

***Auburn Municipal Civil Service
Minutes –Regular Meeting March 1, 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 Engineering; Billy Lupien and CSEA representative Will Streeter.

Approve minutes of meeting held on February 2, 2012

Motion to approve minutes made by Commissioner DeAngelis. 2nd by Commissioner Hardy.

Motion carried 3-0

New Business

- Certify Eligible list #67-079, Junior Engineer – Open Competitive. List Eligible for four years.

Motion to approve the above eligible list made by Commissioner DeAngelis. 2nd by Commissioner Hardy. Motion Carried 3-0.

- Approve the Secretary Examination announcement for open competitive and promotional.

Motion to approve both exam announcements as they are presented by Commissioner DeAngelis. 2nd by Commissioner Hardy. Motion Carried 3-0.

- Employee changes

No Discussion had

- Upcoming schedule

No discussion had

Old Business

- 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.

Commissioner DeAngelis explained that he had asked for more detailed information at the last meeting and he did not feel that all of his questions were answered. He researched the existing job on his own and surmised that Tim O'Brien has been doing the job that the Asst. Civil Engineer used to do prior to his retirement. John Rossi explained that even after that person retired the City was paying him out of a contract and then we realized that we have people on staff that are capable of doing it but it is just not in their job description.

Discussion was had as to what the difference between this proposed job and the current operator job is. Vicky explained that it is the Industrial Pre-Treatment responsibilities and stated that none of these duties are in the operator's job descriptions. The new position will continue to have operator responsibilities with approx. 20-25% dedicated to the pre-treatment duties. Commissioner DeAngelis questioned where the Chief WWTP operator responsibilities lies and Vicky explained that he oversees the whole operation, he does not go and get the data and put in reports like this new position would. The state DEC requires that you have staff to do this. Commissioner DeAngelis questioned if we should add these responsibilities to the current operator position instead of creating a new title. Vicky explained that the other operator would not be involved in the pre-treatment aspect of it and it would only be this one person's responsibility. She also explained that it is a lot of added responsibility and takes extreme accuracy. She would like it to be higher than an operator. Commissioner DeAngelis stated if the new job description was created from the min duties sheet that was provided that pertinent information would be missing. Secretary Fulton stated that the Civil Service office creates the job description and we would work with Vicky Murphy to make sure all the job duties are correctly in the description. Commissioner DeAngelis stated that he is not comfortable voting to add a new job when the job description created does not match the min qualification presented. This min. qualifications sheet should match the job description sheet exactly as that is what we are voting on. Commissioner Brennan stated that it has always been his belief that the Civil Service Commission is not here to manage the positions and entertained a motion to vote on adding the new job as presented on the min duties sheet. Commissioner Brennan made the motion. Commissioner Hardy 2nd. Discussion was then had that Commissioner DeAngelis would like to see more consistency between the min duties sheet and the job description and questioned what the next step would be. He does not believe that he is going out of the realm of duties for a Civil Service Commissioner to ask for proper documentation. Secretary Fulton reviewed that if this position is approved to be added a job description will be created in the Civil Service office. It will be a competitive position. Normally, we would order an exam and the individual could be hired provisionally until the scores came in but this individual has taken a higher level (the Chief) exam and is reachable so we can canvass that list for this lower level job and he could be hired from that. We would need a letter from the City Manager requesting a canvass of this new title. Vote was taken for adding the WWTP Operator 2 position as presented. Commissioner Brennan: Yes, Commissioner Hardy: Yes, Commissioner DeAngelis: No, I would vote on this but I do not believe we are being consistent in matching the min. duties sheet to the job description that we will create so I vote No.

Motion to adjourn meeting by Commissioner Hardy, 2nd by Commissioner DeAngelis.
Motion carried 3-0.

Attest