

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING  
SARATOGA SPRINGS PUBLIC LIBRARY --SUSMAN ROOM  
TUESDAY NOVEMBER 20<sup>TH</sup>, 2018 9:30AM  
AGENDA**

**Roll Call**

**Public Comments**

**Approve October 2018 Minutes**

**PUBLIC SAFETY**

*Discuss and Vote on Proposed Revisions for Animal Control/Parking Enforcement Officer (Competitive)*

**MAYOR**

*Discuss and Vote on New Position Duty Statement*

**ACCOUNTS**

*Discuss and Vote on Proposed Revisions for Deputy Registrar of Vital Statistics (Competitive)*

*Approve Provisional Appointment(s)*

Assistant City Clerk – Amber McDonald – Effective 11/14/18

Deputy Registrar of Vital Statics – Theresa Wilson – Effective 11/14/18

**HOUSING AUTHOTIY**

*Approve Provisional Appointment(s)*

Assistant Facilities Manager – Derek Melancon – Effective 10/22/18

Modernization Coordinator – Arthur Kirker – Effective 10/22/18

*Approve Labor Class Appointment(s)*

Laborer (1)

*Approve Non Competitive Appointment(s)*

Maintenance Mechanic (2)

**DPW**

*Approve Labor Class Appointment(s)*

Laborer (1)

*Approve Leave of Absence(s)*

Joseph O’Neill III – Working Supervisor – 11/22/18 until 12/31/19

**LIBRARY**

*Approve Completed Probation Periods*

Passed Probation (2)

**SCHOOL**

*Approve Provisional Appointment(s)*

Human Resource Generalist – Kristina Derlinga – Effective 11/14/18

Human Resource Generalist – Annetta Dunham – Effective 11/14/18

*Approve Completed Probation Periods*

Passed Probation (3)

*Approve Labor Class Appointment(s)*

Food Service Helper (4)

School Monitor (3)

*Approve Non Competitive Appointment(s)*

Building Maintenance Worker (1)

Clerk (4)

Food Service Cashier (5)

Keyboard Specialist (6)

School Bus Assistant (1)

School Bus Driver (3)

School Grounds Monitor (1)

Teacher Aide (5)

*Approve Temporary Appointment(s)*

Teacher Aide – Anita DeMityr 10/29/18 – 11/13/18

**CIVIL SERVICE**

*Announce Exams*

- Librarian I #64-499 (01/01/19 – 01/31/19)
- Librarian II – Open Competitive #64-685 (01/01/19 – 01/31/19)
- Librarian II – Promotional #74-248 (01/01/19 – 01/31/19)
- Librarian III – Open Competitive #64-688 (01/01/19 – 01/31/19)
- Librarian II – Promotional #74-268 (01/01/19 – 01/31/19)
- Public Safety Dispatcher #60-349 (01/19/18)
- Traffic Maintenance Manager #74-721 (01/05/19)

*Announce Provisional Vacancies*

- Animal Control/Parking Enforcement Officer
- Code Enforcement Technician
- Deputy Registrar of Vital Statistics

*Discuss Exam Fees*

*Prepared by: Corissa Salvo, Civil Service Coordinator*