

CITY OF SARATOGA SPRINGS
MUNICIPAL CIVIL SERVICE COMMISSION

REGULAR MEETING City council chambers

thursDAY, September 15, 2016 9:30am

Roll Call

Public Comments

Approve August 5, 2016 minutes

Fire Chief – up date on new Firefighter agility test

Police Chief – transfer request

MAYOR:

Review/approve requested revisions to the following job specifications:

Zoning & Building Technician
Assistant Building & Construction Inspector
Assistant Building Inspector
Zoning & Building Inspector

Review/approve requested revisions to the Communication Clerk job specification

PUBLIC SAFETY:

Review new position duty statement
Approve title and job specification – new position duty statement
Review/approve reclassification of Identification Clerk to Police Department Records Management Clerk
Approve the temporary appointments to the Vehicle Traffic Control summer program
Approve Non-Competitive appointments to School Crossing Guards

PUBLIC WORKS:

Confirm Labor Class appointments

RECREATION:

Confirm Temporary Non-Competitive appointment – Youth Parking program
Confirm Non-Competitive appointments

SCHOOL DISTRICT:

Approve the following Provisional appointments:
Kristina Derlinga Senior Typist
Linda Ferguson Account Clerk
Tracy Hogben Clerk
Susan Nelson School Bus Dispatcher
Kevin Papenhausen Information Technology Support Technician I

Confirm Labor Class appointments
Confirm Non-Competitive appointments

CIVIL SERVICE:

Charter Review – disbursement of funds without civil service approval
Review Exempt Class position – Executive Assistant to the Mayor
2017 operational budget
2016 budget transfer – overtime – exam monitor
Civil Service authority – removal of comp time – Civil Service Clerk
Secretary to the Civil Service Commission – duties/responsibilities
Rental contract – City Center – Police exam – November 19, 2016
Review/revise/approve job specifications:

Animal Control - Code Administrator: add Fleet Safety statement
Working Supervisor – add School District duties/responsibilities

APPROVE APPLICATIONS for the following examination:

Administrator of Parks, Open Lands and Historic Preservation
Public Safety Dispatcher

ANNOUNCE EXAMINATION for the following class titles:

Account Clerk #10-816
Police Officer #69-460
School Bus Dispatcher #64-138
Senior Clerk #64-188
Senior Typist #22-216
Senior Typist #70-216