

**CITY of SARATOGA SPRINGS MUNICIPAL CIVIL SERVICE COMMISSION**  
**REGULAR MEETING**  
**City Council Room**  
**Thursday, February 25, 2016 9:30am**  
**AGENDA**

Roll Call

Public Comment Period

Approve January 21, 2016 and February 8, 2016 minutes

**ACCOUNTS:**

Approve Intern appointment – Risk & Safety - Dave Crossman  
Review new position duty statement – temporary grant position  
Approve title and specification - temporary grant position  
Approve temporary appointment – grant position – expires June 30, 2016

**FINANCE:**

Review New position duty statement – IT position  
Approve title and job specification

**HOUSING AUTHORITY:**

Approve Provisional appointment – Tenant Relations Specialist – Joan Hendricks

**MAYOR:**

Approve two student interns – high school – Rachel Thomer and James Aria

**PUBLIC SAFETY:**

Approve two intern appointments – Code Administration – John Daly & Anna Federico

**PUBLIC WORKS:**

Approve Student Intern – High School – Engineering – Sarah Kisiel  
Review new position duty statement  
Approve title and job specification – Department of Public Works Business Manager  
Revise job specifications:  
Public Works Director  
Public Works Office Supervisor  
Water Meter Service Accounts Manager

**RECREATION:**

Confirm Non-Competitive appointments

**SCHOOL DISTRICT:**

Renew new position duty statement – District Treasurer  
Confirm Labor Class appointments  
Confirm Non-Competitive appointments

**CIVIL SERVICE:**

ORDER EXAMS for the following class titles:

Custodian

ANNOUNCE EXAMINATIONS for the following class titles:

Assistant Food Service Director 365-387

Custodian #10-616

Data Collector #67-011

Firefighter #61-563

Human Resources Administrator #61-989

Payroll & Benefits Manager #71-218

Payroll Clerk #60-351

APPROVE APPLICATIONS for the following examination:

Assistant Building Inspector #67-201

Custodian #10-616

Head School Grounds Monitor #64-095

Zoning & Building Technician #64-883

ESTABLISH LIBRARY CLERK ELIGIBLE LIST #10-916

PREPARED BY: \_\_Patsy Berrigan\_\_ SECRETARY