

CITY OF NORWICH
Civil Service Meeting
November 21, 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 motioned to approve the October 24, 2002 minutes. Seconded by Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin made a motion to approve the job duty statement for Teachers Aide vacated by Lucy Sipel. Seconded by Commissioner Wood-Craig. All ayes. 2-0.

The Commission noted the letter written by the City of Norwich Civil Service notifying the Norwich City School that Karen Bradin, a provisional Keyboard Specialist, needed to be terminated immediately as she failed to show for the Civil Service examination held on November 16, 2002.

Chairman Laughlin read the following Resolution #74 to establish an approved eligible list for exam #72622 for the position of Lead Operator (Promotional)

RESOLUTION # 74 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

The City of Norwich Civil Service Commission has on November 21, 2002 adopted the following resolution:

WHEREAS, the City of Norwich Civil Service Commission is authorized by the State Civil Service Commission to approve an eligible list for classified positions under their jurisdiction; and

WHEREAS, an examination for the position of Lead Operator (Promotional) was held on September 7, 2002, and the results for said examination have been received and recorded;

NOW, THEREFORE, BE IT RESOLVED, that the eligible list for exam #72622 position of Lead Operator be approved as detailed on the attached list and that the duration of this list shall be in effect from November 21, 2002 to November 21, 2003.

Chairman Laughlin made a motion to approve Resolution #74 for the Lead Operator. Seconded by Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin motioned to accept the new position job duty statement for Senior Library Clerk. Seconded by Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin noted the next meeting would be Thursday, December 19, 2002 at 8:30 A.M.

Chairman Laughlin closed the meeting at 8:50 A.M.