

CITY OF NORWICH
Civil Service Meeting
December 19, 2002

PRESENT:

Anthony Abraham, Commissioner
Donna Wood-Craig, Commissioner

ALSO:

Deborah DeForest, Secretary
Kim Perez, Norwich City School
Christine Gray, Sr. Acct. Clerk

Commissioner Wood-Craig motioned to approve the November 21, 2002 minutes.
Seconded by Commissioner Abraham. All ayes. 2-0.

Commissioner Wood-Craig made a motion to approve the job duty statement for
Teachers Aide vacated by Margaret Filer. Seconded by Commissioner Abraham.
All ayes. 2-0.

Commission Wood-Craig read the following Resolution #75 to establish an approved
eligible list for exam #04996 for the position of Custodian.

RESOLUTION # 75 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on December 19, 2002 adopted
the following resolution:

WHEREAS, the City of Norwich Civil Service Commission is authorized by the
State Civil Service Commission to approve an eligible list for classified positions under
their jurisdiction; and

WHEREAS, an examination for the position of Custodian #04996 was held on
November 23, 2002, and the results for said examination have been received and
recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam
#04996 position of Custodian be approved as detailed on the attached list and that the
duration of this list shall be in effect from December 19, 2002 to
December 19, 2003.

Commissioner Wood-Craig made a motion to approve Resolution #75 for the position of
Custodian. Seconded by Commissioner Abraham. All ayes. 2-0.

Commissioner Wood-Craig read the following Resolution #76 to establish an approved eligible list for exam #04822 for the position of Keyboard Specialist.

RESOLUTION # 76 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on December 19, 2002 adopted the following resolution:

WHEREAS, the City of Norwich Civil Service Commission is authorized by the State Civil Service Commission to approve an eligible list for classified positions under their jurisdiction; and

WHEREAS, an examination for the position of Keyboard Specialist #04822 was held on November 16, 2002, and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #04822 position of Keyboard Specialist be approved as detailed on the attached list and that the duration of this list shall be in effect from December 19, 2002 to December 19, 2003.

Commissioner Wood-Craig made a motion to approve Resolution #76 for the position of Keyboard Specialist. Seconded by Commissioner Abraham. All ayes. 2-0.

Commissioner Wood-Craig read the following Resolution #77 to establish an approved eligible list for exam #02837 for the position of Telephone Operator.

RESOLUTION # 77 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on December 19, 2002 adopted the following resolution:

WHEREAS, the City of Norwich Civil Service Commission is authorized by the State Civil Service Commission to approve an eligible list for classified positions under their jurisdiction; and

WHEREAS, an examination for the position of Telephone Operator #02837 was held on November 16, 2002, and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #02837 position of Telephone Operator be approved as detailed on the attached list and that the duration of this list shall be in effect from December 19, 2002 to December 19, 2003.

Commissioner Wood-Craig made a motion to approve Resolution #77 for the position of Telephone Operator. Seconded by Commissioner Abraham. All ayes. 2-0.

Commissioner Wood-Craig read the following Resolution #78 to establish an approved eligible list for exam #03865 for the position of Treatment Plant Operator/Trainee.

RESOLUTION # 78 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on December 19, 2002 adopted the following resolution:

WHEREAS, the City of Norwich Civil Service Commission is authorized by the State Civil Service Commission to approve an eligible list for classified positions under their jurisdiction; and

WHEREAS, an examination for the position of Treatment Plant Operator/Trainee was held on November 23, 2002, and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #03865 position of Treatment Plant Operator/Trainee be approved as detailed on the attached list and that the duration of this list shall be in effect from December 19, 2002 to December 19, 2003.

Commissioner Wood-Craig made a motion to approve Resolution #78 for the position of Treatment Plant Operator/Trainee. Seconded by Commissioner Abraham. All ayes. 2-0.

Commissioner Wood-Craig read the following Resolution #79 to establish an approved eligible list for exam #03866 for the position of Treatment Plant Operator/Trainee (Promotional).

RESOLUTION # 79 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on December 19, 2002 adopted the following resolution:

WHEREAS, the City of Norwich Civil Service Commission is authorized by the State Civil Service Commission to approve an eligible list for classified positions under their jurisdiction; and

WHEREAS, an examination for the position of Treatment Plant Operator/Trainee (Promotional) was held on November 23, 2002, and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #03866 position of Treatment Plant Operator/Trainee (Promotional) be approved as detailed on the attached list and that the duration of this list shall be in effect from December 19, 2002 to December 19, 2003.

Commissioner Wood-Craig made a motion to approve Resolution #79 for the position of Treatment Plant Operator/Trainee (Promotional). Seconded by Commissioner Abraham. All ayes. 2-0.

Commissioner Wood-Craig read the following Resolution #80 to establish an approved eligible list for exam #02028 for the position of Account Clerk/Keyboardist.

RESOLUTION # 80 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on December 19, 2002 adopted the following resolution:

WHEREAS, the City of Norwich Civil Service Commission is authorized by the State Civil Service Commission to approve an eligible list for classified positions under their jurisdiction; and

WHEREAS, an examination for the position of Account Clerk/Keyboardist was held on November 23, 2002, and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #02028 position of Account Clerk/Keyboardist be approved as detailed on the attached list and that the duration of this list shall be in effect from December 19, 2002 to December 19, 2003.

Commissioner Wood-Craig made a motion to approve Resolution #80 for the position of Account Clerk/Keyboardist. Seconded by Commissioner Abraham. All ayes. 2-0.

Commissioner Wood-Craig read the following Resolution #81 to establish an approved eligible list for exam #02026 for the position of Secretary I.

RESOLUTION # 81 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on December 19, 2002 adopted the following resolution:

WHEREAS, the City of Norwich Civil Service Commission is authorized by the State Civil Service Commission to approve an eligible list for classified positions under their jurisdiction; and

WHEREAS, an examination for the position of Secretary I was held on November 23, 2002, and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #02026 position of Secretary I be approved as detailed on the attached list and that the duration of this list shall be in effect from December 19, 2002 to December 19, 2003.

Commissioner Wood-Craig made a motion to approve Resolution #81 for the position of Secretary I. Seconded by Commissioner Abraham. All ayes. 2-0.

Commissioner Wood-Craig read the following Resolution #82 to establish an approved eligible list for exam #02823 for the position of Clerk.

RESOLUTION # 82 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on December 19, 2002 adopted the following resolution:

WHEREAS, the City of Norwich Civil Service Commission is authorized by the State Civil Service Commission to approve an eligible list for classified positions under their jurisdiction; and

WHEREAS, an examination for the position of Clerk was held on November 16, 2002, and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #02823 position of Clerk be approved as detailed on the attached list and that the duration of this list shall be in effect from December 19, 2002 to December 19, 2003.

Commissioner Wood-Craig made a motion to approve Resolution #82 for the position of Clerk. Seconded by Commissioner Abraham. All ayes. 2-0.

Commissioner Wood-Craig read the following Resolution #83 to establish the eligible list for exam #33822 for the position of Library Clerk.

RESOLUTION # 83 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on December 19, 2002 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 Library Clerk was held on November 16, 2002, and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #33822 position of Library Clerk be established as detailed on the attached list and that the duration of this list shall be in effect from December 19, 2002 to December 19, 2003.

Commissioner Wood-Craig made a motion to approve Resolution #83 for the position of Library Clerk. Seconded by Commissioner Abraham. All ayes. 2-0.

Commissioner Wood-Craig made a motion to approve the following Non-Competitive appointment:

<u>Name</u>	<u>Position</u>	<u>Date of Appt.</u>
Brandi Benedict	Teacher Aide	11-14-02

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

Commission also note the following permanent position:

Karla Stefanski	Senior Library Clerk	12/15/02
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The Norwich City School wished clarification on eligible list when you have more than one for a job title. Ms. DeForest, Secretary noted it is up to the appointing authority whether they wish to join both lists, use the older list first or not use the older list.

Kim Perez presented the Commission with a change on minimum qualifications for the Computer Technician and PC Lan Technician. Discussion ensued. The Commission decided this issue would be addressed at the next meeting.

Commissioner Wood-Craig noted the next meeting would be Thursday, January 23, 2003 at 8:30 A.M.

Commissioner Wood-Craig closed the meeting at 8:55 A.M.