

**CITY OF NORWICH**  
*Civil Service Meeting*  
October 26, 2000

**PRESENT:**

David True, Chairman  
Paul Laughlin, Commissioner

**ALSO:**

Deborah DeForest, Secretary  
Kim Perez, Norwich City Schools

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

Chairman True opened the meeting for a public hearing for the following matter:

Classify the following title of Deputy City Clerk as Exempt.

Chairman True asked if there was anyone who wishes to be heard on these issues please state your name and address for the record. Chairman True not hearing any further comments from the public deemed the hearing closed. Chairman True now accepted a motion to bring the Resolution #13 to amend the City of Norwich Civil Service Rules to the table for discussion. Commissioner Laughlin made the motion. Seconded by Chairman True. All ayes. 2-0.

Chairman True read the following Resolution:

**RESOLUTION # 13 FOR AMENDMENTS TO THE CITY OF NORWICH**  
**CIVIL SERVICE RULES**

The City of Norwich Civil Service Commission has on October 26, 2000 adopted the following resolution:

**WHEREAS**, the City of Norwich Civil Service Commission deems it necessary to make certain changes to the Appendices of the City of Norwich Civil Service rules as a result of a recent classification of positions and addition and deletion of certain other positions, and

**WHEREAS**, the City of Norwich Civil Service Commission has duly advertised and has on October 26, 2000 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 changes be made to the Appendices of the City of Norwich Civil Service Rules.

The following titles shall be classified as Exempt and shall be added to the appendices as such:

Deputy City Clerk

Commissioner Laughlin made a motion to approve Resolution #13 for Amendments to the City of Norwich Civil Service Rules. Seconded by Chairman True. All ayes. 2-0.

Chairman True motioned to approve the September 28, 2000 minutes. Seconded by Commissioner Laughlin. All ayes. 2-0.

Commissioner Laughlin motions to approve the following appointments:

#### **APPROVAL OF PERMANENT APPOINTMENTS**

| <b>Non-Competitive</b> |                 | <b>Date of Appt.</b> |
|------------------------|-----------------|----------------------|
| Michele Goodman        | School Bus Aide | 9/28/2000            |
| Sharon Ray             | School Monitor  | 10/13/2000           |
| Annelissa Siriani      | Teacher Aide    | 10/2/2000            |
| Martha Vidler          | Teacher Aide    | 9/14/2000            |

#### **Other Appointments**

|                   |                                |            |
|-------------------|--------------------------------|------------|
| Joyce Stoutenberg | Secretary I (Prov)             | 10/5/2000  |
| Lisa Robinson     | Administrative Assistant(Prov) | 10/10/2000 |

Seconded by Chairman True. All ayes. 2-0.

The Attendance Control Monitor job classification was discussed. Ms. Perez noted the school wishes to proceed with testing for this position. Ms. Perez also addressed the issue of who is to write the letters to these individuals after the Commission make a decision. It was noted if the individual writes the Commission on a issue then the Commission will respond. If the school brings the issue to the Commission then they will be responsible for replying to the individuals.

Chairman True made a motion to approve the Attendance Control Monitor job description and classify it as competitive. Seconded by Commissioner Laughlin. All ayes. 2-0. The Commission will send a letter to the employee in this position with a copy to Norwich School. The school will then issue a provisional personnel action sheet.

Kim Perez was given a listing from the comparison of our roster sheets to Norwich School listing of permanent dates. A discussion was ensued. Ms. DeForest is to contact Mary Morrison in reference to the status of School Bus Drivers.

Chairman True made a motion to approve the new job duty statement from the Library Account Clerk and be classified as competitive. Seconded by Commissioner Laughlin. All ayes. 2-0.

The Commission reviewed job duty statements from the Assistant Superintendent of Department of Public Works and the Superintendent of Department of Public Works. Discussion ensued. Chairman True motioned both jobs be classified as competitive and promotional exams be given. Seconded by Commissioner Laughlin. All ayes. 2-0.

The City Historian job duty statement was reviewed. Discussion ensued. Chairman True motioned to have the Public Hearing for City Historian at the next meeting. Seconded by Commissioner Laughlin. All ayes. 2-0

Chairman True noted the next meeting would be November 30, 2000.

Chairman True adjourned the meeting at 8:45 A.M.