

CITY OF NORWICH
Civil Service Meeting
January 6, 2005

PRESENT:

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

ALSO:

Deborah DeForest, Secretary
Melanie Battoe, Library Director
Christine Gray, Sr.Account Clerk

Chairman Laughlin motioned to approve the November 18, 2004 minutes as written.
Seconded by Commissioner Haynes. All ayes. 3-0.

Chairman Laughlin motioned to approve the following vacant job duty statements:

Cleaner vacated by Daniel Hagenbach
LPN vacated by Catherine Sherman
School Bus Driver vacated by David Sterling
School Lunch Cook vacated by Evelyn Black
Library Page vacated by Porsche Jones

Seconded by Commissioner Haynes. All ayes. 3-0.

Chairman Laughlin made a motion to approve Resolution #119 to establish the eligible list for exam 07-996 for the position of Custodian:

RESOLUTION # 119 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 13, 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 Custodian was taken on December 4, 2004, and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #07-996 position of Custodian be established as detailed on the attached list and that the duration of this list shall be in effect from January 13, 2005 to January 13, 2006

Seconded by Commissioner Haynes. All ayes. 3-0.

Chairman Laughlin made a motion to approve Resolution #120 to establish the eligible list for exam #37-888 for the position of Library Clerk.

RESOLUTION # 120 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 13, 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 Library Clerk was taken on December 4, 2004 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #37-888 position of Library Clerk be established as detailed on the attached list and that the duration of this list shall be in effect from January 13, 2005 to January 13, 2006.

Seconded by Commissioner Blenis. All ayes. 3-0.

Chairman Laughlin motioned to approve Resolution #121 to establish eligible list for exam #61-503 for the position of Head Building Maintenance Mechanic:

RESOLUTION # 121 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 6, 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 Head Building Maintenance Mechanic was taken on October 16, 2004 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 January 13, 2005 to January 13, 2006.

Seconded by Commissioner Haynes. All ayes. 3-0.

Chairman Laughlin motion to approve the following appointment approvals:

	<u>LABOR</u>	<u>Date of Appt.</u>
Josephine Slate	Food Service Worker	1/3/2005
Donald Tubbs	Food Service Worker	11/10/2004
Misty Newman	School Bus Aide	11/08/2004
Daniel Smith	Library Page	11/30/2004

	<u>NON-COMPETITIVE</u>	
Gladys Greabell	Licensed Practical Nurse	01/03/2005
George Field	School Bus Driver	12/06/2004
Brian Gray	School Bus Driver	11/08/2004
Gary Kent	School Bus Driver	11/10/2004
Donald Tubbs	School Lunch Cook	12/13/2004
Margaret DeTomi	Teacher Aide	11/15/2004

PROVISIONAL APPOINTMENTS

NONE

PERMANENT APPOINTMENTS

NONE

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

Commissioner Laughlin motioned to approve the job description for Clerk of the Works and classify it as a competitive Training and Experience. Secretary DeForest noted if the position is filled as temporary the Training and Experience will not be necessary.

Commissioner Blenis seconded. All ayes. 3-0.

Chairman Laughlin noted the next meeting will be January 27, 2005.

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