

CITY OF NORWICH

Civil Service Meeting

October 4, 2001

PRESENT:

David True, Chairman
Paul Laughlin, Commissioner

ALSO:

Deborah DeForest, Secretary
Kim Perez, Norwich City Schools
Margaret Boice, District Clerk
Christine Gray, Sr.Acct. Clerk

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

Chairman True made a motion to approve the August 23, 2001 minutes as written.
Seconded by Commissioner Laughlin. All ayes. 2-0.

A job duty statement was presented for Keyboard Specialist at the middle school. The school wishes to have this job reclassified to Secretary II. Discussion ensued. Chairman True made a motion to change the Keyboard Specialist job held presently by Julia Whitney at the middle school to Secretary II. Commissioner Laughlin seconded. All ayes. 2-0.

Commissioner Laughlin motioned to approve the new job duty statement for Teacher Aide at Perry Browne. Seconded by Chairman True. All ayes. 2-0.

Chairman True made a motion to approve the following job duty statement for vacated Teacher Aides:

Theresa Blenis	Kim Martinson
Martha Vidler	Nicole Oliver(Parry)

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

Commissioner Laughlin motioned to approve the job duty statement for Computer Technician vacated by Stephen Kern. Motion seconded by Chairman True.
All ayes. 2-0.

Secretary DeForest presented the job description for Production & Distribution Operator to be reinstated for the Department of Public Works for the City of Norwich. Discussion ensued. The Commission decided to table the discussion until the new job duty statement from the Supervisor is available at the next meeting.

The school addressed an issue pertaining to an Asian employee who wishes to apply for Senior Custodian position. The minimum qualifications of a high school education are required. The employee does not have proof of his high school education being the situation involved with leaving his country. The Commission has received a fax letter from the New York State Civil Service Commission this morning explaining the options in resolving this situation. Discussion ensued.

Chairman True made a motion; being this employee has been with the school for a long period of time and that the circumstances are extenuating; to approve this employee's application with the condition that he give the Commission a notarized statement that he has a high school education. Commissioner Laughlin seconded. All ayes. 2-0.

Chairman True noted he will be moving from this area in the near future and therefore may be resigning with the Commission within one month or two.

Chairman True noted the next meeting will be on November 8, 2001.

Meeting adjourned at 9:05 A.M.