

**City of saratoga springs**  
**Municipal civil service commission**  
**REGULAR MEETING CITY COUNCIL CHAMBERS**  
**Thursday, march 23, 2017 9:30am**

Roll Call

Approve January 25, 2017 meeting minutes

Public Speaking Session

**FINANCE:**

Approve Leave of absence – January 21, 2017 – April 21, 2017

Approve Leave of Absence – February 8, 2017 – May 8, 2017

Approve temporary appointment – Susan Dugan-Armstrong – Deputy Commissioner of Finance

**LIBRARY:**

Approve Labor Class appointments

**MAYOR:**

Approve temporary appointment – Dian Buzanowski – Secretary to the Charter Review Commission

**PUBLIC SAFETY:**

Approve Provisional appointment – Abbey Temple – Police Department Records Management Clerk

Review/approve Grant position – Public Safety Prosecutor

Approve classification of 4 additional Firefighter positions

Review approve job specification revisions – Fire Captain

Review approve job specification revisions - Fire Lieutenant

Review approve job specification revision – Code Administration Assistant & Accounts Payable

Approve Military Leave – Jason Tetu – January 15, 2017 – January 14, 2018

Approve Military Leave – Brian Kissinger – January 7, 2017 – August 28, 2017

**PUBLIC WORKS:**

Review of Exempt Class position – Deputy Commissioner of Public Works

Approve Leave of Absence – Working Supervisor

Approve Temporary appointment – Frank Coppola – Deputy Commissioner of Public Works

Review of position classification form – Heavy Equipment Operator/Maintenance Mechanic

**RECREATION:**

Approve Non-Competitive appointments

**SCHOOL DISTRICT**

Confirm Labor Class appointments

Confirm Non-Competitive appointments

**CIVIL SERVICE:**

2016 Annual Report

2016 examination fee report/payment to State

School District reimbursement

Cancel Police Lieutenant examination

**ORDER EXAMINATION** for the following Class titles:

Environment Services Manager

Tenant Relations Assistant

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

School Nurse Supervisor #64-521

Senior Library Clerk –promotional #74-673

**APPROVE APPLICATIONS** for the following examinations:

Assistant Police Chief #77-348

Firefighter #61-738

Police Chief #77-347

Web Content Coordinator #18-477

**ESTABLISH ELIGIBLE LISTS** for the following class titles:

Clerk #10-317

Keyboard Specialist #10-417

Librarian II Promotional #76-921

Librarian II Open to public #62-355

Librarian III Promotional #76-922

Librarian III Open to public #62-534

Police Officer #69-460

Public Works Dispatcher #64-159

School Bus Dispatcher #64-138

Senior Clerk #64-188

PREPARED BY: Patsy Berrigan, Secretary