

Auburn Municipal Civil Service
Minutes –Monthly Meeting Monday, August 8, 2016 – 6:30pm

Commissioner Gove called meeting to order.

Roll Call – Civil Service Clerk Jeffrey Whiting took the roll call. Present were Commissioner Diane Gove, Commissioner Jack Hardy, Commissioner Laurie Turo. Also present: CSEA President Jessica Corcoran, Superintendent of Public Works Michael Talbot, Director of Municipal Utilities Seth Jensen.

Approve minutes of Regular Meeting July 12, 2016 with changes. Commissioner Hardy motioned to approve minutes. Commissioner Turo 2nd. Carried 3-0.

Old Business

New Business

- Discussion of the process of disqualifying a candidate from current Wastewater Treatment Plant Operator Trainee eligible list with Director of Municipal Utilities. No action taken.
- Certify Senior Payroll Clerk #65-239 eligible list for four years expiring August 8, 2020. Commissioner Hardy motioned to accept. Commissioner Turo 2nd. Carried 3-0.
- Approval of promotional exam announcement Secretary #20-163. Commissioner Turo motioned to accept announcement with changes. Commissioner Hardy 2nd. Carried 3-0.
- Approval of open competitive exam announcement Keyboard Specialist #20-164. Commissioner Hardy motioned to accept announcement with changes to the residency requirements. Commissioner Turo 2nd. Carried 3-0.
- Approval of open competitive exam announcement Chief Water Treatment Operator #69-824. Discussion with Director of Municipal Utilities about changes to Distinguishing Features of Class, Minimum Qualifications, Special Qualifications, and Residency Requirements. Commissioner Hardy motioned to accept exam announcement with changes. Commissioner Turo 2nd. Carried 3-0. Commissioner Hardy motioned to make changes to job specification of Chief Water Treatment Operator. Commissioner Turo 2nd. Carried 3-0.
- Discussion of ordering a promotional Chief Water Treatment Operator exam.

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Minutes Continued

- Approval of Chief Wastewater Treatment Plant Operator #72-107 promotional exam announcement. Commissioner Turo motioned to accept the announcement with changes. Commissioner Hardy 2nd. Carried 3-0. Commissioner Turo motioned to make change to Special Requirements of Chief Wastewater Treatment Plant Operator job specification. Commissioner Hardy 2nd. Carried 3-0
- Approval of Chief Wastewater Treatment Plant Operator #69-824 open competitive exam announcement. Commissioner Gove motioned to approve the exam announcement with changes. Commissioner Hardy 2nd. Carried 3-0.
- Approval of Grounds Maintenance Coordinator #71-124 noncompetitive promotional exam announcement. Commissioner Turo motioned to approve the exam announcement with changes. Commissioner Hardy 2nd. Carried 3-0.
- Approval of Parks, Building, and Recreation Coordinator #71-125 noncompetitive promotional exam announcement. Commissioner Hardy motioned to approve the exam announcement with changes. Commissioner Turo 2nd. Carried 3-0.
- Employee Updates – No discussion.
- Upcoming Schedule discussion. Check with BOCES to host exams. Discussion of ordering Senior Account Clerk/Keyboard Specialist exam both open competitive and promotional. Discussion of upcoming Technical Assistance Review with New York State Civil Service postponed until 2017. Discussion of building use bill from the School District to administer Firefighter agility exams.
- Motion to adjourn meeting by Commissioner Gove; 2nd by Commissioner Turo. Motion carried 3-0. Meeting adjourned 7:59 PM.

Attest