

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBERS
TUESDAY JUNE 26th, 2018 9:30AM
AGENDA**

Roll Call

Public Comments

Approve May 23rd, 2018 Minutes

PUBLIC SAFETY

Discuss and Vote on New Position Duty Statement

Battalion Fire Chief (Competitive Class)

Approve Provisional Appointment(s) – Traffic Maintenance Manager

Andrew Krupski 06/16/18

Approve Labor Class Appointment(s)

Laborer (3)

ACCOUNTS

Approve Temporary Appointment – Senior Clerk

Henry Jaffe 05/29/18 – 08/29/18

DPW

Approve Provisional Appointment(s) – Department of Public Works Purchasing Coordinator

Barbara Maughan 07/09/18

Approve Labor Class Appointment(s)

Laborers (2)

FINANCE

Discuss and Vote on revising Help Desk Technician (Competitive) Job Specification

HOUSING AUTHORITY

Discuss and Vote on revising Housing Authority Occupancy Specialist (Competitive) Job Specification

Approve Non Competitive Class Appointment(s)

Building Maintenance Mechanic (1)

MAYOR

Approve Provisional Appointment(s)

Administrative Assistant – Katie Farone 06/30/18

Assistant Building Inspector – Michael Carlson 06/11-18

Assistant Building and Construction Inspector – John Barney 06/09/18

Assistant Building and Construction Inspector – Patrick Cogan 06/02/18

RECREATION

Approve Non Competitive Class Appointment(s)

Camp Counselor (5)

Camp Counselor Lifeguard (1)

Water Director (1)

Recreation Assistant (1)

Recreation Specialist (3)

School Bus Drivers (4)

Youth Parkers (11)

Youth Parking Coordinator (1)

Youth Parking Supervisor (1)

SCHOOL

Approve Labor Class Appointment(s)

Cleaner (1)

Food Service Helper (1)

School Monitor (4)

Approve the Non Competitive Appointment(s)

Automotive Mechanic (1)

Building Maintenance Worker (1)

Clerk (4)

Food Service Cashier (1)

Keyboard Specialist (3)

Registered Professional Nurse (1)

School Bus Assistant (1)

School Bus Driver (1)

Teacher Aide (3)

CIVIL SERVICE

Prepared by: Corissa Salvo, Civil Service Coordinator