

CITY OF NORWICH
Civil Service Meeting
June 5, 2003

PRESENT:

Paul Laughlin, Chairman
Donna Wood-Craig, Commissioner
Anthony Abraham, Commissioner

ALSO:

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

Chairman Laughlin motioned to approve the May 5, 2003 minutes. Seconded by Commissioner Wood-Craig. All ayes. 3-0.

Chairman Laughlin made a motion to approve a job duty statement for Cleaner. Seconded by Commissioner Wood-Craig. All ayes. 3-0.

Chairman Laughlin made a motion to approve Resolution #93 to establish the eligible list for exam #05822 for the position of Keyboard Specialist:

RESOLUTION # 93 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on June 5, 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 Keyboard Specialist was taken on May 17, 2003, and the results for said examination have been received and recorded,

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #05822 position of Keyboard Specialist be established as detailed on the attached list and that the duration of this list shall be in effect from June 5, 2003 to June 4, 2004.

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

Resolution #94 to establish the eligible list for exam #34822 for the position of Library Clerk.

RESOLUTION # 94 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on June 5, 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 Library Clerk was taken on May 17, 2003, and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #34822 position of Library Clerk be established as detailed on the attached list and that the duration of this list shall be in effect from June 5, 2003 to June 4, 2004.

Seconded by Commissioner Donna Wood-Craig. All ayes. 3-0

Chairman Laughlin made a motion to accept Resolution #95 to establish the eligible list for exam #10092 for the position of Network Specialist.

RESOLUTION #95 FOR AMENDMENTS TO THE CITY OF
NORWICH CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has a June 5, 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 Network Specialist was taken on May 30, 2003, and the results for said examination have been received and recorded,

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #10092 position of Network Specialist be established as detailed on the attached list and that the duration of this list shall be in effect from June 5, 2003 to June 4, 2004.

Seconded by Commissioner Wood-Craig. All ayes. 3-0.

Chairman Laughlin made a motion to accept the following appointments:

<u>Appointment</u>		<u>Date of</u>
<u>Labor</u>		
Sonya Lindenthaler	Cleaner	5/5/2003
<u>Provisional:</u>		
Ki Choe	Senior Custodian	5/19/2003
<u>Permanent:</u>		
Wendy Ortolano	Physical Therapist	5/19/2003

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

It was noted from the previous meeting, the Commission will adjourn for the summer and meet again on August 28, 2003.

Chairman Laughlin closed the meeting at 8:45 AM