

CITY OF NORWICH
Civil Service Meeting
March 15, 2007

PRESENT:

Michael Close, Chairman
John Blenis, Jr., Commissioner

ALSO:

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

ABSENT:

James Haynes, Commissioner

Commissioner Blenis called the meeting to order at 8:40 a.m.

Commissioner Blenis made a motion to approve the minutes from the January 25, 2007 meeting, seconded by Chairman Close, approved, 2-0.

Commissioner Blenis read the following resolutions and moved for approval:

Resolution #149 to establish the eligible list for exam #60928 for the position of Police Officer.

RESOLUTION # 149 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on March 15, 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 Police Officer was taken on December 2, 2006 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #60928 position of Police Officer be established as detailed on the attached list and that the duration of this list shall be in effect from March 2, 2007 to March 2, 2008, which shall not be less than one nor more than four years in length.

Resolution #150 to establish the eligible list for exam #70797 for the position of Sr. Library Clerk.

RESOLUTION # 150 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on March 15, 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 Sr. Library Clerk was taken on January 20, 2007 and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #70797 position of Sr. Library Clerk be established as detailed on the attached list and that the duration of this list shall be in effect from March 15, 2007 to March 15, 2008, which shall not be less than one nor more than four years in length.

Secretary DeForest discussed a Sr. Account Clerk position, that will be vacant soon at Norwich City School, needs to be reviewed by the committee because the description fits more into a Keyboard Specialist roll.

Commissioner Blenis moved to approve the following Permanent appointments:

Patricia Spencer	Library Clerk	1/29/07
Deborah Seward	Library Clerk	1/29/07
Jeanne Jensch	Library Clerk	1/29/07

Seconded by Chairman Close, approved, 2-0.

Commissioner Blenis closed the meeting at 8:50 a.m.

Please note: Chairman Close was present via phone.