

CIVIL SERVICE COMMISSION Minutes**March 27, 2025****2:00 P.M. @ City Hall, Room 102A**

Attendees	Present	Arrived Late	Left Early	Absent	
Carol Kramer, Commissioner, Chair	X				
Tashanda Thomas-Brown, Commissioner	X				
Orlando Rivera, Commissioner	X				
Edward Stulginsky, Commissioner	X				
Dr. Rose Nichols, Executive Secretary	X	X			
Fernan Cepero, Executive Secretary	X				

Time Meeting Began: 2:07**I. Approval of the Minutes of the February 20, 2025, Meeting.**

Commissioner	Motioned	2nd	Agree	Nay	Abstain
Carol Kramer			X		
Tashanda Thomas-Brown	X		X		
Orlando Rivera			X		
Edward Stulginsky		X	X		

II. Commission Correspondence(s): NONE

Commissioner	Motioned	2nd	Agree	Nay	Abstain
Carol Kramer					
Tashanda Thomas-Brown					
Orlando Rivera					
Edward Stulginsky					

III. Classification/Reclassification(s):

Administration/Mayor's Office Classify (1)	Manager of Community Response Br. 26 (\$75,865 - \$100,033) Competitive
DES/Commissioner's Office Classify (1)	Environmental Technician/Temporary (Temporary 6 Months) Br. 21 (\$58,335 - \$77,445) Competitive
DES/Architecture & Engineering Classify (1)	Senior Landscape Designer Br. 20 (\$56,097 - \$74,360) Competitive
DES/Water/Upland Services Classify (1)	Senior Water Supply Maintenance Worker/Construction Br. 65 (\$23.14 - \$29.24) CPNC
RPL/Central Classify (1)	Historical Researcher Br. 18 (\$52,618 - \$68,674) Competitive
RPL/Lincoln Branch	Early Learning Specialist/Bilingual

Classify (1)	Br. 14 (\$46,320 - \$59,495) Competitive
RPL/Lincoln Branch Classify (1)	Sr. Youth Services Assistant/Temporary (May – September) Br. 18 (\$52,618 - \$68,674) Competitive
DRHS/Commissioner's Office/Animal Services Classify (1)	Veterinary Assistant Br. 11 (\$42,358 – \$53,995) Competitive
DRHS/Commissioner's Office Classify (1)	Graduate Intern/Seasonal Br. 463 (\$20.28) CPNC
DRHS/Commissioner's Office Classify (1)	College Junior Intern/Seasonal Br. 452 (\$16.79) Non-Competitive

Commissioner	Motioned	2 nd	Agree	Nay	Abstain
Carol Kramer			X		
Tashanda Thomas-Brown			X		
Orlando Rivera		X	X		
Edward Stulginsky	X		X		

IV. Adoption of Job Specification(s):

- Building Supervisor
- Early Learning Specialist
- Early Learning Specialist/Bilingual (Spanish)
- Library Technology Services Specialist/Bilingual (Spanish)
- Manager of Community Response
- Senior Landscape Designer
- Senior Water Supply Maintenance Worker/Construction
- System Administrator (Cloud Application)

Commissioner	Motioned	2 nd	Agree	Nay	Abstain
Carol Kramer			X		
Tashanda Thomas-Brown		X	X		
Orlando Rivera	X		X		
Edward Stulginsky			X		

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

- Commercial Accounts Representative 24EP73444-010
- Communications Aide 24EOC86908-010
- Communications Aide/Bil 24EOC87592-010
- Community Housing Planner 24EOC86281-010
- Community Relations and Engagement Associate 24EOC86911-010
- Principal Graphic Designer 24EOC89052-010
- Project Manager 24EOC89352-010
- Senior Administrative Analyst 24EOC60004-850
- Senior Administrative Analyst 24EP70002-370
- Senior Community Housing Planner 24EOC86282-010
- Senior Water Plant Operator 24EOC8759-010
- Water Plant Operator 24EOC87595-010

Commissioner	Motioned	2nd	Agree	Nay	Abstain
Carol Kramer			X		
Tashanda Thomas-Brown	X		X		
Orlando Rivera			X		
Edward Stulginsky		X	X		

- **Close-out of examination process:**
 - Process Improvement Specialist, 24EP74476

Commissioner	Motioned	2nd	Agree	Nay	Abstain
Carol Kramer			X		
Tashanda Thomas-Brown	X		X		
Orlando Rivera		X	X		
Edward Stulginsky			X		

Request for Extension of Civil Service Eligible List(s):

- 911 Shift Supervisor, 24ELP2401
- Accountant - Open Competitive Examination, 23EOC61722
- Adjudication Assistant - Open Competitive exam, 23EOC63526
- Application Services Analyst I, 23EOC22552
- Application Services Analyst II - Open Competitive Exam, 22EOC66440
- Assistant Director of Accounting - Promotional Exam, 23EP79433
- Associate Accountant - Open Competitive Examination, 23EOC62301
- Associate Accountant - Promotional Examination, 23EP79637
- Associate Field Auditor - Open Competitive Exam, 23EOC69293
- Automotive Parts & Materials Manager - Open Competitive Exam, 23EOC68929
- Automotive Parts Clerk- Open Competitive Exam, 23EOC68953
- Clerk II/Bilingual/Spanish- Open Competitive Exam, 23EOC69081
- Code Enforcement Coordinator - Open Competitive Exam, 24EOC86907
- Computer Communications Technician, 22EOC22514
- Director of Information Technology/RHA - Open Competitive Exam, 22EOC64444
- Employment and Training Coordinator, 23EOC62148
- Information Services Analyst I - Open Competitive Exam, 22EOC67035
- Information Services Analyst II - Open Competitive Exam, 22EOC63664
- Information Services Developer - Open Competitive Exam, 22EOC67598
- IT Call Center Analyst, 23EOC22550
- Junior Accountant - Open Competitive Exam, 23EOC61740
- Manager of Administrative Services - Open Competitive Exam, 22EOC61904
- Master Electrician/RHA - Open Competitive Exam, 22EOC60129
- Materials, Equipment, Fleet & Facilities Coordinator - Open Competitive Exam, 23EOC68965
- Personnel Management Assistant - Open Competitive Exam, 22EOC63152
- Police Evidence Technician - Open Competitive Exam, 24EOC68980
- Police Identification Technician-Open Competitive Examination, 24EOC64651
- Police Sergeant, 21ELP2112
- Principal Engineering Technician/CADD - Promotional Exam, 23EP79581
- Purchaser/City of Rochester Open Competitive Exam, 23EOC66963
- Purchaser/RHA Open Competitive Exam, 23EOC60722
- Purchasing Agent/RHA Open Competitive Exam, 23EOC61475

- Senior Account Clerk - Open Competitive Exam, 23EOC65193
- Senior Accountant - Open Competitive Exam, 23EOC61941
- Senior Automotive Parts Clerk - Open Competitive Exam, 23EOC69078
- Senior Field Auditor - Open Competitive Exam, 23EOC62036
- Special Events Coordinator - Open Competitive Exam, 22EOC62961

Commissioner	Motioned	2 nd	Agree	Nay	Abstain
Carol Kramer			X		
Tashanda Thomas-Brown	X		X		
Orlando Rivera		X	X		
Edward Stulginsky			X		

VI. Request for Extension of Temporary Position(s): NONE

Commissioner	Motioned	2 nd	Agree	Nay	Abstain
Carol Kramer					
Tashanda Thomas-Brown					
Orlando Rivera					
Edward Stulginsky					

VII. Transfer(s): NONE

Commissioner	Motioned	2 nd	Agree	Nay	Abstain
Carol Kramer					
Tashanda Thomas-Brown					
Orlando Rivera					
Edward Stulginsky					

VIII. Reinstatement Request(s):

- The Rochester Police Department is requesting to reinstate a Lead Police Information Clerk

Commissioner	Motioned	2 nd	Agree	Nay	Abstain
Carol Kramer			X		
Tashanda Thomas-Brown			X		
Orlando Rivera	X		X		
Edward Stulginsky		X	X		

- The Department of Communication is requesting to reinstate a Communication Aide/Bilingual

Commissioner	Motioned	2 nd	Agree	Nay	Abstain
Carol Kramer			X		
Tashanda Thomas-Brown			X		
Orlando Rivera		X	X		
Edward Stulginsky	X		X		

Motion to move into Executive Session:

Commissioner	Motioned	2 nd	Agree	Nay	Abstain
Carol Kramer			X		
Tashanda Thomas-Brown			X		
Orlando Rivera		X	X		
Edward Stulginsky	X		X		

IX. Executive Session

Time Began for Executive Session / Vote for Executive Session to Begin:					
Attendees	Present	Arrived Late	Left Early	Absent	
Carol Kramer, Commissioner, Chair	X				
Tashanda Thomas-Brown, Commissioner	X		X		
Orlando Rivera, Commissioner	X				
Edward Stulginsky, Commissioner	X				
Dr. Rose Nichols, Executive Secretary	X		X		
Fernan Cepero, Executive Secretary	X				
<ul style="list-style-type: none"> • The Commission will hear, discuss, and render final decisions regarding the Firefighter Candidate's appeals. • A.T. - OVERTURNED 					
Commissioner	Motioned	2nd	Agree	Nay	Abstain
Carol Kramer			X		
Tashanda Thomas-Brown		X	X		
Orlando Rivera			X		
Edward Stulginsky	X		X		
<ul style="list-style-type: none"> • The Commission will hear, discuss, and render final decisions regarding the Firefighter Candidate's appeals. • D.H. - OVERTURNED 					
Commissioner	Motioned	2nd	Agree	Nay	Abstain
Carol Kramer			X		
Tashanda Thomas-Brown		X	X		
Orlando Rivera	X		X		
Edward Stulginsky			X		
<ul style="list-style-type: none"> • The Commission will hear, discuss, and render final decisions regarding the Firefighter Candidate's appeals. • I.D. - OVERTURNED 					
Commissioner	Motioned	2nd	Agree	Nay	Abstain
Carol Kramer			X		
Tashanda Thomas-Brown		X	X		
Orlando Rivera	X		X		
Edward Stulginsky			X		
<ul style="list-style-type: none"> • The Commission will hear, discuss, and render final decisions regarding the Firefighter Candidate's appeals. • M.B. - OVERTURNED 					
Commissioner	Motioned	2nd	Agree	Nay	Abstain
Carol Kramer			X		
Tashanda Thomas-Brown		X	X		
Orlando Rivera			X		

Edward Stulginsky	X		X		
<ul style="list-style-type: none"> • The Commission will hear, discuss, and render final decisions regarding the Firefighter Candidate's appeals. • B.F. - UPHELD 					
Commissioner	Motioned	2nd	Agree	Nay	Abstain
Carol Kramer			X		
Tashanda Thomas-Brown					
Orlando Rivera		X	X		
Edward Stulginsky	X		X		
<ul style="list-style-type: none"> • The Commission will hear, discuss, and render final decisions regarding the Firefighter Candidate's appeals. • D.N. - UPHELD 					
Commissioner	Motioned	2nd	Agree	Nay	Abstain
Carol Kramer			X		
Tashanda Thomas-Brown		X			
Orlando Rivera	X		X		
Edward Stulginsky			X		
<ul style="list-style-type: none"> • Render the final decisions on the Police Officer Candidate's disqualifications – ALL UPHELD 					
Commissioner	Motioned	2nd	Agree	Nay	Abstain
Carol Kramer			X		
Tashanda Thomas-Brown	X		X		
Orlando Rivera			X		
Edward Stulginsky	X		X		
<ul style="list-style-type: none"> • The Department of Human Resources is requesting a candidate to be removed from an eligible list – UPHELD 					
Commissioner	Motioned	2nd	Agree	Nay	Abstain
Carol Kramer			X		
Tashanda Thomas-Brown	X		X		
Orlando Rivera		X	X		
Edward Stulginsky			X		
Motion to Move out of Executive Session back to General Session Time Ended for Executive Session: 4:45 PM					
Commissioner	Motioned	2nd	Agree	Nay	Abstain
Carol Kramer			X		
Tashanda Thomas-Brown					
Orlando Rivera		X	X		
Edward Stulginsky	X		X		
X. Addenda Item - Resolution to Amend Municipal Civil Service Rules at the Commencement of the HELP Program.					
Commissioner	Motioned	2nd	Agree	Nay	Abstain
Carol Kramer			X		
Tashanda Thomas-Brown					
Orlando Rivera		X	X		
Edward Stulginsky	X		X		

Motion to Close the Civil Service Commission - Time Ended: 4:55 PM

Commissioner	Motioned	2nd	Agree	Nay	Abstain
Carol Kramer			X		
Tashanda Thomas-Brown					
Orlando Rivera	X		X		
Edward Stulginsky		X	X		

THE END