

**CITY OF SARATOGA SPRINGS
MUNICIPAL CIVL SERVICE COMMISSION
SARATOGA SPRINGS, NEW YORK 12866
Special MEETING
City council room
monDAY, February 8, 2016
MINUTES**

PRESENT: elio delsette, chairperson
robert mains, commissioner

ABSENT: KIMBERLY GALVIN, COMMISSIONER

Chairperson DelSette opened the special meeting at 3:02PM. Commissioner Scirocco and Executive Assistant Buckley arrived at 3:07pm.

Chairperson DelSette and Commissioner Mains discussed the previously tabled revisions of the job specification for the Public Works Director. Chairperson DelSette asked if this new proposed position was “in-place” of the existing Public Works Director position. The secretary responded that she believed it was from her conversations with the Commissioner of Public Works.

Chairperson DelSette made a motion not to revise the current Public Works Director job specification as proposed at the January 21, 2016 Civil Service Commission meeting. Seconded by Commissioner Mains. Ayes all.

Chairperson DelSette invited Commissioner Scirocco and Executive Assistant Buckley to join them at the council table upon their arrival. Chairperson DelSette explained to Commissioner Scirocco the action that the Civil Service Commission had taken in regards to the previously tabled Public Works Director position prior to his arrival. Commissioner Scirocco was in agreement with the decision.

Chairperson DelSette quoted New York State Civil Service Law Sections 20 and 22 for Commissioner Scirocco. The Chairperson asked the Commissioner if he understood that Civil Service has absolute authority in regards to titles, duties/responsibilities, and minimum qualifications. Chairperson DelSette stated that the Commission has always worked with the appointing authorities and the Unions to establish a workable document. Commissioner Scirocco acknowledged that he was aware of this.

Commissioner Scirocco stated that he does not need a Public Works Director position; that the position was a duplication of the Deputy’s duties and responsibilities. He has a City Engineer, an Assistant City Engineer, a Chief Water Treatment Plant Operator, and an Assistant Chief Water Treatment Plant Operator to handle streets, utilities, roads, engineering, water, etc.

Commissioner Scirocco stated that he wanted to bring the Department of Public Works into the 21st Century; therefore, he was requesting a “Business Manager” to be responsible for budgets, financial records/reports, and purchasing, bid process; oversee the utilities dept. Commissioner Scirocco presented the Commission with a job specification from the City of Syracuse stating that this represented the position he was looking for.

Commissioner Scirocco stated that he was the only Commissioner whose deputy did not reside within the building; he was the only Commissioner whose deputy did not provide the financial support he was looking for. The Chairperson asked if that was due to the fact that the majority of the DPW workforce resided outside of the City Hall building.

Commissioner Scirocco did not like the new position duty statement as presented. Commissioner Scirocco did not like the title “Assistant Business Manager.” Commissioner Scirocco stated that there was no business manager within DPW for this person to be assistant to. The secretary reminded Commissioner Scirocco that there was a Public Works Supervisor who was responsible for budgets, payroll, bids etc.

Chairperson DelSette reminded Commissioner Scirocco that in the City of Saratoga Springs Commission form of government that the Commissioner was the “business manager.” Such as in the Accounts Department; the Commissioner is the Assessor and the full-time day-to-day person is the Assistant Assessor.

Commissioner Mains discussed the minimum qualification with the Commissioner of Public Works. Commissioner Mains agreed that it may not be necessary for a specific major but work experience was important. The secretary explained the ratio between degrees and required experience and placement within the department. Commissioner Scirocco stated that salary was not a responsibility of the Civil Service Commission. Commissioner Scirocco was reminded that though he was correct with setting of a salary and/or grade, it is the responsibility of the Civil Service Commission to take into consideration the duties and responsibilities and the placement of the position within a department when setting the minimum qualifications..

After much discussion, the Civil Service Commission and Commissioner Scirocco came to an agreement regarding the minimum qualifications and that the position would be titled – Department of Public Works Business Manager. The secretary would retype the new position duty statement for the Commissioner of Public Works' signature.

The secretary confirmed that the new position duty statement, the draft job specification and the revisions to the effected positions would be on the February 25th civil service meeting agenda. (Public Works Director, Public Works Office Supervisor, Water Meter Accounts Supervisor) Chairperson DelSette asked Commissioner Scirocco if he was in agreement. Commissioner Scirocco stated that he was.

The secretary explained that after the Commissioner obtained his funding then the position vacancy could be posted and the exam can be ordered. The Commissioner stated funding was his responsibility and not the concerned of the Civil Service Commission. The secretary explained to Commissioner Scirocco that until the position was funded by the City Council the position technically did not exist, therefore, could not be posted, applications could not be accepted or approved, a provisional appointment could not be approved, and the exam could not be ordered.

Commissioner Mains made a motion to adjourn the meeting at 4:05pm. Seconded by Chairperson DelSette. The next scheduled civil service meeting is February 25, 2016 at 9:30am in the City Council Room.

Approved: February 25, 2016
Secretary

Respectfully submitted by:____Patsy Berrigan____