

***Auburn Municipal Civil Service
Minutes - Regular Meeting February 2, 2012 11am***

Roll Call –

Roll call by Secretary Bill Fulton. Present were Commissioner; John Brennan, Commissioner; Jack Hardy and Commissioner; Chris DeAngelis. Also present was Corporate Counsel; John Rossi, Dir. Of Municipal Utilities; Vicky Murphy, Superintendent of PW; Mike Talbot, Chief of Police; Gary Giannotta and CSEA representatives Will Streeter and Eric Lepak.

Approve minutes of meeting held on January 12, 2012. Commissioner Hardy motioned to approve minutes. 2nd by Commissioner DeAngelis. Motion Carried 3-0

Old Business

New Business

- Certify Eligible list #66-932 Police Officer – Open Competitive. List Eligible for two years.
Commis. Hardy motioned to approve the Police Officer eligible list for two years. 2nd by Commissioner DeAngelis. Motion Carried 3-0
- Certify Eligible lists #78-526 Sanitation Supervisor and #77-572 Sanitation Foreperson – Promotional. List eligible for four years.
Commis. Hardy motioned to approve the Sanitation Supervisor and Sanitation Foreperson eligible lists for four years. 2nd by Commissioner DeAngelis. Motion Carried 3-0
- Attached request from City Manager; Doug Selby and Director of Municipal Utilities; Vicky Murphy for job changes at the Waste Water Treatment plant. Requesting to add the job title of WWTP Operator #2 in the competitive class.
Vicky Murphy reviewed the New Position Duties Statement that was presented to the commission and explained the reason this position is needed now is that the Engineering Dept. used to handle the added job duties but since a recent retiree we have been paying an individual out of title to accomplish those duties. Commissioner DeAngelis requested if any further documentation was turned in. He would like an overview of why the change is necessary. Secretary Fulton reviewed the process of adding a new job and the different levels of jobs at the WWTP. Discussion was had in regards to the education and experience requirements.

Commis. DeAngelis questioned why a HS diploma is listed for education but in experience mentions an Associates degree. The Commission requested clarification on that. More discussion was had in regards to the 3A and 4A licensing and who needs to have them at the plant. Commis Brennan questioned if a decision needs to be made today. John Rossi suggested the sooner the better as we are paying someone out of title. Commissioner DeAngelis requested more detailed information. Will Streeter questioned is this reclassification because it is a current employee or adding a new position. Commissioner Jack Hardy motioned to table the discussion until we can receive further documentation on the reason for the new job, the education and reclass vs new position. Motion 2nd by Commis. DeAngelis. Motion carried 3-0.

- Also requesting **bolded** job description changes to the description of Building Maintenance Mechanic.

Commissioner DeAngelis questioned how many building maintenance mechanics are in the city and questioned why you would change a general job description like this just to fit duties at the WWTP. Under min quals you added the experience in the landfill and gas operations. If this position was vacant it would be difficult to fill with those requirements. Commis Brennan thought it was ok to add those specifics because the only place we have building maintenance mechanics is at the WWTP and those duties represent what they do at the plant which are unique to the city. Discussion was had if it should be a new position or just added duties to the current Building Maintenance Mechanic. Secretary Fulton expressed that if you make a new position it will be a competitive job and exam will be ordered as opposed to this title which is non-competitive. The commissioners agreed that the year of landfill for gas operation experience should be removed. Secretary Fulton reviewed that if the City Manager were to assign a new grade for this title all new building maintenance mechanics would be hired at this new grade all performing the same duties. Commissioner DeAngelis stressed again that the title seems too generic for such specific duties. Commissioner Hardy motioned to make changes to the Building Maintenance mechanic position that Vicky Murphy suggested except eliminating the one year landfill or gas operations requirements. Commis. DeAngelis 2nd the motion. Motion carried 3-0.

- Review and sign off on 2011 Annual Civil Service Report.
No discussion had
- Employee changes
No Discussion had
- Upcoming schedule
Budget meeting 2/15/12 at 9:30am
Police Agility 2/28/12 at 10am
Firefighter examination – 3/3/12 over 150 ppl at BOCES

Motion to adjourn meeting by commissioner Hardy. 2nd by commissioner DeAngelis. Motion adjourned.