

CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
474 BROADWAY, 3RD FLOOR - CIVIL SERVICE OFFICE
THURSDAY JANUARY 28TH 2021, 9:30AM
AGENDA

PUBLIC HEARING

Increase in Civil Service Examination Fees

Roll Call

Public Comments (Accepted Via Email civilservice@saratoga-springs.org)

Approve December 2020 Regular Meeting Minutes

Vote on Chairperson

HOUSING AUTHORITY

- Discuss and Vote on Proposed Revisions to the Housing Authority Occupancy Specialist Job Specification
- Approve Provisional Class Appointment(s)
 - Housing Authority Occupancy Specialist – Jennifer Hill – Effective 01/04/21 (Provisional Promotion)
 - Housing Authority Occupancy Specialist – Madison Squires – Effective 01/11/21
- Approve Labor Class Appointment(s)
 - Laborer – Wilfred Diaz – Effective 01/04/21

MAYOR

Discuss and Vote on Proposed Revisions to Administrative Assistant Job Specification

PUBLIC SAFETY

- Discuss and Vote on Proposed Revisions to Code Administrator
- Discuss and Vote on Proposed Revisions to Code Administrator Assistant and Accounts Payable

SCHOOL

- Approve Non Competitive Class Appointment(s)
 - Building Maintenance Mechanic (1)
 - Licensed Practical Nurse (1)
 - School Bus Driver (2)
 - Teacher Aide (6)
- Approve Labor Class Appointment(s)
 - Food Service Helper (1)
 - School Monitor (5)
- Approve Completed Probationary Period(s)
 - Clerk – Julie Nolan – Effective 11/04/20
 - Food Service Helper – Kristina Lucia – Effective 11/02/20
 - Food Service Helper – Tiffany MacNeil – Effective 11/07/20
 - Head Custodian – Daniel Eckert – Effective 12/17/20
 - School Bus Driver – Becky Burden – Effective 01/05/21
 - School Bus Driver – Allison Garhartt – Effective 11/24/20
 - School Bus Driver – Rachel Green – Effective 12/18/20
 - School Bus Driver – Kristen Thompson – Effective 11/25/20
 - Teacher Aide – MaryAnn Poore – Effective 11/26/20
- Approve Leave of Absence(s)
 - Cleaner – Gerald Verrigni Jr – Effective 12/02/20 – 02/26/21
 - Keyboard Specialist – Tina Knott – Effective 01/01/21 – 12/31/21
 - School Bus Driver – Elizabeth Bellon - Effective 02/01/21 – 04/01/21
 - School Bus Driver – Laura Berrios McKeon – Effective 10/14/20 – 12/06/20
 - School Bus Driver – Lawrence Boylan – Effective 12/10/20 – 03/05/21
 - School Bus Driver – Amanda DeWein – Effective 12/26/20 – 01/31/21 (Extended)
 - School Monitor – Michelle O'Rourke – Effective 12/22/20 – 06/30/21
 - Teacher Aide – Mary Farrell – Effective 01/30/21 – 06/30/21

CIVIL SERVICE

- Exam Fee Increase – Discussion and Vote
- Vacancy Announcement(s)
 - Administrative Assistant (Provisional)
 - Senior Planner (Provisional)
 - Housing Authority Occupancy Specialist (Provisional)
- Permanent Appointment(s) from Established Eligible Lists
 - Clerk #10-319 – Askim Knott – Effective 11/30/20
 - Custodian #10-618 – Steven Wilcox – Effective 12/10/20
- Announce Exams
 - Assistant Police Chief #71-699
 - Police Chief #71-689
 - Senior Library Clerk #63-895 (Open Competitive) and #74-967 (Promotional)

Resignations or Retirements

Clerk – Tina Marie Rosa Wendell – Resignation Effective 11/27/20
Fire Lieutenant – Mark Bellantni – Effective 01/30/21
Food service Helper – Mary Shannon – Resignation Effective 12/24/20
School Bus Driver – Sean Broderick – Resignation Effective 02/01/21
School Bus Driver – Michael Davis – Resignation Effective 11/27/20
School Bus Driver – Kristen Thompson – Resignation Effective 01/14/21
School Bus Dispatcher – Brendan Geraghty – Retirement Effective 06/25/21
School Monitor – Kayla Benner – Resignation Effective 01/16/21
School Monitor – Elzbieta Obstarczyk – Resignation Effective 11/21/20
Senior Typist – Donna Snyder – Retirement Effective 06/30/21
Teacher Aide – Ashley Smith – Resignation Effective 01/05/21
Traffic Control Maintainer II – Thomoas Armstrong – Retirement Effective 01/29/21
Transportation Routing specialist – Melodie Monica – Resignation Effective 01/15/21

Prepared by: Corissa Salvo, Civil Service Coordinator