



**The City of Norton**  
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**To:** Civil Service Commission (3) emailed  
**From:** Janice Back, Civil Service Commission Secretary  
**Date:** November 21<sup>st</sup>, 2014  
**Re:** Approved, signed Civil Service Commission minutes for meeting held  
on September 29<sup>th</sup>, 2014

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Attached you will find a copy of the approved, signed minutes from the Civil Service Commission meeting held on September 29<sup>th</sup>, 2014.

Please note the original, approved, signed minutes are hereby forwarded and on file with the Clerk of Council.

original on file: Karla Richards, Clerk of Council

hard copy cc: Ann Campbell/Admin. File  
Civil Service Commission Boardroom File  
Posting/Stenographer/CSC file

emailed cc: CSC Members (3)  
Mike Zita, Mayor  
Valerie Carr, Administrative Officer  
Justin Markey, Esq.-Director of Law

**City of Norton**  
**CIVIL SERVICE COMMISSION**

**September 29<sup>th</sup>, 2014**

*The Norton Civil Service Commission convened for a meeting in the NFD Administrative  
❖ Secretary's Office*

Chairperson Angela Beck called the meeting to order at 2:30 p.m.

**Roll Call:** Angela Beck  
Judith Dynia  
Peggy Dobbins  
**Invitee:** Valerie Wax Carr, Administrative Officer

**OLD BUSINESS:**

- The Commission members convened to certify the eligibility list for the NPD Officer position. The memory scores, written test score, and extra credits were checked. All grades were in order and the CSC certified the eligibility list.

**NEW BUSINESS:**

- The CSC member reviewed and discussed the upcoming NPD Sergeant test with Valerie Carr. With only 3 candidates eligible for the position, it was determined that the Civil Service Rules (2010) would allow for structured oral interviews, assessments center, or a written test. Valerie Carr shared her feelings that she would rather have a written test to confirm which candidate has the most knowledge of the position. The following topics were chosen for the written test:
  - Policies & Procedures
  - Rules & Regulations
  - The FOP Union Contract

The CSC agreed that the following topics would be a good fit for the test.

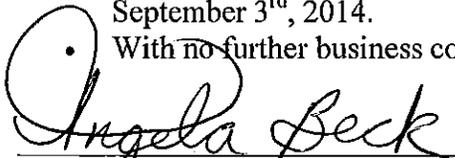
Roll Call: Yeas: Angela Beck  
Judith Dynia  
Peggy Dobbins

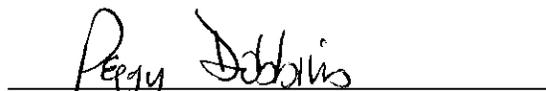
Nays: None

Motion Passed 3-0

**CONSIDERATION OF THE MINUTES:**

- The Commission signed the minutes from the following CSC Meetings held on:  
September 3<sup>rd</sup>, 2014.
- With no further business coming before the Commission, the meeting was adjourned at 3:02 p.m.

  
\_\_\_\_\_  
Commission Chairperson/Member

  
\_\_\_\_\_  
Commission Vice-Chairperson / Member

Date Approved: 11-19-14