



Auburn Municipal Civil Service
Minutes –Monthly Meeting Monday, August 22, 2017 – 6:30pm

Commissioner Hardy called meeting to order.

Roll Call – Civil Service Clerk Jeffrey Whiting took the roll call. Present were Commissioner Jack Hardy, Commissioner Laurie Turo. Also present were Superintendent of Engineering Services, William Lupien, Superintendent of Public Works, Michael Talbot, Police Chief, Shawn Butler, CSEA President Jessica Corcoran.

Approve minutes of Regular Meeting July10, 2017. Commissioner Turo motioned to approve minutes. Commissioner Hardy 2nd. Carried 2-0.

Old Business

New Business

- Discussion of proposed changes to Engineering job specifications Superintendent of Engineering Services, Assistant Civil Engineer, Junior Engineer, and Engineering Technician. Commissioner Turo motioned to accept changes. Commissioner Hardy 2nd. Carried 2-0
- Discussion of proposed changes to Senior Building Maintenance Mechanic job specifications. Commissioner Turo motioned to accept changes. Commissioner Hardy 2nd. Carried 2-0.
- Discussion of proposed changes to Automotive Mechanic job specifications. Commissioner Turo motioned to accept changes. Commissioner Hardy 2nd. Carried 2-0.
- Discussion of proposed changes to Senior Building Maintenance Mechanic job specifications. Commissioner Turo motioned to accept changes. Commissioner Hardy 2nd. Carried 2-0.
- Approval of Information Technology Systems Administrator #62-117 open competitive examination announcement. Commissioner Turo motioned to accept with changes. Commissioner Hardy 2nd. Carried 2-0.
- Approval of Police Officer #60-633 open competitive examination announcement. Commissioner Turo motioned to accept with changes. Commissioner Hardy 2nd. Carried 2-0.
- Approval of Engineering Technician #69-441 open competitive examination announcement. Commissioner Turo motioned to accept with changes. Commissioner Hardy 2nd. Carried 2-0.

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Minutes Continued

- Approval of Superintendent of Public Works #69-772 open competitive examination announcement. Commissioner Turo motioned to accept with changes. Commissioner Hardy 2nd. Carried 2-0.
- Approval of Stores Clerk #69-148 eligible list. Commissioner Turo motioned to approve. Commissioner Hardy 2nd. Carried 2-0.
- Approval of creating an additional Senior Clerk position in the Police Department. Commissioner Turo motioned to approve. Commissioner Hardy 2nd. Carried 2-0.
- Approval of creating an additional Account Clerk position in the Public Works Department. Commissioner Hardy motioned to approve. Commissioner Turo 2nd. Carried 2-0.
- Approval of creating four additional Laborer positions in the Public Works Department. Commissioner Hardy motioned to approve. Commissioner Turo 2nd. Carried 2-0.
- Approval of creating an additional Network Administrator position in the School District. Commissioner Turo motioned to approve. Commissioner Hardy 2nd. Carried 2-0.
- Discussion of a Civil Service Public Information Seminar – Postpone
- Employee Updates.
- Upcoming Schedule. Discussion. Clerk will order Assistant Civil Engineer exam. Possible Civil Service information presentation given to the public in Fall 2017. Upcoming Technical Assistance Review.
- Motion to adjourn meeting by Commissioner Hardy; 2nd by Commissioner Turo. Motion carried 2-0. Meeting adjourned 7:24PM.

Attest