

CITY OF NORWICH
CIVIL SERVICE COMMISSION
AGENDA

September 28, 2021
8:30 a.m.

PRESENT

Brian Wessels
Sue Mirabito
Mary Politano

ALSO

Lynn Murray
Amy Donnison

Commissioner Wessels called the meeting to order at 8:34 a.m.

Commissioner Wessels **moved** to approve the minutes from the June 22, 2021, meeting. Seconded by Commissioner Politano, approved ayes all.

Resolution #320

The City of Norwich Civil Service Commission has on September 28, 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 Secretary II was held on February 6, 2021, and the results for said examination have been received and recorded;

Now, therefore, be it resolved, that the eligible list for exam #65-357 position of Secretary II be established as detailed on the attached list and that the duration of this list shall be in effect from July 1, 2021, to July 1, 2025.

Commissioner Mirabito moved to approve resolution #320. Seconded by Commissioner Politano, approved ayes all.

Resolution #321

The City of Norwich Civil Service Commission has on September 28, 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 Assistant Police Chief was held on March 7, 2021, and the results for said examination have been received and recorded;

Now, therefore, be it resolved, that the eligible list for exam #70-990 position of Assistant Police Chief be established as detailed on the attached list and that the duration of this list shall be in effect from July 27, 2021, to July 27, 2025.

Commissioner Mirabito moved to approve resolution #321. Seconded by Commissioner Politano, approved ayes all.

Resolution #322

The City of Norwich Civil Service Commission has on September 28, 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 Firefighter was held on May 1, 2021, and the results for said examination have been received and recorded;

Now, therefore, be it resolved, that the eligible list for exam #67-312 position of Firefighter be established as detailed on the attached list and that the duration of this list shall be in effect from July 27, 2021, to July 27, 2025.

Commissioner Mirabito moved to approve resolution #322. Seconded by Commissioner Politano, approved ayes all.

Resolution #323

The City of Norwich Civil Service Commission has on September 28, 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 Police Sergeant was held on June 5, 2021, and the results for said examination have been received and recorded;

Now, therefore, be it resolved, that the eligible list for exam #71887 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 2, 2021, to September 2, 2025.

Commissioner Mirabito moved to approve resolution #323. Seconded by Commissioner Politano, approved ayes all.

City Business

Commissioner Wessels moved to approve the following job description changes for the Community Development Director. Seconded by Commissioner Politano, approved ayes all.

See attached: Old job description for Community Development Director, New job description for Community Development Director.

Commissioner Wessels asked who will the Community Development Director report to? Secretary Murray stated the Mayor.

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

Permanent Appointment

Stephen Winsor	Firefighter	7/29/2021
Cody Beckwith	Firefighter	7/30/2021
Mathew Parella	Firefighter	7/30/2021
Blake Parry	Firefighter	7/30/2021
Kyle Riedl	Firefighter	7/30/2021
Jason Pierce	Firefighter	8/13/2021
Jon Manwarren	Firefighter	8/14/2021
Anthony Testani	YB Director	8/23/2021
Zachary Meseck	Secretary II	9/22/2021
Samuel Stratton	Lateral Transfer Police Officer	9/25/2021

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

Position Classification

Fire Captain
Firefighter

School Business

Secretary Murray presented a new job position description for Finance Clerk. This position will be classified as Competitive. This position will assist with the Director of Business Services and the Director of Teaching and Learning in regards to clerical work and financial assistants.

Commissioner Mirabito made a motion to accept the new job description of Finance Clerk and to classify it as Competitive. Seconded by Commissioner Politano. Approved ayes all.

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

Permanent Appointments

Sabrina Smith	Secretary II	7/1/2021
Lauren VanBeers	Secretary II	7/1/2021
Kylie Cox	Cleaner/Groundskeeper	8/6/2021
Jamie Neis	Substitute School Nurse RN	8/14/2021

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

Position Classification

Cleaner	2
School Nurse RN	1
Physical Therapist	1
Teacher Aide	2

Library Business

None

Norwich Housing Authority

Secretary Murray presented a new job position description for Housing Property Manager. This position will be classified as Competitive. This position will act as a liaison between the administrative office and residents, responsible for professional relations with staff, residents, and other organizations and the community at large.

Commissioner Wessels made a motion to accept the new job description of Housing Property Manager and to classify it as Competitive. Seconded by Commissioner Politano. Approved ayes all.

Set next meeting: 10/26/2021 9:00 a.m.

Commissioner Wessels **moved** to adjourn at 9:15 a.m. Seconded by Commissioner Mirabito approved ayes all.