

CITY OF SARATOGA SPRINGS
MUNICIPAL CIVIL SERVICE COMMISSION
SARATOGA SPRINGS, NEW YORK 12866
REGULAR MEETING
Thursday, February 25, 2016
9:30am
MINUTES

PRESENT: Elio DelSette, Chairperson
Robert Mains, commissioner

ABSENT: Kimberly Galvin, Commissioner

CHAIRPERSON DELSETTE CALLED THE MEETING TO ORDER AT 9:30am.

Chairperson DelSette opened the public speaking session at 9:31am.

There being no one wishing to speak, Chairperson DelSette closed the public speaking session at 9:31am.

Chairperson DelSette made a motion to approve the January 21, 2016 minutes and the February 8, 2016 Special meeting minutes. Seconded by Commissioner Mains. Ayes all.

ACCOUNTS: The secretary explained to the Commission that the City is partnering with Albany Law School to obtain Law Students as Interns. There are several Albany Law School interns within the different departments. The Accounts Department has one intern who is working with the Director of Risk and Safety.

Commissioner Mains made a motion to approve the temporary appointment of Dave Crossman as Student Intern effective January 19, 2016 until January 3, 2016. Seconded by Chairperson DelSette. Ayes all.

The secretary informed the Commission that in October the City Council was awarded and accepted a Grant for the Accounts Department to assist in the preservation of important documents. This Grant would assist the City Historian. The position would be duly advertised per the Civil Service rules, regulations, policies, and procedures.

Commissioner Mains made a motion to approved the title and job specification of Archivist for the temporary grant position which will end as of June 30, 2016. Seconded by Chairperson DelSette. Ayes all.

Commissioner Mains made a motion to approve the temporary appointment of Field Horne to the grant funded position of Archivist effective February 22, 2016 up to and including June 30, 2016. Seconded by Chairperson DelSette. Ayes all.

FINANCE: Deputy Commissioner Lynn Bachner addressed the Civil Service Commission regarding the newly proposed computer position for the IT department. Deputy Commissioner Bachner informed the Commission that the proposed duties were not in within the realm of the Information Technology Systems Manager duties and responsibilities and would not be a good use of the IT Manager's time as this is a Non-technical position. The new web site will eventually be taken over by the individual departments, therefore, the IT department needs an individual with communication skills rather than coding or informational.

Commissioner Mains made a motion to approve the title and job specification for Web Content Coordinator. Seconded by Chairperson DelSette. Ayes all.

HOUSING AUTHORITY: Commissioner Mains made a motion to approve the Provisional appointment of Joan Hendricks to the position of Tenant Relations Assistant effective February 2, 2016. Seconded by Chairperson DelSette. Ayes all.

MAYOR: The secretary explained to the Commission that Senior attending Saratoga Springs Senior High School have the option on "interning" for approximately 20 hours in lieu of writing a final term paper for the Participation in Government Class. The Mayor's office has agreed to host two of the Seniors.

Commissioner Mains made a motion to approve the temporary Internship of Rachael Thomer (01/27/16 - 5/30/16) and James Aria (02/15/16 - 06/10/16). Seconded by Chairperson DelSette. Ayes all.

PUBLIC SAFETY: Commissioner Mains made a motion to approve the temporary Student Interns from Albany Law School effective January 19, 2016 up to and including May 3, 2016: John Daley and Anna Federico. Seconded by Chairperson DelSette. Ayes all.

PUBLIC WORKS: Commissioner Mains made a motion to approve the temporary Internship of Saratoga Springs High School student Sarah Kisiel effective February 16, 2016 up to and including June 10, 2016. Seconded by Chairperson DelSette. Ayes all.

Commissioner Scirocco addressed the Civil Service Commission regarding the Public Works Director position and the newly proposed position to be titled Department of Public Works Business Manager. Chairperson DelSette asked if this newly proposed position would be in place of the Public Works Director. Commissioner Scirocco stated that he is not in need of another engineer, he has two, he needs someone to monitor the day-to-day finances, assist with the water rates, oversee the Utilities Department; participate in the purchasing process. Commissioner Scirocco stated that the Public Works Director was a duplication of the Deputy Commissioner’s responsibilities.

Commissioner Mains asked if Commissioner Scirocco was in agreement with the duties/responsibilities as they are typed on the New Position Duty Statement. Commissioner Scirocco stated that they reflect what was agreed to at the February 8, 2016 Special Meeting.

Union President Kathy Moran and Water Meter Accounts Supervisor Anna Plante asked how this new position will impact on her position within the Department. The secretary explained that Anna would now report to the Business Manager where before she reported to the Public Works Director. Commissioner Scirocco confirmed that nothing was changing within Anna’s job specification except the position title to which she will report. The operations of the Utilities Department will remain as is.

Chairperson DelSette restated the New York State Department of Civil Service Law section 22 which gives the Commission absolute authority to establish position titles, duties/responsibilities/minimum qualifications. The Chairperson explained that the Commission takes into consideration information provided by the appointing authority; however, the responsibility to accurately depict the duties/responsibility and set the minimum qualifications for the position rests solely with the Civil Service Commission.

RECREATION: Chairperson DelSette made a motion to approve the following Non-Competitive appointments. Seconded by Commissioner Mains. Ayes all.

Stephanie Geller	Sports Program Coordinator	effective 03/26/16
Sukhpreet Grewal	Sports Program Coordinator	effective 02/22/16
Amanda Shelburne	Skate Program Coordinator	effective 01/30/16

SCHOOL: Chairperson DelSette made a motion to adopt the title and job specification for Treasurer. Seconded by Commissioner Mains. Ayes all.

Chairperson DelSette made a motion to approve the Non-Competitive appointment of Charles Scarborough to the position of School Bus Driver effective January 14, 2016. Seconded by Commissioner Mains. Ayes all.

CIVIL SERVICE :

EXAMS WERE ORDERED for the following class titles:
Custodian ordered January 25, 2016

EXAMINATIONS WERE ANNOUNCE for the following class titles:
Assistant Food Service Director 365-387
Custodian #10-616
Data Collector #67-011
Firefighter #61-563
Human Resources Administrator #61-989
Payroll & Benefits Manager #71-218
Payroll Clerk #60-351

APPLICATIONS APPROVE WERE for the following examination:
Assistant Building Inspector #67-201 approved – 2 disapproved - 0
Custodian #10-616 approved – 27 disapproved - 1
Head School Grounds Monitor #64-095 approved – 3 disapproved - 0
Zoning & Building Technician #64-883 approved – 5 disapproved - 0

ESTABLISH ELIGIBLE LIST for Library Clerk #10-916 effective February 25, 2016 to February 25, 2020

Meeting was adjourned at 10:20am. The next meeting is scheduled for April 15, 2016 at 9:30am.

Approved:

Respectfully submitted by: _____ *Patsy Berrigan* _____ Secretary