

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING  
SARATOGA SPRINGS PUBLIC LIBRARY – SUSMAN ROOM  
TUESDAY JANUARY 22<sup>ND</sup> 2019  
MINUTES**

PRESENT: MARK CACOZZA, CHAIRPERSON  
PAUL KISSELBRACK, COMMISSIONER  
ABSENT: ELIO DELSETTE, COMMISSIONER

CHAIRPERSON CACOZZA CALLED THE MEETING TO ORDER AT 9:37am and opened the public comment section. There being no one wishing to speak, Chair Cacozza closed the public comment section at 9:37am.

Chair Cacozza made a motion to approve the December 2018 Minutes as amended. Seconded by Commissioner Kisselbrack. Motion carried.

**ACCOUNTS**

The proposed revisions to the *Assistant to the Purchasing Agent* job specification would be reversing the additional duties that were recently added, in regards to 'Fixed Assests', as there was anticipation of an upgrade in salary. The upgrade did not go through, so the Department is requesting those additional duties be removed. Human Resources Administrator Miriam Dixon attended the Commission meeting to discuss a different matter, but while present, spoke on this item as well. Ms. Dixon raised a concern that if these duties were being removed from this particular job specification, then who would be performing them, as the City's Charter specifies that the Fixed Assets fall under the Accounts Department. Commissioner Kisselbrack raised a general question for the table, asking if since it is a City Charter mandate, if civil service was obligated to ensure those duties were being performed. The Coordinator responded with the City Charter does not specify which position is responsible for performing the duties, just that the Accounts Department Heads are responsible for seeing that they were done, and someone must have been performing them all along. While they are being removed from this position (having just been added recently) the Coordinator would check different job specifications in the Accounts Department. Chairperson Cacozza agreed that this would not be a civil service obligation. Ms. Dixon agreed that if the Fixed Assets were not covered in a different job specification under the Accounts Department, then the responsibility would be to the Deputy Commissioner to ensure they are getting done.

Commissioner Kisselbrack made a motion to approve the proposed revisions to the *Assistant to the Purchasing Agent* job specification. Seconded by Chairperson Cacozza. Motion carried.

**FINANCE**

Human Resources Administrator Miriam Dixon was available to speak in regards to the proposed *New Position Duty Statement for a PR & Communications Manager*. Commissioner Kisselbrack first question was if this new position would be Competitive or Non Competitive. The Coordinator replied that brand new positions are Competitive.

Ms. Dixon explained that there was a part time Web Content Coordinator that would handle a lot of the Social Media platforms etc within the City as well as the different departments website. Some of the duties from that job specification were removed and added to the Help Desk Technician job specification. The Web Content Coordinator position is currently vacant. The Media and Social Media aspects of the job had been left to each department. It was the Council's idea to have one person who worked for all departments handling press releases, social media etc and helping to form the one image for the City as opposed to the multiple departments having their own way of doing things. The Commissioner of Finance would be the Appointing Authority, but the person appointed to this position would report to the Council as a whole and work for each department. Commissioner Kisselbrack inquired about salary – Ms. Dixon replied that she had done a salary study for this type of position and found that \$65k would be a minimum salary and maximum would be \$78k. The Coordinator asked if this would be in the Union – Ms. Dixon replied that this position would not likely be in the Union, Ms. Dixon went on to explain that new positions are not expected to be in the Union, the Union has to go through the process to determine if it fits within their parameters, and this being a confidential position, would not be required to be in the Union. Chairperson Cacozza asked if this position was funded already, Ms. Dixons response was she did not think so, she did not recall seeing a line in the budget for it.

Commissioner Kisselbrack made a motion to approve the proposed *New Position Duty Statement for PR & Communications Manager*. Seconded by Chairperson Cacozza. Motion carried.

## DPW

Commissioner Kisselbrack made a motion to approve the following *Exempt Class Appointment(s)*. Seconded by Chairperson Cacoza. Motion carried.

Rachael Fragomeni      Executive Assistant to the Commissioner of DPW      Effective 01/14/19 – 12/31/19

Commissioner Kisselbrack made a motion to approve the following *Provisional Appointment(s)*. Seconded by Chairperson Cacoza. Motion carried.

Kelly Gliosco      Utilities Clerk      Effective 01/17/19

## LIBRARY

Chairperson Cacoza made a motion to approve the following *Completed Probationary Periods*. Seconded by Commissioner Kisselbrack. Motion carried.

Raymond Michaud      Building Maintenance Worker      Effective 12/21/18

John Whealen      Library Building Monitor      Effective 12/26/18

## PUBLIC SAFETY

Commissioner Kisselbrack made a motion to approve the following *Provisional Appointment(s)*. Seconded by Chairperson Cacoza. Motion carried.

Aaron Dyer      Battalion Fire Chief      Effective 01/05/19

## RECREATION

Commissioner Kisselbrack made a motion to approve the following *Non Competitive Class Appointment(s)*. Seconded by Chairperson Cacoza. Motion carried.

Gwendolyn Craig      Recreation Specialist      Effective 02/19/19

## SCHOOL

Chairperson Cacoza made a motion to approve the following *Completed Probationary Periods*. Seconded by Commissioner Kisselbrack. Motion carried.

Thomas Giorgio III      Automotive Mechanic      Effective 01/12/19

Jerald T Niles      Building Maintenance Worker      Effective 12/18/18

Michael Licata      Cleaner      Effective 12/11/18

Debra Rancour      Clerk      Effective 12/11/18

Jill Parker      Keyboard Specialist      Effective 01/04/19

Becky Shayne      Keyboard Specialist      Effective 01/09/19

Elaina Kamerling      Teacher Aide      Effective 12/11/18

Commissioner Kisselbrack made a motion to approve the following *Labor Class Appointment(s)*. Seconded by Chairperson Cacoza. Motion carried.

Cheryl Lloyd      Food Service Helper      Effective 01/02/19 – 01/02/20

Catherine Madej      Food Service Helper      Effective 01/04/19

Pauline Willey      Food Service Helper      Effective 01/02/19 – 01/02/20

Aidan Davies      School Monitor      Effective 12/10/18 – 12/10/19

Eleanor Fisher      School Monitor      Effective 10/22/18 – 10/22/19

Deboralee Grady      School Monitor      Effective 01/07/19 – 01/07/20

Cheryl Lloyd      School Monitor      Effective 01/02/19 - 01/02/20

Allison Mesquita      School Monitor      Effective 12/14/18 – 12/14/19

Mary Ellen Thompson      School Monitor      Effective 12/18/18 – 12/18/19

Chairperson Cacoza made a motion to approve the following *Non Competitive Class Appointment(s)*. Seconded by Commissioner Kisselbrack. Motion carried.

Cheryl Lloyd      Clerk      Effective 01/02/19 – 01/02/20

Mackenzey Nutter      Clerk      Effective 01/11/19 – 01/11/20

Keyboards Specialist      Effective 01/11/19 – 01/11/20

Allison Mesquita      Clerk      Effective 12/14/18 – 12/14/19

Keyboards Specialist      Effective 12/14/18 – 12/14/19

Teacher Aide      Effective 12/14/18 – 12/14/19

|                     |                               |                               |
|---------------------|-------------------------------|-------------------------------|
| Jacqueline Pardon   | Clerk                         | Effective 01/02/18 – 01/02/19 |
| Mary Ellen Thompson | Clerk                         | Effective 12/18/18 – 12/18/19 |
|                     | Keyboard Specialist           | Effective 12/18/18 – 12/18/19 |
|                     | Teacher Aide                  | Effective 12/18/18 – 12/18/19 |
| Vincent Migliozi    | Custodian                     | Effective 12/18/18 – 12/18/19 |
| Jonathon Rivers     | Custodian                     | Effective 12/17/18 – 12/17/19 |
| Cheryl Lloyd        | Food Service Cashier          | Effective 01/02/19 – 01/02/20 |
|                     | Keyboard Specialist           | Effective 01/02/19 – 01/02/20 |
|                     | Teacher Aide                  | Effective 01/02/19 – 01/02/20 |
| Pauline Willey      | Food Service Cashier          | Effective 01/02/19 – 01/02/20 |
| Penny Dennison      | Registered Professional Nurse | Effective 12/05/18 – 12/05/19 |
| Aniela Sherin       | Registered Professional Nurse | Effective 12/11/18 – 12/11/19 |
| Phineas Graham III  | School Bus Assistant          | Effective 12/19/18 – 12/19/20 |
| Jessica Stokes      | School Bus Assistant          | Effective 12/19/18 – 12/19/19 |
| John Collins        | School Bus Driver             | Effective 01/03/19 – 01/03/20 |
| Enrico DiPalma      | School Bus Driver             | Effective 12/27/18            |
| Gerald Freeburn     | School Bus Driver             | Effective 12/26/18            |
| Kelly Hayes         | School Bus Driver             | Effective 12/21/18            |
| Stefanie Joseph     | School Bus Driver             | Effective 01/03/19 – 01/03/20 |
| Kathleen Masterson  | School Bus Driver             | Effective 12/07/18 – 12/07/19 |
| Mark Morin          | School Bus Driver             | Effective 12/28/18            |
| Davra Sanagelo      | School Bus Driver             | Effective 12/07/18            |
| Michael Searnici    | School Bus Driver             | Effective 12/06/18            |
| Susan Stockman      | School Bus Driver             | Effective 12/19/18 – 12/19/20 |
| Aidan Davies        | School Bus Driver             | Effective 12/10/18 – 12/10/19 |
| Sandra Fecura       | Teacher Aide                  | Effective 01/09/19            |

Chairperson Cacoza made a motion to approve the following *Temporary Appointment(s)*. Seconded by Commissioner Kisselbrack. Motion carried.

|                 |                     |                               |
|-----------------|---------------------|-------------------------------|
| Hope Caprood    | Teacher Aide        | Effective 12/18/18 – 12/20/18 |
| Catherine Madej | Food Service Helper | Effective 12/19/18 - 01/08/19 |

#### CIVILSERVICE

Commissioner Kisselbrack made a motion to approve the following *Temporary Appointment(s)*. Seconded by Chairperson Cacoza. Motion carried.

|               |       |                               |
|---------------|-------|-------------------------------|
| Mary Peterson | Clerk | Effective 01/19/19 – 01/20/19 |
|---------------|-------|-------------------------------|

Commissioner Kisselbrack made a motion to establish the following *Eligible Lists*. Seconded by Chairperson Cacoza. Motion carried.

- Assistant Facilities Manager #60-667 (6 Candidates)
- Police Officer #60-101 (160 Candidates)

#### Announced Exam(s)

- Firefighter #64-362 Announced 01/17/19, Last Filing Date 03/14/19, Date of Exam 04/27/19
- Human Resources Generalist #69-198 (Open Competitive) Announced 01/01/19, Last Filing Date 02/06/19, Date of Exam 03/16/19
- Human Resources Generalist #74-406 (Promotional) Announced 01/01/19, Last Filing Date 02/06/19, Date of Exam 03/16/19

#### Announce Provisional Vacancy Announcement(s)

- DPW Coordinator Announced 01/17/19, Last Filing Date 01/28/19
- Utilities Clerk Announced 12/24/18, Last Filing Date 01/10/19

#### Announced Part Time Vacancy Announcement(s)

- Traffic Control Technician Announced 01/17/19, Last Filing Date 01/28/19

#### Permanent Appointment(s) from Established Eligible Lists

|                         |                    |                    |
|-------------------------|--------------------|--------------------|
| Clerk #10-317           | Miriam O'Callaghan | Effective 01/25/19 |
| Firefighter #61-73      | Brian Kelly        | Effective 01/19/19 |
| Fire Captain#78-662     | Jeffrey Alonzo     | Effective 01/05/19 |
| Fire Chief #70-970      | Joseph Dolan       | Effective 01/05/19 |
| Fire Lieutenant #78-663 | Mark Bellantoni    | Effective 01/05/19 |
| Police Officer #69-460  | Nathan Booth       | Effective 01/13/19 |
| Police Officer #69-460  | Kateri Marotta     | Effective 01/12/19 |

Discussed Administered Exam(s)

Librarian I #64-499  
 Librarian II (Open Competitive) #64-685  
 Librarian II (Promotional) #74-248  
 Librarian III (Open Competitive) #64-688  
 Librarian III (Promotional)#  
 Public Safety Dispatcher #60-349 01/19/19  
 Traffic Maintenance Manager #74-721 01/05/19

Discussed Upcoming Exam(s)

|                                      |          |                                  |
|--------------------------------------|----------|----------------------------------|
| Assistant Police Chief #75-072       | 03/02/19 | 5 Approved Candidates            |
| Police Chief #75-074                 | 03/02/19 | 6 Approved Candidates            |
| City Tax Revenue Supervisor #60-552  | 03/02/19 | 3 Approved Candidates            |
| Human Resources Generalist #60-389   | 03/02/19 | 8 Approved Candidates            |
| Human Resources Generalist #74-406   | 03/02/19 | 4 Approved Candidates            |
| Senior Account Clerk #60-389         | 03/02/19 | 10 Approved Candidates           |
| Police Officer Physical Agility Exam | 02/09/19 | 37 Invited, 23 Showed, 18 Passed |

Commissioner Kisselbrack made a motion to close the meeting at 10:32am. Seconded by Chairperson Cacoza. Motion carried