

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING AGENDA  
474 BROADWAY SARATOGA SPRINGS, MUSIC HALL  
WEDNESDAY MARCH 30<sup>TH</sup> 2022 9:30AM**

**Roll Call**

**Public Comments**

**Approve February 2022 Regular Meeting Minutes**

**Approve January 2022 Regular Meeting Minutes**

**CITY CENTER**

Approve Non Competitive Class Appointments

Working Supervisor (1)

**DPW**

Discuss and Vote on Proposed Revisions to Administrative Assistant – Engineering Job Specification

Approve Provisional Appointment

Utilities Clerk (1)

Approve Labor Class Appointments

Laborer (2)

Approve Leave of Absence

Maintenance Mechanic (1)

**HOUSING AUTHORITY**

Approve Provisional Appointment

Housing Authority Occupancy Specialist (1)

**MAYOR**

Approve Non Competitive Class Appointment

Archivist (part time) (1)

**PUBLIC SAFETY**

Approve Non Competitive Class Appointment

School Crossing Guard (1)

Approve Lateral Transfer – Firefighter – Michael Welch – Effective 03/28/22

Approve Leave of Absence

Police Sergeant (1)

**RECREATION**

Discuss and Vote on Proposed Revisions to Recreation Office Manager Job Specification

Approve Labor Class Appointment

Cleaner (1)

**SCHOOL**

Approve Labor Class Appointment

Food Service Helper (3)

School Monitor (7)

Approve Leave of Absence

Custodian (1)

Approve Non Competitive Class Appointments

Clerk (part time) (4)

Food Service Cashier (part time) 2)

Keyboard Specialist (part time) (4)

School Bus Assistants (1)

School Bus Drivers (1)

School Grounds Monitor (part time) (2)

Teacher Aide (8)

Approve Leave of Absence

Food Service Helpers (2)

Teacher Aide (2)

**CIVIL SERVICE**

Layoff/defunding of Assistant Police Chief per City Council meeting 03/15/22

Establish Preferred Eligible List(s)

Assistant Police Chief 04/09/22 – 04/09/26

Police Lieutenant 04/09/22 – 04/09/26

School District Reimbursement

Permanent Appointments from Established Eligible Lists

Assistant Building Inspector #74-844

Firefighter#65-816

Firefighter #65-816

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Public Works Dispatch Supervisor #72-265

Water Treatment Plant Operator/Trainee #619

Water Treatment Plant Operator/Trainee #619

John Barney

Michael Barcia

Jacob Dooley

Mikayla Tougas

Rhonda McGourty

Michael Myers

Matthew Salaway

Effective 03/28/22

Effective 03/27/22

Effective 03/26/22

Effective 03/27/22

Effective 03/02/22

Effective 03/28/22

Effective 03/21/22

Exam and Vacancy Announcements

- Administrative Aide #62-777
- Administrative Assistant #62-341
- Administrative Assistant – Engineering #62-516
- Camp Saradac Counselor
- Carousel Worker
- Cleaner (Police Department)
- Information Security Analyst (Provisional)
- I.T Administrative Assistant/Account Manager #63-944
- Maintenance Mechanic (DPW)
- Maintenance Mechanic (Housing Authority)
- School Crossing Guard
- School Nurse Supervisor #65-826
- Service Coordinator (Provisional - Housing Authority)
- Water Treatment Plant Operator Trainee #622 (Reissued)

Retirements/Resignations

Information Security Analyst	Patrick Mahoney	Resignation Effective 02/21/22
Police Officer	Neal Wright	Resignation Effective 03/13/22
Recreation Assistant	Kyle Edwards	Resignation Effective 02/16/22
Recreation Leader	Julianne LaBreche	Resignation Effective 02/10/22
School Bus Driver	Thomas Giorgio	Resignation Effective 02/24/22
Senior Clerk	Heather Johnson	Resignation Effective 03/08/22
Senior Food Service Helper	Margaret Mary DeBlasis	Resignation Effective 02/16/22
Senior Food Service Helper	Carey Thoabe	Resignation effective 02/16/22
Teacher Aide	Sara Rodriguez	Retirement Effective 06/25/22

*Prepared by: Corissa Salvo, Civil Service Coordinator*