

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBERS
FRIDAY, OCTOBER 28, 2016 9:30am
AGENDA**

Roll Call

Public Comments

Approve September 15, 2016 minutes

MAYOR:

Approve Internship – Allison Daboval – Saratoga Springs High School
Approve Internship- Grace Kabanuk – Saratoga Springs High School
Approve Provisional appointment – Assistant Building & Construction Inspector – Patrick Cogan

PUBLIC SAFETY:

Approve Provisional appointment – Parking Enforcement Officer – Janine Longley
Review/approve new position duty statement/job specification – Code Enforcement Technician
Review/approve title – grant position – Public Safety Special Prosecutor

PUBLIC WORKS:

Approve Internship – Adrianna Marcolin – Saratoga Springs High School
Confirm Non-Competitive appointment – Account Clerk part time – Lois Scarangelo
Confirm the Labor Class appointments

RECREATION:

Confirm Non-Competitive appointments

SCHOOL DISTRICT

Confirm Labor Class appointments
Confirm Non-Competitive appointments

CIVIL SERVICE

Report/discussion – Commissioner Cacoza
Approve appointments – Charter Review Commissioner – clerical/legal
Review/approve revised Saratoga Springs Fire Department Task Oriented Skills Assessment
Transfer request – training – Civil Service Institute
Civil Service examination fees – increase proposal
Acceptance of late filing – medical leave

ORDER EXAMINATIONS for the following Class titles:

Assistant Building & Construction Inspector
Engineering Technician
HVAC/Plumber Technician
Information Technology Technician I
Librarian II
Librarian III
Police Officer
Senior Typist
Water Meter Service Worker
Web Content Coordinator

ANNOUNCE EXAMINATION for the following class title:

Senior Account Clerk #67-082
Tenant Relations Assistant #69-246

APPROVE APPLICATIONS for the following examinations:

Program Coordinator
Senior Clerk
Senior Typist

Revise Firefighter Eligible list

PREPARED BY: ___Patsy Berrigan___ SECRETARY