

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

Commissioner Emmi called meeting to order.

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 CSEA President Jessica Corcoran and Superintendent of PW Mike Talbot.

Approve minutes of Regular Meeting August 10, 2015

Motion to approve minutes by Commissioner Hardy 2nd by Commissioner Gove. Carried 3-0.

Old Business

New Business

- Review & Approve Exam Announcement for #68-108 Jr. Engineer (Open Competitive)
Motion to approve exam announcement as presented by Commissioner Hardy, 2nd by Commissioner Gove. Motion carried 3-0

- Review & Approve Exam Announcement # 66-661 Sr. Account Clerk (Open Competitive) & #75-838 Sr. Account Clerk (Promotional)
Motion to approve exam announcements as presented by Commissioner Gove, 2nd by Commissioner Hardy. Motion carried 3-0.

- Review the attached request from City Manager Doug Selby and Superintendent of Public Works Mike Talbot to make job description changes to several jobs and approve two new position duties statement.

Head Custodian – Tabled as the job description does not match what the incumbent is doing.

Labor Foreperson – Motion to accept the Job Description changes that reflect a NYS Driver's license requirement by Commissioner Gove, 2nd by Commissioner Hardy. Motion carried 3-0.

Public Works Supervisor - Motion to accept the Job Description changes that reflect a NYS Driver's license requirement by Commissioner Gove, 2nd by Commissioner Hardy. Motion carried 3-0.

Recreation Maintenance Worker - Motion to accept the Job Description changes that reflect a NYS Driver's license requirement by Commissioner Gove, 2nd by Commissioner Hardy. Motion carried 3-0.

Sanitation Supervisor & Sanitation Foreperson – Discussion of who these incumbents report to. Changed the job spec to reference report to Superintendent of PW. Motion to accept that job change and add a NYS Driver's license requirement by Commissioner Gove, 2nd by Commissioner Hardy. Motion carried 3-0.

**Civil Service Meeting
October 13, 2015
Minutes Continued**

Senior Building Maintenance Mechanic - Motion to accept the Job Description changes that reflect a NYS Driver's license requirement by Commissioner Gove, 2nd by Commissioner Hardy. Motion carried 3-0.

Sewer Maintenance Worker - Motion to accept the Job Description changes that reflect a NYS Driver's license requirement by Commissioner Gove, 2nd by Commissioner Hardy. Motion carried 3-0.

Water Maintenance Worker - - Motion to accept the Job Description changes that reflect a NYS Driver's license requirement by Commissioner Gove, 2nd by Commissioner Hardy. Motion carried 3-0.

Water Meter Service Worker – Tabled to further review licensing requirements

Water & Sewer Supervisor- Motion to accept the Job Description changes that reflect a NYS Driver's license requirement by Commissioner Gove, 2nd by Commissioner Hardy. Motion carried 3-0.

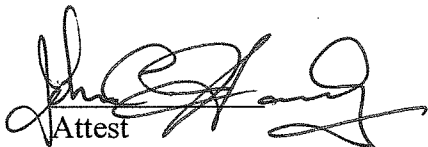
Sign Maintenance Worker – Motion made by Commissioner Hardy to approve the job changes as presented. 2nd by Commissioner Gove. Motion carried 3-0.

Superintend of PW Mike Talbot explained why the 2 new jobs he is requesting to be created are needed. The Commissioners reviewed the min duties statements and a lengthy discussion was had in regards to the title of these new jobs. The new titles were decided as: 1. Grounds Maintenance Coordinator and 2. Parks, Building and Recreation Coordinator. Both jobs will be Competitive and Anna will order the exams from the State. The option of a Non- Competitive Promotional exam was discussed and the Hiring Authority can request that if he so chooses. Commissioner Gove motioned to accept the 2 new min. duties sheets and add the 2 new job specs to the competitive class. 2nd by Commissioner Hardy. Motion carried 3-0.

Commissioner Gove motioned to add an addendum to discuss the job description for the Civil Service Clerk. Motion 2nd by Commissioner Hardy. Motion carried 3-0. Discussion was had as to who the Clerk reports to and decided it will be tabled until the next monthly meeting.

- Employee Updates
No discussion had
- Upcoming schedule
Exams on 9/26 at City Hall. Commissioner Gove & Commissioner Hardy to proctor.

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


Attest