

*Auburn Municipal Civil Service
Minutes– Meeting September 5, 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, Jenny Haines, Director of Economic Planning and Development and Anthony Decaro.

Approve minutes of Regular Meeting held on August 1, 2013

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

Old Business

New Business

- Certify preferred list with names of employees that were laid off on 9/1/13 Preferred list established for the firefighters that were laid off as of September 1, 2013. Commissioner DeAngelis explained that although there may be litigation pending the Hiring Authority has indicated that these individuals will be laid off effective 9/1/13. One preferred list with all individuals that have been laid off noting their retention date and lay off date. Motion to adopt preferred list by Commissioner Gove 2nd by Commissioner Hardy. Motion carried 3-0.

- Certify Police Sergeant Eligible list #72-217 Motion to approve above list for a min. of one year max. of four by Commissioner Gove 2nd by Commissioner Hardy. Motion carried 3-0.

- Employee changes
No discussion had

- Upcoming schedule
No discussion had

Commissioner DeAngelis added at this time a request from City Manager Doug Selby and Director of Planning and Economic Development Jenny Haines to fill the vacant Senior Planner position with the scores from the higher eligible list for Economic Development Program Manager. Jenny reviewed what has been done to get to this point and is now asking us to

determine if the Economic Development Program Manager list can be used to fill the Senior Planner Position. Commissioner DeAngelis explained what the process is to hire from a different list. The local Commission needs to approve it first. We send to the State they make their determination but the local commission still can do as they see fit. Chris read for the NYS guidelines:

Use of an eligible list or preferred list (pursuant to CSL 23(4); 61; 81)

The substitution of an eligible list or preferred list for the purpose of filling a title for which there is an established examination requires the same principle of comparable minimum qualifications. The minimum qualifications for the substitute eligible list or preferred list must be the same as or higher than the minimum qualifications for the title being filled. If the minimum essential test and qualifications are not consistent, an individual could qualify for the examination for the eligible list title and not qualify for the examination that would be held for the position to be filled. **Note:** If there is a disparity in minimum qualifications it renders the transaction inappropriate regardless of the examination scopes, thereby eliminating the need for submission to OCO&MA.

Discussion was had if using list interchangeably is the direction this commission wants to go. Commissioner Hardy noted he did not see that much of difference in the Min. Qualifications and since no one else is on either list he thought it is practical to allow it. Commissioner Gove reviewed the process and noted last month we said these positions were not comparable. Will Streeter also spoke to the fact that last month this Commission voted that the Economic and Program Manager position was not eligible for reinstatement for to the Senior Planner position. The request of a more thorough look of at the preferred list was made. The commission decided that they need more time to review all of the guidelines to make a decision. They will set up a special meeting this month and render a decision. Motion to adjourn meeting by Commissioner Gove 2nd by Commissioner Hardy. Motion Carried 3-0.

Attest

