

CITY OF NORWICH
Civil Service Meeting
May 31, 2012

PRESENT:

John Blenis Jr., Commissioner
Joanne Baker, Commissioner

ALSO:

Deborah DeForest, Secretary
Lavonne Hinman, Personnel Assistant
Joseph Angelino, Police Chief
Sara Wiggins, Library Director

ABSENT:

Mike Close, Chairman

Secretary DeForest called the meeting to order at 8:30 a.m.

Secretary DeForest opened the Public Hearing for Police Matron for comments or discussion regarding the position. Chief Angelino discussed the need for the position as the City has either had to call in the only female officer that we currently employ on a regular basis or detain suspects in the Chenango County Sheriff's lock up. Chief Angelino would like to advise creating this position and would hope to have seven to eight part-time positions. The Chief discussed that he would like to hire some that have already been trained to do the duties that may be required. Secretary DeForest stated that the time frame for creating and filling this position will be a lengthy process due to the fact it has to be submitted to the State Civil Service Department. Secretary DeForest will be submitting this title of Police Matron for approval from the State Civil Service Commission the Common Council will have to look at the job description and set a salary schedule for the duties. The public hearing was closed with no further discussion at 8:37 a.m.

Secretary DeForest read the Resolution to Amend Municipal Civil Service Rules #212

RESOLUTION # 212 FOR AMENDMENTS TO THE CITY OF NORWICH
CIVIL SERVICE RULES

Resolution to Amend the Appendices of the City of Norwich Civil Service Rules.

At a meeting of the City of Norwich, Civil Service Commission held on May 31, 2012, the following resolution was adopted:

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;
AND

WHEREAS, the City of Norwich Civil Service Commission has duly advertised and has on May 31, 2012 held a public hearing on the matter;

NOW, THEREFORE, BE IT RESOLVED, that subject to the approval of the State Civil Commission, the following changes be made to the Appendices of the City of Norwich Civil Service Rules:

Appendices

ADD: Police Matron Non-Competitive Class

Submission includes:

- Original signed copy and 2 additional copies of this adopted resolution
- Notice of public hearing
- Affidavit of Publication of Notice
- Transcript of hearing minutes and written comments
- Supporting documentation and information for each requested amendment

Certification of Sumission

We attest that is resolution and supporting documents have been reviewed by this office and are complete and accurate. We have determined that the request(s) for amendments included in this resolution complies with the standards set forth in State and local Law. This office supports this request and has performed all duties and actions required by the Civil Service Law and local Rules. This submission is complete and appropriate for consideration by the State Civil Service Commission.

Commissioner Baker moved to approve the above resolution, seconded by Commissioner Blenis, ayes all.

Commissioner Blenis moved to approve the minutes from April 26, 2012, seconded by Commission Baker, ayes all.

Commissioner Blenis moved to approve the job duty statement for Sr. Custodian, seconded by Commissioner Baker, ayes all

Secretary DeForest set the next meeting for September 27, 2012 at 8:30 a.m.

Secretary DeForest closed the meeting at 8:43 a.m.