

CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
474 BROADWAY, 3RD FLOOR - CIVIL SERVICE OFFICE
TUESDAY DECEMBER 29TH 2020, 2:00PM
AGENDA

Welcome Commissioner Dunn

Roll Call

Public Comments (Accepted Via Email civilservice@saratoga-springs.org)

Approve November 2020 Regular Meeting Minutes

ACCOUNTS

Approve Non Compleitive Class Appointment(s)
Senior Clerk (part time) – Nancy Wagner – Effective 01/06/21 - 12/31/21

CITY CENTER

Approve Labor Class Appointment(s)
Laborer – James Brennan – Effective 12/18/20

FINANCE

Approve Provisional Class Appointment(s)
Information Security Analyst – Patrick Mahoney – Effective 12/14/20

LIBRARY

Discuss and Vote on Proposed Revisions to the Librarian II Job Specification
Discuss and Vote on Proposed Revisions to the Librarian III Job Specification
Discuss and Vote on Proposed Revisions to the Library Clerk Job Specification

MAYOR

Approve Exempt Class Appointment(s)
Executive Assistant to the Mayor - Susanna Combs – Effective 12/07/20 – 12/31/21
Discuss and Vote on Proposed Revisions to Senior Planner Job Specification
Discuss and Vote on Request for Additional Classified Position – Senior Planner

PUBLIC SAFETY

Discuss and Approve Leave of Absence(s)
Firefighter – Brian Kissinger – Effective 11//18/20 (Military)
Police Officer – Aaron Moore – Effective 11/18/20 (Military)

SCHOOL

Approve Non Competitive Class Appointment(s)
School Bus Driver (1)
Teacher Aide (1)
Approve Completed Probationary Period(s)
School Bus Driver – Alyssa Novian – Effective 01/15/21
Approve Leave of Absence(s)
Keyboard Specialist – Tina Knott – Effective 01/11/21 – 12/31/21
Motor Vehicle Operator – Erika Parsons – Effective 12/21/20 – 12/21/21

CIVIL SERVICE

Vacancy Announcement(s)
Housing Authority Occupancy Specialist (Provisional)
Permanent Appointment(s) from Established Eligible Lists
Assistant Fire Chief #74-212 – Aaron Dyer – Effective 12/26/20
Custodian #10-618 – Steven Wilcox – Effective 12/10/20
Announce Exams
Librarian I #61-111 (Open Competitive)
Librarian II #61-298 (Open Competitive) and #74-386 (Promotional)
Librarian III #61-416 (Open Competitive) and #74-815 (Promotional)
Resignations or Retirements
Administrator to the Office of Planning and Economic Development – Bradley Birge – Effective 01/13/21 – Retirement
Laborer – Chris Hilliker – Effective 11/27/20 – Resignation
Laborer – Steven Wilcox – Effective 12/04/20 – Resignation
Laborer – John Wine – Effective 10/31/20 – Retirement
Maintenance Mechanic – Blaise Wile – Effective 11/06/20 – Resignation
Police Officer – Robert Dennis – Effective 10/30/20 - Retirement
Police Officer – John Lanzara – Effective 01/16/21 – Retirement
Police Officer – Theresa Wood – Effective 11/05/20 - Resignation
School Bus Assistant – Jeanne Lippman – Effective 10/13/20 – Resignation
School Bus Driver – SG Johnson – Effective 10/26/20 – Resignation