

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING  
SARATOGA SPRINGS RECREATION CENTER  
THURSDAY APRIL 30<sup>TH</sup> 2020 9:30AM  
AGENDA**

**Welcome New Commissioner Deirdre Ladd**

**Roll Call**

**Public Comments – Accepted via email to [civilservice@saratoga-springs.org](mailto:civilservice@saratoga-springs.org) due to Covid and City Hall being closed**

**Approve March 2020 Regular Meeting Minutes**

**FINANCE**

Discuss and Approve New Position Duty Statement for the Singular Position of Information Security Analyst (Competitive)

**SCHOOL**

Discuss and Approve Proposed Revisions to the Assistant Director of Transportation Job Specification

**CIVIL SERVICE**

Discuss Transfer of Function of the singular Communication Manager position that was tabled last month  
Appointment(s) from Established Eligible Lists

- Matthew Brush – Firefighter – 04/11/20 (Permanent)
- Matthew Cavanaugh – Police Officer (Conditional)
- Daphne Dalbey – Public Safety Dispatcher 04/12/20 (Permanent)
- Robert Killeen – Firefighter – 04/08/20 (Permanent)
- Zephaniah Koakiewicz – Firefighter – 04/10/20 (Permanent)
- Jonah Sadowski – Firefighter – 04/12/20 (Permanent)
- Daniel Sheehan – Firefighter – 04/09/20 (Permanent)
- Justin Siskavich – Public Safety Dispatcher 04/13/20 (Permanent)
- Cullen Swider – Firefighter – (Conditional)
- Taylor VanCott – Firefighter – 04/13/20 (Permanent)

Announce Exams

- Director of Transportation #65-912

- School Bus Dispatcher #65-681

Postponed Exams Due to Covid

- Arborist #68-716 (04/25/20)
- Assistant City Clerk #65-587 (05/16/20)
- Data Collector #65-776 (05/16/20)
- Executive Assistant (City Attorney) #68-147 (03/28/20)
- Head Custodian #74-902 (03/14/20)
- Human Resource Specialist #60-925 (03/14/20)
- Identification Clerk #62-823 (05/16/20)
- Modernization Coordinator #60-573 (03/14/20)
- Public Works Office Supervisor #62-261 (05/16/20)
- Senior Library Clerk #63-895 (Open Competitive) and #74-967 (Promotional) (05/16/20)
- Traffic Control Maintainer #60-366 (05/16/20)
- Water Meter Service Worker #68-710 (05/16/20)

June Exams TBD

- Assistant Assessor #64-401 (06/13/20)
- Assistant Building and Construction Inspector #65-662 (06/13/20)
- Assistant Building Inspector # 65-270(Open Competitive) and #75-158 (Promotional) (06/13/20)
- Assistant City Engineer #67-899 (06/27/20)
- City Engineer #67-850 and #73-614 (06/27/20)
- Code Enforcement Technician #69-706 (06/13/20)
- Director of Transportation #65-912 (06/27/20)
- School Bus Dispatcher #65-681 (06/27/20)