

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
SARATOGA SPRINGS PUBLIC LIBRARY – SUSMAN ROOM - SARATOGA SPRINGS
FRIDAY MAY 24th, 2019
AGENDA**

Roll Call
Public Comments
Approve April 2019 Regular Meeting Minutes

EXECUTIVE SESSION

MAYOR

Discuss and Vote on New Position Duty Statement for Human Resource Specialist
Approve Leave of Absence(s)
Amanda Tucker – Senior Planner – Effective 05/24/19 – 05/31/19

ACCOUNTS

Discuss and Vote on Proposed Revisions to the Secretary to the City Council Job Specification

DPW

Approve Labor Class Appointment(s)
Laborer (10) – Seasonal

FINANCE

Approve Part Time/Temporary Appointment(s)
Amy Ryan – Deputy Commissioner of Finance - Effective 05/29/19 – 06/28/19 (extended)
Approve Provisional Appointment(s)
Alan Fanitzi – Communications Manager – Effective 06/05/19

RECREATION

Approve Non Competitive Class Appointment(s)
Camp Saradac Assistant Director (1)
Camp Saradac Counselor (14)
Youth Parker Coordinator (1)

SCHOOL

Approve Completed Probationary Period(s)
Account Clerk (1)
Food Service Cashier (1)
Food Service Helper (1)
School Bus Assistant (1)
School Monitor (2)
Teacher Aide (2)
Approve Leave of Absence(s)
Sara Cadoret – Teacher Aide – Extended from 05/17/19 through 06/26/19
Theresa Davoult – Food Service Helper – Effective 04/15/19 – 06/30/19
Approve Labor Class Appointment(s)
Food Service Helper (1)
School Monitor (3)
Approve Non Competitive Appointment(s)
Building Maintenance Mechanic (1)
Clerk (1)
Food Service Cashier (1)
Food Service Program Motor Vehicle Operator (1)
Keyboard Specialist (1)
School Bus Driver (3)
Teacher Aide (4)

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CIVIL SERVICE

Discuss and Vote on Requested Reinstatement to Eligible List #60-101

Discuss Administered Exam(s)

Firefighter #64-632 (04/27/19)

Administrative Assistant #63-538 (05/11/19)

Administrative Assistant – Engineering #64-379 (05/11/19)

Assistant City Clerk #64-898 (05/11/19)

DPW Coordinator #69-380 (05/11/19)

Department of Public Works Purchasing Coordinator #64-897 (05/11/19)

Discuss Upcoming Exam(s)

Assistant Building and Construction Inspector #65-621 (06/22/19)

Assistant Building Inspector #63-349 (06/22/19)

Code Enforcement Technician #63-311 (06/22/19)

Community Development Planner #64-961 (06/01/22)

Fire Captain #71-025 (06/22/19)

Police Sergeant #74-647 (06/01/19)

Principal Planner #72-025 (06/01/19)

Real Property Appraisal Technician #64-290 and #72-750 (06/01/19)

Senior Planner #68-245 (06/01/19)

Transportation Safety and Training Coordinator #66-541 (06/01/19)

Transportation Routing Clerk #60-588 (06/01/19)

Zoning and Building Inspector #69-379 (06/22/19)

Appointment(s) from Established Eligible List(s)

Police Officer #60-101 – Alex Lambiaso – Effective 07/06/19

Police Officer #60-101 – Logan Murphy – Effective 07/04/19

Police Officer #60-101 – Daniel Robertson – Effective 07/05/19

Public Safety Dispatcher #60-349 – Ethan Bliss (Conditional Appointment)

Prepared by: Corissa Salvo, Civil Service Coordinator