

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
SARATOGA SPRINGS PUBLIC LIBRARY – SUSMAN ROOM
WEDNESDAY JANUARY 22nd 10:30AM
AGENDA**

Roll Call

Public Comments

Approve November 2019 and December 2019 Regular Meeting Minutes

EXECUTIVE SESSION

ACCOUNTS

Approve Exempt Class Appointment(s)
Deputy Commissioner of Accounts – John Daley 01/01/20 – 03/02/20

DPW

Discuss and Approve Proposed New Position Duty Statement(s)
DPW Dispatch Supervisor (1)
Welder/Fabricator (1)
Approve Labor Class Appointment(s)
Laborer (3)
Approve Provisional Appointment(s)
Senior Account Clerk – Nicholas Rumpf 01/06/20 (exam being administered 02/29/20)

FINANCE

Approve Exempt Class Appointment(s)
Deputy Commissioner of Finance – Deidre Ladd 01/01/20 – 12/31/21

MAYOR

Approve Exempt Class Appointment(s)
Executive Assistant to the Mayor – Lynn Bachner 01/01/20
Approve Provisional Class Appointment(s)
Executive Assistant to the City Attorney – Robin McFee 01/21/20

PUBLIC SAFETY

Approve Exempt Class Appointment(s)
Deputy Commissioner of Public Safety – Eileen Finneran 01/01/20 – 12/31/21
Approve Leave of Absence(s)
Police Sergeant – Wade Collins 01/06/20 - ?
Police Sergeant – Tyler McIntosh 01/23/20 - ?

RECREATION

Approve Non Competitive Class Appointment(s)
Recreation Assistant (1)

SCHOOL

Approve Labor Class Appointment(s)
Cleaner (1)
Food Service Helper (2)
School Monitor (10)
Approve Non Competitive Class Appointment(s)
Clerk (part time) (5)
Food Service Cashier (2)
Keyboard Specialist (part time) (4)
School Bus Assistant (4)
School Bus Driver (6)
Senior Food Service Helper (1)
Teacher Aide (8)
Approve Provisional Appointment(s)
Information Technology Support Technician I – Eric Beames 12/11/19
Telecom and Electrical Technician II – Ryan Warner 01/15/20
Approve Leave of Absence(s)
Custodian – Debra Keracado Rivers 11/05/19 – 12/31/19
Food Service Helper - Jean Crumb 01/08/20 – 02/08/20
Keyboard Specialist – Katherine Hopper 12/10/19 – 12/22/19

Approve Completed Probationary Period(s)

Food Service Helper – Pauline Willey 11/25/19
HR Generalist – Kristina Derlinga 12/19/19
HR Generalist – Annetta Dunham 12/19/19
Senior Account Clerk – Linda Doyle 01/23/20
Senior Account Clerk – Linda Ferguson 01/23/20
School Bus Driver – Stephanie Joseph 01/16/20
Susan Stockman – School Bus Driver 01/16/20

CIVIL SERVICE

Appointment(s) from Established Eligible Lists

Clerk – Julie Nolan 01/31/20
Police Officer - Dean Gaetano 01/14/20 (Permanent)
Police Officer – William Coyner 01/13/20 (Permanent)
Senior Typist – Tara Szczesniak 12/02/19

Exam Announcements

Environmental Services Manager #61-510 (02/29/20)
Head Custodian #74-902 (03/14/20)
Head School Grounds Monitor #68-477 (02/29/20)
Librarian I #62-388 (03/01/20 – 03/31/20)
Librarian II (OC and Promo) #62-405 & #73-065 (03/01/20 – 03/31/20)
Librarian III (OC and Promo) #62-429 & #73-068 (03/01/20 – 03/31/20)
Modernization Coordinator #60-573 (02/29/20)
Program Coordinator #66-834 (02/29/20)
Senior Account Clerk #62-205 (02/29/20)

Vacancy Announcement(s)

Assistant Facilities Manager
Communications Manager
City Engineer
Code Enforcement Technician
Executive Assistant (City Attorney)
Senior Clerk (Part Time)

Prepared by: Corissa Salvo, Civil Service Coordinator