire Equipment Maintenance Supervisor, 17EP72815

- 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 following Extension of Temporary position(s): **None**
- IX. The Commission approved the following Transfer Request(s): **None**
- X. The Commission approved the following Reinstatement Request(s):
- The Emergency Communications Department submitted a request for the reinstatement of Courtney Wehbring to the title of 911 Telecommunicator to fill an opening in the 911 Call Center.
- XI. The Commission reviewed a Request to Use Alternate Eligible List:
- The Commission approved a request to use the City of Rochester's eligible list for Mail Room Clerk/Part Time as appropriate to appoint to full time Mail Room Clerk at the Rochester Housing Authority.

The meeting was adjourned at 4:00 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant

THE END