

CITY OF NORWICH
Civil Service Meeting
March 7, 2017

PRESENT:

John Blenis Jr., Chairman

Brian Wessels, Commissioner

ALSO:

Deborah DeForest, Secretary

Lavonne Warner, Personnel Assistant

Connie Dalrymple, Guernsey Memorial Library

Alana Golden, Norwich City Schools

ABSENT:

Mary Politano, Commissioner

Secretary DeForest called the meeting to order at 8:35 am.

Commissioner Wessels motioned to approve the minutes from the January 31, 2017 meeting. Seconded by Chairman Politano, approved ayes all.

Resolution #269 to establish the eligible list for exam #F6823 for the position of Finance Clerk.

RESOLUTION # 269 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on March 7, 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 Finance Clerk was taken on December 17, 2016 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #F6823 position of Finance Clerk be established as detailed on the attached list and that the duration of this list shall be in effect from March 7, 2017 to March 7, 2018, which shall not be less than one nor more than four years in length.

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

Resolution #270 to establish the eligible list for exam #16028 for the position of Account Clerk.

RESOLUTION # 270 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on March 7, 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 Account Clerk was taken on December 17, 2016 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #16028 position of Account Clerk be established as detailed on the attached list and that the duration of this list shall be in effect from March 7, 2017 to March 7, 2018, which shall not be less than one nor more than four years in length.

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

Resolution #271 to establish the eligible list for exam #82316SR for the position of Shipping/Receiving Clerk.

RESOLUTION # 271 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on March 7, 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 Shipping/Receiving Clerk was taken on December 17, 2016 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam

#82316SR 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 March 7, 2017 to March 7, 2018, which shall not be less than one nor more than four years in length.

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

Resolution #272 to establish the eligible list for exam #822161 for the position of Library Clerk.

RESOLUTION # 272 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on March 7, 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 Library Clerk was taken on December 17, 2016 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #822161 position of Library Clerk be established as detailed on the attached list and that the duration of this list shall be in effect from March 7, 2017 to March 7, 2018, which shall not be less than one nor more than four years in length.

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

Resolution #273 to establish the eligible list for exam #16028T for the position of Account Clerk/Keyboardist.

RESOLUTION # 273 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on March 7, 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 Account Clerk/Keyboardist was taken on December 17, 2016 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #16028T position of Account Clerk/Keyboardist be established as detailed on the attached list and that the duration of this list shall be in effect from March 7, 2017 to March 7, 2018, which shall not be less than one nor more than four years in length.

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

Resolution #274 to establish the eligible list for exam #16822 for the position of Keyboard Specialist.

RESOLUTION # 274 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on March 7, 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 Keyboard Specialist was taken on December 17, 2016 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #16822 position of Keyboard Specialist be established as detailed on the attached list and that the duration of this list shall be in effect from March 7, 2017 to March 7, 2018, which shall not be less than one nor more than four years in length.

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

Resolution #275 to establish the eligible list for exam #65384 for the position of Police Officer.

RESOLUTION # 275 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on March 7, 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 Police Officer was taken on November 19, 2016 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #65384 position of Police Officer be established as detailed on the attached list and that the duration of this list shall be in effect from March 7, 2017 to March 7, 2018, which shall not be less than one nor more than four years in length.

Secretary DeForest stated she has had prior discussions with Connie Dalrymple of Guernsey Memorial Library regarding the performance exams for clerical positions, such as Library Clerk. The discussion ensued with the Commissioners and a formal resolution will follow at the next meeting.

Secretary DeForest set the next meeting for April 25, 2017 at 8:30 am.

Secretary DeForest closed the meeting at 8:49 am.