

CITY OF SARATOGA SPRINGS
MUNICIPAL CIVIL SERVICE COMMISSION
regular MEETING
city council chambers
Tuesday, November 22, 2016
9:30am

AGENDA

Roll Call

Public Comments

Approve October 28, 2016 minutes

CITY CENTER:

Review New Position Duty Statement
Adopt title and job specification – temporary position

FINANCE:

Review/revise Computer Support Technician job specification – addition to minimum qualification – NYS Driver's license

PUBLIC SAFETY:

Approve Labor Class appointment –Cleaner (Police Department) - Kevin Moynihan
Adopt job specification - Grant position – Public Safety Special Prosecutor

PUBLIC WORKS:

Approve Provisional appointment – Water Meter Service Worker – Nicholas Kearney

SCHOOL DISTRICT:

Approve Provisional appointment – Clerk – Miriam Callaghan
Confirm Labor Class appointments
Confirm Non-Competitive Class appointments

CIVIL SERVICE

2017 operational budget
Review application received after last filing date – Police exam – Daniel McNamara
Charter Review Commission – Legal Services – Anthony J Izzo
MSD notice – administration of exam – audio instructions

ANNOUNCE EXAMINATIONS for the following class titles:

Clerk	#10-317
Executive Assistant	#62-676
Head School Grounds Monitor	#66-692
Keyboard Specialist	#10-417
Senior Account Clerk	#67-082

APPROVE APPLICATIONS for the following examination:

Police Officer	#69-460
Tenant Relations Assistant	#69-246

ESTABLISHED ELIGIBLE LISTS for the following class titles:

Public Works Director	#62-045
Water Treatment Plant Operator/Trainee	#616

PREPARED BY:____Patsy Berrigan____SECRETARY