

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
15 VANDERBILT AVENUE – TEMPORARY LOCATION OF CITY HALL - THE COUNCIL ROOM
TUESDAY JULY 23RD 2019
AGENDA**

Roll Call

Public Comments

Approve June 2019 Regular Meeting Minutes

DPW

Approve Temporary Labor Class Appointment(s)
Laborer (5)

LIBRARY

Approve Non Competitive Class Appointment(s)
Building Maintenance Worker (1)
Approve Completed Probationary Period(s)
Cleaner (1)
Library Shelver (3)

MAYOR

Approve Provisional Appointment(s)
Nicole Kommer – Human Resources Specialist – 07/25/19
Approve Temporary Part Time Appointment(s)
Cathy Lozier – Principal Account Clerk – 07/01/19 – 08/31/19
Approve Leave of Absence(s)
Michael Carlson – Assistant Building Inspector – 07/01/19 – 07/05/19

PUBLIC SAFETY

Discuss and Vote on Proposed Revisions to the Assistant Fire Chief Job Specification
Discuss and Vote on Proposed Revisions to the Fire Chief Job Specification
Approve Provisional Appointment(S)
Jeanna Fritz – Code Enforcement Technician – 07/10/19
Approve Temporary Appointment(s)
John Catone – Police Chief – 06/28/19 – 08/23/19
Vehicle Traffic Controllers (19) – 07/10/19 – 09/02/19

RECREATION

Approve Non Competitive Class Appointment(s)
Camp Counselor (7)
Recreation Assistant (3)
Recreation Leader (3)
Recreation Specialist (3)
Youth Parker (6)
Youth Parker Supervisor (3)

SCHOOL

Discuss and Vote on New Position Duty Statement – Telecom and Electrical Technician II
Approve Request for Three Additional Classified Positions – Senior Account Clerk
Approve Reinstatement
Jodie Burton – Food Service Helper – 09/03/19
Approve Completed Probationary Period(s)
Custodian (5)
School Bus Driver (1)
Teacher Aide (1)
Approve Labor Class Appointment(s)
School Monitor (1)
Food Service Helper (2)
Approve Temporary Labor Class Appointment(s)
Cleaner (23)
Food Service Helper (2)

(School continued...)

- Approve Non Competitive Class Appointment(s)
 - Clerk (1)
 - Food Service Cashier (1)
 - Keyboard Specialist (5)
 - Registered Professional Nurse (1)
 - School Bus Driver (4)
- Approve Temporary Non Competitive Appointment(s)
 - Custodian (3)
 - Teacher Aide (14)

CIVIL SERVICE

- Acceptance of Commissioner DelSettes Resignation
- Establish Eligible Lists
 - Assistant City Clerk #64-896
 - DPW Coordinator #69-380
- Appointment(s) from Eligible Lists
 - DPW Coordinator #69-380 - Mary Castanza
 - Police Officer #60-101– Sarah Hoffman (Permanent)
 - Police Officer #60-101 – Krystal Morris (Permanent)
 - Public Safety Dispatcher #60-349 – Megan Gutierrez (Permanent)
 - Senior Account Clerk #60-389 – Linda Doyle
 - Senior Account Clerk #60-389 – Linda Ferguson
- Vacancy Announcements
 - Carousel Operator (Reissued)
 - Heavy Equipment Operator (Promotional)
 - Motor Equipment Operator (Open to the Public)
 - Maintenance Mechanic (City Hall – Promotional)
 - Maintenance Mechanic (Housing Authority - Reissued)
 - Vehicle Traffic Controller (Reissued)
- Exam Announcements
 - Engineering Technician #67-555
 - Senior Engineering Technician #70-420 (Promotional)
 - Senior Engineering Technician #60-348 (Open to the Public)
 - Senior Typist #22-219 (Open to the Public)
 - Senior Typist #70-219 (Promotional)
 - Water Treatment Plant Operator Trainee #619

Prepared by: Corissa Salvo, Civil Service Coordinator