

CITY OF NORWICH
Civil Service Meeting
December 4, 2003

PRESENT:

Paul Laughlin, Chairman
Donna Wood-Craig, Commissioner

ALSO:

Deborah DeForest, Secretary
Christine Gray, Sr. Acct. Clerk

Chairman Laughlin motioned to approve the October 30, 2003 minutes as written.
Seconded by Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin made a motion to approve the new job duty statement for Teacher Aide. Seconded by Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin made a motion to approve the following job duty statements:

Library Clerk (PT) vacated by Erin Roberts
Librarian I vacated by Martin Willits
Senior Library Clerk vacated by Linda Doughty
Teachers Aide vacated by Karie Lynn Clarkson

Seconded by Commissioner Wood-Craig. All ayes.

Chairman Laughlin made a motion to accept the following appointments:

Date of
Appointment

Labor

Barbara Edwards	P/T Cleaner – Guernsey Library	11/23/03
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Non-Competitive

NONE

Provisional:

NONE

Other Permanent Appointments

Tammy Easler	Keyboard Specialist Reinstatement	12/17/02
Ruth Mason	Library Clerk	11/25/03

Seconded by Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin wanted to know why Teachers Aide job description calls for under typical work activities: reads in foreign language from prepares scripts for tape recording purposes? Ms. Gray is to contact the school and inquire about the need for this on the job description.

As discussed at the last meeting, the December meeting will be on January 8, 2004 because of the holidays.

Chairman Laughlin closed the meeting at 8:45 AM.