

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING  
SARATOGA SPRINGS PUBLIC LIBRARY --SUSMAN ROOM  
TUESDAY FEBRUARY 26<sup>TH</sup> 2019  
AGENDA**

**Roll Call**

**Public Comments**

**Approve January 2019 Minutes**

**PUBLIC SAFETY**

Discuss and Vote on Proposed Revisions to the Police Sergeant Job Specification  
Discuss and Vote on Proposed Revisions to the Fire Captain Job Specification  
Discuss and Vote on Proposed Revisions to the Code Administrator Job Specification  
Discuss and Vote on Proposed Revisions to the Code Administration Assistant and Accounts Payable Job Specification

**DPW**

*Approve Provisional Appointment(s)*  
Mary Castanza – DPW Coordinator – Effective 02/25/19  
*Approve Labor Class Appointment(s)*  
Laborer (1)  
*Approve Leave of Absence(s)*  
Larry Lloyd - Motor Equipment Operator – 02/22/19 – 03/25/19

**LIBRARY**

*Approve Completed Probation Period(s)*  
Librarian I (2)

**RECREATION**

*Approve Non Competitive Class Appointment(s)*  
Recreation Specialist (1)

**SCHOOL**

*Approve Provisional Appointment(s)*  
Clerk – Joni Ernst – Effective 01/25/19  
*Approve Labor Class Appointment(s)*  
Food Service Helper (1)  
*Approve non Competitive Appointment(s)*  
School Bus Driver (2)  
Teacher Aide (2)  
*Approve Completed Probation Periods*  
School Monitor (1)  
Teacher Aide (1)  
*Approve Temporary Appointment(s)*  
Director of Community Outreach & Communications  
Jennie Oesterreicher Effective 03/18/19 – 06/15/19  
Teacher Aide  
Margaret McKeown Effective 02/06/19 – 02/12/19  
*Approve Leave of Absence(s)*  
Joni Ernst – Teacher Aide – Effective 01/25/19 – 06/30/19  
Peter Galatioto – Payroll Clerk – Effective 02/06/19 – 03/05/19  
Dawn Kirk – School Monitor – 12/13/18 – 01/25/19

**CIVIL SERVICE**

*Discuss Upcoming Exams*  
Assistant Police Chief #75-072 (03/02/19)  
Police Chief #75-074 (03/02/19)  
City Tax Revenue Supervisor #60-552 (03/02/19)  
Human Resource Generalist #69-198 and #74-406 (03/16/19)  
Senior Account Clerk #60-389 (03/02/19)  
Police Officer Physical Agility Exam (02/23/19)

*Announce Exams*

*Administrative Assistant Engineering #64-379 - Issued 02/15/19, Last Filing Date 03/29/19, Date of Exam (05/11/19)*  
*Administrative Assistant #63-538– Issued 02/15/19, Last Filing Date 03/29/19, Date of Exam (05/11/19)*  
*Clerk - #10-319 – Issued 02/14/19, Last Filing Date 03/29/19, Date of Exam 04/13/19*  
*Community Development Planner #64-961 Issued 02/22/19, Last Filing Date 03/29/29, Date of Exam 06/01/19*  
*Department of Public Works Purchasing Coordinator #64-897 - Issued 02/15/19, Last Filing Date 03/29/19, Date of Exam (05/11/19)*  
*Keyboard Specialist #10-419 – Issued 02/14/19, Last Filing Date 03/29/19, Date of Exam 04/13/1*

*Announce Provisional Vacancy Announcement(s)*

*Human Resources Administrator Issued 02/19/19, Last Filing Date 03/19/19*  
*PR & Communications Manager Issued 02/20/19 Last Filing Date: Until Filled*

*Announce Seasonal Vacancy Announcement*

*Vehicle Traffic Controller Issued 02/19/19, Last Filing Date 04/19/19*

*Permanent Appointment(s) from Established Eligible Lists*

<i>Assistant Facilities Manager #</i>	<i>Derek Melancon</i>	<i>Effective 03/04/19</i>
<i>Custodian #10-618</i>	<i>Michael Famiano</i>	<i>Effective 02/13/19</i>
<i>Head Custodian #77-346</i>	<i>Alex Frolish</i>	<i>Effective 02/13/19</i>
<i>Public Works Dispatcher #64-159</i>	<i>Hannah Reeves</i>	<i>Effective 02/11/19</i>

*Prepared by: Corissa Salvo, Civil Service Coordinator*