

CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBERS
Thursday March 29th, 2018 9:30am
AGENDA

Roll Call
Public Comments
Approve January 25th, 2018
Approve February 21st, 2018 Minutes

DPW

Review, Discuss and Approve New Position Duties Statement
Purchasing Coordinator
Approve Non Competitive Appointment(s)
Motor Equipment Operator (2)

PUBLIC SAFETY

Review and Discuss Revising Job Specifications for Fire Lieutenant
Review and Discuss Revising Job Specifications for Fire Captain
Approve Labor Class Appointment(s)
Police Cleaner (2)

CITY CENTER

Approve Non Competitive Class Appointment(s)
Operations Manager (1)

LIBRARY

Approve Labor Class Appointment(s)
Cleaner (1)
Approve Non Competitive Appointment(s)
Library Building Monitor (1)

RECREATION

Approve Non Competitive Class Appointment(s)
Camp Saradac Director (1)
Recreation Assistant (1)
Recreation Leader (1)
Recreation Specialist (1)

SCHOOL DISTRICT

Approve Competitive Class Appointment(s)
Account Clerk (1) – *Provisional* – Brook Jobin
Approve Labor Class Appointment(s)
Cleaner (2)
Food Service Helper (2)
Approve Non Competitive Appointment(s)
Clerk (1)
Custodian (2)
Food Service Cashier (1)
Keyboard Specialist (1)
School Bus Assistant (1)
School Bus Driver (3)
Teacher Aide (3)
Approve Leave of Absence
Jean Crumb – Motor Vehicle Operator 03/12/18 – 05/01/18
Corrine Delnicki – Teacher Aide 03/21/18 – 06/12/18
Jerry French – Custodian 02/15/18 – 03/05/18
Extension 03/06/18 – 04/30/18
Debra Kercado-Rivers – Custodian 02/26/18 – 03/14/18

CIVIL SERVICE

Discuss and Vote on Security Camera/new door in Vestibule
Review and Revise Job Specification for Civil Service Coordinator
Review Exempt Position(s)

Deputy Commissioner of Public Works
Deputy Commissioner of Public Safety

Order Examinations

Assistant Facilities Manager
City Tax Revenue Supervisor
Modernization Coordinator
Senior Account Clerk

Establish Eligible Lists

Tenant Relations Assistant # 61-517

Discuss and Update on Civil Service Proposal

Prepared by: Corissa Salvo Civil Service Coordinator