

CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
SARATOGA SPRINGS PUBLIC LIBRARY – SUSMAN ROOM – SARATOGA SPRINGS
TUESDAY OCTOBER 22ND 2019 9:30AM
AGENDA

Roll Call

Public Comments

Approve September 2019 Regular Meeting Minutes

DPW

Approve Labor Class Appointment(s)

Laborer (2)

Approve Non Competitive Class Appointment(s)

Maintenance Mechanic (1)

Motor Equipment Operator (1)

PUBLIC SAFETY

Approve Temporary Appointment(s)

Public Safety Proposal Writer – Traffic Study – Part Time (1) 09/26/19 – 12/31/19

LIBRARY

Approve Non Competitive Class Appointment(s)

Library Clerk (part time) (1)

Approve Completed Probationary Period(s)

Library Building Monitor (part time) – Jean Tranchina 08/259/19

MAYOR

Discuss and Vote on Proposed Revisions to Assistant Building Inspector Job Specification

RECREATION

Approve Non Competitive Class Appointment(s)

Recreation Assistant (3)

Recreation Leader (4)

Youth Parker Coordinator (1)

SCHOOL

Discuss and Vote on Proposed Revisions to Director of Transportation Job Specification

Approve Labor Class Appointment(s)

Food Service Helper (1)

School Monitor (4)

Approve Non Competitive Class Appointment(s)

Clerk (part time) (1)

Keyboard Specialist (part time) (1)

Registered Professional Nurse (2)

School Bus Driver (3)

Teacher Aide (6)

Approve Completed Probationary Period(s)

Custodian – Michael Famiano - 08/20/19

Food Service Cashier – Brooke Thornhill – 09/20/19

Head Custodian – Alex Frolish – 09/22/19

School Bus Driver – Gerald Freeman – 09/28/19

School Bus Driver – Kelly Hayes – 09/28/19

School Bus Driver – Darva Sanangelo – 09/14/19

School Bus Driver – Michael Scarnici – 09/13/19

Teacher Aide – Sandra Fecura – 10/07/19

Teacher Aide – Laura Rathbun – 09/19/19

Approve Leave of Absence(s)

Katherine Hopper – Keyboard Specialist 10/3019 – 12/10/19

CIVIL SERVICE

- Approve Temporary Appointment(s)
 - Mary Peterson – Clerk (part time) 9/28/19 – 10/20/19
- Establish Eligible List(s)
 - Fire Captain #71-025
- Permanent Appointment(s) from Eligible Lists
 - Assistant Building and construction Inspector #65-621 – John Barney 09/28/19
 - Assistant Building and Construction Inspector #65-621 – Richard Tiersch 09/28/19
 - Code Enforcement Technician #63-311 – Julian Fonseca 10/12/19
 - Code Enforcement Technician #63-311 – Jeanna Fritz 10/13/19
 - Keyboard Specialist #10-419 - Julia Destino 09/27/19
 - Zoning and Building Inspector #69-379 – Patrick Cogan 09/28/19
- Exam Announcement(s)
 - Assistant Fire Chief #74-212 12/14/19
 - Battalion Fire Chief #72-518 12/14/19
- Vacancy Announcement(s)
 - Assistant Building Inspector – Provisional
 - Information Technology Support Technician – Provisional
 - Laborer – Tree Crew
 - Senior Account Clerk – Provisional
- Discuss Recently Administered Exams
 - Animal Control/Parking Enforcement Officer #66-374 10/19/19
 - Deputy Registrar of Vital Statistics #66-365 10/19/19
 - Engineering Technician #67-555 09/28/19
 - Parking Enforcement Officer #63-388 10/19/19
 - Police Lieutenant #74-654 10/19/19
 - Senior Clerk #68-342 10/19/19
 - Senior Engineering Technician (OC) #60-849 09/28/19
 - Senior Engineering Technician (Promotional) #70-242 09/28/19
 - Senior Typist (OC) #22-219 09/28/19
 - Senior Typist (Promotional) #70-219 09/28/19
 - Utilities Clerk #69-383 10/19/19
 - Water Treatment Plant Operator Trainee #619 09/28/19
- Discuss Upcoming Exam(s)
 - Firefighter #64-362 Physical Fitness *and* CPAT exams 10/26/19
- Exams Ordered
 - Arborist
 - Assistant Building and Construction Inspector
 - Assistant Building Inspector (OC and Promo)
 - Assistant City Engineer
 - Environmental Services Manager
 - Finance Coordinator
 - City Engineer (OC and Promo)
 - Head Custodian
 - Head School Grounds Monitor
 - Human Resource Specialist
 - Modernization Coordinator
 - Police Department Records Management Clerk
 - Program Coordinator
 - Public works Office Supervisor (OC and Promo)
 - Senior Account Clerk
 - Survey Auto Cad Technician
 - Traffic Control Maintainer
 - Water Meter Service Worker
- Discuss 2020 Civil Service Budget