

CITY OF SARATOGA SPRINGS
MUNICIPAL CIVIL SERVICE COMMISSION

Regular meeting

Friday, August 5, 2016

9:30AM

City council chambers

AGENDA

Roll Call

Public Comments

Welcome to Commissioner Cacozzo

Election of Chairperson

Civil Service Commission - Charter – Civil Service Law

Approve April 15, 2016 and June 3, 2016 minutes

ACCOUNTS:

Approve temporary Intern appointment – Benjamin Gold – Albany Law School

Review of new position duty statements

HOUSING AUTHORITY:

Approve Labor Class appointment – Derek Melancon – Laborer

LIBRARY:

Approve voluntary demotion from full-time Senior Library Clerk to part-time Library Clerk – Beth Donworth

Review and approve new job specification for Librarian I

Review and approve new job specification for Senior Library Clerk

MAYOR:

Approve the Exempt Class appointment – Deputy Mayor – Margaret Kelly

Approve the Provisional appointment – Executive Assistant – L'Mia Michelle Groce-Tymann

PUBLIC SAFETY:

Approved Provisional appointment – Senior Clerk – Raelynn Smith

Approve Labor Class summer appointment – Laborer - Michael Brown

Approve Non-Competitive appointment – Clerk part time – Riley Catone

Approve temporary Non-Competitive appointments – Vehicle Traffic Control

PUBLIC WORKS:

Approve Provisional appointment – Matthew Zeno – Senior Engineering Technician

Approve leave of absence – August 1, 2016 to October 29, 2016

Approve temporary appointment for leave coverage – Madison Stanley until August 25, 2016

Approve temporary appointment for leave coverage – Lois Scarangelo until October 29, 2016

Approve temporary appointment for leave coverage –Nicholas Kearney until September 27, 2016

Approve Non-Competitive appointment – Working Supervisor – Louis Flanders

Approve Non-Competitive appointment – Maintenance Mechanic- Ryan Veitch

Approve Labor Class appointment – Laborer – Stephen McCarthy

Approve Labor Class appointments – Carousel

RECREATION:

Approve the Non-Competitive appointments

Approve temporary summer employment – Youth Parking Program

Approve temporary summer employment – Camp Saradac

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SCHOOL DISTRICT:

Review/approve request for addition IT positions (2)
Review new position duty statement – Working Supervisor – add duties when assigned to School District
Review/approve revisions requested by the School District – Transportation Safety and Training Coordinator
Approve Provisional appointment – School Bus Dispatcher – Wanda LaFrance
Approve Provisional appointment – School Nurse Supervisor – Debra Meerdink
Approve Voluntary demotion request – Jacqueline Bruce – from 12 months to 10 months Keyboard Specialist
Approve Non-Competitive appointment pending classification – Working Supervisor - Jeffrey Becktoft
Confirm the Labor Class appointments
Confirm the Non-Competitive Class appointments

CIVIL SERVICE:

2017 Budget Request
Review of Exempt Classified position – Deputy Mayor
211 Waiver – Daniel Mullan – Head School Grounds Monitor
Enrollment – Civil Service Institute – three (3) weeks – Albany, New York

ORDER EXAMINATION FOR the following class titles:

Animal Control/Parking Enforcement Officer
Executive Assistant
Head School Grounds Monitor
Parking Enforcement Officer
School Nurse Supervisor
Senior Account Clerk
Senior Clerk
Senior Engineering Technician
Senior Library Clerk

ANNOUNCE EXAMINATION FOR the following class title:

Administrator of Parks, Open Lands, and Historic Preservation #65-122
Public Safety Dispatcher #64-148

ESTABLISH ELIGIBLE LIST FOR the following examinations:

Data Collector	#67-011
Department of Public Works Business Manager	#69-221
Head Custodian	#70-031
Human Resources Administrator	#61-989
Librarian I	#69-682
Payroll Clerk	#60-351

Issued:

PREPARED BY: Patsy Berrigan SECRETARY