

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
474 BRAODWAY, 3RD FLOOR - CIVIL SERVICE OFFICE
AUGUST 31ST 2020 12:30PM
AGENDA**

Roll Call

**Public Comments – Accepted via email to civilservice@saratoga-springs.org due to Covid/City Hall being closed to the public
Approve July Regular Meeting Minutes**

CITY CENTER

Abolish Keyboard Specialist Position (1)

Laid Off

 Laborer (2) Labor Class (Not governed by Civil Service Law)

 Working Supervisor (1) Non Competitive Class (Not governed by Civil Service Law)

DPW

Approve Provisional Class Appointment(s)

 DPW Dispatch Supervisor – Rhonda McGourtly – Effective 08/09/2020

Discuss and Approve Proposed Revisions for Water Meter Service Worker Job Specification

FINANCE

Discuss and Approve Proposed Revisions for Communication Clerk Job Specification

Discuss and Approve Proposed Revisions for Information Technology Systems Manager Job Specification

MAYOR

Approve Exempt Class Appointment(s)

 Executive Assistant to the Mayor – Bill Burns – Effective 08/19/20 – 12/31/21

PUBLIC SAFETY

Abolish Communications Manager (1)

CIVIL SERVICE

Vacancy Announcement(s)

 Water Meter Service Worker (Provisional)

Establish Eligible Lists

 Assistant Fire Chief #74-212

 Battalion Fire Chief #72-518

Permanent Appointment(s) from Established Eligible Lists

 Cullen Swider – Firefighter #64-362 – Effective 08/31/20

Prepared by: Corissa Salvo, Civil Service Coordinator