

***Auburn Municipal Civil Service
Minutes –Special Meeting October 24, 2012 8am***

Roll Call –

Commissioner DeAngelis called the meeting to order.

Civil Service Clerk; Anna Hlywa took the roll call. Present were Commissioner Chris DeAngelis, Commissioner Diane Gove and Commissioner Jack Hardy. Also present were Director of Planning and Economic Development; Jenny Haines and laid off employee; Alicia McKeen.

Old Business

New Business

- Review preferred list to fill vacancy request for perm PT Secretary to Planning & Economic Development from City Manager Doug Selby.

Commissioner DeAngelis explained that a request was received from the City Manager to fill the Secretary to the Office of Planning and Economic Development on a part time basis with the work schedule of Monday through Friday from 8am to noon each day. Commissioner DeAngelis further explained that the Civil Service Commission must first review this matter as it relates to the Preferred List which was established as a result of the adoption of the most recent city budget. If any of the individuals whose names are contained on the Preferred List meets the appropriate criteria, then this list must be used for this request before any other options are considered. Preferred lists must be certified first to the same titled position, second to any title in a lower grade in the line of promotion, and third to any comparable position. Our review of this matter will involve comparable positions since the titles involved are not the same and are not in a lower grade in the line of promotion. The Commission will review the preferred list starting with the most senior retention date; which is Alicia McKeen. Commissioner DeAngelis asked the other Commissioners if they had time to review the job duties of the candidates and were able to decide if the positions were comparable to the Secretary of the office of Planning & Development job duties. Commissioner DeAngelis stated he believes that the position of Administrative Assistant and Secretary of OPED are comparable. Commissioner Gove agreed. Commissioner Hardy spoke of the duties that were similar and agreed that they are comparable. The next person on the preferred list is Julie Liccion as a Parking Garage Supervisor. Commissioner Hardy spoke that this job is more technical. Commissioner Gove spoke that she did not see a lot of comparable duties but the qualifications were definitely comparable. Chris agreed that these jobs are different in nature but wanted to make mention that he looked at the work activities in these job descriptions. Also noting that we have to look at what these jobs were tested on. In looking at those standards he believes that they are comparable. Commissioner Hardy noted in the duties there were similarities such as organization skills, bookkeeping, scheduling, planning, etc. Commissioner DeAngelis requested a decision from the

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Commissioners. Both Commissioner Gove and Commissioner Hardy agreed that there are enough duties in both jobs to consider these two titles comparable. The next on the list is Maria DelloStritto who is currently the PT Purchasing Assistant. All commissioners agreed that they have comparable duties. Followed by Trish Ottley; Economic Development Program Manager and Renee Jensen, Community Development Manager. All commissioners agreed that these are management titles and are not comparable enough to be considered for appointment.

Commissioner DeAngelis highlighted language provided by the New York State Department of Civil Service:

When certifying to any comparable position, all the names of individuals on preferred lists for comparable titles in the layoff unit are combined and placed on one certification for appointment. The names are ranked by retention standing order. When that list is completely exhausted, all the names of individuals on preferred lists for comparable titles in other layoff units are combined and placed on one certification for appointment. The names are ranked by retention standing order.

It has been determined that only one individual on the Preferred List was in the same layoff unit and was in a comparable position. Alicia McKeen will be placed on a certification for appointment. The other individuals on the Preferred List who were in other layoff units and were in comparable positions will be placed on another certification for appointment only if Alicia declines.

Alicia questioned if her name is removed from the preferred list if she accepts the job. Commissioner DeAngelis explained it is not as it is a part time status. She also questioned why it is PT if it didn't have to go before council. Commissioner DeAngelis explained the commission duties are to provide certified requested from the hiring authority; which is the City Manager and he requested a PT position. Jenny Haines explained that originally they thought it had to go before council to hire but was informed by outside counsel that they did not. The City Manager is ultimately the decision maker and those questions should be referred to him.

- Approve Exam Announcement #66-928 Community Development Planner

Anna handed out a corrected version of the Community Development Planner Announcement. Now it matches the job description we have on file for this position. Jenny Haines spoke that she is comfortable with the job description and the announcement. Commissioner Hardy motioned to approve the examination announcement just presented. 2nd by Commissioner Gove. Motion carried 3-0.

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- Approve minutes of meeting held on October 4, 2012

Commissioner Gove asked why one vote on the minutes was only 2-0. Anna noted that was the meeting Commissioner Hardy was not present. Motion to approve minutes by Commissioner Gove, 2nd by Commissioner Hardy. Motion carried 3-0.

- Employee changes

No Discussion had

- Upcoming schedule

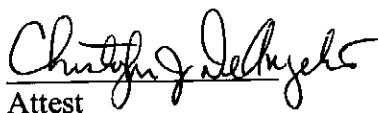
Discussion of the Police Officer Agility Examination. We are in a position where we need to give again as we only have 6 eligible candidates that can be certified. Anna and Chris have been working out the details, finding a location, a proctor and date. We have come up with November

17th at BOCES with Megan Ragucci being our new proctor. The perimeter of the parking area at BOCES is .6 miles. The candidates will run it 2.5 times. Commissioner DeAngelis requested to start the examination at 8am if that works with the proctor. Commissioner DeAngelis would like the other commissioners aware of a possible situation. During the last agility examination a few candidates failed. They were verbally told that they would be able to take the agility test again if it was offered. The examination announcement clearly states that if they fail they are not eligible for hire and no mention of a 2nd agility test. Due to the fact that that was published on the examination announcement those are the rules we have to follow. If this commission would like to pursue to change that policy and allow a re-test we can do so prior to the next examination announcement. Commissioner Hardy expressed concern about someone being sick or under the weather, if they fail because of that they maybe should be allowed another chance.

Commissioner DeAngelis expressed concern on both sides. You have the one who passed the examination passed the agility test and is ready for hire. Then the other that failed the agility examination and we are giving them another try that may or may not impact that first person who had done everything correctly the first time. Also, these candidates must go on to conduct other physical aptitude tests with NYS. We want to make sure they are capable. We also have people that were on the list that received a notice of the agility test and did not respond. All the commissioners agreed they should not be afforded another opportunity. Discussion was had in regards to two candidates that were both told verbally and by e-mail that they would have another opportunity if they did not take the examination. Neither of these candidates took the examination but were under the impression that they would be given another opportunity if the examination was given again. These are issues that need to be addressed with the policy and everything needs to be documented.

December 1st examination – Junior Engineer- start at 8am.

Motion to adjourn meeting by Commissioner Gove 2nd By Commissioner Hardy. Motion carried 3-0.


Attest