



**Auburn Municipal Civil Service**  
***Minutes –Monthly Meeting February 11, 2019 – 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-Butler, and Commissioner Tricia Kerr. Also present was Director of Municipal Utilities, Seth Jensen, Comptroller Rachel Jacobs, Police Chief Shawn Butler.

Approval minutes of Regular Meeting January 14, 2019. Commissioner Turo-Butler motioned to approve minutes. Commissioner Kerr 2<sup>nd</sup>. Carried 3-0.

Old Business

- Discussion of adding a full-time Plumbing Inspector position
- Discussion of approving changes to the Plumbing Inspector job specification. Commissioner Kerr motioned to amend and approve the Plumbing Inspector job specification. Commissioner Turo-Butler 2<sup>nd</sup>. Carried 3-0.

New Business

- Discussion of candidate's request to be re-instated to Police Officer #60-633 eligible list. **Tabled.**
- Approval of Keyboard Specialist #20-191 eligible list. Commissioner Kerr motioned to approve the eligible list. Commissioner Turo-Butler 2<sup>nd</sup>. Carried 3-0.
- Discussion of adding a Police Sergeant position. Commissioner Turo-Butler motioned to add position. Commissioner Kerr 2<sup>nd</sup>. Carried 3-0.
- Discussion of adding an Account Clerk position in the Finance department. No action taken. Item pulled from agenda.
- Discussion of adding Human Resources Benefit Associate. Commissioner Turo-Butler motioned to create the title. Commissioner Kerr 2<sup>nd</sup>. Carried 3-0.
- Discussion of creating an Information Technology Supervisor title. **Tabled.**
- Discussion of creating a Technical Support Specialist title. **Tabled.**
- Employee updates – Discussion.
- Upcoming Schedule – Discussion.

- Discussion of Water Treatment Plant staffing

**February 11, 2019**

**Civil Service Commission minutes**

**Continued**

- Motion to adjourn meeting by Commissioner Kerr; Commissioner Turo-Butler 2<sup>nd</sup>. Motion carried 3-0. Meeting adjourned 7:46 PM.

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Attest