



City of Norwich Civil Service Commission
Civil Service Meeting
January 28, 2010

PRESENT:

Michael Close, Chairman
John Blenis, Jr. Commissioner
Joanne Baker, Commissioner

ALSO:

Deborah DeForest, Secretary
Kim Perez, NCSD

Chairman Close called the meeting to order at 8:30 a.m.

Commissioner Blenis made a motion to approve the minutes of the December 17th, 2009 meeting. Motion was seconded by Commissioner Baker. Motion approved, 3-0.

Chairman Close introduced resolution #177 to establish the eligible list for exam #63436 for the position of Superintendent of Buildings and Grounds:

The City of Norwich Civil Service Commission has on 1/28/2010 adopted the following resolution:

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

Whereas, an examination for the position of Superintendent of Buildings and Grounds was held on October 31, 2009 and the results for said examination have been received and recorded;

Now, therefore be it resolved, that the eligible list for exam #63436 for the position of Superintendent of Buildings and Grounds be established and that the duration of this list shall be in effect from 1/29/2010 to 1/29/2011.

Commissioner Blenis moved to approve the resolution, Commissioner Baker seconded. Motion approved 3-0.

Chairman Close introduced resolution #178 to establish the eligible list for exam #63689 for the position of School Tax Collector:

The City of Norwich Civil Service Commission has on 1/28/2010 adopted the following resolution:

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

Whereas, an examination for the position of School Tax Collector was held on October 31, 2009 and the results for said examination have been received and recorded;

Now, therefore be it resolved, that the eligible list for exam #63689 for the position of School Tax Collector be established and that the duration of this list shall be in effect from 1/29/2010 to 1/29/2011.

Commissioner Blenis moved to approve the resolution, Commissioner Baker seconded. Motion approved 3-0.

Chairman Close introduced resolution #179 to establish the eligible list for exam #82309L for the position of Library Clerk:

The City of Norwich Civil Service Commission has on 1/28/2010 adopted the following resolution:

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

Whereas, an examination for the position of Library Clerk was held on November 7, 2009 and the results for said examination have been received and recorded;

Now, therefore be it resolved, that the eligible list for exam #8209L for the position of Library Clerk be established and that the duration of this list shall be in effect from 1/29/2010 to 1/29/2011.

Commissioner Blenis moved to approve the resolution, Commissioner Baker seconded. Motion approved 3-0.

Chairman Close introduced resolution #180 to establish the eligible list for exam #09026 for the position of Secretary I:

The City of Norwich Civil Service Commission has on 1/28/2010 adopted the following resolution:

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

Whereas, an examination for the position of Secretary I was held on November 7, 2009 and the results for said examination have been received and recorded;

Now, therefore be it resolved, that the eligible list for exam #09026 for the position of Secretary I be established and that the duration of this list shall be in effect from 1/29/2010 to 1/29/2011.

Commissioner Baker moved to approve the resolution, Commissioner Blenis seconded. Motion approved 3-0.

Chairman Close introduced resolution #181 to establish the eligible list for exam #09865 for the position of Treatment Plant Operator/Trainee.

The City of Norwich Civil Service Commission has on 1/28/2010 adopted the following resolution:

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

Whereas, an examination for the position of Treatment Plant Operator/Trainee was held on November 7, 2009 and the results for said examination have been received and recorded;

Now, therefore be it resolved, that the eligible list for exam #09865 for the position of Treatment Plant Operator/Trainee be established and that the duration of this list shall be in effect from 1/29/2010 to 1/29/2011.

Commissioner Baker moved to approve the resolution, Commissioner Blenis seconded. Motion approved 3-0.

Chairman Close introduced resolution #182 to establish the eligible list for exam #09823 for the position of Clerk:

The City of Norwich Civil Service Commission has on 1/28/2010 adopted the following resolution:

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

Whereas, an examination for the position of Clerk was held on November 7, 2009 and the results for said examination have been received and recorded;

Now, therefore be it resolved, that the eligible list for exam #09823 for the position of Clerk be established and that the duration of this list shall be in effect from 1/29/2010 to 1/29/2011.

Commissioner Baker moved to approve the resolution, Commissioner Blenis seconded. Motion approved 3-0.

Chairman Close introduced resolution #183 to establish the eligible list for exam #62123 for the position of Police Officer:

The City of Norwich Civil Service Commission has on 1/28/2010 adopted the following resolution:

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

Whereas, an examination for the position of Clerk was held on November 14, 2009 and the results for said examination have been received and recorded;

Now, therefore be it resolved, that the eligible list for exam #62123 for the position of Police Officer be established and that the duration of this list shall be in effect from 2/1/2010 to 2/1/2011.

Commissioner Baker moved to approve the resolution, Commissioner Blenis seconded. Motion approved 3-0.

Chairman Close introduced resolution #184 to establish the eligible list for exam #09822 for the position of Keyboard Specialist:

The City of Norwich Civil Service Commission has on 1/28/2010 adopted the following resolution:

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

Whereas, an examination for the position of Keyboard Specialist was held on November 21, 2009 and the results for said examination have been received and recorded;

Now, therefore be it resolved, that the eligible list for exam #09822 for the position of Keyboard Specialist be established and that the duration of this list shall be in effect from 1/29/2010 to 1/29/2011.

Commissioner Baker moved to approve the resolution, Commissioner Blenis seconded.

Motion approved 3-0.

Chairman Close introduced resolution #185 to establish the eligible list for exam #09996 for the position of Custodian:

The City of Norwich Civil Service Commission has on 1/28/2010 adopted the following resolution:

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

Whereas, an examination for the position of Custodian was held on November 21, 2009 and the results for said examination have been received and recorded;

Now, therefore be it resolved, that the eligible list for exam #09996 for the position of Custodian be established and that the duration of this list shall be in effect from 1/29/2010 to 1/29/2011.

Commissioner Blenis moved to approve the resolution, Commissioner Baker seconded. Motion approved 3-0.

Chairman Close introduced resolution #186 to establish the eligible list for exam #09028 for the position of Account Clerk/Keyboardist.

The City of Norwich Civil Service Commission has on 1/28/2010 adopted the following resolution:

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

Whereas, an examination for the position of Account Clerk/Keyboardist was held on November 21, 2009 and the results for said examination have been received and recorded;

Now, therefore be it resolved, that the eligible list for exam #09028 for the position of Account Clerk./Keyboardist be established and that the duration of this list shall be in effect from 1/29/2010 to 1/29/2011.

Commissioner Baker moved to approve the resolution, Commissioner Blenis seconded. Motion approved 3-0.

D. DeForest requested that the Commission consider approving the appointment of Scott Burlison as a designated strength and agility trainer for the Commission. She explained that currently the YMCA will provide a trainer if there is one available and at a cost of \$40 per candidate. In order to save the City some money Sgt. Burlison would be

available to conduct the strength and agility exams while he is on duty. Sgt. Burlison is well qualified for the assignment, for the past four years he has been an academy instructor at the Police Academy in Binghamton and is responsible for the physical fitness training of the candidates.

Discussion ensued.

Chairman Close made a motion to approve Scott Burlison as a strength and agility trainer for the Commission.

Motion seconded by Commissioner Baker, approved, 3-0.

D. DeForest presented a request from the Norwich School District to approve a new job duty statement for the position of School Business Executive.

K. Perez explained that it was the school district's desire to expand the experience currently required for the position of Deputy Superintendent to allow for consideration of a larger pool of candidates.

Discussion ensued.

Chairman Close made a motion to approve the new job duty statement as presented and classify the position as competitive. Commissioner Blenis seconded the motion, motion passed 3-0.

D. DeForest explained that she has been working with the Norwich Housing Authority to bring them into compliance on several employment issues regarding independent contractors.

D. DeForest informed the Commission that the Housing Authority has decided to leave the position of Modernization Coordinator vacant at this time.

Discussion ensued.

Next meeting was scheduled for February 25th at 8:30a.m.

Meeting adjourned at 9:22 a.m.