

*Auburn Municipal Civil Service  
Minutes –Special Meeting Tuesday, July 29, 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. Also present City Manager Doug Selby, CSEA Local 100 President Jessica Corcoran, Director of Planning Jenny Haines, Police Chief, Brian Neagle and Superintendent of PW Mike Talbot.

Approve minutes of Regular Meeting July 1, 2014.

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

Old Business

New Business

- Request from City Manager to fill Vacant Clerk position in PW  
Attached memo from Doug. First step is to canvass comparable titles from the preferred list. Motion by Commissioner Gove to canvass the position of Parking Garage Supervisor as she believes there are enough comparable duties from that position to the Clerk position. 2<sup>nd</sup> By Commissioner Emmi. Motion carried 3-0. A canvass letter for the Clerk position will go out to the recipient who has 5 business days to respond. Also the position of Economic and Program Manager is on the preferred list. Discussion was had if the Parking Garage Supervisor responds no or does not respond would that laid off employee be eligible for a canvass. Commissioner Hardy spoke that he believed enough comparable duties exist and that the position should receive a canvass. Motion to canvass the Program Manager for the Clerk position by Commissioner Hardy, 2<sup>nd</sup> by Commissioner Emmi: Commissioner Gove, No (not enough comparable duties), Commissioner Emmi: No, Commissioner Hardy: Yes – Motion not carried. The Program Manager is not considered comparable to the Clerk position.
  
- Request from City Manager to approve transfer request if the Clerk position remains vacant after review of the preferred list and the subsequent canvass.  
Jenny Haines explained the domino effect to all these jobs that may become vacant once the first one is filled. All the positions are competitive and we have an active preferred list so these steps need to be followed.  
Motion made by Commissioner Gove – IF the canvass of the preferred list results in no appointment the transfer request from the Secretary in Codes office to the Clerk in the PW garage is approved. 2<sup>nd</sup> by Commissioner Hardy. Gove – Yes, Emmi: Yes: Hardy Yes. Motion Carried.

- Request from City Manager to review preferred list for potential vacancies based on the approval of above request.

Potential vacancies that could exist upon the transfer are Secretary and Keyboard Specialist. Motion to canvass the Admin Assistant from preferred list to fill the vacant position of Secretary upon the transfer made by Commissioner Gove, 2<sup>nd</sup> by Commissioner Hardy. Motion Carried 3-0. Motion to Canvas the Parking Garage Supervisor for the vacant Admin Assistant and Keyboard Specialist opening as the vacancies occur by Commissioner Gove, 2<sup>nd</sup> by Commissioner Hardy. Motion carried 3-0. Motion to canvass the Economic Program Manager position for the Secretary & Keyboard Specialist vacancies as they occur by Commissioner Hardy, 2<sup>nd</sup> by Commissioner Emmi. Commissioner Gove: No, Emmi: No Hardy: Yes, Motion not carried. Position not deemed comparable enough for reinstatement without further examination.

- Request from City Manager to reinstate retired employee to PT Secretary of Planning and Economic Development.

Motion to reinstate retired employee to PT Sec to Planning & Economic Development by Commissioner Gove, 2<sup>nd</sup> by Commissioner Hardy. Jenny Haines explained that we canvassed the preferred list, the promotional and open competitive list. Due to the PT status we are left with non-mandatory list and reinstatement of a retiree would fit the office well. Motion carried 3-0.

- Request from City Manager to change the Custodian Job at the Police Department to Laborer Job

Lengthy discussion was had in regards to the job duties of the soon to retire Custodian at the Police Department and the duties of a Laborer. Commissioner Gove stressed that the job classifications and duties are extremely different and the incumbent that is appointed this job may be working out of title if you ask him to mop the floor or clean a toilet. Superintendent of PW Mike Talbot & Chief of Police Brian Neagle spoke in regards that this is a necessity as a custodian is limited to just that work of inside janitorial duties. They would like someone to clean the driveway, shovel snow, light maintenance duties inside and outside the building. Commissioner Emmi Motioned to approve the request to change the position at the Police Department from a Custodian to a Laborer. 2<sup>nd</sup> by Commissioner Hardy. Commissioner Gove: NO, Commissioner Hardy :Yes, Commissioner Emmi: Yes. Motion Carried.

- Certify Eligible list #62-185 General Mechanic/Heavy Equipment Operator

Motion to certify list for 4 years by Commissioner Gove 2<sup>nd</sup> By Hardy Motion Carried 3-0. This position has a provisional appt. in place. The incumbent needs to be hired permanently within 60 days of this certification.

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- Upcoming schedule

Anna handed out revised upcoming schedules to all the commissioners. Chief Brian Neagle questioned what needs to be done to get on that schedule for new exams for Asst. Police Chief, Police Sergeant & Police Lieutenant. The rules were explained that these lists were certified for 4 years, if this Commission wanted to revoke the current list the candidates would have the right to be heard. Further discussion was had in regards to ordering exams for position we don't have approved in the budget. Commissioner Gove requested more time to research these scenarios.

Request made by City Manager to go into an executive session re: Personnel Matters. Anna Hlywa, Jenny Haines, Mike Talbot & Jessica Corcoran left the room: 12:50pm.

1:11pm – Meeting back in session discussion was has about the steps to proceed for disqualification from a current eligible list.

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

Attest

