

CIVIL SERVICE MEETING

September 1, 2000

Norwich, New York 13815

PRESENT:

David True, Chairman
Paul Laughlin, Commissioner

ALSO:

Deborah DeForest, Secretary
Judy Wingate-Wade, Director of
Norwich Housing Authority

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

Chairman True opened the meeting for a public hearing on the following matters:

- a) adding the titles of Director of Human Resources, Live-In Maintenance Person and School Nurse to the City of Norwich Civil Service rules as Non-competitive positions.
- b) Changing the titles only from Head Grounds Man to Head Grounds Keeper and Grounds Man to Grounds Keeper.

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 noted I will now accept a motion to bring the resolution #11 to amend the City of Norwich Civil Service Rules to the table for discussion. Commissioner Laughlin made the motion and Seconded by Chairman True.. All ayes. 2-0.

Chairman True read the following Resolution #11:

RESOLUTION #11 FOR AMENDMENTS TO THE CITY OF NORWICH CIVIL SERVICE RULES:

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 September 1, 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 Non-Competitive and shall be added to the appendices as such:

School Nurse
Director of Human Resources
Live-In Maintenance Person

The following titles are currently classified as Non-Competitive and shall be amended to read: Head Grounds Keeper and Grounds Keeper from the current listing of Head Grounds man and Grounds man.

I will now accept a motion to approve the Resolution #11 to amend the City of Norwich Civil Service Rules as listed. Commissioner Laughlin made a motion to accept Resolution #11 to amend the City of Norwich Civil Service Rules as listed. Seconded by Chairman True. All ayes. 2-0..

The Commission reviewed the Live-In Maintenance Person and the Watch Attendant. job descriptions and duty statements. Discussion ensued. Chairman True made a motion to change Live-In Maintenance Person from Non-competitive to laborer classification and change the title to Watch Attendant. This change will be presented in a Public Hearing to be scheduled on September 28, 2000. Seconded by Commissioner Laughlin. All ayes. 2-0.

The Commission reviewed the positions of Building Maintainer and Maintenance Worker. Discussion ensued. Commissioner Laughlin motioned the Building Maintainer be classified as Non-Competitive and the title be changed to Maintainer. This position should also be placed on the agenda for the September 28, 2000 Public Hearing. Seconded by Chairman True. All ayes. 2-0.

Chairman True moved the position of Maintenance Worker be classified as Labor. This position should also be placed on the agenda for the September 28, 2000 Public hearing. Seconded by Commissioner Laughlin. All ayes. 2-0.

Judy Wingate-Wade, Director of Norwich Housing Authority was present and discussion was made in reference to the Administrative Assistant/Account Clerk position. It was noted this job will need to be reviewed and a new job description done. Secretary DeForest will review similar titles and prepare a job description to be again reviewed by Ms. Wingate-Wade for action at our next meeting.

Deputy City Clerk position was reviewed. Discussion ensued. Commission feels this job should be classified exempt status. It was noted to have the present Deputy City Clerk fill out a job duty statement, before the next meeting, for review.

The following Roster cards were noted have to be changed from:

Director of Finance to City Chamberlain
Emergency Management Director to Officer of Disaster Preparedness
Monitor to School Monitor
Water System Maintainer to Meter Reader/Water System Maintainer

The Commission reviewing the timeline issues decided they needed a job duty statement for City Historian and Records Management to decide whether these jobs need to be classified competitive with the increase in hours for the City Historian.

The Commission also requested job duty statements from the Superintendent of Public Works and Assistant Superintendent of Public Works being these titles are not in the Appendices.

Discussion was made on School Lunch Director position. This position has never been established but an incumbent was transferred into this position. Job duty statement was requested from the current incumbent and also to send for the records from the job they were transferred from and the job title of the position.

The Attendance Control Monitor was also discussed. The Commission requested a job duty statement from the present incumbent as the Commission needs to classify this position.

Commissioner Laughlin motioned the Sewer Plant Attendant position title needs to be changed to Wastewater Treatment Plant Attendant and should be included at the Public Hearing on September 28, 2000. Seconded by Chairman True. All ayes. 2-0

Chairman True motioned the Page position title be changed to Library Page and be classified as Labor and also be included in the Public Hearing for September 28, 2000. Seconded by Commissioner Laughlin. All ayes. 2-0.

With no other business Chairman True moved the meeting be adjourned. Seconded by Commissioner Laughlin. All ayes. 2-0. Meeting adjourned at 11:45 A.M..

