

CITY OF NORWICH
Civil Service Meeting
May 23, 2002

PRESENT:

Paul Laughlin, Chairman
Donna Wood-Craig, Commissioner

ALSO:

Deborah DeForest, Secretary
Kim Perez, Norwich City School
Christine Gray, Sr. Acct. Clerk

Chairman Laughlin opened the Public Hearing at 8:30 A.M. for changing the job description on Library Clerk as written. Chairman Laughlin asked if anyone wished to be heard on this issue. With no response, Chairman Laughlin deemed the Public Hearing closed at 8:35 A.M. Chairman Laughlin read the following Resolution #64:

RESOLUTION #64 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

At a meeting of the City of Norwich Civil Service Commission held on May 23, 2002 the following resolution was adopted:

WHEREAS, the City of Norwich Civil Service Commission deems it necessary to make certain changes to the job descriptions of the City of Norwich Civil Service job titles as a result of a recent review of the job duty statements for the following position, and

WHEREAS, the City of Norwich Civil Service Commission has duly advertised and has on May 23, 2002 held a public hearing on the matter,

NOW, THEREFORE, BE IT RESOLVED, that subject to the approval of the State Civil Service Commission the following changed job description be approved for:

COMPETITIVE

Library Clerk

Commissioner Wood-Craig made a motion to accept Resolution #64. Seconded by Chairman Laughlin. All ayes. 2-0.

Chairman Laughlin motioned to approve the April 24, 2002 minutes. Seconded by Commissioner Wood-Craig. All ayes. 2-0.

The Commission asked for the progress on the Attendance Control Monitor to Ms. Perez, from the Norwich City School, wondering if they had completed their survey of other schools? Ms. Perez noted they were still working on it.

There were no Labor or Non-Competitive positions to approve but the following were noted:

<u>PERMANENT APPOINTMENTS</u>		<u>Date of Appointment</u>
Julie Cowen	Secretary II w/o steno	5/20/02
Linda Doughty	Senior Library Clerk	5/1/02
Susan Morehead	Principal Library Clerk	5/1/02
Barbara Rifanburg	School Lunch Cook Manager	5/6/02
Julia Whitney	Secretary II w/o steno	5/20/02

<u>PROVISIONAL APPOINTMENTS</u>		
Michael Simons	Lead Operator	4/17/02
Ki Choe	Sr. Custodian	5/20/02

Secretary DeForest presented the Commission with a job description for General Foreman. Discussion ensued. Chairman Laughlin made a motion to accept the General Foreman position as written and it be classified as competitive. Seconded by Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin noted the next meeting would be on Thursday, June 27, 2002 at 8:30 AM..

Chairman Laughlin closed the meeting at 8:45 A.M.