

*Auburn Municipal Civil Service
Minutes–Meeting December 5, 2013 - Noon*

Roll Call –

Commissioner Hardy called the meeting to order stating that in light of the Chairman of the Civil Service Commission recently resigning he will assume the duties of the chairman for today's meeting if ok by current Commissioners. Commissioner Gove is in agreement.

Civil Service Clerk; Anna Hlywa took the roll call. Present were Commissioner Diane Gove and Commissioner Jack Hardy. Also present were Will Streeter, CSEA Representative and City Manager, Douglas Selby.

Approve minutes of Special Meeting and Public Hearing October 28, 2013.

Motion to approve minutes by Commissioner Gove, 2nd by Commissioner Hardy. Motion carried 2-0

Old Business

- Request from City Manager to review the response from NYS Civil Service in regards to the position of Asst. Chief Financial Officer/Treasurer.

City Manager Doug Selby spoke in reference to this position and what transpired in discussions with the former chairman. It was the intent to create the position and the current incumbent would not have to be retested as he has filled the role and is capable of the job duties.

Commissioner Gove spoke that the state recommends that he be retested based on the fact that the minimum qualifications for his current job are less than the ones we submitted for the new position. With that recommendation I have to agree with the state and require him to be retested to be appointed for this job. City Manager Doug Selby recognized her position and was familiar with the State letter and was asking for the local Commission to review for consideration based on the fact that the incumbent has been our sole financial person for some time now.

Commissioner Gove spoke that although this incumbent has worked out of title and been a huge asset to the city it is the Commissions responsibilities to look at the facts and make a decision on what is presented to them not the incumbent him/herself. Commissioner Hardy asked if we could see what his duties actually were while there has been no Comptroller. Commissioner Gove spoke that out of title work does not qualify you for a position that is based on minimum qualifications. CSEA representative Will Streeter asked if hypothetically both jobs are created if the incumbent is not successful with the examination can he maintain his current job? Mr. Selby stated this position has not been brought to council yet and those decisions will need to be determined. Discussion amongst the City Manager, Will and the Commissioners about different scenarios for these jobs. Commissioner Gove made a motion to accept the recommendation by

NYS Civil Service and require a re-test for the current incumbent if he were to be appointed to this job. 2nd by Commissioner Hardy motion carried 2-0.

New Business

- Certify Keyboard Specialist list Open Competitive #20-131 and Promotional #20-132.
(List Forthcoming)

Motion by Commissioner Gove to certify above lists for a min. of one year, maximum of 4. 2nd by Commissioner Hardy. Motion carried 2-0.

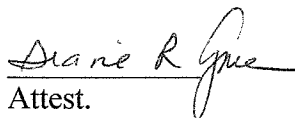
- Employee changes

No discussion had

- Upcoming schedule

Exams on January 25, 2014 at City Hall. Discussed schedule for Commissioners to come in and sign pink sheets. Discussed January meeting date and time. We will wait until new Commissioner is appointed and check his availability.

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


Attest.