

**Auburn Municipal Civil Service**  
***Minutes –Monthly Meeting Monday, September 12, 2016 – 6:30pm***

Commissioner Gove called meeting to order.

Roll Call – Civil Service Clerk Jeffrey Whiting took the roll call. Present were Commissioner Diane Gove, Commissioner Jack Hardy, Commissioner Laurie Turo. Also present: CSEA President Jessica Corcoran, Superintendent of Public Works Michael Talbot, Interim City Manager Jeff Dygert.

Approve minutes of Regular Meeting August 8, 2016. Commissioner Hardy motioned to approve minutes. Commissioner Turo 2<sup>nd</sup>. Carried 3-0.

Old Business

New Business

- Certify Water/Wastewater Treatment Plant Operator Trainee #20-161 eligible list. Discussion of canvass and interview process. Commissioner Hardy motioned to certify eligible list for four years expiring September 12, 2020. Commissioner Turo 2<sup>nd</sup>. Carried 3-0.
- Discussion of changing the Head Custodian in City Hall to Building Maintenance Mechanic. Discussion of adding the possession of a valid New York State driver license to the job specification of Building Maintenance Mechanic. Commissioner Turo motioned to accept. Commissioner Hardy 2<sup>nd</sup>. Carried 3-0.
- Discussion of the titles and experience necessary to be eligible to take the Senior Account Clerk/Keyboard Specialist exam. Remove word processor experience from job specification. Commissioner Turo motioned to remove. Commissioner Hardy 2<sup>nd</sup>. Carried 3-0. Discussion of title and experience **Tabled**.
- Employee updates – Discussion of provisional appointments. Relevant exams ordered.

Upcoming Schedule – Commissioner Turo unable to attend October 22 exam and November 14 Civil Service Commission meeting. Alternate exam date approved for Secretary candidate.

- Discussion with Interim City Manager Jeff Dygert about job specification review in every department and direct line promotion appropriateness.
- Motion to adjourn meeting by Commissioner Gove; 2<sup>nd</sup> by Commissioner Turo. Motion carried 3-0. Meeting adjourned 7:50 PM.

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Attest