

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
15 VANDERBILT AVENUE – TEMPORARY LOCATION OF CITY HALL - THE COUNCIL ROOM
TUESDAY JUNE 18TH, 2019
AGENDA**

Roll Call

Public Comments

Approve April 2019 Regular Meeting Minutes

Approve May 2019 Regular Meeting Minutes

ACCOUNTS

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

Discuss and Vote on Proposed Revisions to the Assessment Clerk Job Specification

Discuss and Vote on the Proposed Revisions to the Real Property Appraisal Technician Job Specification

DPW

Approve Labor Class Appointments

Laborer (2)

FINANCE

Approve Provisional Appointment(s)

Kerri Bishop – Finance Coordinator – Effective 07/08/19

PUBLIC SAFETY

Approve Request for One Additional Classified Position

Senior Account Clerk

Approve Temporary Appointment(s)

Robert Haughton – Laborer – 06/03/19 – 08/30/19

Aaron Walsh – Laborer – 06/03/19 – 08/30/19

RECREATION

Approve Non Competitive Class Appointment(s)

Camp Saradac Counselors (14)

Camp Saradac Water Director (1)

Recreation Assistants (5)

Recreation Specialist (2)

SCHOOL

Approve Non Competitive Class Appointment(s)

Food Service Program Motor Vehicle Operator (1)

School Bus Assistant (1)

School Bus Driver (1)

Approve Labor Class Appointment(s)

Food Service Helper (1)

Approve Leave of Absence(s)

Rebecca Mangona – Keyboard Specialist – 05/14/19 – 05/31/19

Approve Completed Probationary Period(s)

Martha Ray – Teacher Aide – 05/14/19

CIVIL SERVICE

Establish the Following Eligible List(s)

City Tax Revenue Supervisor #60-552

Human Resources Generalist #74-406

Human Resources Generalist #69-198

Senior Account Clerk #60-389

Appointment(s) from Established Eligible Lists

City Tax Revenue Supervisor #60-552 – Laura Townsend

Clerk #10-319 – Maureen Gizzi

Information Technology Support Technician #19-267 – Johnny Destino

Human Resources Generalist #74-406 – Annetta Dunham

Human Resources Generalist #74-406 – Kristina Derlinga

Police Officer #60-101 – Sarah Hoffman (Conditional)

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(continued)

Police Officer #60-101 – Krystal Morris (Conditional)
Public Safety Dispatcher #60-349 – Ethan Bliss
Public Safety Dispatcher #60-349 – Megan Guterrez (Conditional)

Discuss Administered Exams (06/02/19)

Community Development Planner #64-961
Police Sergeant #74-647
Principal Planner #72-025
Real Property Appraisal Technician #64-290 and #72-750
Senior Planner #68-245
Transportation Routing Clerk #60-588
Transportation Safety and Training Coordinator #66-541

Discuss Upcoming Exams (06/22/19)

Assistant Building Inspector #64-379
Assistant Building and Construction Inspector #65-621
Code Enforcement Technician #63-311
Fire Captain #71-025
Zoning and Building Inspector #69-379

Vacancy Announcement(s)

Engineering Technician (Provisional)
Human Resources Specialist (Provisional)
Maintenance Mechanic – Housing Authority
Parking Enforcement Officer (Temporary)
Senior Engineer Technician (Provisional)
Vehicle Traffic Controller (Reissued)

Prepared by: Corissa Salvo, Civil Service Coordinator