

CITY OF NORWICH
CIVIL SERVICE COMMISSION
Meeting Minutes
September 29, 2020
8:30 a.m.
City Hall

PRESENT

Brian Wessels
Sue Mirabito
Mary Politano

ALSO

Lynn Murray

Commissioner Wessels called the meeting to order at 8:30 a.m.

Commissioner Mirabito **moved** to approve the minutes from the February 25, 2020 and the July 15, 2020 meeting. Seconded by Commissioner Politano, approved ayes all.

Commissioner Politano nominated Commissioner Wessels to be Commissioner Chairperson. Seconded by Commissioner Mirabito for the City of Norwich Civil Service Commission, approved ayes all.

Resolutions

RESOLUTION #314 TO ESTABLISH AN THE ELIGIBLE LIST FROM EXAM #27010 FOR THE POSITION OF SENIOR ACCOUNT CLERK

At a meeting of the City of Norwich Civil Service Commission held on 9/29/2020, the following resolution was adopted:

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 Senior Account Clerk was held on 2/29/2020 and the results for said examination were received and recorded; and

NOW THEREFORE BE IT RESOLVED, that the eligible list for exam #27010 for position of Senior Account Clerk be established as detailed on the attached list and that the duration of this list shall be in effect from 9/25/2020 to 9/25/2024, which shall not be less than one nor more than four years in length..

Commissioner Mirabito **moved** to approve Resolution #314. Seconded by Commissioner Politano, approved ayes all.

City Business

1	Timothy Annesi, Jr		76		76
2	Reuben Roach		76		76

3	Paul Slack		74		74
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Commissioner Wessels moved to extend the Assistant Police Chief eligible list exam number 77818 until 9/24/2023. Seconded by Commissioner Politano, approved ayes all.

1	Matthew Courtien		94		94
2	Andrew McNulty		80		80
3	Timothy Annesi, Jr		78		78
4	Reuben Roach		78		78
5	James Pettenato		76		76
6	Scott Burlison		71		71
7	Paul Slack		71		71

Commissioner Mirabito moved to extend the Police Chief eligible list exam number 798821 until 9/24/2023. Seconded by Commissioner Politano, approved ayes all.

Permanent Appointments

Cameron Prime	Police Officer	3/30/2020
Nicholas Mooney	Police Officer	3/27/2020
Jordan Stein	MEO I	4/13/2020
Stephen Winsor	Fire Assistant	6/6/2020

Provisional Appointments

Cody Beckwith	Firefighter	8/7/2020
Blake Parry	Firefighter	8/8/2020

Provisional Temporary Appointments

Mathew Parrella	Firefighter	8/9/2020-8/9/2021
Terry Kuhn	Firefighter	9/22/2020-4/1/2020

Position Classifications

1 Firefighter

Commissioner Mirabito **moved** to approve the following permanent/provisional/temporary City appointments and the City Position Classifications. Seconded by Commissioner Politano, approved ayes all.

School Business

School Lunch Cashier

Incumbents Name	Appt Status	Most Current	Permanent Class	Retention Rank
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Victoria Manwarren	1/7/2004	1/7/2004	Permanent	1
Tamera Albright	2/19/2011	2/19/2011	Permanent	2
Lay off Tamera Albright				

Keyboard Specialist

Incumbents Name	Appt Status	Most Current	Permanent Class	Retention Rank
Ruth Marvin	2/8/2000	2/8/2000	Permanent	1
Susan Grenier	9/30/2002	9/30/2002	Permanent	2
Margaret DeTomi	7/1/2006	2/11/2004	Permanent	3
Donna Ham	8/20/2018	8/20/2018	Permanent	4
Heather McShane	10/10/2019	10/10/2019	Provisional	5
Riley Dwyer	12/19/2019	12/19/2019	Provisional	6
Kimberly Hackett	6/24/2020	6/24/2020	Provisional	7
Lay off: Riley Dwyer & Heather McShane				

Commissioner Wessels moved to approve the following Seniority List for the Norwich City School District. Seconded by Commissioner Mirabito, approved ayes all.

Approval of Job Description Personnel/Payroll Coordinator

Commissioner Mirabito **moved** to approve the New Position Duty Statement/Job Spec Personnel/Payroll Coordinator in the Norwich City School District. Seconded by Commissioner Politano, approved ayes all.

PERSONNEL / PAYROLL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for preparing and maintaining the functions of both personnel and payroll transactions. The incumbent also functions as a resource to district employees on personnel and payroll matters. Payroll responsibilities include performing all payroll calculations, adjustments, stipends as well as maintaining all payroll files and records. Personnel responsibilities include processing and maintaining paperwork necessary for Civil Service and personnel administration. The work is performed under the general supervision of the Director of Teaching, Learning and Personnel and Business Manager with leeway allowed for the use of independent judgment. Supervises lower level departmental employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Computes and verifies information regarding employee's hours worked, deductions, overtime, tax changes and related calculations;

Inputs information into payroll system to generate payroll checks;

Prepares and maintains a variety of payroll records;

Prepares payroll reports for State and Federal payroll taxes as well as monthly retirement report for New York State Employees Retirement System;

Prepares payroll reports for State and Federal payroll taxes as well as monthly retirement report for New York State Teachers Retirement System;

Responds to inquiries from employees, department heads and outside agencies concerning payroll and personnel matters;

Maintains personnel records within nVision;

Responsible for coordination of unemployment;

Coordination of workers compensation;

Reviews personnel transactions to ensure they are in accordance with Civil Service Law and Rules, and with district personnel administration requirements;

Calculates salaries and changes in salaries for personnel, compiles payroll data;
Codes all new employees and extra jobs for computer entry;

Supervises payroll reconciliation and verifies payroll accounts;

Makes direct deposit of paychecks for employees as required;

Calculates and makes out checks for various deductions;

Maintains sick, personal, vacation leave records for all employees;

Responsible for unemployment and labor reports, verification of employment and compensation reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods of keeping and checking payroll accounts and records;

Good knowledge of office terminology; working knowledge of the principles and practices of personnel administration;

Working knowledge of computer software applications;

Working knowledge of New York State Civil Service Law and the City of Norwich Rules for the Classified Services;

Ability to understand and carry out oral and written directions;

Ability to maintain accurate records and reports;

Ability to analyze and organize data and prepare records and reports;

Ability to establish and maintain effective working relationships with others;

Ability to plan and schedule work assignments; ability to meet stringent deadlines;

Ability to formulate logical decisions;

Ability to plan and supervise the work of others;

Ability to interpret and explain personnel and payroll matters;

Ability to identify and correct errors in mathematical computations and improper entries on a variety of documents;

Skill in mathematical computations; self-motivator; dependable; cooperative.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and either 1,2, or 3.

1. Graduation from a regionally or state accredited college, university or business school with an associate degree and three years of experience in maintaining payroll and personnel records; OR
2. Graduation from a regionally or state accredited college, university or business school with a bachelor's degree and five years of experience in maintaining payroll and personnel records; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

Approval of Job Description Senior Clerk

Commissioner Mirabito **moved** to approve the New Position Duty Statement/Job Spec Senior Clerk in the Norwich City School District. Seconded by Commissioner Politano, approved ayes all.

SENIOR CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the independent performance of standard clerical tasks and the use of computer software to enter and retrieve information. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. The work is performed under general supervision and an incumbent may train lower level clerical workers. The work of this class differs from that of Clerk by the complexity of work assignments and the independence of action. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides routine office information to vendors, sales representatives and agency personnel, assists other staff members in moderately complex recordkeeping procedures;

Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material;

Maintains a variety of records, which may include but are not limited to purchasing files, inventory, bid responses, budget code information for each employee enrolled in the health, dental and life insurance programs and retirees health insurance contributions;

Reviews documents for accuracy, completeness, processes and conformity with established procedures and makes appropriate determinations;

Monitors agency record keeping system for proper maintenance (both manual and computerized);

Contacts by telephone and correspondence clients, vendors, and/or insurance carriers to obtain additional information or to update information;

Processes claims, verifies the accuracy of billing and researches the status of bills;

Answers telephone and takes messages or provides callers with general information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern office terminology, procedures, equipment and business English;

Good knowledge of the principles and practices of computerized records maintenance;

Good knowledge of modern methods used in record keeping;

Ability to organize and maintain accurate records and files;

Ability to analyze and organize data and prepare records and reports;

Ability to understand and interpret complicated oral instructions and/or written directions;

Ability to establish and maintain effective working relationships with others;

Ability to perform close, detail work involving considerable visual effort and concentration.

MINIMUM QUALIFICATIONS: One (1) year of clerical experience.

Approval of Job Description Business Manager I

Commissioner Politano **moved** to approve the New Position Duty Statement/Job Spec Business Manager I in the Norwich City School District. Seconded by Commissioner Mirabito, approved ayes all.

BUSINESS MANAGER I

DISTINGUISHING FEATURES OF THE CLASS:

This is a management position involving responsibility for the accurate and efficient operation of an average sized school district's financial and operating affairs. The work is performed under the general direction of the Board of Education and the Chief School Officer of the District. Considerable latitude is allowed for the exercise of independent judgement within the framework of the District's general

financial and operating policies and rules. Supervision is exercised over the clerical personnel of accounts payable and the heads of various operating departments. Performs all related duties as required.

TYPICAL WORK ACTIVITIES:

Prepares financial and statistical reports for the Chief School Officer, Board of Education and various State agencies;

Keeps records of receipts and expenditures and bonded indebtedness;

Prepares tentative school budgets and establishes budget control procedures;

Supervises the preparation of purchase orders and payrolls;

Acts as the purchasing agent for the District if assigned;

Supervises the maintenance of inventory and insurance registers;

Supervises the heads of the buildings and grounds, transportation, and/or cafeteria operations;

Attends Board of Education meetings and provides advice to the Board on business management matters;

Shares oversight to Transportation, Operations, and all non-instructional staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the current principles and practices employed in business administration, accounting and budgeting;

Good knowledge of the current principles and practices of office management, personnel administration, and purchasing procedures;

Good ability to plan and supervise the work of others;

Good ability to understand and interpret various oral instructions and/or written information;

Good ability to prepare and present oral and/or written reports and recommendations;

Familiarity with the organization and function of a school district;

Good Knowledge of office equipment;

Ingenuity, thoroughness, resourcefulness, tact, courtesy, good judgment, and dependability are required;

The employee's physical condition shall be commensurate with the demand of the position.

MINIMUM QUALIFICATIONS:

- 1) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting, business administration, education or school business management **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) responsible business administration experience, at least two of which must have been in a supervisory capacity in the field of accounting; **OR**
- 2) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in accounting, business administration **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) responsible business administration experience, at least two of which must have been in a supervisory capacity in the field of accounting; **OR**
- 3) Graduation from high school or possession of a high school equivalency diploma **AND** eight years of full-time paid (or the equivalent part-time and/or volunteer) responsible business

administration experience, at least two of which must have been in a supervisory capacity in the field of accounting; **OR**

- 4) Any combination of training and experience equal to or greater than that defined in (1), (2) and (3) above.

Library Business

Provisional Appointment

Donna Lewis Smith	Library Clerk	2/18/2020
Brianna Blinebry	Library Clerk	2/14/2020
Julia Whitney	Library Clerk	2/14/2020

Commissioner Wessels **moved** to approve the following permanent/provisional/temporary Library appointments. Seconded by Commissioner Mirabito, approved ayes all.

Position Classifications

2 Library Clerks
1 Library Page

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

Norwich Housing Business

Position Classification

1 Maintenance Person

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

Set next meeting: Tentative October 28, 2020 at 8:30 a.m. Otherwise November 17, 2020 at 8:30 am.

Commissioner Wessels **moved** to adjourn at 9:06 a.m. Seconded by Commissioner Politano approved ayes all.