


M. Nyles 
Auburn Municipal Civil Service
Agenda – Monthly Meeting Monday, February 9, 2015 – 6:30pm

Roll Call – Civil Service Clerk; Anna Hlywa took the roll call. Present were Commissioner Diane Gove and Commissioner Dan Emmi. Also present Assistant Fire Chief Mark Fritz, Anthony DeCaro and Jessica Corcoran

Approve minutes of Regular Meeting January 12, 2015

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

Old Business

New Business

- Certify Eligible list #20-151 Account Clerk, #20-152 Clerk, #63-724 Community Development Planner, #74-485 Senior Planner, #75-286 Superintendent of Engineering Services and #75-025 Assistant Civil Engineer.

Motion to certify all lists as presented by Commissioner Gove. These eligible lists will last 4 years. 2nd by Commissioner Emmi. Motion carried 2-0.

- Request from City Manager Doug Selby and Fire Chief Jeff Dygert to make attached Job Spec changes to Fire Captain and Fire Lieutenant.

Motion to accept the job description changes as presented by Commissioner Gove, 2nd by Commissioner Emmi. Motion carried 2-0.

- 2014 Annual Report Review

Anna to submit electronically through the NYS website. The annual fees have been paid.

- Request to add the review of exam announcement # 75-836 for Police Sergeant.

Motion to accept the exam announcement as presented by Commissioner Gove, 2nd by Commissioner Emmi motion carried 2-0.

- Employee Changes


No discussion had.

- Upcoming schedule

Discussion in regards to high security exam given on March 14th. Commissioner Emmi & Commissioner Hardy are not available. Commissioner Gove will look into Proctors. Test will be given at City Hall.

Motion to adjourn Meeting by Commissioner Gove. 2nd by Commissioner Emmi, Anthony DeCaro asked a question regards to the Commission looking at Layoff units. Anna gave a little background information on what process was done in 2007. She will pull the file for the current commissioners to review.

Meeting Adjourned.


Attest