

*Auburn Municipal Civil Service
Minutes –Monthly Meeting Thursday, October 2, 2014 - Noon*

Roll Call – Civil Service Clerk; Anna Hlywa took the roll call. Present were Commissioner Diane Gove, Commissioner Jack Hardy and Commissioner Dan Emmi. Also present City Comptroller Laura Wills, CSEA Representative Will Streeter, CSEA Local 1000 President Jessica Corcoran, Director of Municipal Utilities Vicky Murphy and Police Captain Paul Casper.

Approve minutes of Regular Meeting September 4, 2014.
Motion to approve minutes by Commissioner Gove 2nd by Commissioner Hardy. Motion carried 3-0.

Old Business

Request from Chief of Police, Brian Neagle to order new exams for Deputy Police Chief, Police Captain, Police Lieutenant and Police Sergeant.

Commissioner Emmi stated that he has reviewed the information and he would like to propose to order new tests for upper level Police titles. They have all been recently canvassed and they have been in existence for more than 1 year. The Commission is allowed to replace at this time.

Commissioner Gove would like to do each title individually. As of this morning they have appointed 2 Captain Positions leaving this list with just 2 names, this test should be ordered as it does not qualify as a mandatory list. Police Lieutenant - this list has a total of 8 names on it and although 4 said no to the last canvass they are still on the list and eligible for hire until 1/3/2017. One Lieutenant Promotion was made this morning. Commissioner Gove discussed that even though people say no to a job canvass they are still eligible for hire the next time a vacancy arises. Commissioner Hardy stated that he believed if people say no to one canvas they are more likely to say no to the next one and he is in favor of ordering a new exam based on the outcome of the last canvass. Discussion was had as to when this test is given. The Captain & Lieutenant series is given in October. Anna would need to order by June 2015. Anna suggested an “intent” letter be sent out in the spring to everyone on this eligible list so if they have no intention of taking the promotion we could order the exam for next fall. Police Sergeant 10 names were originally on the list 5 people responded no to the last canvas and they appointed one this morning. This test is given every June and Anna would need to order by January. Discussion was had in regards to the qualifications. Commissioner Gove reviewed that in all cases the requirements to take the exam matched or were greater than our actual job description. In 2013 we gave the Sergeant exam we had 41 officers eligible to take the exam. 13 people signed up for the exam. Now one year later, we have added on 2 new names. With retirements & promotions

39 people would be eligible if we gave an exam with the same 5 years as Officer criteria. All of the same people were eligible last time the exam was given. Motion made by Commissioner Gove to Order new exam for Police Captain. Anna mentioned the Deputy Police Chief Position that Chief Neagle had requested an exam for. Commissioner Gove questioned will this be in the budget. Laura Wills, City Comptroller stated in her conversations with Chief Neagle he would like to add it in but does not know if it will get approved by the City Manager and/or City Council. Motion to order exam for Deputy Police Chief by Commissioner Gove 2nd by Hardy, Both Motions carried 3-0.

New Business

- Request from City Manager for clerical position changes at the Sewage Treatment Plant.

Vicky Murphy, DMU explained why these changes are necessary and requested the commission to order a promotional exam for the Sr. Account Clerk with the qualification of the Senior Clerk title to participate in the exam. Discussion was had in regards what other titles would be allowed to take the promotion exam Commissioner Gove stated she believed as many qualified titles would be better. Will Streeter stated that CSEA does not agree with that concept as they are trying to get one person in this newly created position and the more people allowed to take the exam the more difficult it is for that person to score in the top 3. Anna spoke in regards to allowing the direct line of Account Clerk to take the exam. As an employee and the person who accepts the applications it is hard to explain why someone with seniority is not allowed to participate in the promotional exam. This exam will not be given until December 2015. The Commission will clarify what the qualifications will be for the promotional exam as the date gets closer. Motion to order the exam as Promotional and Open Competitive made by Commissioner Gove 2nd by Commissioner Hardy. Motion Carried 3-0.

- Employee Changes

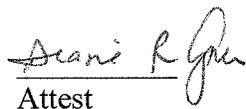
No discussion had

- Upcoming schedule

Commissioner Gove requested Anna to follow up with Mr. Selby in regards to the custodial staff on December 6th. Commissioner Gove informed the commission that the Noon time Civil Service Meeting time will not work with her work schedule from here on out. She has requested the meeting for next month to be Tuesday, November 4th and the meetings after that to be in the evening. She is proposing the 2nd or 3rd Monday of every month at 6:15pm. The Commission agreed on November 4th and will discuss the change of meeting date & time at that meeting. Motion to adjourn Meeting by Commissioner Hardy. 2nd by Commissioner Gove. Motion carried 3-0.

Motion to return the meeting back in session by Commissioner Gove 2nd by Commissioner Hardy. Motion Carried 3-0. Anna Hlywa took the roll call. Present were Commissioner Gove, Commissioner Hardy & Commissioner Emmi. The preferred list review needs to take place for

the newly created position of Senior Account Clerk in the Sewage Treatment Plant. Commissioner Hardy spoke that he has reviewed the 2 positions on the preferred list and neither of them are comparable to the duties of Sr. Account Clerk. Commissioner Gove stated although there were comparability's the clerical duties in the min. quals were not comparable enough. Motion made by Commissioner Hardy that no position on the preferred list would be canvassed for the vacancy in the newly created Senior Account Clerk position. 2nd by Hardy Motion carried 3-0. Motion to adjourn by Commis. Gove. 2nd by Commis. Hardy. Meeting Adjourned .


Attest