

***Auburn Municipal Civil Service
Minutes –Monthly Meeting Thursday, September 4, 2014 - Noon***

Roll Call –

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 Manager Doug Selby, CSEA Professional Unit President Anthony DeCaro and Police Chief Brian Neagle.

Approve minutes of Regular Meeting July 29, 2014.

Motion to approve minutes by Commissioner Gove 2nd by Commissioner Hardy. Motion carried 3-0.

Approve minutes of Regular Meeting July 29, 2014.

Old Business

Chief Brian Neagle questioned again what needs to be done to have all of upper level police exams given this coming year. Commissioner Gove stated additional research needs to be done and she is not prepared to discuss at today's meeting, Commissioner Hardy asked to table the request and we will be able to give more definitive answers after our own research.

New Business

Commissioner Gove motioned to add on the agenda the request from City Manager Doug Selby to make changes to the existing job description for Superintendent of Engineering. 2nd by Commissioner Hardy. Motion carried 3-0.

Mr. Selby explained he made some minor changes to the existing spec as he felt it was more in line to the actual duties of the Superintendent. The Commission discussed the requested changes and agreed with the request. Commissioner Gove motioned to approve the provided changes except keeping the general supervision is received by the City Manager line in. 2nd by Commissioner Hardy. Motion Carried 3 – 0

Discussion was had in regards to the exam announcements that were prepared for the December 6th series. The Superintendent of Engineering exam was discussed and the promotional exam will require 24 months as an Asst. Civil Engineer or Jr. Engineer.

- Employee Changes

Commissioner Gove noted that we made an appt. from the Preferred list to FT Secretary and that will remove the laid off employee from the preferred list that was established 8/1/2012.

- Upcoming schedule

December 6th we have a large amount of exams but will not have a large amount of people as each will only have a few applicants. We will use City Hall. Commissioner Gove asked City Manager Selby if he prefers the Commissioners to let themselves in or he wanted to schedule a custodian that day. It will be an 8 hour exam. Mr. Selby asked Anna to send him an email and he will think about it.

Anthony DeCaro asked if a desk audit of current jobs is planned and a review of job duties and job descriptions is good to do every few years.

Motion to adjourn meeting by Commissioner Gove. 2nd by Commissioner Hardy. Motion carried 3-0.

Anna R Gove
Attest