

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

Roll Call  
Public Comments  
Approve January 25<sup>th</sup>, 2018  
Approve February 21<sup>st</sup>, 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