

**CIVIL SERVICE COMMISSION
GENERAL SESSION MINUTES
Thursday, July 27, 2017
3:30 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
Deborah Callerame, Senior Human Resource Consultant
Lieutenant Charles Gorman, Rochester Police Dept.
Sergeant Darlene Rogers, Rochester Police Dept.
Police Officer Emre Arican, RPD
Police Officer Ted Coriddi, RPD
Kathy McManus, RFD

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 June 23, 2017 and June 29, 2017.
- II. The Commission reviewed the following items of correspondence: **None**
- III. The following classifications/reclassifications were **approved** as presented:

Administration/Mayor' Office Classify: (1)	Executive Staff Assistant I/Temporary (7/10/17 – 7/26/17) Br. 16 (\$40,957 - \$52,572) Exempt
Administration/Mayor' Office Classify: (1)	Executive Staff Assistant I Br. 16 (\$40,957 - \$52,572) Exempt
Administration/Law Classify: (1)	Paralegal Br. 20 (\$46,497 - \$61,636) Competitive
DES/Architecture & Engineering Classify: (1)	Engineering Technician/Temporary (6/19/17 – 6/18/18) Br. 12 (\$36,131 - \$46,313) Competitive
DES/Operations/Special Services Classify: (1)	Supervising Engineering Technician/CADD Br. 21 (\$48,354 - \$64,192) Competitive
DES/Buildings & Parks/Building Services Classify: (1)	Administrative Analyst Br. 20 (\$46,497 - \$61,636) Competitive

LIBRARY/ Branch Administration Classify: (1)	Shipping Aide/Part-time/Temporary (7/1/17 – 7/31/17) Br. N402 (\$9.70 - \$9.96) Non-competitive
LIBRARY/ Branch Administration Classify: (1)	Shipping Aide/Part-time Br. N402 (\$9.70 - \$9.96) Non-competitive
NBD/Commissioner's Office/Planning Classify: (1)	Senior Community Housing Planner Br. 24 (\$57,751 - \$76,148) Competitive
NBD/Neighborhood & Business Development Classify: (1)	Senior Economic Development Specialist Br. 24 (\$57,751 - \$76,148) Competitive
NBD/Buildings & Zoning Classify: (1)	Administrative Assistant/Bilingual Br. 16 (\$40,957 - \$52,572) Competitive
FINANCE/Assessment Classify: (1)	Supervising Real Property Appraiser/On Call/Temporary (1 Year) Br. N288 (\$35.76 - \$43.30) Competitive

IV. The Commission **adopted** the following job specifications:

- Contract Administrator
- Senior Code Enforcement Officer
- Senior Police Identification Technician

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

- Administrative Assistant/Bilingual, 17EP77275
- Assistant Mail Room Coordinator, 17EOC60147
- Executive Assistant, 17EP72324
- Public Safety Communicator I, 17ELOC1711

VI. The Commission **affirmed** the extension of the following Civil Service eligible lists for one year unless replaced with a new list: **None**

- VII. The Commission **approved** the following extension of Temporary position(s):
- One position of Animal Care Technician (encumbered by Michelle Bianchi and Heather Smeltzer) in the Operations/Police Department.
 - One position of Animal Control Officer (encumbered by Gregory Emerick) in the Operations/Police Department.
- VIII. The Commission **approved** the following Transfer request(s): **None**
- IX. The Commission **approved** the following Reinstatement request(s):
- The Finance Department requested the reinstatement of Robert Kubera to the title of Supervising Real Property Appraiser/On Call/Temporary.
 - The Emergency Communications Department requested the reinstatement of Rebecca McLean to the title of 911 Dispatcher I.
 - The Rochester Police Department requested the reinstatement of Lisa Hayes to the title of Public Safety Aide.
 - The Rochester Police Department requested the reinstatement of Traci A. Russo to the title of Police information Clerk.
- X. Misc:
- The Civil Service Commission **approved** a request made by the Department of Environmental Services for the promotion by non-competitive examination of Michael Bushart. Permanent status was granted in the position of Managing Engineer/Water Design (52.7§ New York State Civil Service Law).

The meeting was adjourned at 4:21 PM

Respectfully submitted,



Deborah Callerame
Senior Human Resource Consultant

THE END