

Auburn Municipal Civil Service
Minutes –Monthly Meeting Monday, January 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: Auburn Enlarged School District Superintendent Jeffrey Pirozzolo, Assistant Superintendent of Personnel Jeffrey Evener; Director of Facilities Lawrence Garuccio; Director of Municipal Utilities Vicky Murphy; CSEA President Jessica Corcoran.

Approve minutes of Regular Meeting December 15, 2015

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

Old Business

- Discussion of residency requirement for upcoming Firefighter exam. No changes made. Exam to be held March 19, 2016 at Auburn High School.
- Changes made to job specification for Senior Payroll Clerk. Discussion had. Commissioner Gove motion to approve changes, Commissioner Hardy 2nd. Carried 3-0
- Discussion of offering Senior Payroll Clerk exam open competitive only. Commissioner Gove motion to offer exam as open competitive. Commissioner Hardy 2nd. Carried 3-0

New Business

- Discussion held with Auburn Enlarged School District Superintendent Jeffrey Pirozzolo and Assistant Superintendent Evener to create a position of Coordinator of Facilities and Transportation in the school district. Additional Minimum Duties sheet required. Commission may call a special meeting to expedite creation process. – **Tabled**

Jeffrey Pirozzolo, Jeffrey Evener, and Lawrence Garuccio excused.

- Discussion held with Director of Municipal Utilities Vicky Murphy about adding to duties of Building Maintenance Mechanic specific to Municipal Utilities. Commissioner Gove motion to accept changes. Commissioner Hardy 2nd. Carried 3-0

**Civil Service Meeting
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Minutes Continued**

- Motion by Commissioner Gove to certify list #76-141, Senior Clerk – Promotional. Commissioner Hardy 2nd . Carried 3-0.
- Motion by Commissioner Gove to certify list #67-468, Senior Clerk – Open Competitive. Commissioner Hardy 2nd . Carried 3-0.
- Motion by Commissioner Gove to certify list #67-480, Weigh Scale Operator. Commissioner Hardy 2nd . Carried 3-0.
- Motion by Commissioner Gove to certify list #75-639, Police Captain – Promotional. Commissioner Hardy 2nd . Carried 3-0.
- Motion by Commissioner Gove to certify list #70-264, Police Lieutenant – Promotional. Commissioner Hardy 2nd . Carried 3-0.
- Employee Updates
Discussion of CSEA members to the Professional Unit. A potential desk audit of 13 positions to verify correct alignment.
- Upcoming Schedule
Verify room usage at BOCES for Personnel 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 Hardy; 2nd by Commissioner Gove. All in favor. Motion carried 3-0. Meeting adjourned 7:30 PM.

Attest