

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBERS
WEDNESDAY JULY 25th, 2018 9:30AM
AGENDA**

Roll Call

Public Comments

Approve June 26th 2018 Minutes

ACCOUNTS

Approve Provisional Appointment(s)

Assistant City Clerk (1) - Brook Jobin 07/23/18

DPW

Approve Provisional Appointment(s)

Administrative Assistant Engineering (1) - Kari Donohue 07/09/18

Senior Account Clerk (1) Mary Castanza – 07/23/18

Approve Non Competitive Class Appointment(s)

Heavy Equipment Operator (1) – Glenn Raia 07/08/18

Motor Equipment Operator (1) – Kyle Phillips 07/08/18

Approve Labor Class Appointment(s)

Laborers (1) – Vincent Kenyon 07/08/18

HOUSING AUTHORITY

Discuss and Approve Revision of *Housing Authority Occupancy Specialist* Job Specification

Discuss and Approve Revision of *Assistant Facilities Manager* Job Specification

MAYOR

Approve Provisional Appointment(s)

Assistant Building and Construction Inspector (1) – Richard Tiersch 07/16/18

Approve Leave of Absence(s)

Michael Carlson 07/02/18 – 07/16/18 and Richard Tiersch 08/20/18 – 08/24/18

PUBLIC SAFETY

Approve Non Competitive Class Appointment(s)

Senior Clerk (part time) - Kelly Leabourne 07/16/18

Approve Temporary Appointment(s)

Public Safety Dispatcher (1) Joseph DeCrosta 07/05/18 – 09/30/18

Vehicle Traffic Controller (21)

Approve Leave of Absence(s)- Amber Tonkin 07/10/18 – 10/02/18

Approve Extension of Probation 67 Days - Amber Tonkin

RECREATION

Approve Non Competitive Class Appointment(s)

Camp Counselor (3)

Recreation Assistant (2)

Recreation Leader (1)

Youth Parker (1)

SCHOOL

Approve Temporary Appointment(s)

Cleaner (27)

Keyboard Specialist (1)

Teacher Aide (5)

Approve the Non Competitive Appointment(s)

Senior Food Service Helper (1)

School Bus Assistant (1)

CIVIL SERVICE

Discuss and Vote Whether to Disqualify 8 Candidates From The Promotional Fire Captain Exam

Prepared by: Corissa Salvo, Civil Service Coordinator