

Auburn Municipal Civil Service
Minutes –Monthly Meeting Monday, June 12, 2017 – 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: Director of Planning and Economic Development Jennifer Haines, and CSEA President Jessica Corcoran.

Approve minutes of Regular Meeting May 8, 2017. Commissioner Hardy motioned to approve minutes. Commissioner Turo 2nd. Carried 3-0.

Old Business

- Discussion of Superintendent of Public Works and City Manager’s request to update job specifications for Automotive Mechanic, Building Maintenance Mechanic, Heavy Equipment Operator, Recreation Maintenance Worker, Senior Building Maintenance Mechanic, and Sign Maintenance Worker. – **Tabled**
Not picked up.

New Business

- Commissioner Gove motioned to amend new business with the approval of the Code Enforcement Officer #60-163 open competitive exam announcement. Commissioner Hardy 2nd. Carried 3-0.
Commissioner Hardy motioned to approve exam announcement. Commissioner Turo 2nd. Carried 3-0.
- Discussion of the creation of title Deputy Director of Community Planning and Development. Commissioner Turo motioned to create job title. Commissioner Hardy 2nd. Carried 3-0.
- Discussion of the creation of title Information Technology Systems Administrator. Commissioner Hardy motioned to created title with changes to job specification. Commissioner Turo 2nd. Carried 3-0.
- Commissioner Hardy motioned to approve the promotional Police Captain #76-656 exam announcement. Commissioner Turo 2nd. Carried 3-0.
- Commissioner Gove motioned to accept decentralize Clerk #20-171 exam announcement with changes. Commissioner Hardy 2nd. Carried 3-0.
- Discussion of Civil Service application format.
- Employee Updates. No Discussion.
- Upcoming Schedule. Discussion.
- Discussion of new title creation procedure.
- Motion to adjourn meeting by Commissioner Turo; 2nd by Commissioner Hardy. Motion carried 3-0.
Meeting adjourned 7:33 PM.

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Minutes Continued

Attest