

CITY OF NORWICH
CIVIL SERVICE COMMISSION
MINUTES

June 22, 2021

8:30 a.m.

Zoom meeting.

PRESENT

Brian Wessels
Sue Mirabito

ALSO

Lynn Murray

Commissioner Wessels called the meeting to order at 8:52 a.m.

Commissioner Wessels moved to enter into a hearing for disqualification for a candidate from the police officer eligible list #62344 at 8:53 a.m. Seconded by Commissioner Mirabito, approved ayes all.

Commissioner Wessels moved to exit the disqualification hearing at 8:55 am. Seconded by Commissioner Mirabito, approved ayes all.

City Business

Commissioner Mirabito made a motion to approve Resolution #319 to establish the eligible list for exam #73010 for the position of Police Officer: Seconded by Commissioner Wessels, approved ayes all. 2-0

Resolution #319

The City of Norwich Civil Service Commission has on June 22, 2021, 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 Meter Reader & Repair was held on March 6, 2021, and the results for said examination have been received and recorded;

Now, therefore, be it resolved, that the eligible list for exam #73010 position of Meter Reader & Repair be established as detailed on the attached list and that the duration of this list shall be in effect from June 22, 2021, to June 22, 2025.

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

Permanent Appointment

Stephen Cady Coordinator of Disaster Preparedness

4/26/2021

Eric Conant
4/21/2021
Brenton Rideout

MEO I
Water System Operator

5/19/2021

NPDS approval

Commissioner Wessels moved to approve the New Position Duties Statement – Secretary II and Secretary II job description with changes to the Ful performance knowledge, skills, abilities, and personal characteristics. Seconded by Commissioner Mirabito, approved ayes all.

NPDS – See attachment

Old Job Spec:

Secretary II

Distinguishing Features of the Class: This position involves responsibility for performing highly complex clerical duties and administrative support tasks to further the overall work of the organization or program. Incumbents typically serve as secretaries to the head of a department or major division relieving them of administrative and business detail and resolving day-to-day operational problems. This position is distinguished from that of Secretary I by virtue of its expanded scope of program support tasks, increased level of decision making and relatively small amount of time spent keyboarding. Additionally, some Secretary II positions involve taking oral dictation. The work is performed under the general supervision of an administrator with considerable leeway allowed for the use of independent judgment in carrying out work assignments. Supervision may be exercised over the work of clerical subordinates. The incumbent does related work as required.

Typical Work Activities:

Opens, reviews and distributes incoming mail in accordance with staff assignments, researches and attaches appropriate background material to correspondence;

Prepares responses to letters concerning programs, policies and procedures for own or supervisors' signature;

Schedules and arranges meetings, conferences and appointments and assembles and coordinates background material;

Coordinates the maintenance of and prepares agency financial, payroll, personnel and attendance records;

Establishes and implements office procedures and maintains efficient workflow;

Designs, sets up, and maintains files of correspondence, documents and records;

Transmits instructions from supervisor to appropriate staff orally, in writing or electronically and follows up to see that instructions are followed, and deadlines are met;

Screens callers or visitors to determine the nature of the inquiry, answers questions on established policy and procedures and/or refers to the appropriate party or office;

Prepares reports using statistical and narrative information;

Monitors and tracks status of various program activities;

Types correspondence, memoranda, reports, minutes of meetings, hearings and conferences and related material;

Monitors expenditures to maintain budgetary controls;

Orders office supplies and maintains inventory of supplies and equipment;

Supervises assigned clerical staff;

May assist in preparing service contracts, lease agreements, and reclassification of documents;

May prepare legal documents.

Full Performance knowledge, skills, abilities and personal characteristics:

Thorough knowledge of general office terminology, procedures, and equipment;

Thorough knowledge of business arithmetic and English;

Good knowledge of the principles and techniques of office management and clerical processing;

Good knowledge of the organization, functions, laws, policies, regulations and terminology of the agency to which assigned;

Ability to handle administrative details independently, including the composition of letters and memoranda;

Ability to analyze and summarize information in both narrative and numerical form;

Ability to design and maintain a filing system;

Ability to maintain program accounts and budgetary data;

Ability to supervise the work of others;

Ability to operate an alphanumeric keyboard such as a personal computer at an acceptable rate of speed;

Ability to take oral dictation at an acceptable rate of speed (where the position requires);

Ability to prepare and maintain involved records;

Ability to express oneself clearly and concisely both orally and in writing;

Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;

Physical condition commensurate with the demands of the position.

Minimum Qualifications:

- A. Graduation from a regionally accredited or NYS registered college or university with an associate degree in Secretarial Science or related field and two years clerical experience in an office setting; or
- B. Graduation from high school or possession of a high school equivalency diploma and four years of clerical experience in an office setting; or
- C. An equivalent combination of training and experience as defined by the limits of the two above.

Date approved 1/8/1996

Date Reviewed 10/2019

Competitive

New Job Spec

Secretary II

Distinguishing Features of the Class: This position involves responsibility for performing highly complex clerical duties and administrative support tasks to further the overall work of the organization or program. Incumbents typically serve as secretaries to the head of a department or major division relieving them of administrative and business detail and resolving day-to-day operational problems. This position is distinguished from that of Secretary I by virtue of its expanded scope of program support tasks, increased level of decision making, and relatively small amount of time spent keyboarding. Additionally, some Secretary II positions involve taking oral dictation. The work is performed under the general supervision of an administrator with considerable

leeway allowed for the use of independent judgment in carrying out work assignments. Supervision may be exercised over the work of clerical subordinates. The incumbent does related work as required.

Typical Work Activities:

Opens, reviews and distributes incoming mail in accordance with staff assignments, researches and attaches appropriate background material to correspondence;

Prepares responses to letters concerning programs, policies and procedures for own or supervisors' signature;

Schedules and arranges meetings, conferences and appointments and assembles and coordinates background material;

Coordinates the maintenance of and prepares agency financial, payroll, personnel and attendance records;

Establishes and implements office procedures and maintains efficient workflow;

Designs, sets up, and maintains files of correspondence, documents and records;

Transmits instructions from supervisor to appropriate staff orally, in writing or electronically and follows up to see that instructions are followed, and deadlines are met;

Screen's callers or visitors to determine the nature of the inquiry, answers questions on established policy and procedures and/or refers to the appropriate party or office;

Prepares reports using statistical and narrative information;

Monitors and tracks status of various program activities;

Types correspondence, memoranda, reports, minutes of meetings, hearings and conferences and related material;

Monitors expenditures to maintain budgetary controls;

Orders office supplies and maintains inventory of supplies and equipment;

Supervises assigned clerical staff;

May assist in preparing service contracts, lease agreements, and reclassification of documents;

May prepare legal documents.

Full Performance knowledge, skills, abilities and personal characteristics:

Thorough knowledge of office terminology, procedures and equipment;

Thorough knowledge of business arithmetic and English;

Good knowledge of the organization and functions of the agency to which assigned;

Ability to handle routine administrative details independently, including the composition of letters and memoranda;

Ability to plan and supervise the work of others;

Ability to understand and carry out complex oral and written instructions;

Ability to operate an alphanumeric keyboard such as personal computer;

Ability to operate a personal computer and utilize common office software programs;

Ability to perform close, detail work involving considerable visual effort and strain;

Confidentiality;

Good judgment;

Physical condition commensurate with the demands of the position.

Minimum Qualifications:

- A. Graduation from a regionally accredited or NYS registered college or university with an associate degree in Secretarial Science or related field and two years clerical experience in an office setting; or
- B. Graduation from high school or possession of a high school equivalency diploma and four years of clerical experience in an office setting; or
- C. An equivalent combination of training and experience as defined by the limits of the two above.

Date approved 1/8/199

Date Reviewed 10/2019, 6/2021

Competitive

School Business

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

Permanent Appointments

Barbara Dewey	Substitute Food Service Worker	1/27/2021 – 6/4/2021
Barbara Dewey	Food Service Worker	6/7/2021
Sabrina Fink	School Bus Aide	4/12/2021
Michael Ford	Food Service Worker	6/7/2021
Sophie Pinney	Substitute Teacher Aide	4/23/2021

Provisional Appointments

None

Commissioner Mirabito moved to approve the following School position classifications. Seconded by Commissioner Wessels, approved ayes all.

Position Classification

Secretary to the Superintendent

Groundskeeper

Groundskeeper/Cleaner

Library Business

Commissioner Wessels moved to approve the following Library position classifications. Seconded by Commissioner Mirabito, approved ayes all

Provisional Appointments

Eric Foster

Library Information Technologist

5/5/2021

Position Classifications:

Library Clerk

Set next meeting: 9/28/2021 8:30 a.m.

Commissioner Wessels **moved** to adjourn at 9:04 a.m. Seconded by Commissioner Mirabito approved ayes all.