

CITY OF SARATOGA SPRINGS MUNICIPAL CIVIL SERVICE COMMISSION

REGULAR MEETING CITY COUNCIL CHAMBERS

Wednesday, January 25, 2017 9:30am

**AGENDA**

Roll Call

Public Comment Period

Approve December 21 2016 meeting minutes

**CITY CENTER:**

Approve the Non-Competitive appointment of the Executive Director – Ryan McMahon

Approve Temporary appointment – City Center Parking Structure Construction Coordinator – Mark Baker

**MAYOR:**

Approve the Non-Competitive appointment - Clerk part time – L’Mia Michelle Groce-Tymann

**PUBLIC WORKS:**

Review the Exempt Classification – Deputy Commissioner of Public Works

Review/revise Engineering Technician job specification

Confirm the Labor Class appointment – Laborer – Luke Kenyon

Approve a Temporary appointment – Engineering Technician – Troy Bianco

**RECREATION:**

Confirm Labor Class appointments

Confirm the Non-Competitive appointments

**SCHOOL DISTRICT:**

Approve the temporary appointment of Joseph Powers – School Bus Discipline Officer

Approve the Provisional appointment of Colleen Ash – Clerk

Confirm Labor Class appointments

Confirm Non-Competitive appointments

**CIVIL SERVICE:**

Review/discuss/approve – reinstatement request – Executive Assistant (City Attorney’s office)

Alternate test date – Public Safety Dispatcher performance test – return February 23, 2017

Alternate test date – Keyboard Specialist – January 23, 2017 @ 8:00am Religious observer

Alternate test date – Clerk - testing accommodations

Review/approve 55A classification – clerical position

Medical clearance – yearly review

Medical waiver – alternate test date - medical

**ORDER EXAMINATIONS** for the following class titles:

Assistant Police Chief

Clerk

Head Custodian

Keyboard Specialist

Police Chief

Police Lieutenant

Police Sergeant

**ANNOUNCE EXAMINATIONS** for the following class titles:

Assistant Police Chief #77-348

Clerk

Keyboard Specialist

Firefighter #61-738

Police Officer #77-347

Web Content Coordinator #18-477

**APPROVE APPLICATIONS** for the following class titles:

Clerk

Executive Assistant #62-676

Head School Grounds Monitor #66-692

Keyboard Specialist

**ESTABLISH ELIGIBLE LISTS** for the following examinations:

Public Safety Dispatcher #64-148

Senior Typist #22-216

Senior Typist #70-216

PREPARED BY:     Patsy Berrigan     SECRETARY