

CITY OF SARATOGA SPRINGS MUNICIPAL CIVIL SERVICE COMMISSION
REGULAR MEETING
City council chambers
friday, June 3, 2016
9:30am

AGENDA

Roll Call

Public Comments

Approve April 15, 2016 minutes

EXECUTIVE SESSION: 9:30am – 10:00am Discussion of a Personnel issue

PUBLIC SAFETY:

Section 50.4 requests
Transfer request – Public Safety Dispatcher
Confirm Labor Class appointment – Anthony Licata

ACCOUNTS:

Confirm temporary grant appointment – Archivist – Loraine Wies

CITY CENTER:

Confirm Non-Competitive appointment – Gregory Gorton – Working Supervisor

FINANCE:

Approve Provisional Appointment – Web Content Coordinator – Susan Armstrong

MAYOR:

Confirm student interns

PUBLIC WORKS:

Review new position duty statement/adopt title/job specification – MS4
Review new position duty statement/adopt title/job specification – HVAC/Plumber Technician
Confirm Provisional Appointment – Department of Public Works Business Manager – Michael Veitch
Confirm Provisional Appointment – Senior Engineer Technician – Matthew Zeno
Confirm temporary Non-Competitive appointment – Working Supervisor – Christopher McGourty
Confirm Labor Class appointments
Confirm Labor Class appointments – summer employment - Carousel

RECREATION:

Confirm Non-Competitive appointments
Confirm Temporary summer employment – Camp Saradac – Camp Director – Matthew Lacy

SCHOOL DISTRICT:

Classification of ONE (1) additional Clerk position
Confirm Provisional Appointment – Account Clerk - Linda Doyle
Review new position duty statement – Transportation Safety and Training Coordinator
Confirm Labor Class appointments
Confirm Non-Competitive Class appointments

CIVIL SERVICE:

MSD notification – examination planning – testing year 2016-2017
Review/revise Water Treatment Plant job specifications: Operator and Trainee
ORDER EXAMINATIONS for the following class titles:

Librarian I

ANNOUNCE EXAMINATION for the following class title:

Department of Public Works Business Manager #69-221

APPROVE APPLICATIONS for the following examinations:

Data Collector #67-011

Department of Public Works Business Manager #69-221

Payroll Clerk #60-351

Public Works Director #62-045

ESTABLISH ELIGIBLE LISTS for the following examinations:

Firefighter #61-563

Head School Grounds Monitor #64-095