

CITY OF NORWICH
Civil Service Commission

February 22, 2001

Present

David True, Chairman
Paul Laughlin, Commissioner

Also

Deborah DeForest, Secretary
Margaret Boice, Norwich School District Clerk
Terry Kuhn
Donna Russell, Deputy City Clerk

Call to Order -- Chairman True called the meeting to order at 8:30 AM.

Public Hearing/Resolution #30 -- Chairman True opened the public hearing for the following matter:

Classify the following title of School Bus Aide as Labor.

Chairman True asked if there was anyone who wished to be heard on the issue. Margaret Boice asked if there were any changes made to the job description. Secretary DeForest stated there was no change to the job description, that the action would merely add the position to the appendices. Chairman True, hearing no further comments, closed the hearing at 8:32 AM.

Chairman True read the following Resolution:

RESOLUTION # 30 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on February 22, 2001 adopted the following resolution:

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 as a result of a recent classification of positions and addition and deletion of certain other positions, and

WHEREAS, the City of Norwich Civil Service Commission has duly advertised and has on February 22, 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.

The following titles shall be classified as Labor and shall be added to the appendices as such:

School Bus Aide

Commissioner Laughlin made a motion to approve Resolution #30 to amend the City of Norwich Civil Service Rules. Seconded by Chairman True. All ayes, 2-0.

Approval of Minutes -- Commissioner True made a motion to approve the minutes of the January 25, 2001 Civil Service Commission meeting with corrections - Page 3, relative to the public hearing correct the time closed to 8:40 AM. Seconded by Chairman True. All ayes, 2-0.

Appointment Approvals

Non-Competitive -- Chairman True made a motion to approve the non-competitive appointment of Elizabeth Keener as Licensed Practical Nurse, effective February 12, 2001 and pending jurisdictional classification (PJC). Seconded by Commissioner Laughlin. All ayes, 2-0.

Commissioner Laughlin made a motion to approve the following labor appointments: Susan Teft as School Bus Aide, effective January 22, 2001; Tracy Tiffany as Part Time Library Clerk, effective February 6, 2001. Seconded by Chairman True. All ayes, 2-0.

Other -- For information purposes, the competitive appointments were noted as follows: Walter Goodman appointed as Account Clerk (permanent), effective February 5, 2001; Stephen Kern appointed as Computer Technician (provisional), effective March 14, 2001; Alexia Stevens appointed as Senior Occupational Therapist (provisional), effective January 30, 2001.

Job Duty Statements/Eligible Lists -- Chairman True made a motion to accept the job duty statement for School Bus Aide from the School. Seconded by Commissioner Laughlin. Ayes all, 2-0.

The job duty statement for Library Clerk was held over.

The eligibility list for police officer was held over.

Chairman True made a motion to establish the eligibility list for Senior Account Clerk/Keyboardist with one candidate, Lavonne Hinman, effective February 22, 2001 and expiring February 22, 2002. Seconded by Commissioner Laughlin. Ayes all, 2-0.

Margaret Boice asked how many took the test for Senior Account Clerk/Keyboardist. Secretary DeForest said two people took the test and noted that it was a promotional exam within the City.

School Business -- Margaret Boice, referring to a letter from the City relative to payroll certification, explained the system used for calculating school employees payroll. Secretary DeForest indicated that for the State audit, she must justify the method used to calculate salaries and asked for further information. It was noted that the School has no maximum salary for positions. Discussion ensued. The School would verify titles and submit documentation explaining the payroll system for the payroll certification.

Margaret Boice reported that a person hired, effective March 3, has declined employment and asked how to proceed with filling the position. Secretary DeForest stated that the School would have to request a certification of eligibles.

Library Business -- There were no representatives present from the Library. Secretary DeForest noted that she requested additional information from the Library to complete the payroll certification and has received no response. The Commission concurred that based on the information provided at this time, there appears to be disparity. Discussion ensued. The Secretary was directed to contact Mary Morrison of the State Civil Service Commission for direction.

Timeline Issues -- Secretary DeForest reported that the final report was submitted some time ago and will go before the State Commission this month to classify positions. She noted that she has not received any questions about the report from the State. The final progress report was also submitted.

Set March Meeting -- The next meeting was scheduled for March 29, 2001 at 8:30 AM.

Adjournment -- Their being no further business, the Committee adjourned at 9:45 AM.