

Auburn Municipal Civil Service
Minutes – Special Meeting/Public Hearing October 28, 2013

Roll Call –

Commissioner DeAngelis called the meeting to order stating this meeting will be a public hearing/special meeting in lieu of our regular scheduled meeting on November 7, 2013 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, City Manager, Douglas Selby, Anthony DeCaro, Robert Gauthier & Jessica Corcoran.

Approve minutes of Regular Meeting September 5, 2013 and Special Meeting September 16, 2013

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

Old Business

- Request from City Manager to review attached minimum duties sheet to create positions of Assistant City Manager/Chief Financial Officer and Assistant Chief Financial Officer/Treasurer.

At this time Commissioner DeAngelis read the NOTICE OF PUBLIC HEARING and opened the floor for any comment. City Manager Doug Selby spoke in regards to the Assistant City Manager/Chief Financial Officer Position. Mr. Selby noted that the Asst. City Manager position has been in the City Charter but this position has a stronger emphasis on finance. Currently our Comptroller position is vacant so this will be in place of that position. Mr. Selby thanked the Commission for their work. Discussion was had in regards to City Council as they have requested additional language in the full job description. Commissioner DeAngelis believes everything will be covered with the min duties that have been submitted at this time. If in the future they want to change or add it will need to be brought up to the Civil Service Commission again.

Jessica Corcoran from City Clerk's office questioned what the pay scale would be for this position. Commissioner DeAngelis explained what the roles are to create a position. It is the role of the hiring authority to establish a need for a position and create the duties with the Civil Service Commission. The Civil Service Commission with working with the Hiring Authority establishes a title and requests a classification of this job. At this time the Civil Service Commission submits to the state. It is the role of the Hiring Authority to establish a pay scale. If Mr. Selby wants to answer that question he can but that is not the role of this meeting. No other comments in the Public Hearing at this time. Commissioner DeAngelis left the floor open.

New Business

- Review and approve exam announcement #67-470 – Jr. Engineer and #62-316 Tenant Relations Assistant (Housing)

Motion to approve submitted exam announcements by Commissioner Hardy 2nd by Commissioner Gove. Motion Carried 3-0.

- Employee changes

No Discussion Had

- Upcoming schedule

November 9 – Keyboard Specialist Exam at Auburn High School

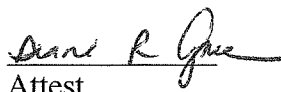
November 16 – Police officer Examination at BOCES

Discussion was had in regards to an applicant submitting the Police Officer application after the deadline. He provided documentation that he mailed by the postmarked due date but it was returned for insufficient funds. Motion made by Commissioner Hardy to accept this application as he did mail prior to the deadline and provided proper documentation. 2nd by Commissioner Gove. Motion carried 3-0.

City Manager Doug Selby took the stand again with a question in regards to the 2nd job that was requested. Asst. Chief Financial Officer/Treasurer. Commissioner DeAngelis explained that it is on the agenda and although this position does not require a public hearing we will take action with one vote. Will Streeter, the CSEA representative questioned if this job will be competitive? Commissioner DeAngelis explained that our office did reach out to NYS Civil Service and asked if the title was changed would the current incumbent have to take the new examination. The State indicated we should get the legal opinion of our Corporation Counsel that this job is consistent with our City Charter; which we did and is included in this packet. The State could not give us an answer if the incumbent would need to be re-tested without seeing the changes on the New Positions Duties Statement. Mr. Streeter asked what was the intent - is it an additional position or in place of the current Treasurer? Commissioner DeAngelis explained that this new position will be Competitive and we will work with the state to determine if the current incumbent needs to be re-tested. A motion by Commissioner Hardy was made to accept the New Position Duties Statement for the Assistant Chief Financial Officer/Treasurer as presented by City Manager Doug Selby. This position does not require a public hearing and will be in the Competitive class. 2nd by Commissioner Gove. Motion Carried 3-0.

Commissioner DeAngelis requested any other questions in the Public Hearing portion or anything else.

Motion made by Commissioner Hardy to adjourn 2nd by Commissioner Gove. Motion Carried 3-0.


Attest