

CITY OF NORWICH
CIVIL SERVICE COMMISSION
Regular Meeting Minutes

September 24, 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 Zieno at 11:00 am.

- The minutes of the April 30, 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: Senior Account Clerk exam #85950 (held February 10, 2024). Accounts Payable Specialist exam #85167 (held February 10, 2024), Treatment Plant Operator Trainee exam #24001 (held March 2, 2024), Pool & Ground Technician exam #66396 (held March 2, 2024), Physical Therapist exam #24PT01 (held as a continuous recruitment exam), Human Resources Associate exam #88016 (held April 13, 2024), Assistant Police Chief exam #72929 (held March 23, 2024), Senior Custodian exam #60964 (held March 23, 2024), Fire Captain exam #74047 (held June 15, 2024), Police Sergeant exam #72977 (held June 1, 2024).
- Secretary Murray reported the following items of correspondence had been received since the last meeting:
 - PAR 06-24 – Changes to scoring – Police Exams Above the Entry-Level
- Secretary Murray reviewed the status of all current exams ordered, scheduled, and pending: Police Officer 9/28/2024.
- Under new business, the following items were discussed:
 - Norwich City School provided a NPDS for a new position, the NPDS was not filled out correctly. They asked that Secretary Murray send back the information and have them correct the form once that is completed, they will review the form and decide on classification.

- Stephen Cady presented a letter to the commission asking for an explanation as to why he was not canvassed or interviewed for the civil service exam of Fire Captain exam #74047 that was held on June 15, 2024
- Under old business
- Commissioner Zieno moved to adjourn the meeting at 11:28 am. Seconded by Commissioner Sastri approved ayes all.
- Next meeting is scheduled for October 29, 2024, at 11:00 am.

Norwich Municipal Civil Service Monthly Summary of Personnel Changes

Name	Title	Agency	Class	Rate	Action	Eff Date	Notes
Dunham, Joseph	Cleaner	School	L	\$16.18	RES	3/15/2024	
Carle, Christine	Substitute Teacher Aide	School	NC	\$15.00	RES	3/20/2024	
Kunkel, Angela	School Lunch Manager	School	NC	\$16.00	RES	4/8/2024	
Famolaro, Joseph	Working Foreman	City	NC	\$26.73	TR	5/22/2024	Transferred from HEO
Angle, Xandra	School Bus Aide	School	L	\$15.00	RES	6/26/2024	
Haynes, Dennis	Maintenance Worker	School	NC	\$18.50	RET	6/28/2024	
Stillman, Sandra	Senior Custodian	School	C	\$20.00	RES	6/28/2024	
Haynes, Dennis	Substitute Maintenance Worker	School	NC	\$20.00	A	6/29/2024	
Folts, Scott	Assistant Superintendent of DPW	City	C	\$44.23	TR	6/30/2024	Transferred from Lead Operator
Franklin, Gregory	Fire Captain	City	C	\$35.21	RET	6/30/2024	
Burruss, Jason	MEO II	City	NC	\$18.29	TERM	7/26/2024	
Williams, Michaela	School Lunch Cook	School	NC	\$15.00	RES	8/7/2024	
Crannell, Kari	Administrative Assistant	Housing Authority	C	\$22.95	RES	8/15/2024	
Corbin, Keith	School Bus Driver	School	NC	\$20.74	RES	8/16/2024	
Corbin, Keith	Substitute School Bus Driver	School	NC	\$25.00	A	8/17/2024	
Reiss, Leslie	Teacher Aide	School	NC	\$17.04	DEC	8/19/2024	
Anonich, Sara	Food Service Worker	School	L	\$15.00	RES	8/20/2024	
Card, Brandon	MEO I	City	NC	\$20.66	RES	8/23/2024	
Connelly, Abigail	Library Aide	Library	C	\$35100.00	RES	8/24/2024	
Olsen, Eric	Firefighter	City	C	\$24.27	A	8/25/2024	
Richards, Morgan	Library Clerk	Library	C	\$16.00	AP	8/28/2024	
Kossmann, Maya	Library Clerk	Library	C	\$16.00	REM	8/30/2024	

Dewey, Danny	School Bus Driver	School	C	\$18.07	RES	8/31/2024	
Groves, Sandra	Physical Therapist Assistant	School	C	\$27.00	LO	8/31/2024	
Kilborn, Barbara	Secretary II	School	C	\$16.69	RET	8/31/2024	
Eckert, Kearra	Substitute Teacher Aide	School	NC	\$15.00	TR	9/2/2024	
Mullins, Donovan	Substitute Teacher Aide	School	NC	\$15.00	TR	9/2/2024	
Collins, Erin	Library Assistant	School	C	\$16.00	AP	9/3/2024	
Benenati, Austin	Substitute Teacher Aide	School	NC	\$15.00	RES	9/3/2024	
Dowdall, Katelyn	Physical Therapist	School	C	\$55,000	AP	9/3/2024	
Jankowski, Jonathan	Substitute Teacher Aide	School	NC	\$15.00	TR	9/3/2024	
Marvin, Ashley	Library Assistant	School	C	\$16.00	AP	9/3/2024	
Wilkinson, Samantha	Bus Aide	School	L	\$15.00	A	9/3/2024	
Van Beers, Lauren	Human Resources Associate	School	C	\$57,200	A	9/4/2024	Passed CS exam appointed permanently with 8-52 weeks probation.
Waite, Taylor	Police Officer	City	C	\$27.91	RES	9/5/2024	
Foster, Brian	Senior Custodian	School	C	\$16.25	AP	9/7/2024	
Brandt, Shannon	Library Clerk	Library	C	\$16.00	AP	9/10/2024	
Whaley, Michael	Head Building Maintenance Mechanic	School	C	\$22.50	AP	9/23/2024	
Wessels, Grant	Police Officer	City	C	\$30.61	A	9/23/2024	Lateral transfer

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

Date List Established: 7/8/2024
Expiration Date: 7/8/2028
Prepared by: Lynn Murray

Expiration Date: 7/8/2028

EXAM NO. 85950

NORWICH CITY SCHOOLS

TITLE OF ELIGIBLE LIST: Senior Account Clerk - Library

Date of Examination: 2/10/2024

EXAM NO. 85950

Prepared by: Lynn Murray

[illegible]

Date List Established: 7/8/2024
Expiration Date: 7/8/2028
Prepared by: Lynn Murray

EXAM NO. 85167

[illegible]

Date List Established: 3/4/2024

Date of Examination: 03/02/2024

Prepared by: Lynn Murray

[illegible]

Date List Established: 8/16/2024

Prepared by: Lynn Murray

EXAM NO. 66396

[illegible]

TITLE OF ELIGIBLE LIST: Physical Therapist

Expiration Date: 8/26/2028

Date of Examination: Continuous Recruitment

EXAM NO. 0824-PT-01

Prepared by: Lynn Murray

[illegible]

Date List Established: 9/3/2024

Expiration Date: 9/3/2028

Prepared by: Lynn Murray

Date List Established: 9/11/2024

Expiration Date: 9/11/2028

Prepared by: Lynn Murray

Date List Established: 9/11/2024

Date of Examination: 3/23/2024

Prepared by: Lynn Murray

[illegible]

List No.: 74047

TITLE OF ELIGIBLE LIST: Fire Captain

Date of Examination: 6/15/2024

CITY OF NORWICH

Date List Established: 9/11/2024

Expiration Date: 9/11/2028

Prepared by: Lynn Murray

EXAM NO. 74047

RANK	NAME	ADDRESS	EXAM SCORE	VETS PTS.	FINAL SCORE	RESULT OF CANVASS	CERTIFICATIONS	DATES & NATURE OF APPOINTMENT
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1	Stephen Cady	Norwich NY 13815	81		81			
2	Daniel Kerila	Norwich NY 13815	72		72			
3	Cody Beckwith	Norwich NY 13815	72		72			
4	Blake Parry	Oxford NY 13830	72		72			
5	Aaron Winsor	Oxford NY 13830	70		70	Restricted		

Date List Established: 9/24/2024

Date of Examination: 6/1/2024

Prepared by: Lynn Murray

[illegible]



Department of Civil Service

KATHY HOCHUL
Governor

TIMOTHY R. HOGUES
Commissioner

PAR-06-24

POLICY ADVISORY REPORT

TO: All Municipal Civil Service Agencies
FROM: Municipal Services Division
SUBJECT: Changes to Scoring – Police Exams Above the Entry-Level
DATE: May 10, 2024

The purpose of this Policy Advisory Report is to notify local civil service agencies of changes to the way the Department of Civil Service will score examinations for positions in police departments and agencies above the entry-level. Band Scoring for all police exams will begin on March 23, 2024, with Police Chief examinations. Previously all upper-level examinations for police positions were point-scored.

Band scoring has been used by the Department of Civil Service for all examinations for positions in local government except for upper-level police and fire examinations since September 13, 1997.

The change to band-scoring methodology for police examinations above the entry-level will aid your appointing authorities by providing them with a greater number of candidates immediately available for appointment.

In this example, only three individuals were immediately reachable for Police Sergeant with scores of 93, 90 and 88 with point scoring. With band scoring, six individuals were immediately reachable for appointment with two 90's and four 85's.

Point Scored Example - Police

Name	Exam Score	Seniority Credits	Final Score
Candidate 1	91	2	93
Candidate 2	86	4	90
Candidate 3	87	1	88
Candidate 4	86	1	87
Candidate 5	84	3	87
Candidate 6	84	2	86
Candidate 7	83	1	84
Candidate 8	81	2	83
Candidate 9	82	1	83
Candidate 10	82	1	83

Band Scored Example - Police Sergeant Exam

Name	Raw Score	Seniority Credits	RS+SC	Apply Band
Candidate 1	75	2	77	90
Candidate 2	70	4	74	90
Candidate 3	71	1	72	85
Candidate 4	70	1	71	85
Candidate 5	68	3	71	85
Candidate 6	68	2	70	85
Candidate 7	67	1	68	80
Candidate 8	66	2	68	80
Candidate 9	66	1	67	80
Candidate 10	65	1	66	80

No action is needed at this time. Should you have any questions or concerns, please email them to assistance.request@cs.ny.gov.



Department of
Civil Service

Civil Service Update

May 2024



Scoring Revised for Police Promotion Examinations

To increase the number of candidates immediately available for promotion in law enforcement agencies, the New York State Department of Civil Service has changed how it scores examinations used to fill promotional vacancies in police departments. Starting with examinations held on March 23, 2024, the New York State Department of Civil Service, will be band scoring police promotion examinations. Band scoring has been used for other local civil service examinations since 1997.

The change to band scoring for police promotion examinations will help local government employers choose from a greater number of candidates. In the example below, three people could be hired for Police Sergeant (old method), with scores of 93, 90 and 88. With the new method, band scoring (new method), six people are immediately eligible in two bands.

For More Information:

The Department of Civil Service does not directly administer civil service for local governments. To find out more, contact your local civil service agency at:

www.cs.ny.gov/jobseeker/local/

Sample Eligible List - Police Sergeant

Sample of titles to whom this change may apply:

- Police Sergeant
- Police Lieutenant
- Police Captain
- Police Chief
- Assistant Police Chief
- Deputy Sheriff Sergeant
- Detective

Name	Old Method (Point-Scoring)	New Method (Band Scoring)
Candidate 1	93	90
Candidate 2	90	90
Candidate 3	88	85
Candidate 4	87	85
Candidate 5	87	85
Candidate 6	86	85

Building + Grounds Maintenance Manager

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 Operations & Maintenance		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		*Please see attachment	
(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
James Mucha	Supervisor of Facilities and Grounds	Direct
Joe Alger	Director of School Operations and Athletics	Indirect

4. Names and titles of persons supervised by employee in this position:

NAME	TITLE	TYPE OF SUPERVISION
	Groundskeeper/Cleaner	Direct
	Maintenance Worker	Direct
	Senior Custodian/Head Building Maintenance Mechanic	Indirect

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
David Sayles	Head Building Maintenance Mechanic	Norwich City School District
James Mucha	Supervisor of Facilities and Grounds	Norwich City School District

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)

Five years of progressively responsible experience in building systems and maintenance, building maintenance mechanics or related field; at least two years of which shall include large scale building maintenance work involving standard building trades, and at least one of which shall include supervisory experience. Preferred: Supervisory experience.

Essential knowledge's, skills and abilities:

Thorough knowledge of modern large-scale building and grounds maintenance practices; thorough knowledge of the practices and techniques of one or more of the standard trades; working knowledge of business arithmetic and English; ability to work from plans and specifications; ability to maintain records and prepare reports; ability to plan, lay out and supervise the work of others; ability to follow complex oral and written instructions; initiative; good judgment; dependability; physical condition commensurate with the demands of the job.

Type of license or certificate required:

Possession of a CDL-B license issued by New York State Department of Motor Vehicles at time of appointment

7. The above statements are accurate and complete.

Date: 09/17/2024 Title: Director of Human Resources Signature: Amanda Tullen

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:

Description of Duties:	Percentage of Work Time:
• Supervises and relates assignments to Maintenance Workers • Assists in performing work in a new or complete technical nature as needed • Inspects building(s) regularly and makes recommendations for improvement or new equipment • Supervises and participates in the care and servicing of specialized equipment such as air conditioning systems, heating systems, plumbing systems, and related operational systems within the building • Handles emergency maintenance requests personally or by assignment of crew • Recommends purchase of maintenance supplies • May prepare operating budget estimates for maintenance activities • Reviews professional contractor's work and delivers reports to Director of Facilities and Operations • Keeps various records and makes reports of activities • Confers with superior on operational maintenance questions	60%
• Responds, prioritizes, and schedules routine to urgent grounds maintenance service as requested • Provides training to staff by demonstrating proper use of equipment and materials and the performance of specific tasks to meet quality standards • Periodically spot checks work to make sure instructions are followed, work is progressing according to schedule, and materials and equipment are being used properly • Reports orally or in writing to higher level staff on the progress of projects • Plans or assists in the planning of landscaping and other grounds projects by preparing rough sketches, schedules, and estimates of the staff,	40%

materials and equipment needed to accomplish the project • Prepares purchase orders and justification for grounds materials, equipment, and supplies • Prepares a portion of or the entire annual budget for equipment, supplies, and personnel and provides justification for grounds department operational costs • Reviews job orders, blueprints, and specifications and, as required, visits the project site to determine dimensions, materials, and labor required to complete the project. • Assigns staff to the project and provides oral instructions and blueprints, specifications and plans • Observes and inspects work while in progress and when completed to make sure that specific codes are followed, materials and equipment are used properly, schedules are met, and work is performed according to plan • Prepares, implements and enforces a preventative maintenance program • Assigns staff to the project, providing oral and written instructions including such documents as technical manuals, blueprints, specifications, and plans • Assists staff by providing instructions and assistance in resolving work related problems and in the performance of specific tasks • Implements and enforces safety procedures and standards for all facility maintenance operations	
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