

CITY OF NORWICH
Civil Service Meeting
July 24, 2014

PRESENT:

Joanne Baker, Commissioner
John Blenis Jr., Commissioner

ALSO:

Deborah DeForest, Secretary
Lavonne Warner, Personnel Assistant
Alana Golden, Norwich City Schools
Connie Dalrymple

ABSENT:

Mike Close, Chairman

Secretary DeForest called the meeting to order at 8:34 am.

Commissioner Baker motioned to approve the minutes from the April 24, 2014 meeting, seconded by Commissioner Blenis, ayes all.

Resolution #247 to establish the eligible list for exam #63272 for the position of Firefighter.

RESOLUTION # 247 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on July 24, 2014 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 Fire Chief was taken on March 8, 2014 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #63272 position of Firefighter be established as detailed on the attached list and that the duration of this list shall be in effect from July 24, 2014 to July 24, 2015, which shall not be less than one nor more than four years in length.

Commissioner Baker moved to approve the above resolution, seconded by Commissioner Blenis, ayes all.

Resolution #248 to establish the eligible list for exam #73648 for the position of Sr. Library Clerk.

RESOLUTION # 248 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on July 24, 2014 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 Sr. Library Clerk was taken on May 3, 2014 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #73648 position of Sr. Library Clerk be established as detailed on the attached list and that the duration of this list shall be in effect from July 24, 2014 to July 24, 2015, which shall not be less than one nor more than four years in length.

Commissioner Baker moved to approve the above resolution, seconded by Commissioner Blenis, ayes all.

Commissioner Baker moved to approve the following Guernsey Memorial Library Permanent Position:

Laura Swayer Library Clerk eff-6/9/14

Seconded by Commissioner Blenis, ayes all.

Commissioner Baker moved to approve the New Position Duties Statement for Secretary II at the Norwich City School, seconded by Commissioner Blenis, ayes all.

Commissioner Baker moved to approve and refill the following Norwich City School positions:

2-School Monitors	1-Substitute Food Service Helper
3-Cleaners	
8-Substitute Cleaners	
1-School Bus Driver	
2-Teachers Aides	
4-Substitute Teacher Aides	
3-Keyboard Specialist	
1-Food Service Helper	

Seconded by Commissioner Blenis, ayes all.

Secretary DeForest set the next meeting for September 25, 2014 at 8:30 am.

Secretary DeForest closed the meeting at 8:42 am.