

Auburn Municipal Civil Service
Minutes –Monthly Meeting Tuesday, November 1, 2016 – 6:30pm

Commissioner Gove called meeting to order.

Roll Call – Civil Service Clerk Jeffrey Whiting took the roll call. Present were Chairperson Diane Gove, Commissioner Jack Hardy, Commissioner Laurie Turo. Also present: CSEA President Jessica Corcoran, Assistant Fire Chief Mike Grady, City Manager Jeff Dygert

Approve minutes of Regular Meeting October 11, 2016. Commissioner Hardy motioned to approve minutes. Commissioner Turo 2nd. Carried 3-0.

Old Business

New Business

- Approval of amended eligible lists #70-265 Senior Custodian and #60-500 Senior Custodian. Discussion of changes. Commissioner Turo motioned to accept amended eligible lists. Commissioner Hardy 2nd. Carried 3-0.
- Approval of promotional exam announcement #76-957 Senior Account Clerk/Keyboard Specialist. Discussion of changes to last filing date and distinguishing features of class. Commissioner Turo motioned to accept exam announcement with changes. Commissioner Hardy 2nd. Carried 3-0.
- Approval of open competitive exam announcement #60-004 Senior Account Clerk/Keyboard Specialist. Discussion of changes to last filing date and distinguishing features of class. Commissioner Turo motioned to accept exam announcement with changes. Commissioner Hardy 2nd. Carried 3-0.
- Approval of open competitive exam announcement #62-183 Senior Planner. Discussion of changes to last filing date. Commissioner Gove motioned to accept exam announcement with changes. Commissioner Turo 2nd. Carried 3-0.
- Approval of promotional exam announcement #76-929 Fire Chief. Discussion of changes made. Commissioner Hardy motioned to accept exam announcement. Commissioner Turo 2nd. Carried 3-0.
- Approval of promotional exam announcement #76-930 Assistant Fire Chief. Discussion of changes made. Commissioner Hardy motioned to accept exam announcement. Commissioner Turo 2nd. Carried 3-0.
- Approval of promotional exam announcement #76-974 Secretary to the Director of Planning and Economic Development. Discussion of changes to minimum qualifications, distinguishing features of class and spelling correction. Commissioner Turo motioned to accept exam announcement with changes. Commissioner Hardy 2nd. Carried 3-0.

Civil Service Meeting
November 1, 2016
Minutes Continued

- Approval of open competitive exam announcement #60-659 Secretary to the Director of Planning and Economic Development. Discussion of changes to minimum qualifications, distinguishing features of class and spelling correction. Commissioner Hardy motioned to accept exam announcement with changes. Commissioner Turo 2nd. Carried 3-0.
- Employee Updates
- Upcoming Schedule – Discussion of Police Officer agility exams
- Commissioner Hardy motioned to add approval of eligible list #20-164 Keyboard Specialist to the agenda. Commissioner Turo 2nd. Commissioner Hardy motioned to approve eligible list #20-164. Commissioner Turo 2nd. Carried 3-0.
- Motion to adjourn meeting by Commissioner Gove; 2nd by Commissioner Hardy. Motion carried 3-0. Meeting adjourned 7:20 PM.

Attest