

CITY OF NORWICH
Civil Service Meeting
October 31, 2017

PRESENT:

Brian Wessels, Commissioner
Mary Politano, Commissioner

ALSO:

Deborah DeForest, Secretary
Lavonne Warner, Personnel Assistant
Connie Dalrymple, Guernsey Memorial Library

ABSENT:

John Blenis Jr., Chairman

Secretary DeForest called the meeting to order at 8:31am.

Commissioner Wessels motioned to approve the minutes from the September 26, 2017 meeting. Seconded by Commissioner Politano, approved ayes all.

Resolution #284 to establish the eligible list for exam #77252 for the position of Police Sergeant.

RESOLUTION# 284 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on October 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 Police Sergeant was taken on June 10, 2017 and the results for said examination have been received and recorded;

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

#77252 position of Police Sergeant be established as detailed on the attached list and that the duration of this list shall be in effect from September 26, 2017 to September 26, 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 Wessels motioned to approve the following permanent appointment of:

Paul Slack	Police Sergeant	Effective 9/26/17
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Seconded by Commissioner Politano, approved ayes all.

The Commission also signed the Resolution from the September meeting for the Civil Service Rules Amendments that needs to be forwarded to the State for approval.

Connie discussed that she will be having a Library Clerk position opening soon due to someone's expected departure, so she will be looking to fill soon.

Commissioner Politano motioned to approve the following permanent appointments at the Norwich City Schools:

Edward Minck	Cleaner	Effective 9/25/17
Jamie Glanville	School Bus Driver	Effective 10/19/17

Seconded by Commissioner Wessels, ayes all.

Commissioner Wessels motioned to approve the following position classification/job duties statements for:

I Secretary II
2 Keyboard Specialists
1 Substitute Bus Driver
I Substitute Teacher Aide

Seconded by Commissioner Politano, ayes all.

Secretary DeForest discussed the TAR Tech assistant review that Albany is doing and what the report entails, discussion ensued.

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

Secretary DeForest closed the meeting at 8:44 am.