

*Auburn Municipal Civil Service
Minutes –Special Meeting September 16, 2013 4:30pm*

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 Jenny Haines, Director of Economic Planning and City Manager Doug Selby.

Old Business

Review request from City Manager Doug Selby and Director of Planning & Economic Development Jenny Haines to fill the vacant position of Senior Planner by using the scores from the higher list of Planning & Economic Development Program Manager

Jenny Haines thanked the commission for holding a special meeting to accommodate their request and noted the position remains vacant and the work load continues to be there so it is very much appreciated to move this forward. Commissioner DeAngelis reviewed what was done when the Community Development Planner position and the Senior Planner positions were requested to fill from the preferred list. It was determined that the titles on the preferred list which included the Planning and Economic Development Program Manager position were not comparable enough in duties to reinstate that individual. If we were to say that you can use that list today we would be doing the complete opposite of what we did 2 month ago. For that reason I would not be comfortable submitting this request. Commissioner Gove stated that she is opposed to using the list interchangeably and noted that the jobs are specified to be different. Commissioner Hardy spoke in favor of using the higher list to hire from as this incumbent has worked in this department and the job specs are very close. Commissioner Hardy read some of the similarities from the two job specs. Commissioner DeAngelis reminded the commission that in the end one position will need to be filled provisionally. Policy should stay the same whether one person took the exam or 100. Commissioner DeAngelis reviewed the submission form that would be sent to the state and read from the form - it states that if there is a disparity amongst duties not to submit and Commissioner DeAngelis believes there is enough disparity not to submit. Commissioner Gove motioned to take NO action on the request. 2nd by Commissioner DeAngelis. Jenny Haines wanted it noted that she understands that the positions are different - The Economic and Program Manager is a higher title, gets paid more and is in the career track of the Senior Planner with more supervisory duties and responsibilities. The job specs are different. That is why we believe it was a reasonable request to hire for a lower title. Commissioner DeAngelis stressed his concern with the decision that was made when reviewing the preferred list. Commissioner Hardy discussed possibly tabling and reviewing to create a new job spec. All

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the commissioners and Jenny agreed it was time to move forward. Anna Hlywa took the roll for voting. Commissioner DeAngelis Yes - on No action to be taken, Commissioner Hardy - No- on no action to be taken and Commissioner Gove - Yes on no action to be taken. Motion Carried 2-1. No action to be taken on this request.

New Business

Request from City Manager to review attached minimum duties sheet to create position of Assistant City Manager/Comptroller and Assistant Comptroller/Treasurer.

City Manager Doug Selby spoke to why these new positions are needed. Different proposals were presented to the council and they liked this one so we are trying to move forward with this. In our effort to fill the current vacancy for Comptroller we have had difficulty. History shows that the Treasurer and Comptroller have not been intertwined or even in the same career path. We still would like to incorporate Comptroller as it is widely used in other municipalities. Treasurer is also required by code so we would like to keep around those lines. Commissioner DeAngelis explained that what is most important to the Commission is to have the New Positions Duties statement sheet filled out appropriately. This is what is sent to the state and this is what this commission will use to determine the title and the classification. Commissioner DeAngelis read from section 41 of Civil Service law – Exempt Class Section B. If this position is going to fall under here we need to be very specific of that. Commissioner DeAngelis suggested time to review this with the City Manager he would like to make sure everything coincides with the City Charter and Civil Service law for the position of Asst. City Manager/Comptroller. The position Treasurer/Asst. Comptroller would most likely be in the competitive class and it looks as if the job specification for this one is appropriate. Discussion was had if the current incumbent would have to re-test if moved to this title. The Commission needs to research more thoroughly and will put on the agenda for the October 3, 2013 meeting.

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


Attest