



Auburn Municipal Civil Service
Minutes –Monthly Meeting Monday, December 11, 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, and Commissioner Tricia Kerr. Also present were Director of Planning and Economic Development Jennifer Haines, Assistant Superintendent of Personnel Jeffrey Evener.

Approve minutes of Regular Meeting November 13, 2017. Commissioner Turo motioned to approve minutes. Commissioner Kerr 2nd. Carried 3-0.

Old Business

New Business

- Approval of Police Captain #76-656 eligible list. Commission Kerr motioned to approve the eligible list expiring on December 11, 2019. Commissioner Turo 2nd. Carried 3-0.
- Approval of Code Enforcement Officer #60-163 eligible list. Commission Turo motioned to approve the eligible list expiring on December 11, 2021. Commissioner Kerr 2nd. Carried 3-0.
- Discussion of proposed changes to School Security Monitor job specification – Commissioner Turo motioned to table these changes. Commissioner Kerr 2nd. **Tabled** 3-0.
- Discussion of proposed changes to Custodial Worker job specification – Commissioner Turo motioned to accept these changes. Commissioner Kerr 2nd. Carried 3-0.
- Approval of Deputy School District Treasurer #68-916 open competitive exam announcement. Commissioner Turo motioned to accept announcement with changes. Commissioner Kerr 2nd. Carried 3-0.
- Approval of Assistant Civil Engineer #61-552 open competitive exam announcement. Commissioner Hardy motioned to accept announcement with changes. Commissioner Turo 2nd. Carried 3-0.
- Approval of Assistant Civil Engineer #78-414 promotional exam announcement. Commissioner Hardy motioned to table exam announcement approval. Commissioner Kerr 2nd. **Tabled** 3-0.

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- Approval of Junior Engineer #69-438 open competitive exam announcement. Commissioner Kerr motioned to accept announcement with changes. Commissioner Turo 2nd. Carried 3-0.
- Discussion of proposed changes to Planning Assistant job specification. Commissioner Turo motioned to accept these changes. Commissioner Hardy 2nd. Carried 3-0.
- Discussion of Auburn Municipal Civil Service Commission application approval policy.
- Employee Updates. – Discussion.
- Upcoming Schedule. – Discussion.
- Motion to adjourn meeting by Commissioner Hardy; 2nd by Commissioner Turo. Motion carried 3-0. Meeting adjourned 8:06PM.

Attest