

Auburn Municipal Civil Service
Minutes –Monthly Meeting Monday, March 14, 2016 – 5:30pm

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: Jeffrey Evener, Lawrence Garruccio, Louie Rood, CSEA President Jessica Corcoran.

Approve minutes of Regular Meeting February 8, 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 Custodial Worker. Motion by Commissioner Gove to accept changes. Commissioner Hardy 2nd. Carried 3-0
- Decision to order exam for Stores Clerk.
- Motion by Commissioner Gove to offer the Assistant Comptroller exam both Promotionally and Open-Competitively. Commissioner Hardy 2nd. Carried 3-0.
- Discussion of offering an alternate exam date for Sarah Pesek for the Purchasing Assistant exam. Sarah Pesek shall submit an application and supporting documentation.
- Discussion of offering decentralized exams for Keyboard Specialist, Custodian, and WWTP Operator Trainee.
- Discussion of Police Officer agility exam policy.
- Discussion of using MSD-426A Report of Personnel Change forms. Drafts will be created for review by department heads.
- City Manager Douglas Selby and Director of Municipal Utilities Vicky Murphy arrive to discuss the creation of the position Plant Maintenance Mechanic. Commissioner Hardy motion to process the creation of position. Commissioner Gove 2nd. Carried 3-0.

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Minutes Continued

- Employee Updates – No discussion.
- Upcoming Schedule discussion
- Motion to adjourn meeting by Commissioner Gove; 2nd by Commissioner Hardy. All in favor. Motion carried 3-0. Meeting adjourned 6:35 PM.

Attest