

CITY OF NORWICH
Civil Service Meeting
January 24, 2008

PRESENT:

Michael Close, Chairman
John Blenis Jr., Commissioner
Joanne Baker, Commissioner

ALSO:

Deborah DeForest, Secretary
Lavonne Hinman, Personnel Assistant
Kim Perez, Norwich City Schools

Chairman Close called the meeting to order at 8:36 a.m.

Commissioner Blenis moved to approve the minutes from November 29, 2007, seconded by Commissioner Baker, ayes all.

Commissioner Blenis read the following resolutions and moved for approval:

Resolution #153 to establish the eligible list for exam #66519 for the position of Police Officer.

RESOLUTION # 153 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 24, 2008 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 Police Officer was taken on November 30, 2007 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #66519 position of Police Officer be established as detailed on the attached list and that the duration of this list shall be in effect from January 24, 2008 to January 24, 2009, which shall not be less than one nor more than four years in length.

Resolution #154 to establish the eligible list for exam #07026 for the position of Secretary I.

RESOLUTION # 154 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 24, 2008 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 November 30, 2007 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #07026 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 24, 2008 to January 24, 2009, which shall not be less than one nor more than four years in length.

Resolution #155 to establish the eligible list for exam #39002 for the position of Library Clerk.

RESOLUTION # 155 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 24, 2008 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 November 30, 2007 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #39002 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 24, 2008 to January 24, 2009, which shall not be less than one nor more than four years in length.

Resolution #156 to establish the eligible list for exam #07823 for the position of Clerk.

RESOLUTION # 156 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 24, 2008 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 Clerk was taken on November 30, 2007 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #07823 position of Clerk be established as detailed on the attached list and that the duration of this list shall be in effect from January 24, 2008 to January 24, 2009, which shall not be less than one nor more than four years in length.

Resolution #157 to establish the eligible list for exam #07028 for the position of Account Clerk.

RESOLUTION # 157 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 24, 2008 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 Account Clerk was taken on November 30, 2007 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #07028 position of Account Clerk be established as detailed on the attached list and that the duration of this list shall be in effect from January 24, 2008 to January 24, 2009, which shall not be less than one nor more than four years in length.

Resolution #158 to establish the eligible list for exam #07822 for the position of Keyboard Specialist.

RESOLUTION # 158 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 24, 2008 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 Keyboard Specialist was taken on November 30, 2007 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #07822 position of Keyboard Specialist be established as detailed on the attached list and that the duration of this list shall be in effect from January 24, 2008 to January 24, 2009, which shall not be less than one nor more than four years in length.

Resolution #159 to establish the eligible list for exam #07996 for the position of Custodian.

RESOLUTION # 159 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 24, 2008 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 November 30, 2007 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #07996 position of Custodian be established as detailed on the attached list and that the duration of this list shall be in effect from January 24, 2008 to January 24, 2009, which shall not be less than one nor more than four years in length.

Resolution #160 to establish the eligible list for exam #66508 for the position of Supt. Of Buildings and Grounds.

RESOLUTION # 160 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 24, 2008 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 Supt. Of Buildings and Grounds was taken on October 13, 2007 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #66508 position of Supt. Of Buildings and Grounds be established as detailed on the attached list and that the duration of this list shall be in effect from January 24, 2008 to January 24, 2009, which shall not be less than one nor more than four years in length. Seconded by Commissioner Baker, ayes all.

Commissioner Blenis moved to approve the following appointments:

Permanent:

Patrick Blenis	Police Sergeant	Eff. 12/30/2007
Cathie Heggie	Sr. Occupational Therapist	Eff. 9/27/2007

Seconded by Commissioner Baker, ayes all.

Commissioner Blenis moved to approve the job duty statements for School Hall Monitor and School Bus Driver, seconded by Commissioner Baker, ayes all.

Secretary DeForest reported that the annual report would be ready by the next meeting.

Chairman Close set the next meeting for February 28, 2008 at 8:30 a.m.

Chairman Close closed the meeting at 9:05 a.m.

