

Auburn Municipal Civil Service
Minutes –Monthly Meeting Monday, April 13, 2015 – 6:30pm

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 Fire Chief Jeff Dygert, Fire Lieutenant Brain Donovan, Anthony DeCaro and City Manager Doug Selby. Chief Brain Neagle arrived at 7pm.

Approve minutes of Regular Meeting, February 9, 2015

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

New Business

- Review & Approve Exam Announcements #75-530, Fire Lieutenant and #75-529 Fire Captain.

Motion to approve above exam announcements as presented by Commissioner Gove. 2nd by Commissioner Hardy. Motion carried 3-0

- Review & Approve Exam Announcements #17-581 Computer Systems Technician (o/c), #17-582 Computer Operations Support Specialist (o/c) and #17-583 Computer Operations Support Specialist (promo)

Anna explained how this Decentralized training exams work. Commissioner Gove requested making changes to how residency is worded on the school announcements. Motion to approve above exam announcements with changes by Commissioner Gove, 2nd by Commissioner Hardy. Motion carried 3-0

- Request from School District to order new Custodian and Senior Custodian exams. Custodian is De-Centralized we would need to choose a date.

Review of current eligible list. Motion to order new exams for both titles by Commissioner Gove, 2nd by Commissioner Hardy. Motion Carried 3-0. Anna presented the exam announcement she prepared for Custodian as this is a decentralized exam and we choose the date. Motion to approve exam announcements as presented for Custodian Open & Promotional by Commissioner Gove 2nd by Commissioner Hardy. Motion Carried 3-0.

- Certify Eligible list #74-881 for Fire Chief & #74-882 for Asst. Fire Chief

Motion to approve Eligible list for two years by Commissioner Gove, 2nd by Commissioner Hardy. Motion carried 3-0.

- Review Information & Certify list for Director of Facilities

Anna reviewed the conversation she had with NYS in regards to this. Motion to approve Director of Facilities list for 4 years by Commissioner Gove, 2nd by Commissioner Hardy, Motion carried 3-0.

Civil Service Meeting
April 13, 2015
Minutes Continued

- Employee Changes

No discussion had

- Upcoming schedule


Police Sergeant exam May 16, 2015 @ 8am. Commissioner Gove is available, Anna will be out of town. Commissioner Hardy & Emmi will let Commissioner Gove know whose available to work the exam with her.

Old Business

- Chief Brian Neagle requesting to order new Police Lieutenant Exam

Discussion was had in regards to sending all the current people on the Lieutenant list a letter stating that an exam has been ordered. Motion by Commissioner Gove to order a new exam 2nd by Commissioner Hardy. Motion carried 3-0.

Motion to adjourn meeting by Commissioner Hardy, 2nd by Commissioner Gove. Meeting Adjourned.


Attest