

CITY OF NORWICH
Civil Service Meeting
July 28, 2016

PRESENT:

John Blenis Jr., Chairman
Mary Politano, Commissioner
Brian Wessels, Commissioner

ALSO:

Deborah DeForest, Secretary
Lavonne Warner, Personnel Assistant
Connie Darlymple, Guernsey Memorial Library
Alana Golden, Norwich City Schools
Matthew Caldwell, Alderman Ward 1

ABSENT:

Secretary DeForest introduced the new Commissioner Brian Wessels to the Commission.

Secretary DeForest called the meeting to order at 8:37 am.

Commission John Blenis was selected to be the next Chairman.

Chairman Blenis motioned to approve the minutes from the February 25, 2016 meeting, ayes all.

Resolution #257 to establish the eligible list for exam #82215L for the position of Library Clerk.

RESOLUTION # 257 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on July 28, 2016 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 5, 2015 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #82215L position of Library Clerk be established as detailed on the attached list and that the duration of this list shall be in effect from April 28, 2016 to April 28, 2017, which shall not be less than one nor more than four years in length.

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

Resolution #258 to establish the eligible list for exam #82315SR for the position of Shipping/Receiving Clerk.

RESOLUTION # 258 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on July 28, 2016 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 Shipping/Receiving Clerk was taken on December 5, 2015 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #82315SR position of Shipping/Receiving Clerk be established as detailed on the attached list and that the duration of this list shall be in effect from April 28, 2016 to April 28, 2017, which shall not be less than one nor more than four years in length.

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

Resolution #259 to establish the eligible list for exam #65380 for the position of Secretary II.

RESOLUTION # 259 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on July 28, 2016 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 Secretary II was taken on March 5, 2015 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #65380 position of Secretary II be established as detailed on the attached list and that the duration of this list shall be in effect from June 30, 2016 to June 30, 2017, which shall not be less than one nor more than four years in length.

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

Resolution #260 to establish the eligible list for exam #15996 for the position of Custodian.

RESOLUTION # 260 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on July 28, 2016 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 Custodian was taken on December 5, 2015 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #15996 position of Custodian be established as detailed on the attached list and that the duration of this list shall be in effect from June 30, 2016 to June 30, 2017, which shall not be less than one nor more than four years in length.

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

Resolution #261 to establish the eligible list for exam #Firefighter for the position of Firefighter.

RESOLUTION # 261 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on July 28, 2016 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 Firefighter was taken on December 5, 2015 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #65382 position of Firefighter be established as detailed on the attached list and that the duration of this list shall be in effect from July 28, 2016 to July 28, 2017, which shall not be less than one nor more than four years in length.

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

Resolution #262 to establish the eligible list for exam #15822 for the position of Keyboard Specialist.

RESOLUTION # 262 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on July 28, 2016 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 Keyboard Specialist was taken on December 5, 2015 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #15822 position of Keyboard Specialist be established as detailed on the attached list and that the duration of this list shall be in effect from June 30, 2016 to June 30, 2017, which shall not be less than one nor more than four years in length.

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

Chairman Blenis moved to approve the following Permanent appointments:

Nancy Allaire	Library Clerk	effective	7/7/16
Marie Inglee	Library Clerk	effective	7/5/16
Maria Burcroff	Library Clerk	effective	7/18/16

Seconded by commissioner Politanoto, ayes all.

Chairman Blenis moved to approve the amended job duties statement for Sr. Library Clerk, seconded by Commissioner Politano, ayes all.

Chairman Blenis moved to approve the following Permanent Promotional appointment:

Laura Mandell Sr. Library Clerk effective 7/1/16

Seconded by Commissioner Politano, ayes all.

Chairman Blenis moved to approve the new Position Duties Statement for Transportation Supervisor, seconded by Commissioner Politano, ayes all.

Chairman Blenis moved to approve and classify the job description for Transportation Supervisor retro effective 1/1/16, seconded by Commissioner Politano, ayes all.

Chairman Blenis moved to approve the job description for Head Bus Driver retro effective 6/1/16, seconded by Commissioner Politano, ayes all.

Chairman Blenis moved to approve the following Position Classifications and approved to refill:

1-School Nurse
1-Substitute School Bus Aide
1-School Lunch Clerk

Seconded by Commissioner Politano, ayes all.

Secretary DeForest set the next meeting for August 25, 2016 at 8:30 am.

Secretary DeForest closed the meeting at 8:55 am.