

CITY OF NORWICH

Civil Service Meeting

December 20, 2001

PRESENT:

Paul Laughlin, Chairman

Anthony Abraham, Commissioner

ALSO:

Deborah DeForest, Secretary

Kim Perez, Norwich City Schools

Christine Gray, Sr. Acct. Clerk

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

Chairman Laughlin motioned to approve the November 8, 2001 minutes. Seconded by Commissioner Abraham. All ayes. 2-0.

Chairman Laughlin motioned to approve two (2) new Teacher Aide positions for Norwich City Schools. Seconded by Commissioner Abraham. All ayes. 2-0.

Chairman Laughlin motions to approve the new job duty statement for Norwich City School Bus Driver. Commissioner Abraham seconded. All ayes. 2-0.

Chairman Laughlin made a motion to approve the job duty statement for Teacher Aide vacated by Paul Root. Commissioner Abraham seconded. All ayes. 2-0.

Chairman Laughlin motioned to approve the new position job duty statement for Keyboard Specialist. Commissioner Abraham seconded. All ayes. 2-0.

Chairman Laughlin made a motion to approve the job duty statement for Community Development Assistant vacated by Katherine Schwan. Seconded by Commissioner Abraham. All ayes. 2-0.

Chairman Laughlin made a motion to approve the following attached Resolutions:

Resolution #48 – To establish the eligible list for exam #02865 for Treatment Plant Operator/Trainee.

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

Resolution #49 – To establish the eligible list for exam #02223 for Keyboard Specialist.

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

Resolution #50 – To establish the eligible list for exam #02236 for the position of Library Clerk.

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

Resolution #51 – To establish the eligible list for exam #02971 for the position of Clerk.

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

Chairman Laughlin motioned to approve the following provisional appointments:

Karen Bradin	Secretary II	11/13/01
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Seconded by Commissioner Abraham. All ayes. 2-0.

Chairman Laughlin motioned to approve the following Labor appointments:

Carol Morse	Teacher Aide	12/04/2001
Tamie Parker	Teacher Aide	12/17/2001
Susan Westcott	Teacher Aide	12/10/2001

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

Chairman Laughlin made a motion to approve the following Non-Competitive appointment:

Sandra Spellin	School Bus Driver	11/19/2001
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Seconded by Commissioner Abraham. All ayes. 2-0.

Chairman Laughlin set the next meeting for Thursday, January 24, 2002 at 3:15 P.M.

Chairman Laughlin closed the meeting at 9:15 A.M..