

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

Roll Call  
Public Comments  
Approve December 19<sup>th</sup>, 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*