

CITY OF NORWICH
Civil Service Meeting
December 8, 2005

PRESENT:

Paul Laughlin, Chairman
John Blenis, Jr., Commissioner
James Haynes, Commissioner

ALSO:

Deborah DeForest, Secretary
Lavonne Hinman, Sr. Account Clerk
Kim Perez, Norwich City Schools

Chairman Laughlin called the meeting to order at 8:38 a.m.

Chairman Laughlin made a motion to approve the minutes from the May 26, 2005 meeting, motion seconded by Commissioner Haynes. Motion approved, 3-0.

Chairman Laughlin made a motion to approve the job duty statements for Library Clerk, motion seconded by Commissioner Haynes. Motion approved, 3-0.

Chairman Laughlin made a motion to approve the revised job description for Production & Distribution Operator, motion seconded by Commissioner Haynes. Motion approved, 3-0.

Chair Laughlin read the following resolution and moved for its approval:

Resolution #131 to establish the eligible list for exam #77400 for the position of Police Sergeant.

RESOLUTION # 131 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on September 29, 2005 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 Police Sergeant was taken on June 18, 2005 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #77400 position of Police Sergeant be established as detailed on the attached list and that the duration of this list shall be in effect from September 29, 2005 to September 29, 2006.

Commissioner Laughlin motioned to approve the following appointments:

PROVISIONAL APPOINTMENTS

Mary Ann Huber	Library Clerk	06/27/2005
Linda Morgan	PT/Library Clerk	06/27/2005
Rosalie Gibbons	Library Clerk	06/27/2005
Heidi Pettitt	Library Clerk	06/27/2005

PERMANENT APPOINTMENTS

Rodney Marsh	Police Sergeant	09/30/2005
Reuben Roach	Police Officer	09/28/2005

TEMPORARY APPOINTMENTS

Rachel Mason	Library Clerk	06/27/2005
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Seconded by Commissioner Haynes. All ayes. 3-0.

Chairman Laughlin made a motion to change the residency requirements for Library I, to include contiguous counties (Broome, Cortland, Delaware, Madison or Otsego). Motion seconded by Commissioner Haynes, approved 3-0.

Chairman Laughlin made a motion to approve the job description revisions for Deputy City Chamberlain and Deputy City Clerk. Seconded by Commissioner Haynes, motion approved, 3-0.

Chairman Laughlin noted that the next meeting would be held January 26, 2006.

Chairman Laughlin closed the meeting at 8:49 am.