

CITY OF NORWICH
Civil Service Meeting
August 23, 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
Christine Gray, Sr.Acct. Clerk

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

Secretary DeForest noted the correspondence received by Mary Morrison from the State Civil Service Commission regarding our prior resolutions pertaining to job description/classification changes. Discussion ensued.

Chairman True open the public hearing at 9:00 A.M. for classifying the following job title Maintenance Workers as Non-Competitive and deleting Maintenance Men from the Appendices. Chairman True asked if there was anyone who wishes to be heard on this issue please state your name and address for the record.

With no comments Chairman True deemed the meeting closed at 9:01 A.M. Chairman True now accepts a motion to approve Resolution #43:

WHEREAS, the City of Norwich Civil Service Commission deems it necessary to make certain changes to the Appendices of the City of Norwich Civil Service Rules;
AND

WHEREAS, the City of Norwich Civil Service Commission has duly advertised And has on August 23, 2001 held a public hearing on the matter,

NOW, THEREFORE, BE IT RESOLVED, that subject to the approval of the State Civil Service Commission the following changes be made to the Appendices of the City of Norwich Civil Service Rules:

APPENDIX C
NON-COMPETITIVE CLASS

ADD:

Maintenance Workers

DELETE:

Maintenance Men

Commissioner Laughlin made a motion to approve Resolution #43. Seconded by Chairman True. All ayes. 2-0.

Chairman True made a motion to amend the job description of Director of Human Resources by:

Deleting the following 2 lines under Typical Work Activities:

Assists in the preparation for and the conducting of collective bargaining negotiations;
Implements collective bargaining agreements;

And adding the following line:

Acts as Chief Negotiator for collective bargaining on behalf of the City of Norwich.

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

Chairman True made a motion to approve the June 22, 2001 minutes. Seconded by Commissioner Laughlin. All ayes. 2-0.

Chairman True made a motion to approve 2 new job duty statements for cleaners in the Labor class. Seconded by Commissioner Laughlin. All ayes. 2-0.

Chairman True motioned to approve 2 job duty statements for cleaners vacated by Paul Jacquette and Shannon Wright. Seconded by Commissioner Laughlin. All ayes. 2-0.

Chairman True motioned to approve the new job duty statement for Occupational Therapy Assistant in the Competitive class. Seconded by Commissioner Laughlin. All ayes. 2-0.

Commissioner Laughlin made a motion to approve the Teacher Aide job duty statement vacated by Christina Babcock. Chairman True seconded. All ayes. 2-0.

Commissioner Laughlin made a motion to approve the job duty statement for Account Clerk-Library and classify it as competitive. Seconded by Chairman True. All ayes. 2-0.

Chairman True motioned to approve the following Labor appointments:

Jeffrey Downey	Cleaner	07/02/01
Shannon Wright	Cleaner	07/02/01
Peggy Fullmer	Teacher Aide	09/01/01
Leslie Reiss	Teacher Aide	09/05/01

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

Chairman True motion to approve the following Permanent appointments:

Timothy Christophersen	Fire Captain	7/11/01
Craig Roberts	Fire Captain	7/12/01
Gregory Franklin	Fire Captain	7/13/01
Robert Barnes	Firefighter	7/07/01
Stephen Cady	Firefighter	7/01/01

Seconded by Commissioner Laughlin. All ayes. 2-0

Chairman True motion to approve the following Provisional appointments:

Charlene Fitch	Occupational Therapy Assist.	9/4/01
Linda Doughty	Sr. Library Clerk	7/1/01
Susan Morehead	Principal Library Clerk	6/18/01
Craig Hackett	Court Security Officer	8/9/01
Christopher Rotundo	Court Security Officer	8/7/01

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

Margaret Boice, Norwich City School District Clerk addressed concerns regarding an employee whose education on the application was from another country. Discussion ensued. Secretary DeForest asked the applicant submit a letter stating the education received is equivalent to the High School diploma required for this position.

The Library Director, Ms. Battoe presented the Commission with a revised Organizational Chart. Discussion ensued. Secretary DeForest noted the Chart was acceptable but would like the Library Director to submit another chart with the actual job titles listed.

Chairman True noted the next meeting would be October 4, 2001.

Chairman True adjourned the meeting at 9:47 A.M.