

***Auburn Municipal Civil Service***  
***Minutes –Monthly Meeting Tuesday, October 13, 2015 – 6:30pm***

Commissioner Emmi called meeting to order.

Roll Call – Commissioner Gove took the roll call. Present were Commissioner Diane Gove, Commissioner Jack Hardy and Commissioner Dan Emmi. Also present: City Manager Doug Selby, Superintendent of PW Mike Talbot, CSEA President Jessica Corcoran, City Hall employee Kirsten Dann and Greg Dann.

Approve minutes of Regular Meeting September 14, 2015

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

Old Business

- Tabled discussion regarding change of job descriptions:

**Water Meter Service Worker** – Motion to accept the Job Description changes that reflect a NYS Driver's license requirement and NYS Backflow Tester Certification within 12 months of appointment by Commissioner Gove, 2<sup>nd</sup> by Commissioner Hardy. Motion carried 3-0.

**Head Custodian** – Motion to accept the Job Description with changes the incumbent report to Superintendent of Public Works and add a NYS Driver's license requirement by Commissioner Gove, 2<sup>nd</sup> by Commissioner Hardy. Motion carried 3-0.

**Civil Service Clerk** – Discussion on who incumbent reports to; job spec to reference report directly to the City Manager; with day to day work activities may be directed by the Chairperson or their designee of the Civil Service Commission. Motion to accept by Commissioner Gove, 2<sup>nd</sup> by Commissioner Hardy. Motion carried 3-0.

New Business

**Transfer request** – Request from Superintendent Pirozzolo and City of Auburn employee Kirsten Dann for transfer of Keyboard Specialist Kirsten Dann to Competitive class position (School Keyboard Specialist). Discussion held. Motion to accept transfer request by Commissioner Hardy, 2<sup>nd</sup> by Commissioner Gove. Carried 3-0.

- Employee Updates  
No discussion had
- Upcoming schedule  
Exams on 10/17/15 Commissioners Gove, Hardy and Emmi to proctor.  
Discussion on alternate test date held.

Exam on 11/14/15 Commissioners Gove and Hardy to proctor. Discussion on alternate test dates held.

Motion to adjourn meeting by Commissioner Hardy. 2nd by Commissioner Gove. Motion carried 3-0.

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Attest