

Auburn Municipal Civil Service

Minutes –Monthly Meeting Tuesday, October 11, 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, Chief of Police Shawn Butler, Deputy Chief of Police Roger Anthony, Assistant Fire Chiefs Joseph Morabito, Brian Scanlan, and Edward Sherman, City Treasurer Robert Gauthier, and Auburn School District Custodian David Gibson.

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

Old Business

- Discussion of titles and experience required to be eligible to take the promotional Senior Account Clerk/Keyboard Specialist promotional exam. Titles of Senior Account Clerk, Account Clerk/Keyboard Specialist, and Senior Clerk with 24 months of satisfactory service in the City of Auburn within title are eligible for promotional examination. Motion by Commissioner Turo to add “Possession of a High School Diploma or GED” to Senior Account Clerk/Keyboard Specialist. Commissioner Hardy 2nd. Carried 3-0

New Business

- Discussion of request of candidate to be restored to Keyboard Specialist #20-131 eligible list. No further support provided as to satisfactory reasons for previous non-response to canvass. No action taken. Candidate not restored to eligible list.
- Motion by Commissioner Hardy to add item to agenda to review Senior Custodian open-competitive and promotional lists #60-500 and #70-265 to correct a possible error on the lists. Commissioner Gove 2nd motion to hear discussion. Carried 3-0. Review of candidate’s application and eligible lists. No action taken.
- Discussion of Dispatcher and Transportation Supervisor exams. A request from the School District to order an exam for Transportation Supervisor. Clerk Whiting will order the exam.
- Discussion of titles and experience required to be eligible to take Fire Chief and Assistant Fire Chief promotional exams. Titles of Auburn Assistant Fire Chief and Auburn Fire Captain are eligible to take the Fire Chief promotional exam. Titles of Auburn Fire Captain or 6 years of satisfactory service in the title of Auburn Fire Lieutenant are eligible to take the Assistant Fire Chief exam. Discussion with Assistant Fire Chief about eligible list administration and consequences of canvass responses.
- Discussion of eligible list administration and disqualifying process with Auburn Police Chiefs. There is a need for a Police Officer agility exam and disqualification hearings.

Civil Service Meeting
October 11, 2016
Minutes Continued

- Commissioner Hardy motioned to certify Secretary #20-162 open-competitive eligible list for four years expiring October 11, 2020. Commissioner Turo 2nd. Carried 3-0.
- Commissioner Hardy motioned to certify Secretary #20-163 promotional eligible list for four years expiring October 11, 2020. Commissioner Turo 2nd. Carried 3-0.
- Employee Updates – Discussion of provisional appointments in the School District
- Upcoming Schedule – Discussion of expiring eligible lists and upcoming exams
- Motion to adjourn meeting by Commissioner Gove; 2nd by Commissioner Turo. Motion carried 3-0. Meeting adjourned 8:01 PM.

Attest