

CITY OF NORWICH
Civil Service Meeting
January 31, 2017

PRESENT:

Brian Wessels, Commissioner
Mary Politano, Commissioner

ALSO:

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

ABSENT:

John Blenis Jr., Chairman

Secretary DeForest called the meeting to order at 8:38 am.

Commissioner Wessels motioned to approve the minutes from the December 6, 2016 meeting.
Seconded by Commissioner Politano, approved ayes all.

Resolution #264 to establish the eligible list for exam #71584 for the position of Fire Captain Promotional.

RESOLUTION # 264 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 31, 2017 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 Captain Promotional was taken on June 25, 2016 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #71584 position of Fire Captain Promotional be established as detailed on the attached list and that the duration of this list shall be in effect from January 31, 2017 to January 31, 2018, which shall not be less than one nor more than four years in length.

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

Resolution #265 to establish the eligible list for exam #68149 for the position of Fire Captain OC.

RESOLUTION # 265 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 31, 2017 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 Captain OC was taken on June 25, 2016 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #68149 position of Fire Captain OC be established as detailed on the attached list and that the duration of this list shall be in effect from January 31, 2017 to January 31, 2018, which shall not be less than one nor more than four years in length.

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

Resolution #266 to amend the City of Norwich Minimum Qualifications for Promotion to Police Sergeant

RESOLUTION # 266 TO AMEND TO THE CITY OF NORWICH MINIMUM
QUALIFICATIONS FOR PROMOTION TO POLICE SERGEANT
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 31, 2017 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, the Police Chief has made certain recommendations;

NOW, THEREFORE, BE IT RESOLVED, that effective December 20, 2016 the job specification and exam announcements for promotion to Police Sergeant shall be revised as follows:

MINIMUM QUALIFICATION:

Four (4) years of satisfactory permanent competitive class service as a full time Police officer in the City of Norwich Police Department. Time spent in the police Academy is included and counts towards the required service time.

Or

Six (6) years of satisfactory permanent competitive class service as a full time police officer two (2) of which must be as a full time police officer with the City of Norwich Police Department. Time spent in the police academy is excluded and may not count towards the required service time.

“See Attached”

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

Resolution #267 to establish the eligible list for exam #16865 for the position of Treatment Plant Operator/Trainee.

RESOLUTION # 267 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 31, 2017 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 Treatment Plant Operator/Trainee was taken on December 2, 2016 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #16865 position of Treatment Plant Operator/Trainee be established as detailed on the attached list and that the duration of this list shall be in effect from January 31, 2017 to January 31, 2018, which shall not be less than one nor more than four years in length.

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

Resolution #268 to establish the eligible list for exam #66771 for the position of Transportation Supervisor.

RESOLUTION # 268 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 31, 2017 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 Transportation Supervisor was taken on October 15, 2016 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #66771 position of Transportation Supervisor be established as detailed on the attached list and that the duration of this list shall be in effect from January 31, 2017 to January 31, 2018, which shall not be less than one nor more than four years in length.

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

Commissioner Politano moved to approve the following position classifications/job duties statements:

- 1-Secretary II
- 1-School Bus Aide
- 1-Substitute School Bus Aide
- 1-Substitute Teacher Aide

Seconded by Commissioner Wessels, ayes all.

Secretary DeForest set the next meeting for February 28, 2017 at 8:30 am.

Secretary DeForest closed the meeting at 8:46 am.