

***Auburn Municipal Civil Service
Minutes –Regular Meeting September 6, 2012 3pm***

Roll Call –

Chairman Chris DeAngelis called the meeting to order at 3pm.

Roll Call –

Civil Service Clerk; Anna Hlywa took the roll call. Present were Commissioner Chris DeAngelis and Commissioner Diane Gove. Commissioner Jack Hardy notified us that he was unable to attend. Also present were CSEA representative Will Streeter, Superintendent of PW; Mike Talbot, Assistant Superintendent of Personnel at Auburn School District; Jeff Pirozzolo, CSEA Professional Unit President Anthony DeCaro and laid off employee Julie Liccion.

Approve minutes of meeting held on. August 2, 2012

Motion to approve minutes by Commissioner Gove 2nd by Commissioner DeAngelis. Motion approved 2-0.

New Business

- Request from Jeffrey Pirozzolo; Assistant Superintendent for Personnel at Auburn Enlarged City School District asking for reinstatement of a resigned clerk.

Commissioner DeAngelis reviewed documentation that was presented and motioned to approve the reinstatement as Mr. Pirozzolo requested for a clerk. Motion 2nd by Commissioner Gove. Motion Carried 2-0.

- Old Business
- Review of Secretary to Civil Service Commissioners job description. Civil Service Clerk job description also enclosed for comparison.

Will Streeter questioned if we were going to review the item of old business on the agenda. Commissioner DeAngelis explained he skipped that portion as he would like all three members of the commission available for that discussion. Will Streeter asked if his e-mail in regards to the preferred list employee's names being sent to the school board and/or AHA was received and what was the outcome. Commissioner DeAngelis explained it was received and they have not come up with a definite answer but in his review he believes that they should be treated as separate Civil Divisions. He also stated he does not think would make the Civil Divisions happy if we provided them names that they had to use. Will stated that it is the Unions opinion that these laid off employees should have as many opportunities as they can and he believe the School Union would not be opposed to it. Commissioner DeAngelis suggested we wait until all members from the commission are here and we can review the documentation that is for and against this process a little more thoroughly.

- Request from Mike Talbot; Superintendent of PW and Doug Selby; City Manager to add a position in the Public Works Department to work on street lights, traffic signals and other similar duties. Min duties sheet attached.

Discussion of the new job and the difficulty of coming up with a title. Will Streeter suggested some titles that Cortland uses. Commissioner DeAngelis explained that all of the paperwork looks in order and should not be a problem to add just would like more time to come up with the right title. Commissioner Gove agreed. No other documentation was requested for Mike Talbot.

- Review of eligible lists that will expire in 2013 and 2014 and confirm what exams will be ordered and scheduled.

Anna reviewed the list of eligible lists that will be expiring in 2013. Discussion was had in which ones to re-order. Commissioner DeAngelis instructed Anna to order the Code Enforcement Officer, Sr. Custodian, Parking Meter Attendant, Purchasing Assistant and Police Sergeant for 2013.

- Employee changes

No Discussion had

- Upcoming schedule

Reviewed time and location for September 15th examinations.

Motion to adjourn meeting by Commissioner Gove 2nd by Commissioner DeAngelis. Motion carried 2-0.

Attest