

*Auburn Municipal Civil Service  
Minutes –Special Meeting Tuesday, July 1, 2014 - Noon*

Roll Call – Civil Service Clerk; Anna Hlywa took the roll call. Present were Commissioner Diane Gove, Commissioner Jack Hardy and Commissioner Dan Emmi

Approve minutes of Regular Meeting June 5, 2014.

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

Old Business

New Business

- Request to canvass preferred list for FT Keyboard Specialist job and PT Secretary to the Director of Planning & Economic Development.

Commissioner Gove spoke that she has reviewed the job descriptions and the position of Administrative Assistant and Keyboard Specialist are comparable enough so that the Admin. Assistant should be reinstated off the preferred list to the vacant Keyboard Specialist job. Commissioner Hardy and Commissioner Emmi agreed. Commissioner Hardy Motion to reinstate Alicia McKeen to Keyboard Specialist off the preferred list established August 1, 2012. 2<sup>nd</sup> by Commissioner Hardy, Motion carried 3-0. Anna previously prepared a canvass and handed it to Alicia to fill out and turn back to us within 5 business days. If the result is her accepting the reinstatement, the PT Secretary to the Office of Planning & Development will be vacant. A request was made to review the preferred list. Only one name remains active for PT employment and the job specs were reviewed for Planning & Development Program Manager and Secretary to Planning & Economic Development. Commissioner Gove did not believe there was enough comparability. Commissioner Hardy thought there were enough. Jenny Haines; Director of Planning & Economic Development spoke that the Management job was at such a higher level that it would be difficult to compare. The process was discussed if the incumbent is not interested in PT the open competitive and promotional lists would be canvassed. The commission agreed that the Economic Program Manager should get a canvas for this PT Secretary job. Motion made by Commissioner Emmi to canvass for reinstatement. 2<sup>nd</sup> by Commissioner Hardy. Motion carried 3-0.

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Minutes Continued

- Request from City Manager to add the Position of Health & Safety Coordinator

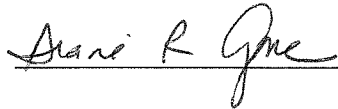
City Manager Doug Selby gave background information on this job and how the duties were handled in the past. Believed it is a very important position and the city benefits in having one and adding this title will allow the incumbent to report to the City Manager directly. Anthony DeCaro spoke in regards to the expertise required with NIMS, PESH and other safety requirements. Commissioner Gove questions if any special license is going to be required for the new position. No licensing but experience as noted in the min duties statement. Motion to accept the new position duties statement and add the title of Health and Safety Coordinator to our competitive class made by Commissioner Gove 2nd by Commissioner Hardy, Motion carried 3-0.

- Upcoming schedule

Fire Agility Open House Wednesday, August 6<sup>th</sup> 4pm – 7pm, Agility Notice went to 21 people and they will be scheduled on August 7<sup>th</sup> starting at 9am.

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

Attest

  
Arani R. Gove