

CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBERS
Thursday January 25th, 2018 9:30am
AGENDA

Roll Call

Public Comments

Approve December 19th, 2017 Minutes

CITY CENTER

Approve Non Competitive Class Appointment(s)
Operations Manager (1) – Shelby King

DPW

Approve Non Competitive Class Appointment(s)
Laborer (3)
Working Supervisor (1)

FINANCE

Approve Competitive Class Appointment(s)
City Tax Revenue Supervisor (1) – *Provisional*- Laura Townsend

HOUSING AUTHORITY

Review and Revise Job Specification
Modernization Coordinator (Competitive)

MAYOR

Approve Exempt Class Appointment(s)
Deputy Mayor– Lisa Shields

PUBLIC SAFETY

Approve Competitive Class Appointment(s)
Public Safety Dispatcher (2) – *Provisional* – William Marshall and Paul Swiers
Review and Revise Job Specification
Special Prosecutor

RECREATION

Approve Labor Class Appointment(s)
Cleaner (1)
Approve New Position Duties Statements
Recreation Assistant
Recreation Leader
Recreation Specialist

SCHOOL DISTRICT

Approve Non Competitive Class Appointment(s)
Keyboard Specialist Part Time (1)
Licensed Practical Nurse (1)
Registered Professional Nurse (1)
School Bus Assistant (1)
Approve Labor Class Appointment(s)
Food Service Helper (3)
School Monitor (3)
Review and Revise Job Specification
Account Clerk

CIVIL SERVICE

Review Exempt Position(s)
Deputy Commissioner of Public Works
Deputy Commissioner of Public Safety
Review and Revise Job Specifications
Special Prosecutor
Approve Applications for Secretary to the Office of Planning and Economic Development
Establish Eligible Lists
Animal Control/Parking Enforcement Officer #64-572
Parking Enforcement Officer #64-613
HVAC Plumber Technician #68-712
Review and Discuss Expiring Account Clerk Eligible List #10-816
Review and Discuss Civil Service Proposal