

**Auburn Municipal Civil Service**  
***Minutes –Monthly Meeting Monday, April 11, 2016 – 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, Director of Municipal Utilities Vicky Murphy, CSEA President Jessica Corcoran.

Approve minutes of Regular Meeting March 14, 2016

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

Old Business

New Business

- Certify Eligible List #61-155 Civil Service Clerk.  
Motion by Commissioner Hardy to certify list. Commissioner Gove 2<sup>nd</sup>. Carried 3-0
- Certify Eligible List #61-849 School Personnel Clerk.  
Motion by Commissioner Hardy to certify list. Commissioner Gove 2<sup>nd</sup>. Carried 3-0
- Discussion with Director of Municipal Utilities Vicky Murphy about approving the job specification for Plant Maintenance Mechanic. Commissioner Gove motioned to accept job specification. Commissioner Hardy 2<sup>nd</sup>. Carried 3-0.
- Discussion of offering an alternate exam date to candidate for the Purchasing Assistant exam. An alternate date of Monday, May 2, 2016 is determined.
- Discussion of offering decentralized exams for Keyboard Specialist, Custodian, and WWTP Operator Trainee. Jeff Whiting to research if exact exam dates are required prior to ordering exams.
- Discussion of Police Officer agility exam policy. – **Tabled** until Auburn Police Department is represented.

**Civil Service Meeting**  
**April 11, 2016**  
**Minutes Continued**

- Employee Updates – No discussion.
- Upcoming Schedule discussion
- Motion to adjourn meeting by Commissioner Hardy; 2<sup>nd</sup> by Commissioner Gove. All in favor. Motion carried 3-0. Meeting adjourned 6:54 PM.

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Attest