

***Auburn Municipal Civil Service  
Minutes – Meeting August 1, 2013 3pm***

**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, Will Streeter, CSEA Representative, Brian Neagle, Chief of Police, Jenny Haines, Director of Economic Planning and Development, Jeff Pirozzolo, Asst. Superintendent of Personnel and Renee Jensen.

Approve minutes of Regular Meeting and Public Hearing held on May 2, 2013

Motion to approve minutes by Commissioner Hardy, 2<sup>nd</sup> by Commissioner Gove. Motion carried 3-0.

**Old Business**

**New Business**

- Certify preferred list with names of employees that were laid off on 8/1/13. List forthcoming.

No list is will be forthcoming at todays meeting. We have been notified by the City Manager that the competitive positions that were subject to be laid off on August 1<sup>st</sup> have been postponed to September 1, 2013, pending litigation. Jenny Haines inquired about the PT Code Enforcement officer that was laid of beginning 8/1. Commissioner DeAngelis explained he holds a Non-Competitive status and does not have layoff rights through Civil Service.

- Attached request from City Manager, Doug Selby to review preferred list for vacancy of Senior planner and potential vacancy of Community Development Planner

Jenny Haines explained due to position changes that were approved in the 2013-14 budget we were able to add one Senior Planner and bring the Community Development planner back to FT. Commissioner DeAngelis reviewed how the hiring off preferred list works. 1<sup>st</sup> title for title appointments. 2<sup>nd</sup> direct line and then 3<sup>rd</sup> we would be looking for comparable duties.

Commissioner DeAngelis explained today we are going to look at comparable duties first as Jenny & the Civil Service office have had discussions that reflect that. Comparable duties as defined by the state are similar in nature. When the Civil Service Commission and the Dept. of Planning created these position an effort was clearly made to differentiate these titles. Due to the fact that the individual titles were created for specific reason I find it difficult to arrive to the conclusion that they are comparable. Commissioner Gove agreed and noted that in each job description it clearly states that these titles are different and what duties that they do differently. Commissioner Hardy agreed that the duties are not comparable enough or similar in nature to approve an appointment. Commissioner DeAngelis explained we still have 5 people on the

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preferred list but as was discussed we are comparing the duties of Community Development Planner first. Jenny Haines questioned if any weight is given to work that is done in the office on a day to day basis? Chris appreciated the input but under state guidelines Civil Service is to look at job duties and look for a high degree of similarity. What the person is actually doing or what his/her past personal experiences are should not factor into the decision. Jenny explained her office is cross trained and the Community Development Planner may do things already that are in the Senior Planner job description. Commissioner Hardy mentioned if Jenny wanted to reclassify these positions in her office than that can be looked at. Chris reminded them that is the City Managers responsibility to request and submit a minimum duties sheet with each new reclassification. In regards to the other people on the preferred list – the Commission agreed that none of them meet the requirement of comparable duties of the Senior Planner. The FT vacancy for Community Development Planner will be filled from the preferred list by Renee Jensen. The certified list and pink slip will be in effect on 8/1/13 and her name will be removed from the preferred list as she has met the obligation of returning to FT status. The request still remains to fill the vacancy of Senior Planner. The Civil Service office will follow up with canvassing the current open competitive list. Jenny Haines thanked the commission for their time and consideration in filling the vacancies in her Department.

- Certify eligible lists for Secretary to Office of Planning & Economic Development Promo #71-358 and Open Competitive #61-204, Purchasing Assistant – Promo #72-216 and Senior Custodian Promo- #72-214 and Open/ Competitive #66-292, Code Enforcement Officer #66-293 Open Competitive.

Commissioner Gove motioned to approve all above eligible lists for a min of 1 year, maximum of 4. 2<sup>nd</sup> by Commissioner Hardy. Motion Carried 3-0.

- Review and approve exam announcement for Police Officer #67-459

Motion to approve submitted exam announcement with no changes by Commissioner Hardy 2<sup>nd</sup> by Commissioner Gove. Motion carried 3-0.

- Review and approve exam announcement for Keyboard Specialist #20-132 – Promo and #20-131 Open Competitive

Jeff Pirozzolo spoke in regards to the Keyboard Specialist test and stated that the school will have one potentially two retirements this fall. If this new test isn't given until December we will have to use the current list which we have had since 2010 and we were in the 75's with the last hiring. Anna added that the list is due to expire January 2014 and the School District has hired 6 people from this list. The last canvass produced 7 eligible candidates two with 80's and the rest with a grade of 75. Discussion was had as to when to hold the exam without missing people that saw the tentative schedule online with the exam listed for December. A date was decided to hold the examination on November 9, 2013 the last day to apply will be October 16, 2013. Jeff offered AHS as the location to hold the examination. Motion to approve the examination announcement with the changes to the date to November 9<sup>th</sup>, last day to apply October 16, 2013 made by Commissioner Gove. 2<sup>nd</sup> by Commissioner Hardy. Motion carried 3-0.

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- Employee changes  
No discussion had.
- Upcoming schedule  
No Discussion had.

Motion to adjourn the meeting by Commissioner Hardy 2<sup>nd</sup> by Commissioner Gove, Motion carried 3-0.

  
Attest