

CITY OF NORWICH

Civil Service Meeting

November 8, 2001

PRESENT:

David True, Chairman
Paul Laughlin, Commissioner

ALSO:

Deborah DeForest, Secretary
Kim Perez, Norwich City Schools
Margaret Boice, District Clerk
Mary Morrison, State Civil Service
Christine Gray, Sr. Acct. Clerk

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

Chairman True motioned to approve the October 4, 2001 minutes. Seconded by Commissioner Laughlin. All ayes. 2-0.

Chairman True motioned to approve the following job duty statement for Teacher Aide – new position in Special Education. Seconded by Commissioner Laughlin. All ayes. 2-0

Chairman True motioned to approve the new job duty statement for Production & Distribution Operator for the City of Norwich Department of Public Works and be classified as competitive. Commissioner Laughlin seconded it. All ayes. 2-0.

Commissioner Laughlin motioned to accept the job description for Water System Operator changing the Special Requirements (#2) traineeship from one year to eighteen (18) months. Seconded by Chairman True. All ayes. 2-0.

Chairman True made a motion to approve the job duty statement for Teacher Aide vacated by Atha Lawson. Commissioner Laughlin seconded. All ayes. 2-0.

Commissioner Laughlin motioned to approve the permanent appointment of Jason Gray as Firefighter (uncertified) effective 10/21/2001. Seconded by Chairman True. All ayes. 2-0.

Chairman True motioned to approve the following provisional appointments:

Judy Simmons	Clerk	10/29/01
Jason Murray	Computer Technician	11/05/01
Ki Choe	Senior Custodian	10/11/01
Julia Whitney	Secretary II	10/08/01

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

Chairman True to adopt Resolution #46 to establish the eligible list for exam #00L1 for the position of Librarian I.

RESOLUTION # 46 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on November 8, 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 Librarian I was held on October 31, 2001, and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #00L1 position of Librarian I be established as detailed on the attached list and that the duration of this list shall be in effect from November 8, 2001 to November 8, 2002

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

Ms. Boice, Norwich City School District Clerk addressed a question to Mary Morrison about a new updated Civil Service application. Discussion ensued. The State Commission feels that is between the School and State Education Department.

Mary Morrison noted Mr. James Garrity is no longer with them and our follow ups were on his desk for review. The resolution pertaining to the Deputy City Clerk, she feels should be unclassified and not exempt. She also noted the provisional appointment percentages will be high because we have a small number of employees.

Mary Morrison also stated the Commission has noted they feel the typing test can be taken as many times as we wish. Discussion ensued. We would have to adopt a policy concerning this. The Commission also needs to decide on Military testing. Discussion ensued.

Margaret Boice asked if there were any allowances for someone who cannot read or write English for an examination. Ms. Morrison noted only disabilities are addressed at this time.

This meeting was the last one for Chairman True who resigned as of November 8, 2001. Ms. DeForest, Civil Service Secretary noted we will greatly miss Chairman True but wished him well on his move and retirement.

New Chairman Laughlin set the next meeting for December 20, 2001.