

***Auburn Municipal Civil Service
Minutes –Meeting May 5, 2011 11am***

Roll Call –

Roll call by Secretary Bill Fulton; present were Commissioner John Brennan, Commissioner John Camardo and Commissioner Jack Hardy. Also present was Corporation Counsel/Interim City Manager John Rossi, Fire Chief Mike Hammon, Director of Planning Jenny Haines, Water and Sewer Supervisor, Tom Gabak and Director of Municipal Utilities, Vicky Murphy.

Approve minutes of meeting held on April 7, 2011. Commis. Camardo motioned to approve minutes. 2nd by Hardy. Motion Carried 3-0.

Old Business

New Business

- Attached request from Sewer and Water Supervisor, Tom Gabak to split the two jobs of Sewer Inspector and Gas Utilities Mechanic. Approved by Steve Vanderbrook, Superintendent of PW and John Rossi, interim City Manager

Tom Gabak stated that currently we have 1 position with the title Gas Utilities Mechanic/Sewer inspector. He is requesting that it be split again as the job of sewer inspector needs a full time position. Without a dedicated person it would take about 26 years to inspect all the sewer lines in Auburn. Currently the position is vacant and has been vacant for 2 years. John Camardo suggested splitting them and also keeping the individualized titles active. John Rossi supports Tom's claim and stated no one is doing the jobs that need to be done. This combination was done to save money but we need someone full time. John Camardo questioned if any employees are working out of class to cover the vacancies? John Rossi explained that the City has a contract with Barton and Louguidice and they come in balance the wells. Vicky Murphy reads the reports and that is not out of class as the DMU. Motion to approve the request to split the jobs back to Sewer Inspector and Gas Utilities Mechanic was made by Commis. Camardo. 2nd by Commis. Hardy. Motion Carried 3-0. Sewer Inspector exam is schedule for January 7, 2012 and Gas Utilities Mechanic is scheduled for April 28, 2012.

- Certify Eligible list #78-591 (promo) for Fire Chief.
- Certify Eligible list #78-936 (promo) for Asst. Fire Chief.

Motion to certify above list for a min of one year, maximum of four made by Commis. Camardo. 2nd by Commis. Hardy. Motion approved 3-0.

- Attached request from John Rossi, Interim City Manager to appoint our Community Development Planner on a permanent basis based on her score of the higher lever exam.

Jenny Haines explains that the employee currently in the Community Development Planner position is an excellent employee. She appears on an eligible list for a position that is two steps higher then her current position and wishes to hire her off of that list. The next time the exam is being given is Dec 2012 and feels her office would benefit from having all permanent employees that work well together as a team. Commis. Camardo questioned the line of promotion. John Rossi shared that he supports this decision as recent discussion have been had about merging the Director of Grants position into the planning office and this will allow more stability as people are on leaves. Commis. Camardo thanked them for this information but wanted to stress that we are looking at the job specifications and comparing the two. Not the individual. We, as the commission do not want to set a precedence of hiring from different lists from other exams. I think we need a little time to review more thoroughly and get feedback from the State. John Rossi stated he has done Civil Service research if he can be of any assistance with helping make the decision. Commis Hardy motion to table this discussion until further research can be done. 2nd by Commis. Camardo. Motion carried 3-0.

- Attached request from Director of Municipal Utilities, Vicky Murphy to remove the “special requirement” of 4A license from min. qualifications. Approved by John Rossi, interim City Manager.

Vicky Murphy explained that the NYS DEC requires that the Chief Operator have a 4A license. In our min. qualifications for the DMU we require the director to have it. To achieve the license of 4A you have to have experience in working hands on turning the handle, using the shovel, etc. I will never do this in a director’s position so I am asking that this be removed from the min. qualifications. She explained one person currently has the 4A license and he is the chief operator of the plant. There are two others that could take the test. The city pays for all expenses associated with the training and the testing of these exams. John Rossi asked Vicky to explain what the training consists of. She stated 6 week in classrooms training plus keeping the certification up to date would require more time. Bill Fulton question once all of her training is done where would she stand. She would still have to work in the plant for two years. Discussion was had as to why that requirement was in the description and if past directors had it. Commis. Camardo expressed his concern that the announcement for the exam has been made. We had this as part of our min. qualifications to apply to take the exam. How many people would have signed up if it wasn’t on there? That is not something we can answer so it is not fair to remove this. Bill explained that once an announcement is done and published it cannot be changed. Commis. Camardo stated he would be ok with this if the announcement was not done but is not comfortable changing qualifications after we announced an exam. We could have had more

people apply if this wasn't part of the min. quals. Commis. Brennan stated he would entertain a motion to cancel the exam and asked Commis Hardy if he had any questions. Commis. Hardy stated he did not think cancelling the exam would be the way to go as it has been announced, people signed up and it is scheduled for next month. Commis Brennan suggested if no one passes the exam we can remove the requirement and announce again but at this time it needs to stay in. We can revisit this issue once the position is filled permanently. Bill reminded the commission that this exam was announced in 2009 also and no one signed up. Commis Brennan asked if that was agreeable to everyone? John Rossi would still like it removed eventually as it costs the City a lot of money and it does not directly affect her day to day duties. No action on this issue was taken.

- Employee changes from April 1, 2011 – Present
No discussion had.
- Upcoming schedule
Next test May 14th at City Hall. June 4th – location TBA.

Motion to adjourn meeting by Commis. Camardo. 2nd by Hardy. Motion carried 3-0.

Attest