

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
SARATOGA SPRINGS PUBLIC LIBRARY --SUSMAN ROOM
TUESDAY DECEMBER 18TH, 2018
AGENDA**

Roll Call

Public Comments

Approve November 2018 Minutes

PUBLIC SAFETY

Discuss and Vote on Proposed New Position Duty Statement - Traffic Control Technician (Part Time)

SCHOOL

Approve Provisional Appointment(s)

Clerk – Maureen Gizzi – Effective 12/12/18

Approve Completed Probation Periods

Passed Probation (7)

Approve Labor Class Appointment(s)

Food Service Helper (2)

School Monitor (8)

Approve Non Competitive Appointment(s)

Clerk (6)

Custodian (1)

Food Service Cashier (3)

Keyboard Specialist (5)

Motor Vehicle Operator (1)

Registered Professional Nurse (1)

School Bus Driver (4)

School Grounds Monitor (1)

Teacher Aide (12)

CIVIL SERVICE

Establish Eligible Lists

Housing Authority Occupancy Specialist #66-227

Discuss Upcoming Exams

Librarian I #64-499 – 25 Approved Applicants

Librarian II (OC) #64-685 – 18 Approved Applicants

Librarian II (Promotional) #74-248 – 2 Approved Applicants

Librarian III (OC) #64-688 – 14 Approved Applicants

Librarian III (Promotional) – 2 Approved Applicants

Public Safety Dispatcher #60-349 – 66 Approved Applicants (01/19/19)

Traffic Maintenance Manager #74-721 – 1 Approved Applicant (01/05/19)

Announce Exams

Assistant Police Chief #75-072 (03/02/19)

Police Chief #75-074 (03/02/18)

City Tax Revenue Supervisor #60-552 (03/02/19)

Senior Account Clerk #60-389 (03/02/19)

Provisional Vacancy -Animal Control Officer/Parking Enforcement Officer – 94 Approved Applicants as of 12/14/18 (Last Filing Date of 12/17/18)

Prepared by: Corissa Salvo, Civil Service Coordinator