

CITY OF NORWICH
Civil Service Meeting
January 26, 2007

PRESENT:

Michael Close, Chairman
James Haynes, Commissioner

ALSO:

Deborah DeForest, Secretary
Lavonne Hinman, Personnel Assistant
Kim Perez, Norwich City Schools
Melanie Battoe, Guernsey Memorial Library

ABSENT:

John Blenis, Jr., Commissioner

Chairman Close called the meeting to order at 8:42 a.m.

Chairman Close made a motion to approve the minutes from the October 26, 2006 meeting, seconded by Commissioner Haynes, approved, 2-0.

Chairman Close read the following resolutions and moved for approval:

Resolution #147 to establish the eligible list for exam #39001 for the position of Library Clerk.

RESOLUTION # 147 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 25, 2007 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 16, 2006 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #39001 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 25, 2007 to January 25, 2008, which shall not be less than one nor more than four years in length.

Resolution #148 to establish the eligible list for exam #06026 for the position of Secretary I.

RESOLUTION # 148 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 25, 2007 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 Secretary I was taken on December 16, 2006 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #06026 position of Secretary I be established as detailed on the attached list and that the duration of this list shall be in effect from January 25, 2007 to January 25, 2008, which shall not be less than one nor more than four years in length.

Chairman Close noted that the next meeting will be held February 22, 2007 at 8:30 a.m.

Chairman Close closed the meeting at 8:54 a.m.