

CITY OF NORWICH
CIVIL SERVICE COMMISSION
Regular Meeting Minutes

March 29, 2023

11:45 a.m.

City Hall

Present: Commissioner Joe Esposito, Commissioner Ryan Zieno, Commission Secretary Lynn Murray

- The regular meeting was called to order by Commissioner Esposito at 11:43 am.
- The commission held a disqualification hearing for a police officer the hearing began at 11:44 am.
- The minutes of the October 25, 2022, meeting was reviewed and approved unanimously by motion of Commissioner Zieno, seconded by Commissioner Esposito as presented.
- The Commission reviewed personnel transactions from June 2022 to present, as presented. The transactions were approved unanimously by motion of Commissioner Esposito, seconded by Commissioner Zieno.
- Lynn reported the following items of correspondence had been received since the last meeting:
 - NYS Civil Service: PAR-02-23 Career Opportunities in Law Enforcement
 - NYS Civil Service: PAR-01-23 World Trade Center Sick Leave Reimbursement
 - NYS Civil Service: IM-01-23 Annual Report 2022
 - NYS Civil Service: PAR-03-23 Hiring Emergency Limited Placement Program
- Eligible lists were reviewed and adopted for the following recently administered civil service examinations: Secretary II exam #65749 (held June 11, 2022); Police Officer exam # 62129 (held September 17, 2022); Tenant Relations Clerk exam #61595 (held July 16, 2022; Community Development Director (held October 22, 2022).
- Lynn reviewed the status of all current exams ordered, scheduled and pending. A copy of the exam status is attached to the minutes.
- Under new business, the following items were discussed:

- The Commission reviewed the 2022 Annual report, as presented. The report was approved unanimously by motion of Commissioner Zieno, seconded by Commissioner Esposito.
 - The Commission reviewed the minimum qualifications for Assistant Police Chief as presented. The minimum qualifications were approved unanimously by motion of Commissioner Esposito, seconded by Commissioner Zieno. Job description is attached.
 - The Commission reviewed the 2022 examination fees billing as presented. The report was approved unanimously by motion of Commissioner Zieno, seconded by Commissioner Esposito.
 - A public hearing will be held on April 17, 2023, at 1:00 pm to amend the Norwich Civil Service Rules for changes in appendices and the Norwich Civil Service Model Rules.
- Next meeting is scheduled for April 17, 2023, at 1:00 pm.
 - Commissioner Esposito moved to adjourn the meeting at 12:30 pm. Seconded by Commissioner Zieno approved ayes all.

Norwich Municipal Civil Service Monthly Summary of Personnel Changes

Name	Title	Agency	Class	Rate	Action	Eff Date	Notes
Howe, Kelli	Substitute Nurse RN	School	NC	\$20.00	CIT	9/27/2021	
Howe, Kelli	School Nurse RN	School	NC	\$30.46	CIT	11/18/2021	
Squires, Raven	Bus Aide	School	L	\$13.20	RES	6/30/2022	
Ford, Michael	Groundskeeper	School	NC	\$15.55	CIT	7/1/2022	
McLaughlin, Casey	Food Service Worker	School	L	\$14.28	CIT	7/1/2022	
Squires, Raven	Substitute Bus Driver	School	NC	\$25.00	A	7/1/2022	
Eldred, Samantha	Co-Head Bus Driver	School	NC	\$21.64	CIT	7/1/2022	
MacLaury, Lynn	Substitute Cleaner	School	L	\$15.00	CIT	8/29/2022	
MacLaury, Lynn	Cleaner	School	L	\$15.84	LOA	8/29/2022-6/2/2023	
Lawton, Lisa	Substitute Clerical	School	NC	\$15.00	CIT	9/29/2022	
O'Neil, Michelle	School Bus Aide	School	L	\$13.94	RES	9/30/2022	
McLaughlin, Anna	Keyboard Specialist	School	C	\$14.20	AP	10/31/2022	
Roach, Murray	Secretary II	City	C	\$16.27	AP	11/16/2022	
Minckler, Cody	Firefighter	City	C	\$17.67	A	11/21/2022	
Lawton, Lisa	Keyboard Specialist	School	C	\$14.20	AP	11/29/2022	
Brown, Matthew	Substitute Cleaner	School	L	\$15.00	A	12/5/2022	
Newell, Sarah	Secretary II	School	C	\$14.20	AP	12/5/2022	
Buel, Erica	Account Clerk	City	C	\$16.68	AP	12/7/2022	
Dwyer, Corey	Cleaner	School	L	\$14.39	A	12/15/2022	
Woodcock, Kaci	Substitute Bus Aide	School	L	\$15.00	A	12/27/2022	
Beardslee, Dorothy	Secretary II	School	C	\$13.95	A	12/28/2022	Passed exam
Hager, Kathryn	Secretary II	School	C	\$14.45	A	12/28/2022	Passed exam
Miller, Kristen	Secretary II	School	C	\$15.75	A	12/28/2022	Passed exam
Jenkins III, James	Substitute Bus Driver	School	NC	\$25.00	A	1/3/2023	
Peck, Casey	Tenant Relations Clerk	Housing Authority	C	\$22.50	A	1/10/2023	Passed exam

Conway, Lisa	School Bus Aide	School	L	\$14.20	A	1/17/2023	
Kingsbury, Troy	MEO II	City	NC	\$15.05	A	1/17/2023	
Burress, Jason	MEO II	City	NC	\$15.05	A	1/18/2023	
Beebe, Lucas	MEO I	City	NC	\$16.58	A	1/23/2023	
Brown, Matthew	Cleaner	School	L	\$14.70	CIC	1/23/2023	Went to full time
Bradley, Lisa	Food Service Worker	School	L	\$14.20	A	1/25/2023	
Kunkel, Angela	School Lunch Cook Manager	School	NC	\$15.50	A	1/25/2023	
Angle, Xandra	School Bus Aide	School	L	\$14.20	A	2/1/2023	
Scrivner, Erik	Community Development Director	City	C	\$75,192.00	A	2/1/2023	Passed exam
Krammich, Jon	Substitute Cleaner	School	L	\$15.00	RES	2/3/2023	
Stillman, Sandra	Senior Custodian	School	C	\$20.00	AP	2/6/2023	
Haggerty, Brian	Cleaner	School	L	\$14.70	A	2/13/2023	
Lund, Amanda	School Lunch Cook	School	NC	\$14.50	A	2/15/2023	
Stage, Gavin	Maintenance Worker	School	NC	\$17.00	RES	2/15/2023	
Armour, Crystal	Senior Custodian	School	C	\$20.00	AP	2/20/2023	
Marsh, Rodney	Police Chief	City	C	\$50.19	RET	3/2/2023	
Slack, Alicia	Police Officer	City	C	\$31.60	RES	3/2/2023	
Roach, Reuben	Police Chief	City	C	\$104,000	A	3/3/2023	
Backus, Mary	Cleaner	School	L	\$14.70	A	3/13/2023	
Ward, Elizabeth	School Bus Driver	School	NC	\$17.00	A	3/13/2023	
Ward, Elizabeth	School Bus Driver	School	NC	\$17.00	RES	3/15/2023	
Brown, Randy	Maintenance Worker	School	NC	\$18.14	RES	3/19/2023	
Haggerty, Brian	Cleaner	School	NC	\$14.70	RES	3/19/2023	
Brown, Randy	Head Building Maintenance Mechanic	School	C	\$20.50	AP	3/20/2023	
Haggerty, Brian	Maintenance Worker	School	NC	\$17.00	A	3/20/2023	
Meyers, Tiffany	Cleaner	School	L	\$14.70	A	3/20/2023	
Lindenthaler, Sonya	Cleaner	School	L	\$14.70	A	3/20/2023	

Martin, Mark	Sergeant	City	C	\$77,269.92	PROM	3/22/2023	
Roberts, Matthew	Detective Sergeant	City	C	\$79,475.76	PROM	3/22/2023	
Wenger, Corey	Detective	City	C	\$61,739.36	PROM	3/22/2023	
Waite, Taylor	Police Officer	City	C	\$25.73	A	3/24/2023	
King, Tyler	Police Officer	City	C	\$25.73	A	3/25/2023	
Brown, Andrew	Police Officer	City	C	\$25.73	A	3/26/2023	
Backus, Mary	Cleaner	School	L	\$14.70	RES	3/28/2023	
Lanfair, Odessa	Finance Clerk	School	C	\$41,000	RES	3/31/2023	

Key to Personnel Actions

A: Appointed Permanently; AT: Appointed Temporarily; AP: Appointed Provisionally; ELEC: Elected; PROB: Probationary Appointed; PROM: Promotion; CIC: Change in Classification; CIT: Change in Title; SAL: Salary Change; MA: Military Leave; LOA: Leave of Absence; LO: Layoff; BM: Bump to Lower Position; RES: Reassigned; RET: Retired; REI: Reinstated; DM: Demoted; TR: Transferred; TERM: Terminated; DEC: Deceased; SUS: Suspended.

Key to Jurisdictional Classes

C: Competitive; NC: Non-Competitive; EX: Exempt; L: Labor; UNC: Unclassified



Department of Civil Service

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Exam Status

0910 - City Of Norwich

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Exam Status will provide you with the most accurate, real-time information on the examinations scheduled for your agency. Please note that when examination dates change, those changes are reflected automatically in Exam Status. Please check Exam Status frequently for the most up-to-date information on your agency's examinations, test dates & exam results.

Please see [Instructions](#) for Updating Exam Requests through Exam Status.

If you need any assistance with this application, please contact OCOMA at 518-473-5037 or by e-mail at assistance.request@cs.ny.gov.

JOB/EXAM TITLE	VIEW/UPDATE REQUEST	REQ BY	EXAM NUMBER	SERIES	REQUEST DATE	SCHEDULED DATE	DATE CLEARED	DISPLAY ROSTER	EXPORT	C/P
Police Sergeant	50261	Lynn Murray	79158	Police Supervisors/Investigators	12/28/2022	06/10/2023				
Secretary II	50260	Lynn Murray	60408		12/28/2022					
Head Building Maintenance Mechanic	46113	Lynn Murray	62009	Building and Grounds Maintenance	09/06/2022	03/25/2023				
Administrative Assistant	45724	Lynn Murray	61967		09/06/2022					
School Safety Officer	45099	Lynn Murray	62124	Safety and Security	09/06/2022	03/04/2023				
Firefighter	44317	Lynn Murray	62186	Firefighter	04/21/2022	02/11/2023				
Police Officer	44316	Lynn Murray	62129	Entry-Level Law Enforcement	04/21/2022	09/17/2022	12/12/2022	View / Save	☐	
Community Development Director	43809	Lynn Murray	65402	Business Operations	03/29/2022	10/22/2022				
Senior Custodian	42116	Lynn Murray	76509		01/03/2022					
Senior Custodian	42115	Lynn Murray	60964		01/03/2022					
Finance Clerk	41063	Lynn Murray	68790		11/08/2021					
Housing Property Manager	40740	Lynn Murray	66681	Housing and Community Development	10/20/2021					
Pool & Ground Technician	40737	Lynn Murray	66396		10/20/2021					
Secretary II	36980	Lynn Murray	65749	Office Support Services	03/16/2021	06/11/2022	12/05/2022	View / Save	☐	
									Export	
Save list to MS Excel file										

JOB/EXAM TITLE	VIEW/UPDATE REQUEST	REQ BY	EXAM NUMBER	SERIES	REQUEST DATE	SCHEDULED DATE	DATE CLEARED	DISPLAY ROSTER	EXPORT	C/P
Tenant Relation Clerk	29252	Lynn Murray	61595	Human Services Paraprofessional	10/29/2019	07/16/2022	01/09/2023	View / Save	☐	
Save list to MS Excel file										

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Lynn Murray

From: msdannualreport@cs.state.ny.us
Sent: Tuesday, February 21, 2023 12:46 PM
To: Lynn Murray
Subject: MSD Annual Report Submission Confirmation

Thank you for submitting the 2022 Annual Report for CITY OF NORWICH. Your consultant will review your Annual Report and will contact you, should any additional information be necessary.

A 2022 Summary of Annual Reports will be made available to you in June 2023.

Main Report

2022

ANNUAL REPORT TO THE NEW YORK STATE CIVIL SERVICE COMMISSION

Reporting Agency: CITY OF NORWICH

1. AGENCY STAFF

A. Commissioners or Personnel Officer

Name and Address	Title	Annual Salary
Esposito, Joe 65 Hillview Dr Norwich, NY 13815	COMMISSIONER	\$.00
Murray, Lynn 1 City Plaza Norwich, NY 13815 E-Mail: lynn.murray@norwichnewyork.net	SECRETARY TO THE COMMISSION	\$.00
Sastri, Charleen 77 Pleasant St Norwich, NY 13815	COMMISSION CHAIRPERSON	\$.00
Zieno, Ryan 20 Adelaide St Norwich, NY 13815 E-Mail: rzieno@gmail.com	COMMISSIONER	\$.00

B. Agency Employees

Name	Title	Annual Salary
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Main Report

C. Hours and Access

Agency Mailing Address:

CITY HALL
ONE CITY PLAZA
NORWICH, NY 13815

Home Page: www.norwichnewyork.net

Work Phone: (607) 334-1235 Ext:

Fax: (607) 334-1208 Ext:

D. Contact Staff

Name	Functional Area	Telephone	E-Mail
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2. COMMISSION MEETINGS

Number of meetings held during calendar year 2022

Regular: 0 Special: 0

3. AGENCY FINANCES

Expenditures 2022

\$80,000

Appropriations 2023

\$82,410

a. Personnel:

\$65,000

a. Personnel:

\$67,410

b. All other:

\$15,000

b. All other:

\$15,000

All Agencies:

Expenditure used for Merit System Administration

\$45,000

Cities Only:

Reimbursed Amt by School District

\$20,000

4. EMPLOYEES

County or Town/City Civil Service Agency	Total No of Class Positions	Total No of Comp. Positions	Perm	Competitive Prov	Temp	Non - Competitive Section 42	Section 55-a	Exempt
	400	24	00	40	0	440	0	0

5. PROVISIONAL APPOINTMENTS

Name	Title	Dept/Agency	Appt Date	Ex
Buel, Erica	Account Clerk	Finance	12/7/2022	
Correll, Aja	Finance Clerk	School District	11/15/2021	11
Ficicchia, Salvatore	Senior Custodian	School District	3/14/2022	1/
Gager, Dennis	Senior Custodian	School District	3/14/2022	1/
Jenkins, Stephanie	Secretary II	School District	12/29/2022	12
Lanfair, Odessa	Finance Clerk	School District	12/6/2021	11
Lawton, Lisa	Keyboard Specialist	School District	11/29/2022	
Mackay, Doreen	Secretary II	School District	12/29/2022	12
McLaughlin, Anna	Keyboard Specialist	School District	10/31/2022	
Mills III, Wesley	School Safety Officer	School District	8/23/2022	9/
Newell, Sarah	Secretary II	School District	12/5/2022	12
Paula, Heriberto	Senior Custodian	School District	3/14/2022	1/

12 Provisional Appointments

6. TEMPORARY APPOINTMENTS

Name	Title	Dept/Agency	Appt Dt	Duration	Li
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7. POSITION CLASSIFICATION

Department/Agency	No of Positions Classified	No of Spec. Adopted	Survey Adopt
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8. RULE APPENDICE

Title	Dept/Agency	No of Positions	Position Filled Date	Public Hearing Dt	Status Resolution S
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Main Report

B. Decentralized Exam Conducted under the NYS Dept of Civil Service

Title	Book #	Type	Test Date	CR	List Date	Ex Cd	No Exmd
Account Clerk	823	OC	6/11/2022	N	6/13/2022	W	1
Keyboard Specialist	823	OC	6/11/2022	N	6/13/2022	W	1
Library Clerk	823	OC	6/11/2022	N	6/13/2022	W	1

10. ACTIVITY NAME

- ADMINISTRATION OF PAY PLANS
- COLLECTIVE BARGAINING
- CONTRACT ADMINISTRATION
- EMPLOYEE BENEFITS ADMINISTRATION
- EMPLOYEE INSURANCE ADMINISTRATION
- ORIENTATION OF NEW EMPLOYEES
- SALARY SURVEYS

11. CONSULTANT

Activity	Name
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12. PROJECT

Project Name	Project Type
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Job Descriptions

Classification
Updating job descriptions to meet the hiring authority needs

13. PLANS

Major Issues

City of Norwich model rules do not match the civil service rules. Appendixes for certain titles need to be updated to match civil service titles

Main Report

Signed:

Chairperson or Personnel Officer	Date
Commissioner	Date
Commissioner	Date
Secretary to the Commissioner	Date

Electronic Submission Date: 02/21/2023

Submitted by: Murray, Lynn (LAM21)

Assistant Police Chief

Distinguishing Features of the Class: This is an important managerial position involving assisting in the administration and direction of a small city police department. Work is performed under the general direction of the Chief of Police. Does related work as required.

Typical Work Activities:

Assists in the administration and direction of a small city police department;

Acts for and in place of the Chief of Police in all matters related to the police department in the absence of the chief;

Assists in developing and implementing policies pertaining to police operations with the City;

Oversees day-to-day scheduling of personnel and their activities;

Directs the investigation of major criminal offenses;

May aid in development of personnel policies, municipal bargaining strategies, and labor contracts involving law enforcement personnel;

Serves as chief administrative of a city police department;

Develops and implements policies pertaining to police operations with the City;

Develops budgets for departmental functions and administers budget appropriations;

Oversees the investigation of major criminal offenses;

Develops and maintains controls over equipment, supplies and materials inventories;

Represents the City in discussions with other governments, organizations, agencies and individuals as they relate to police functions.

Full Performance knowledge, skills, abilities and personal characteristics:

Thorough knowledge of police agency administration and functions, including staffing requirements and techniques and supervision and deployment of police personnel. Thorough knowledge of training functions as they relate to law enforcement personnel. Good knowledge of scientific methods of crime detection and criminal identification. Good knowledge of everyday planning practices and procedures. Good knowledge of standard budgeting procedures. Working knowledge of accounting and payroll functions. Ability to plan logically and concisely. Ability to deploy personnel efficiently. Ability to prepare and implement department budgets. Ability to seek out cost saving methods. Ability to express ideas clearly. Ability to communicate effectively with superiors, subordinates, and the public both orally and in writing. Sound judgement, courtesy, and tact. Discretion, initiative, resourcefulness, integrity. Physical condition commensurate with demands of the position.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma; and ~~ten (10)~~ eight (8) years' experience as a police officer as defined in the New York State Code of Criminal Procedure at least ~~two~~ one (1) of which shall have been in a supervisory position equivalent to the rank of Sergeant in the Norwich Police Department.

Note: Possession of a bachelor's degree in criminal justice, police science, police administration or a related field may be substituted for four (4) years of experience as a police officer, or an associate degree in criminal justice, police science, police administration or a related field may be substituted for two (2) years of experience as a police officer.

*Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Municipal Billing

CITY OF NORWICH-- 2022 Examination Fees Billing

Certified By Lynn Murray on 02/27/2023

Show DCS counts

Exam Number	Exam Title	Exam Date	Exam Fee Count	Application Fee Waiver Count	Bill Count	Fee Description	Application Fee Charged	Exam Services Fee	Amount Due DCS for this Exam	Municipal CS Comments	OFA Comments
Uniform											
60226	FIREFIGHTER	20220319	10								
			2	0	2	Firefighter - Non resident	\$ 25.00	\$ 12.50	\$ 25.00		
			8	0	8	Firefighter - Resident	\$ 20.00	\$ 12.50	\$ 100.00		
76608	POLICE CHIEF,TYPE B	20220319	2								
			1	0	1	Police Chief Type B - Non Resident	\$ 25.00	\$ 12.50	\$ 12.50		
			1	0	1	Police Chief Type B - Resident	\$ 20.00	\$ 12.50	\$ 12.50		
62129	POLICE OFFICER	20220917	22								
			15	0	15	Police Officer - Non Resident	\$ 25.00	\$ 12.50	\$ 187.50		
			7	0	7	Police Officer - Resident	\$ 20.00	\$ 12.50	\$ 87.50		
77237	POLICE SERGEANT	20220611	4								
			2	0	2	Police Sergeant - Resident	\$ 20.00	\$ 12.50	\$ 25.00		
			2	0	2	Police Sergeant- Non Resident	\$ 25.00	\$ 12.50	\$ 25.00		

[illegible]

									for this Exam	
028	Account Clerk		1	0	1		\$ 5.00	\$ 0.00	\$ 5.00	
823	Keyboard Specialist/Library Clerk		3	0	3		\$ 15.00	\$ 0.00	\$ 15.00	
Exam Count										
2	Municipal Bill Total		4	0	4				\$ 20.00	
Grand Totals										
Exam Count	Description		Exam Fee Count	Application Fee Waiver Count	Bill Count				Amount Due DCS for the Year	
8	DCS Grand Total		51							
10	Municipal Bill Grand Total		54	1	53				\$ 597.50	
									Prior Year Debit	\$ 0.00
			2022						Total Amount Due	\$ 597.50