

CITY OF NORWICH
Civil Service Meeting
January 26, 2012

PRESENT:

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

ALSO:

Deborah DeForest, Secretary
Lavonne Hinman, Personnel Assistant
Kim Perez, Norwich City Schools
Sara Wiggins, Library Director

ABSENT:

Chairman Close called the meeting to order at 8:35 a.m.

Commissioner Baker moved to approve the minutes from September 29, 2011, seconded by Commissioner Blenis, ayes all.

Resolution #207 to establish the eligible list for exam #02611 for the position of Secretary I.

RESOLUTION # 207 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 26, 2012 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 17, 2011 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #02611 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 26, 2012 to January 26, 2013, which shall not be less than one nor more than four years in length.

Resolution #208 to establish the eligible list for exam #82311L for the position of Library Clerk.

RESOLUTION # 208 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 26, 2012 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 17, 2011 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #82311L 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 26, 2012 to January 26, 2013, which shall not be less than one nor more than four years in length.

Resolution #209 to establish the eligible list for exam #82311S for the position of School Lunch Cashier.

RESOLUTION # 209 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 26, 2012 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 School Lunch Cashier was taken on December 17, 2011 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #82311S position of School Lunch Cashier be established as detailed on the attached list and that the duration of this list shall be in effect from January 26, 2012 to January 26, 2013, which shall not be less than one nor more than four years in length.

Resolution #210 to establish the eligible list for exam #82311F for the position of Finance Clerk.

RESOLUTION # 210 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on January 26, 2012 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 Finance Clerk was taken on December 17, 2011 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #82311F position of Finance Clerk be established as detailed on the attached list and that the duration of this list shall be in effect from January 26, 2012 to January 26, 2013, which shall not be less than one nor more than four years in length.

Commissioner Baker moved to approve all the above resolutions, seconded by Commissioner Blenis, ayes all.

Sara Wiggins, Library Director, discussed that there is a vacancy on the Library Board and they are looking for a replacement. Sara also informed the Commission about some upcoming special art anyone classes and table tennis for teens that the library will be conducting for the community. Information can be found on the Library's calendar of events on facebook.

Commissioner Baker moved to approve the job duty statement for Sr. Account Clerk w/o Steno, seconded by Commissioner Blenis, ayes all.

Commissioner Baker moved to approve and classify as competitive, the position of Dispatcher, seconded by Commissioner Blenis, ayes all.

Chairman Close set the next meeting for February 23, 2012 at 8:30 a.m.

Chairman Close closed the meeting at 9:03 a.m.