

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBERS
MONDAY APRIL 23rd , 2018 9:30AM
AGENDA**

Roll Call

Public Comments

Approve March 29th , 2018 Minutes

ACCOUNTS

Review and Discuss Revising Job Specification for Assistant to the Purchasing Agent

DPW

Approve Labor Class Appointment(s)

Laborer (2)

LIBRARY

Review and Discuss Revising Job Specification for Senior Library Clerk

MAYOR

Approve Exempt Class Appointment(s)- Executive Assistant to the Mayor – Lynn Bachner

Approve Temporary Part Time Appointment – Zoning and Building Technician

Dan Cogan 04/19/18 – 07/18/18

Review and Discuss Revising Job Specification for Assistant Building Inspector

Review and Discuss Revising Job Specification for Zoning and Building Inspector

PUBLIC SAFETY

Review, Discuss and Approve New Position Duty Statement - Traffic Maintenance Manager

Approve Temporary Appointment – Special Prosecutor

Samuel Better 04/16/18 - 12/31/18

RECREATION

Approve Non Competitive Class Appointment(s)

Recreation Assistant (3)

Recreation Specialist (9)

SCHOOL

Approve the Non Competitive Appointment(s)

Teacher Aide (1)

CIVIL SERVICE

Establish Eligible List(s)

Public Safety Dispatcher #65-806

Discuss and Adopt Resolution

Prepared by: Corissa Salvo, Civil Service Coordinator