

CITY OF NORWICH
Civil Service Meeting Minutes
November 27, 2018

PRESENT

Brian Wessels
John Blenis

ALSO

Agnes Eaton

Commission Blenis called the meeting to order at 8:35 a.m.

Commissioner Wessels **moved** to approve the minutes from the October 2, 2018 meeting. Seconded by Commissioner Blenis, approved ayes all.

City Business

Commissioner Blenis presented the following Resolutions:

RESOLUTION #298 TO ESTABLISH THE ELIGIBLE LIST FROM EXAM #79092 FOR THE
POSITION OF POLICE SERGEANT

The City of Norwich Civil Service Commission has on 10/30/18 adopted the following Resolution:

WHEREAS, the City of Norwich Civil Service Commission is authorized by the State Civil Service Commission to approve the eligible list for classified positions under their jurisdiction; and

WHEREAS, an examination for the position of Police Sergeant was taken on 6/9/18 and the results for said examination have been received and recorded; now therefore be it

RESOLVED, that the eligible list for exam #79092 for position of Police Sergeant be established as detailed on the attached list and that the duration of this list shall be in effect from 10/30/18 to 10/30/19, which shall not be less than one nor more than four years in length.

Commissioner Blenis **moved** to approve Resolution #298. Seconded by Commissioner Wessels, approved ayes all.

Commissioner Wessels **moved** to approve the following permanent City appointments. Seconded by Commissioner Blenis, approved ayes all.

City

Ryan Legacy

Police Sergeant

10/17/2018

Approval and Classification of new Job Duty Statements for Working Foreman

Commissioner Wessels moved to approve the job description and duty statements for Working Foreman and classify it as non-competitive. Seconded by Commissioner Blenis, approved ayes all.

**DEPARTMENT OF PUBLIC WORKS
CITY OF NORWICH
WORKING FOREMAN**

DISTINGUISHING FEATURES OF THE CLASS:

Work involves foremanship of ordinary difficulty involving responsibility for leading a small group of workers performing routine manual work. Work is performed under general supervision of a department head. Does related work as required.

TYPICAL WORK ACTIVITIES:

Leads in flushing, rodding and cleaning sewers;
Leads in maintaining sewers, catch basins and drains;
Leads in maintaining streets and sidewalks;
Leads in snow removal and street cleaning;
Leads in parks maintenance activities;
Leads in the disposal of garbage, refuse and other disposables;
Leads in a variety of related public works activities;
Prepares activity records and reports;
Operates motor equipment;
May operate a single piece of heavy equipment specific to an ongoing work task.

KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of practices, tools and terminology of at least one routine public works activity, such as street, sewer or parks maintenance, or rubbish disposal; good knowledge of city geography; good knowledge of the operation of tractors, trucks, and other motorized equipment, or a piece of heavy equipment related to an ongoing task; working knowledge of preventive maintenance techniques for motorized equipment; ability to lay out and lead the work of subordinates; ability to prepare simple activity records and reports; dependability; industry; willingness to work under difficult weather conditions and to respond to emergencies; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two years of experience as a laborer or motor equipment operator in construction, public works or related activities; or an equivalent combination of experience and training sufficient to demonstrate the ability to perform the job.

SPECIAL REQUIREMENTS:

Possession of a Class B CDL license issued by the New York State Department of Motor Vehicles.

Approved 11/27/18
Non-Comp

School

Commissioner Politano **moved** to approve the following permanent school appointments. Seconded by Commissioner Wessels, approved ayes all.

Permanent Appointments

Hannah Ryan	Substitute Teacher Aide	09/20/18
Richard Ryan	Teacher Aide	09/17/18
Alexis Smith	School Bus Aide	10/05/18
Brock Titus	School Bus Driver	09/26/18
Monica Blood	Groundskeeper	10/22/18
Randi Case	Substitute Teacher Aide	10/18/18
Jerri Finch	Substitute Teacher Aide	10/18/18
Michael Ford	School Monitor	10/18/18
Kim Fowlston	Substitute Teacher Aide	10/18/18
Jessica Jackson	Substitute Teacher Aide	10/18/18
Eileen Miller	Substitute Teacher Aide	10/18/18
Misty Simpson	Substitute School Bus Aide	10/18/18
Misty Newman	Substitute Teacher Aide	10/18/18
Maribeth Gough	Physical Therapist	10/22/18
Penny Rifanburg	Substitute School Bus Driver	10/23/18
Vitalie Ciobanu	Substitute School Bus Driver	11/16/18
Kimberly Shoemaker	Substitute Teacher Aide	10/18/18
Misty Simpson	School Bus Aide	11/14/18

Commissioner Blenis **moved** to approve the following Position Classifications to be refilled for the following positions. Seconded by Commissioner Wessels, approved ayes all.

-

- 1 Secretary II
- 1 School Monitor
- 1 Cleaner
- 1 School Lunch Manager
- 1 Keyboard Specialist
- 1 Groundskeeper
- 1 Teacher Aide
- 1 Substitute School Bus Driver
- 1 School Bus Aide

Library Business

Approval and Classification of new Job Duty Statements for Library Information Technologist and Senior Account Clerk

Commissioner Wessels **moved** to approve the job description and duty statements for Library Information Technologist and Senior Account Clerk and classify them as competitive. Seconded by Commissioner Blenis, approved ayes all.

LIBRARY Information Technologist

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position involving responsibility to diagnose and repair problems associated with hardware and software; to develop and implement preventative maintenance schedules for equipment and to install hardware / software of computers. The work is performed under the general supervision of the Library Director. Does related work as required.

TYPICAL WORK ACTIVITIES:

Resolves problems associated with Library software and hardware. Also may operate other technological devices such as scanners, printers, iPads, Kindles and projection and teleconferencing equipment;

Researches and installs emerging computer software and hardware;

Serves as a resource and troubleshooter to staff and patrons;

Trains staff and patrons;

Designs and updates Library Web pages and apps;

Manages implementation of automated Library system and other Library applications;

Assists with the digitalization of existing Library media;

Serves regular shifts on the circulation desk;

Other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of computer hardware and software; thorough knowledge of the operation of computer systems; knowledge of diagnostic equipment; working knowledge of computer networking systems; ability to troubleshoot and identify hardware and software problems; ability to operate peripheral devices such as printers, disk drives, CD ROM players, keyboards, network servers, modems; ability to install computer software, diagnose software related problems and differentiate between hardware and software problems; ability to communicate technical advice to users; ability to teach use of software and hardware to staff and patrons; good interpersonal skills, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and **EITHER:**

- (A) Graduation from a regionally accredited or NYS registered two-year college or university with an Associate's degree in computer science, computer technology, computer repair or a closely related field and one (1) year of experience maintaining computer hardware; OR
- (B) Three years experience as indicated above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Approved 11/27/18
Comp.

Library Senior Account Clerk

Distinguishing Features of the Class: Work involves difficult, responsible, and varied account keeping and clerical duties, together with a significant amount of typing. Duties require the exercise of independent judgment in application of procedures to specific situations, as well as a good knowledge of department policies. Work is performed under general supervision of the Library Director and may include direct supervision over the work of others. Does related work as required.

Typical Work Activities:

- Create staff timesheets
- Prepare spreadsheets
- Record staff time and benefits
- Prepare items for the next budget year
- Calculate raises from Union Contract
- Prepare and send Civil Service forms
- Generate and track purchase orders
- Obtain quotes for purchases
- Receiving orders and matching with packing slips and invoices
- Accounts payable functions
- Performs a wide variety of duties as required

Full Performance Knowledge, Skills, Abilities, and Personal Characteristics:

- Thorough knowledge of modern methods used in keeping and checking financial accounts and records.
- Thorough knowledge of office terminology, procedures, and equipment.
- Thorough knowledge of business arithmetic.
- Good knowledge of single and double entry bookkeeping.
- Good knowledge of English.

- Ability to maintain complex records and to prepare correspondence and reports.
- Ability to understand and follow detailed oral and written instructions.
- Ability to communicate effectively, both orally and in writing, with superiors and subordinates.
- Clerical aptitude.
- A high degree of accuracy.
- Physical condition commensurate with the demands of the position.

Minimum Qualifications:

- Graduation from high school or possession of an equivalency diploma;
- AND-
- Graduation from a regionally or state accredited college, university or business school with an associate's degree in accounting, financial record keeping or a related field and two years of experience in accounting, bookkeeping, or a related field;
- OR-
- Five years of progressively responsible experience in a clerical capacity, with at least two of those years as an account clerk;
- OR-
- An equivalent combination of training and sufficient experience to demonstrate the ability to perform the functions of the position.

Approved 11/27/18
Competitive

The next Civil Service meeting will be December 18, 2018 at 8:30 a.m.

Commissioner Wessels **moved** to adjourn at 8:50 a.m. Seconded by Commissioner Blenis approved ayes all.