



Auburn Municipal Civil Service Minutes –Monthly Meeting March 11, 2019 – 6:30pm

Commissioner Turo-Butler called meeting to order.

Roll Call – Civil Service Clerk Jeffrey Whiting took the roll call. Present were Commissioner Laurie Turo-Butler and Commissioner Tricia Kerr. Commissioner Jack Hardy was absent. Also present was Director of Planning and Economic Development, Comptroller Rachel Jacobs, and Police Chief Shawn Butler.

Approval minutes of Regular Meeting February 11, 2019. Commissioner Kerr motioned to approve minutes with amendments. Commissioner Turo-Butler 2nd. Carried 2-0.

Old Business

- Discussion of candidate's request to be restored to Police Officer #60-633 eligible list. Commissioner Turo-Butler moved item to the end of the agenda.
- Discussion of creating Information Technology Supervisor title and job specification. Commissioner Kerr motioned to create title and approve the job specification for Information Technology Supervisor. Commissioner Turo-Butler 2nd. Carried 2-0.
- Discussion of creating Technical Support Specialist title and job specification. Commissioner Kerr motioned to create title and approve the job specification for Technical Support Specialist. Commissioner Turo-Butler 2nd. Carried 2-0.

New Business

- Approval of Network Administrator #20-193 eligible list. Commissioner Kerr motioned to approve the eligible list. Commissioner Turo-Butler 2nd. Carried 2-0.
- Approval of Local Area Network Technician #20-192 eligible list. Commissioner Kerr motioned to approve the eligible list. Commissioner Turo-Butler 2nd. Carried 2-0.
- Discussion of staffing need in the Code Enforcement Office
- Approval of Deputy Director of Community Planning & Development #78-336 promotional examination announcement. Commissioner Kerr motioned to approve announcement with amendment. Commissioner Turo-Butler 2nd. Carried 2-0.
- Approval of Deputy Director of Community Planning & Development #68-207 open competitive examination announcement. Commissioner Kerr motioned to approve announcement with amendment. Commissioner Turo-Butler 2nd. Carried 2-0.

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- Approval of Senior Planner #68-299 open competitive examination announcement. Commissioner Kerr motioned to approve announcement with amendment. Commissioner Turo-Butler 2nd. Carried 2-0.
- Approval of Community Development Planner #68-226 open competitive examination announcement. Commissioner Kerr motioned to approve announcement with amendment. Commissioner Turo-Butler 2nd. Carried 2-0.
- Approval of Planner #68-259 open competitive examination announcement. Commissioner Kerr motioned to approve announcement with amendment. Commissioner Turo-Butler 2nd. Carried 2-0.
- Approval of Planning Assistant #66-421 open competitive examination announcement. Commissioner Kerr motioned to approve announcement with amendment. Commissioner Turo-Butler 2nd. Carried 2-0.
- Commissioner Turo-Butler motioned to move to an executive session to discuss candidate's request to be restored to the Police Officer #60-633. Commissioner Kerr 2nd. Carried 2-0.

Back on the record.

- Commissioner Turo-Butler motioned to deny candidate's request to be restored to the Police Officer #60-633 eligible list. Commissioner Kerr 2nd. Carried 2-0.
- Employee updates – Discussion.
- Upcoming Schedule – Discussion.
- Discussion of Water Treatment Plant staffing
- Motion to adjourn meeting by Commissioner Turo-Butler; Commissioner Kerr 2nd. Motion carried 2-0. Meeting adjourned 7:21 PM.

Attest