

CITY OF NORWICH
Civil Service Meeting
September 30, 2004

PRESENT:

Paul Laughlin, Chairman
John Blenis, Jr., Commissioner
James Haynes, Esq., Commissioner

ALSO:

Deborah DeForest, Secretary
Kim Perez, Norwich City School
Melanie Battoe, Library Director
Christine Gray, Sr.Account Clerk

Chairman Laughlin motioned to approve the June 17, 2004 minutes as written. Seconded by Commissioner Haynes. All ayes. 3-0.

Chairman Laughlin motioned to approve the following new job duty statements:

Lifeguard
School Bus Driver

Seconded by Commissioner Haynes. All ayes. 3-0.

Chairman Laughlin motioned to approve the following vacant job duty statements:

Cleaner vacated by Ki Choe
Cleaner vacated by Timothy Danaher
Cleaner vacated by Sonya Lindenthaler
Cleaner vacated by Brian Phillips
Keyboard Specialist vacated by Tammy Easler
School Bus Aide vacated by Leirramarie Lesser
School Bus Aide vacated by Guiseppa Caputo
School Lunch Cashier vacated by Rebecca Corbin
School Bus Driver vacated by Jane Buys
School Bus Driver vacated by Daniel Steward
Library Clerk vacated by Moira Rutan

Seconded by Commissioner Haynes. All ayes. 3-0.

Chairman Laughlin made a motion to approve a new position called Chauffeur after the minimum requirements of "Completion of an eighth grade school education" be added to the job description and this position will be classified as Labor. Seconded by Commissioner Haynes. All ayes. 3-0.

Library Director Melanie Battoe presented a new position job duty statement for Clerk of the Works for the Guernsey Library. A job description will be done and resubmitted for Commission approval.

Chairman Laughlin made a motion to approve Resolution #118 to establish the amended eligible list for exam #61-891 for the position of Firefighter.

RESOLUTION # 118 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on September 30, 2004 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 taken on May 31, 2003, and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #61-891 position of Firefighter is to be amended as detailed on the attached list and that the duration of this amended list shall be in effect from September 30, 2004 to August 28, 2005.

Seconded by Commissioner Haynes. All ayes. 3-0.

Chairman Laughlin made a motion to accept the following appointments:

LABOR

Barbara Rifanburgh	Sub-Cleaner	7/1/2004
Daniel Hagenbuch, Sr.	Cleaner	9/7/2004
Jon Kramnich	Cleaner	8/18/2004
Lynn MacLaury	Cleaner	8/16/2004
Matthew Quinn	Cleaner	9/16/2004
Ann Anthony	School Bus Aide	9/8/2004

NON-COMPETITIVE

James Cummings	Maintenance Worker	8/16/2004
Sue Benjamin	Teacher Aide – Reinstatement	9/7/2004
Lynn Carr	Teacher Aide – Reinstatement	9/1/2004
Laura Gould	Teacher Aide – Reinstatement	9/7/2004
Michelle Sheldon	Teacher Aide – Reinstatement	9/7/2004
Nancy D’Angelo	Teacher Aide – Reinstatement	9/21/2004

Tammy Tubbs	Sub-Teacher Aide	9/22/2004
Janet Burnham	Sub-School Bus Driver	9/7/2004
Leirramarie Lesser	School Bus Driver	9/7/2004
Lloyd Tefft	School Bus Driver	9/20/2004
Rachel Colf	Lifeguard	9/7/2004

PROVISIONAL APPOINTMENTS

NONE

PERMANENT APPOINTMENTS

Sharon Quinn	School Lunch Cashier	9/7/2004
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TEMPORARY APPOINTMENTS

Brendan Burchill	Library Clerk	9/13/04-12/31/04
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Seconded by Commissioner Haynes. All ayes. 3-0.

Secretary DeForest presented a new job position description for per diem Firefighter. This position will be classified as Non-competitive. This position will have firefighters working at an hourly rate and only paid for time worked. They will have no benefits and cannot be a Volunteer firefighter. These individuals will be used to cover for vacation, sick, or other time off. This position will have to be presented to the Union to be considered and added to the contract.

Chairman Laughlin made a motion to accept the new job description of per diem Firefighter and to classify it as Non-Competitive. Seconded by Commissioner Blenis. All ayes. 3-0.

Chairman Laughlin noted the next meeting would be October 28, 2004.

Chairman Laughlin closed the meeting at 9:45A.M.