

**Auburn Municipal Civil Service**  
***Minutes –Monthly Meeting Monday, December 14, 2015 – 6:30pm***

Commissioner Emmi called meeting to order.

Roll Call – Civil Service Clerk Jeffrey Whiting took the roll call. Present were Commissioner Diane Gove, Commissioner Dan Emmi, and Commissioner Jack Hardy. Also present: City Manager Douglas Selby; Fire Chief Jeffrey Dygert; Fire Lieutenant Matthew Quill; Assistant Superintendent of Personnel Jeffrey Evener; Director of Facilities Lawrence Garuccio; CSEA President Jessica Corcoran.

Approve minutes of Regular Meeting November 9, 2015

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

Old Business

No old business.

New Business

- Discussion held with Assistant Superintendent Evener to add duties to the job specification of Custodial Worker. Added duties include removal of snow by hand with shovel and snow thrower, and responsibility to lock and secure doors. Commissioner Gove motioned to amend these job duties to the job specification of Custodial Worker. 2<sup>nd</sup> by Commissioner Hardy. Carried 3-0.

Commissioner Gove provided School District job list to Assistant Superintendent Jeffrey Evener.

- Discussion held with City Manager Douglas Selby to add notice of psychological exam for Police Officers. Discussion of the point in pre-employment when test would be administered and the point when incumbents would be notified of exam requirement. Corporation Counsel to review the notice of exam and its inclusion in the exam announcement.
- **Tabled** – Discussion of Senior Payroll Clerk exam to be offered Promotionally or Open Competitive until Comptroller Laura Wills is able attend.
- Motion to certify list #65-563 Employee Health and Safety Coordinator effective date December 14, 2015, list expires December 14, 2019 by Commissioner Gove; 2<sup>nd</sup> by Commissioner Hardy. Carried 3-0.
- Motion to approve exam announcement #70-265 Senior Custodian - Promotional by Commissioner Gove; 2<sup>nd</sup> by Commissioner Hardy. Carried 3-0.

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Minutes Continued**

- Motion to approve exam announcement #60-500 Senior Custodian – Open Competitive by Commissioner Gove; 2<sup>nd</sup> by Commissioner Hardy. Carried 3-0.
- Motion to approve exam announcement #76-190 Senior Code Enforcement Officer - Promotional by Commissioner Gove; 2<sup>nd</sup> by Commissioner Hardy. Carried 3-0.
- Motion to approve exam announcement #67-539 Senior Code Enforcement Officer – Open Competitive by Commissioner Gove; 2<sup>nd</sup> by Commissioner Hardy. Carried 3-0.
- Motion to approve exam announcement #64-777 Head Custodian – Open Competitive by Commissioner Gove; 2<sup>nd</sup> by Commissioner Hardy. Carried 3-0.
- **Tabled** – Approval of exam announcement #60-537 Firefighter. Discussion with Chief Jeffrey Dygert about residency requirements of Firefighters. More research required.
- Employee Updates  
No discussion had
- Discussion of test security of having enough proctors, testing internal candidates with another agency, and removing testing materials off site. Action: make arrangements with a cross filing agency for internal testing.
- Discussion of exam location for upcoming Personnel Series and Firefighter exams. Action: Provide Commissioners with candidate counts for Personnel Series exams

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

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Attest