

CITY OF NORWICH

Civil Service Meeting

April 26, 2001

PRESENT:

David True, Chairman
Paul Laughlin, Commissioner

ALSO:

Deborah DeForest, Secretary
Kim Perez, Norwich City Schools
Margaret Boice, District Clerk
Melanie Battoe, Library Director

Chairman True called the meeting to order at 8:30 A.M.

Chairman True motioned to approve the March 29, 2001 minutes. Seconded by Commissioner Laughlin. All ayes. 2-0.

Chairman True motioned to approve the following Labor appointments:

Adam Collins	Library Page	3/26/01
Moirá Rután	Part-time Library Clerk	2/27/01

Seconded by Commissioner Laughlin. All ayes. 2-0.

Chairman True motion to approve the Provisional appointments:

Jennie Schmidt	Sr. Occupational Therapist	4/3/01
Tracey Tiffany	Library Clerk	3/19/01

Seconded by Commissioner Laughlin. All ayes. 2-0.

Also noted was the Permanent appointment of Betsy Brown as Telephone Operator on January 22, 2001.

Chairman True motioned to approve the job duty statements for Secretary II vacated by Crystal Clarke, Sr. Occupational Therapist vacated by Alexia Stevens, and Teacher Aide vacated by Kathleen Steward. Seconded by Commissioner Laughlin. All ayes. 2-0

Chairman True motioned to approve the duty statement for Library Director with the following additions:

Preparation of collective bargaining proposals and attendance at
collective bargaining negotiation sessions.
Management representative for responding to union initiated grievances
Responsible for daily operations of the library

Commissioner Laughlin seconded. All ayes. 2-0.

Ms. Battoe, Library Director wished to discuss changes on the Account Clerk position. She felt the position should be considered confidential. Discussion ensued. The Commission tabled changes until next meeting so further review could be done. Job descriptions will be asked for from Mary Morrisison.

It was noted the salaries are frozen due to the audit and cannot be changed until the job duty statements are approved with changes. It was noted a new title of Senior Library Clerk with a \$1.00/per hour increase was discussed.

Review of the job duty statements for the Library Clerk were done by the Commission. It was noted the differences in the pay scale. Ms. Battoe noted they get a Certificate from State which entitles them additional salary. Discussion ensued. It was noted the following will need to have the job duty statements adjusted before approval:

S. Morehead	Library Clerk
L. Doughty	Library Clerk
S. Montgomery	Library Clerk
C. Manwarren	Library Clerk
S. Goodman	Account Clerk/Typist

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Secretary DeForest noted the Custodian, Cleaner and Librarian Trainee need to breakdown their 30% other duties as needed on their job duty statements.

Chairman True motioned to approve the following job duty statements:

Library Clerks – Full-Time	Dawn Loomis Kim Lynds Karla Stefanski
Library Clerks – Part-Time	Mary Lee Ash Katherine Barton Barbara Collins Doris Jackson Johanna Kuhn

Library Page – Part-time Brianne Baldwin
 Amanda Brown
 Charity Burdick
 Chris Holmes
 Moira Rutan
 Constance Winter
 Tiffany Tracey

Seconded by Commissioner Laughlin. All ayes. 2-0.

Chairman True motioned to approve the duty statement for Librarian I for Martin Willits.
Seconded by Commissioner Laughlin. All ayes. 2-0.

Chairman True motioned to approve the duty statement for Custodian for Brian Doliver.
Seconded by Commissioner Laughlin. All ayes. 2-0.

Chairman True motioned to approve the duty statement for Cleaner for Karen Leight.
Seconded by Commissioner Laughlin. All ayes. 2-0.

Chairman True motioned to approve the duty statement for Librarian Trainee for Linda Morgan. Seconded by Commissioner Laughlin. All ayes. 2-0.

A PERB petition letter was received from CSEA Local 1000 AFSCME, AFL-CIO regarding the position of Account Clerk. The petition seeks to exclude the referenced title from the bargaining unit by designating it confidential. Discussion ensued. It was suggested by the Commission that Ms. Battoe establish a flow chart of positions for the Library and submit this at the next meeting.

Ms. Boice once again noted the fingerprint procedure will go into effect July 1, 2001 and felt the process of hiring will be delayed greatly. Discussion ensued.

Chairman True noted the next meeting would be May 31, 2001.

Chairman True adjourned the meeting at 9:45 A.M.