

CITY OF NORWICH
Civil Service Meeting
March 29, 2001

PRESENT:

David True, Chairman
Paul Laughlin, Commissioner

ALSO:

Deborah DeForest, Secretary
Kim Perez, Norwich City Schools

Chairman True called the meeting to order at 8:30 A.M.

A letter from Christine Gray, Civil Service Monitor, was presented in response to a letter received by Margaret Boice, District Clerk of the Norwich City School, from an employee of the school.

Chairman True motioned to approve the February 22, 2001 minutes. Seconded by Commissioner Laughlin. All ayes. 2-0.

Chairman True motioned to approve the job duty statement for Teacher Aide vacated by Rebecca Webb. Seconded by Commissioner Laughlin. All ayes. 2-0

Chairman True motioned to approve the new job duty statement for Teacher Aide in the Special Education Department. Commissioner Laughlin seconded. All ayes. 2-0.

Chairman True motioned to approve Resolution # 31 for the Eligible List for Police Officer:

RESOLUTION # 31 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on March 29, 2001 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 held on December 9, 2000 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #64244 position of Police Officer be established as detailed on the attached form and that the duration of this list shall be in effect from March 29, 2001 to March 29, 2002, which shall not be less than one nor more then four years in length.

Second by Commissioner Laughlin. All ayes. 2-0

Chairman True asked if anyone was found to fill the vacancy on the Commission. Ms. DeForest advised she hadn't as of yet but is still trying.

Chairman True motioned to approve the following Non-Competitive appointments:

Annette Monday	Teacher Aide	03/3/01
Kathleen Steward	Teacher Aide	2/28/01
Shannon Wright	Teacher Aide	2/15/01
Leticia Colon	School Bus Driver	3/19/01

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

Chairman True motioned to approve the following Labor appointments:

Mary Baldwin	School Monitor	2/21/01
Kyle Leight	Library Page	2/25/01
Daniel Oliver	Maintenance Worker	03/5/01

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

Also noted were Provisional Appointments

	Shelia Brussell	Keyboard Specialist	03/5/01
	Martin Willitts, Jr.	Librarian I	1/22/01
02/1/01	John Powell	Court Security Officer	
02/1/01	Thomas Thompson	Court Security Officer	

Chairman True made a motion to remove the following line from the Typical Work Activities on the Licensed Practical Nurse job description: "May perform classroom duties related to assigned student, such as assist with test taking, prepare classroom assignments and take classroom notes."

Commissioner Laughlin seconded the motion. All ayes. 2-0.

Kim Perez addressed concerns on the Payroll Certification. Discussion ensued. It was determined Ms. Perez and Ms. DeForest would meet and go over their concerns at a later date.

Ms. Perez also asked where the James Lanfair, Attendance Control Monitor, stands in reference to a Civil Service Exam. Ms. DeForest noted we are still waiting for a response from Mary Morrison.

Chairman True addressed the situation on the Library job duty statements. Discussion ensued. It was decided to put the job duty statements on hold until the next meeting. We are to send a letter requesting the Library Director, Melanie Battoe to attend the next meeting.

Chairman True noted the next meeting would be April 26, 2001.

Chairman True adjourned the meeting at 9:12 A.M.