

CITY OF NORWICH
Civil Service Meeting
February 27, 2003

PRESENT:

Paul Laughlin, Chairman
Donna Wood-Craig, Commissioner

ALSO:

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

Chairman Laughlin motioned to approve the January 23, 2003 minutes. Seconded by Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin made a motion to approve the job duty statement for Cleaner vacated by Jaymo Santalucia. Seconded by Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin made a motion to approve the job duty statements for School Bus Drivers vacated by David Daniels, Edwin Deleski and William Root. Seconded by Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin made a motion to approve the job duty statement for Physical Therapy Assistant vacated by Mary Mahoney. Seconded by Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin made a motion to approve Resolution #85 to establish the eligible list for exam #61503 for the position of Head Building Maintenance Mechanic:

RESOLUTION # 85 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on February 27, 2003 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 Head Building Maintenance Mechanic taken on October 26, 2002, and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #61503 position of Head Building Maintenance Mechanic be established as detailed on the attached list and that the duration of this list shall be in effect from February 27, 2003 to February 27, 2004.

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

Chairman made a motion to accept Resolution #86 to establish the eligible list for exam #72623 for the position of Head Building Maintenance Mechanic (Promotional)

RESOLUTION # 86 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on February 27, 2003 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 Head Building Maintenance Mechanic taken on October 26, 2002, and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #72623 position of Head Building Maintenance Mechanic (Promotional) be established as detailed on the attached list and that the duration of this list shall be in effect from February 27, 2003 to February 27, 2004.

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

Secretary, Deborah DeForest presented the Commission with a job description for Construction Manager, which will be a temporary position of eighteen months or less. This position will oversee the Streetscape project. Discussion ensued. Chairman Laughlin made a motion to accept the temporary job description for Construction Manager. Commissioner Wood-Craig seconded. All ayes. 2-0.

Secretary DeForest also noted the Commission needs to continue its review of different departments and their job descriptions for accuracy to their position titles.

Chairman Laughlin noted the next meeting would be on March 27, 2003.

Chairman Laughlin closed the meeting at 9:22 AM.