

CITY OF NORWICH
Civil Service Meeting
January 10, 2013

PRESENT:

Mike Close, Chairman
John Blenis Jr., Commissioner
Joanne Baker, Commissioner

ALSO:

Deborah DeForest, Secretary
Lavonne Warner, Personnel Assistant
Ald. Daniel Palmer

ABSENT:

Chairman Close called the meeting to order at 8:30 am.

Commissioner Blenis motioned to approve the minutes from the October 2, 2012 meeting, seconded by Commissioner Baker, ayes all.

Resolution #218 to establish the eligible list for exam #82312L for the position of Library Clerk.

RESOLUTION # 218 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 10, 2013 adopted the following resolution:

WHEREAS, the City of Norwich Civil Service Commission is authorized by the State Civil Service Commission to approve eligible list for classified positions under their jurisdiction; and

WHEREAS, an examination for the position of Library Clerk was taken on December 1, 2012 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #82312L position of Library Clerk be established as detailed on the attached list and that the duration of this list shall be in effect from January 10, 2013 to January 10, 2014.

Commissioner Baker moved to approve Resolution #218, seconded by Commissioner Blenis, ayes all.

Resolution #219 to establish the eligible list for exam #82312S for the position of School Lunch Cashier.

RESOLUTION # 219 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 10, 2013 adopted the following resolution:

WHEREAS, the City of Norwich Civil Service Commission is authorized by the State Civil Service Commission to approve eligible list for classified positions under their jurisdiction; and

WHEREAS, an examination for the position of School Lunch Cashier was taken on December 1, 2012 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #82312S position of School Lunch Cashier be established as detailed on the attached list and that the duration of this list shall be in effect from January 10, 2013 to January 10, 2014.

Commissioner Blenis moved to approve Resolution #219, seconded by Commissioner Baker, ayes all.

Commissioner Baker moved to approve the following appointment:

Permanent appointment of Connie Dalrymple to Library Director effective 11/5/12, seconded by Commissioner Blenis, ayes all.

Commissioner Blenis moved to approve the Job Duty Statement and Job description for Supply Clerk, seconded by Commissioner Baker, ayes all.

Secretary DeForest discussed the needs of the Norwich City School for the Director of Human Resources, which is a non-competitive position, as the current Director will be retiring and training a new Director before she retires. With regards to Civil Service rules and regulations the following transactions are needed to bring a new Director of HR in place. Commissioner Baker moved to approve the Resignation of Kimberlea Willow effective 7/16/13, seconded by Commissioner Blenis, ayes all. Commissioner Blenis moved to approve the Contingent Permanent Appointment of Alana Golden to the Director of Human Resources effective 1/16/13, seconded by Commissioner Baker, ayes all.

The Commission received and reviewed the technical assistance review report that was created by the NYS Civil Service Commission, after completing a thorough scan of the City of Norwich Civil Service records.

Secretary DeForest discussed that the City has converted to a new payroll system (ADP). There is also an HR web based module that will help streamline many Civil Service items, although the workload will increase it will be more efficient.

Chairman Close set the next meeting for March 21, 2013 at 8:30 am.

Chairman Close closed the meeting at 9:04 am.