

CITY OF NORWICH
CIVIL SERVICE COMMISSION
Regular Meeting Minutes

April 30, 2024
11:00 a.m.
City Hall

Present: Commissioner Zieno, Commissioner Sastri, Civil Service Secretary Murray

The regular meeting was called to order by Commissioner Sastri at 11:01 am.

- The minutes of the November 28, 2023, and February 27, 2024, meeting were reviewed and approved unanimously by motion of Commissioner Zieno, seconded by Commissioner Sastri as presented. Approved ayes all.
- The Commission reviewed personnel transactions, as presented. The transactions were approved unanimously by motion of Commissioner Zieno, seconded by Commissioner Sastri. Approved ayes all.
- Eligible lists were reviewed and adopted for the following recently administered civil service examination: Firefighter Exam #85609 (held January 13, 2024) and Treatment Plant Operator/Trainee Exam #24001 (held March 2, 2024).
- Secretary Murray reviewed the status of all current exams ordered, scheduled, and pending: Police Sergeant 6/1/2024 and Fire Captain 6/15/2024.
- The commission reviewed the job description for Library Assistant – Commissioner Zieno moved for the position to be competitive, seconded by Commissioner Sastri, approved ayes all.
- Commissioner Zieno moved to adjourn the meeting at 11:11 am. Seconded by Commissioner Sastri approved ayes all.
- Next meeting is scheduled for May 29, 2024, at 10:00 am.

Norwich Municipal Civil Service Monthly Summary of Personnel Changes

Name	Title	Agency	Class	Rate	Action	Eff Date	Notes
Miller, Amanda	Substitute Teacher Aide	School	NC	\$15.00	A	3/11/2024	
Jeffery, Patrick	Firefighter	City	C	\$25.64	A	4/8/2024	Passed CS exam appointed
Dunham, Daniel	Substitute Teacher Aide	School	NC	\$15.00	A	3/13/2024	
LoGerfor, Arianne	Substitute Teacher Aide	School	NC	\$15.00	A	3/13/2024	
El-Tanbouly, Maribel	Cleaner	School	L	\$15.00	A	4/9/2024	
Longo, Samantha	Administrative Assistant	School	C	\$20.00	AP	4/11/2024	
Cubby, Valaree	Substitute Teacher Aide	School	NC	\$15.00	A	4/15/2024	
El-Tanbouly, Maribel	Cleaner	School	L	\$15.00	RES	4/15/2024	
Coulson, Janice	School Bus Driver	School	NC	\$17.50	A	4/22/2024	
Lund, Amanda	School Lunch Cook Manager	School	NC	\$15.00	A	4/22/2024	
Pascocello, Alexandra	Cleaner	School	L	\$15.00	A	4/22/2024	

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; REM: Removal; RES: Resigned; 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

List No.: 85609

CITY OF NORWICH

Date List Established: 4/1/2024

Expiration Date: 4/1/2028

Prepared by: Lynn Murray

TITLE OF ELIGIBLE LIST: Firefighter

Date of Examination: 1/13/2024

EXAM NO. 85609

RANK	NAME	ADDRESS	EXAM	VETS	FINAL	RESULT OF	CERTIFICATIONS	DATES & NATURE
			SCORE	PTS.	SCORE			
1	Hayden Hagenbuch	Norwich NY 13815	100		100		Paramedic	
2	Eric Olsen	McDonough NY 13801	100		100			
3	Kelton Young	Syracuse NY 13214	100		100		EMT	
4	Michael Owen	Cincinnati NY 13040	95		95			
5	Christopher Vanderweyde	Norwich NY 13815	95		95		EMT	
6	Cody Christophersen	Norwich NY 13815	95		95			
7	Andrew Parkison	Guilford NY 13780	95		95			
8	Patrick Jeffery	Oneida NY 13421	95		95		EMT	
9	Gideon Schena	Norwich NY 13815	95		95			

10	Adam Puzio	Port Crane NY 13833	95	95		Paramedic	
11	Gabriel Gawronski	Norwich NY 13815	95	95			
12	Mervin Stolzfas	Aftone NY 13730	90	90		EMT	
13	Douglas Urben	Hubbardsville NY 13355	90	90			
14	Daniel Coffey	Eaton NY 13334	90	90			
15	Mitchell Doing	Sherburne NY 13460	90	90			
16	Evan Grainger	New Berlin NY 13411	90	90			
17	Owen Rose	Sherrill NY 13461	85	85		EMT	
18	Zachary Kays	Preble NY 13141	85	85		Paramedic	

Date List Established: 3/4/2024

Prepared by: Lynn Murray

EXAM NO. 24001

Prepared by: Lynn Murray

[illegible]

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created, the proposal therefor, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.
Effective April 1, 1959

**CITY OF NORWICH CIVIL SERVICE COMMISSION
NORWICH, NEW YORK**

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
Forward two typed copies to this Commission.

1. DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
		Norwich City School District

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

PERCENT OF
WORK TIME

25%

Performs paraprofessional librarian or specialized non-librarian clerical duties for students and staff

20%

Use of technology to perform duties including databases, automation system, and other software

10%

Assists Librarian in providing reference service and directional assistance to commonly used materials

10%

Assist Librarian in cataloging, acquisitions, collection development, interlibrary loan, indexing and other technical services

10%

Conducts tours, book talks, multi-media programs, and program scheduling to students

10%

Provides advice, guidance and instruction to students and teachers to facilitate effective use of multi-format library resources

10%

Assists with marketing and execution of programming for the public (students, staff, and parents/caregivers)

5%

Performs a triage function, funneling reference questions requiring interpretation to the Librarian

(attach additional sheets if more space is needed)

3. Names and titles of persons supervising this position (General, Direct, Administrative, etc.):		
NAME	TITLE	TYPE OF SUPERVISION
Roma Malott	Library Media Specialist	Direct
	Building Principal	Administrative
4. Names and titles of persons supervised by employee in this position:		
NAME	TITLE	TYPE OF SUPERVISION
N/A	N/A	N/A
5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.		
NAME	TITLE	LOCATION OF POSITION
6. What minimum qualifications do you think should be required for this position?		
Education: High School _____ years College _____ years, with specialization in _____ Other _____ years, with specialization in _____ Experience: (list amount and type) Essential knowledge's, skills and abilities: Good knowledge of library services and practices. Working knowledge of basic computer systems. Attention to detail and ability to follow procedures consistently. Ability to learn and use new reference sources in electronic and digital formats. Ability to make decisions, follow procedures, and carry out assignments independently. Ability to express ideas clearly and accurately both orally and in writing. Type of license or certificate required: N/A		
7. The above statements are accurate and complete.		
Date: <u>03/01/2024</u> Title: <u>Director of Human Resources</u> Signature: <u>Amanda Tuller</u>		
CERTIFICATE OF CIVIL SERVICE COMMISSION		
8. In accordance with the provisions of Civil Service Law, Section 22, the _____		
_____ Civil Service Commission certifies that the appropriate civil service title		
for the position described is _____		
Date: _____ Signature: _____		
ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY		
9. Creation of described position		
_____ Approved _____ Disapproved Date: _____ Signature: _____		

Library Assistant

DISTINGUISHING FEATURES OF THE CLASS:

This work involves the responsibility for learning and performing various library functions and services at a para-professional level in a School Library. The work is performed under the supervision of Librarians with latitude to operate independently within the range of prescribed responsibilities. Supervision may be exercised over clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs paraprofessional librarian or specialized non-librarian clerical duties;

Use of technology to perform duties including databases, automation system, and other software;

Assists Librarian in providing reference service and directional assistance to commonly used materials;

Assist Librarian in cataloging, acquisitions, collection development, interlibrary loan, indexing and other technical services;

Conducts tours, book talks, multi-media programs, and program scheduling to students;

Provides advice, guidance and instruction to students and teachers to facilitate effective use of multi-format library resources;

Assists with marketing and execution of programming for the public (students, staff and parents/caregivers);

Performs a triage function, funneling reference questions requiring interpretation to the Librarian.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of library research and reference methods; working knowledge of basic printed reference tools and sources; working knowledge of basic computer systems; ability to supervise small groups of staff or volunteers on a regular basis; ability to learn and use new reference sources in electronic and digital format; ability to read and comprehend written material; ability to express ideas clearly and accurately, orally and in writing; ability to get along well with patrons, staff and volunteers; ability to lift objects such as books, supplies and files; ability to perform calculations involving basic arithmetic functions; ability to perform all duties of the position accurately; ability to make decisions, follow procedures and carry out assignments independently; attention to detail, tact and courtesy required; the employees' physical and mental condition shall be commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

Adopted: 4/30/2024

Classification - Competitive