

Auburn Municipal Civil Service
Minutes –Monthly Meeting Monday, February 8, 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: Comptroller Laura Wills, Daniel Dougherty, Louie Rood, CSEA President Jessica Corcoran.

Approve minutes of Regular Meeting January 11, 2016

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

Old Business

New Business

- Discussion of changes to job specification for Assistant Comptroller. Motion by Commissioner Gove to accept changes. Commissioner Hardy 2nd. Carried 3-0
- Review of personnel form MSD-426A – **Tabled**
Comptroller Laura Wills excused.
- Discussion of changes to job specifications of Custodian and Custodial Worker. – **Tabled**
Daniel Dougherty and Louie Rood excused.
- Discussion of disqualifications on the Police Officer eligible list #67-471 due to missing qualification requirements.
- Discussion of Purchasing Assistant #61-709 exam announcement. Commissioner Gove motioned to accept announcement with changes. Commissioner Hardy 2nd. Carried 3-0
- Discussion of alternate exam date for David Hauf taking Senior Custodian exam #60-500. Alternate date March 8, 2016 at 8:00 AM at City Hall.
- Commissioner Gove motioned to certify eligible list #75-838 Senior Account Clerk promotional. Commissioner Hardy 2nd. Carried 3-0.
- Commissioner Hardy motioned to certify eligible list #66-661 Senior Account Clerk open competitive. Commissioner Gove 2nd. Carried 3-0.

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Minutes Continued

- Motion by Commissioner Gove to approve exam announcement #65-239 Senior Payroll Clerk with changes. Commissioner Hardy 2nd . Carried 3-0.
- Employee Updates
- Upcoming Schedule
 - Check availability of rooms at BOCES for Custodial exams.
 - Verify desk set up cost at Auburn High School for Firefighter exam.
 - Potentially purchase matching shirts for exam administration.
 - Check schedule for special meeting the week of January 25, 2016 to expedite position creation for school district
- Motion to adjourn meeting by Commissioner Emmi; 2nd by Commissioner Hardy. All in favor. Motion carried 3-0. Meeting adjourned 7:34 PM.

Attest