

CITY OF NORWICH
Civil Service Meeting
February 15, 2002

PRESENT:

Paul Laughlin, Chairman
Anthony Abraham, Commissioner
Donna Wood-Craig, 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 January 24, 2002 minutes. Seconded by Commissioner Abraham. All ayes. 3-0.

Kim Perez, Norwich City Schools, presented Building Maintenance Mechanic and Head Building Maintenance Mechanic job descriptions with changes to both. Discussion ensued. Chairman Laughlin made a motion to have Head Building Maintenance Mechanic new job duty statement approved and classified as competitive. Seconded by Commissioner Abraham. All ayes. 3-0.

Commission also decided to have both Competitive and Promotional exams for the Head Building Maintenance Mechanic. The promotional would require the applicant to have 24 months at the Building Maintenance Mechanic position.

Commissioner Abraham motioned to accept the changed job description for Building Maintenance Mechanic. Chairman Laughlin seconded. All ayes. 3-0.

Chairman Laughlin made a motion to approve the job duty statement for cleaner vacated by Loren Lester. Commissioner Wood-Craig seconded. All ayes. 3-0.

Chairman Laughlin made a motion to approve the job duty statement for School Lunch Cook Manager vacated by Dorothy Manwarren. Seconded by Commissioner Abraham. All ayes. 3-0.

Chairman Laughlin made a motion to approve the job duty statement for Teacher Aide vacated by Nancy Wells. Seconded by Commissioner Abraham. All ayes. 3-0.

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

Brenda Utter	School Bus Driver	2/4/02
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Commissioner Wood-Craig seconded the motion. All ayes. 3-0.

The following appointments were presented:

PERMANENT

Martin Willitts, Jr.	Librarian I	1/22/02
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PROVISIONAL

Deborah Hubbard	Sr. Account Clerk/Typist	1/28/02
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Secretary DeForest presented the Commission with a Policy and Procedures to change the performance tests. Discussion ensued. Chairman Laughlin made a motion to approve the Policy and Procedures #8. Seconded by Commissioner Abraham. All ayes. 3-0.

Secretary DeForest presented changed job description for Community Development Assistant. She noted there were new duties added to the description and thus the title needs to be changed to Community Development Assistant/Administrative Assistant. Discussion ensued. Chairman Laughlin motioned to accept the job description for Community Development Assistant/Administrative Assistant as amended. Seconded by Commissioner Abraham. All ayes. 3-0.

Chairman Laughlin noted the next meeting would be on Wednesday, March 27, 2002.

Chairman Laughlin closed the meeting at 9:10 A.M.