

CITY OF SARATOGA SPRINGS
MUNICIPAL CIVIL SERVICE COMMISSION
REGULAR MEETING

City council room

Wednesday, January 25, 2017

PRESENT: ELIO DELSETTE, CHAIRPERSON
ROBERT MAINS, COMMISSIONER
MARK CACOZZA, COMMISSIONER

Chairpersons DelSette called the meeting to order at 9:35AM

Chairperson DelSette opened the public comment period at 9:36am.

There being no one wishing to speak Chairperson DelSette closed the public comment period at 9:36am.

Commissioner Mains made a motion to approve the December 21, 2016 meeting minutes. Seconded by Commissioner Cacoza. Ayes all.

CITY CENTER: Commissioner Cacoza made a motion to approve the Non-Competitive appointment of Ryan McMahon to the position of Executive Director effective January 1, 2017. Seconded by Commissioner Mains. Ayes all.

Commissioner Cacoza made a motion to approve the temporary appointment of Mark Baker to the position of City Center Parking Structure Construction Coordinator effective January 1, 2017 up to and including February 28, 2018. Seconded by Commissioner Mains. Ayes all.

MAYOR: The secretary informed the Commission that in accordance with Civil Service Law the paper work for the review of the Vacant Exempt Class Deputy Commissioner of Public Works had been submitted to the Department of Public Works. The secretary has not been contacted regarding this Commissioner Mains made a motion to approve the Non-Competitive appointment of L'Mia Michelle Groce-Tymann to the position of Clerk part-time effective January 4, 2017, Seconded by Commissioner Cacoza. Ayes all.

PUBLIC WORKS: In accordance with Civil Service Law Section 41, the secretary submitted the Exempt Classification review form to the Department of Public Works. The secretary explained the required review and the 4 month time frame. As of the meeting, paper work had not been submitted.

Commissioner Mains made a motion to approve the Commissioner of Public Works request to revise the supervisory chain for the Engineering Technician. Seconded by Commissioner Cacoza. Ayes all.

“The work is performed under the general supervision of the Commissioner and Deputy Commissioner of Public Works, and the Public Works Business Manager, with direct supervision by the City Engineer.”

Commissioner Cacoza made a motion to approve the Labor Class appointment of Luke Kenyon to the position of Laborer effective December 27, 2016. Seconded by Commissioner Mains. Ayes all.

Commissioner Cacoza made a motion to approve the Temporary appointment of Troy Bianco to the position of Engineering Technician effective January 17, 2017 up to and including April 17, 2017. Seconded by Commissioner Mains. Ayes all.

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

William Capuano	Recreation Leader	02/04/17
Jakeb House	Senior Skate Guard	02/04/17
Sara Parker	Senior Skate Guard	02/04/17
Ryan Sesselan	Senior Skate Guard	02/04/17
Olivia Shapiro	Senior Skate Guard	02/04/17
Margaret Sheehan	Skate Guard	02/04/17
Daniels Winters	Senior Skate Guard	02/04/17

SCHOOL DISTRICT: The secretary explained to the Commission that the School Board will be abolishing the School Bus Discipline Office at the end of the school year – June 2017. The School District will not be filling this position in September of 2017. There is no established eligible list for this position title. Commissioner Cacoza made a motion to approve the Temporary appointment of Joseph Powers to the position of School Bus Discipline Officer effective January 11, 2017 up to and including June 30, 2017. Seconded by Commissioner Mains. Ayes all.

Commissioner Mains made a motion to approve the Provisional appointment of Colleen Ash to the position of Clerk effective December 14, 2016. Ayes all.

Commissioner Cacoza made a motion to confirm the following Labor Class appointments. Seconded by Commissioner Mains. Ayes all. effective

Jennifer Casavant	School Monitor	12/14/16
	Food Service Helper	12/14/16
Chris Casertino	School Monitor	01/11/17
Stacie Connolly	School Monitor	01/11/17
Carolina Drush	School Monitor	01/11/17
Melody Ellis	Food Service Helper	12/14/16
	School Monitor	12/14/16
Barbara Frasier	School Monitor	01/10/17
Tasmmy Heffner	School Monitor	01/11/17
Mary Hines	School Monitor	12/14/16
Ann Marie Kaye	School Monitor	01/11/17
Jennifer Leinwol	School Monitor	01/11/17
Diana Miller	School Monitor	12/14/16
	Food Service Helper	12/14/16
Doreen Smith	School Monitor	01/11/17
Teresa Strubs	School Monitor	01/11/17
Angela Tolan	School Monitor	01/11/17

Commissioner Mains made a motion to confirm the following Non-Competitive appointments. Seconded by Commissioner Cacoza. Ayes all. effective

Paul Alpert	Teacher Aide	01/11/17
Kevin Calzonetti	School Bus Driver	12/05/16
Jennifer Casavant	Food Service Cashier	12/14/16
	Teacher Aide	12/14/16
	Food Service Motor Vehicle Operator	12/14/16
Chris Casterino	Keyboard Specialist part time	01/11/17
	Clerk part time	01/11/17
	Teacher Aide	01/11/17
Lori Coffin	Teacher Aide	12/14/16
Stacie Connolly	Clerk part-time	01/11/17
	Teacher Aide	01/11/17
Lori Desmarais	Teacher Aide	01/11/17
Elizabeth Dimick	School Bus Driver	12/15/16
Carolina Drush	Keyboard Specialist part-time	01/11/17
	Clerk part time	01/11/17
	Teacher Aide	01/11/17

SCHOOL DISTRICT: Commissioner Mains made a motion to confirm the following Non-Competitive appointments. Seconded by Commissioner Cacoza. Ayes all.

Melody Ellis	Teacher Aide	12/14/16
	Food Service Cashier part time	12/14/16
	Keyboard Specialist part time	12/14/16
	Clerk part time	12/14/16
Barbara Fraiser	Teacher Aide	01/10/17
Mary Hines	Keyboard Specialist part time	12/14/16
	Clerk part time	12/14/16
	Teacher Aide	12/14/16
Alcira Henao	School Bus Driver	12/12/16
Ann Marie Kaye	Clerk part time	01/11/17
	Keyboard Specialist part time	01/11/17
	Teacher Aide	01/11/17
Jennifer Leinwol	Teacher Aide	01/11/17
	Keyboard Specialist part time	01/11/17
	Clerk part time	01/11/17
Diana Miller	Food Service Program Motor Vehicle Operator	12/14/16
	Teacher Aide	12/14/16
	Keyboard Specialist part time	12/14/16
	Clerk part time	12/14/16
	Food Service Cashier	12/14/16
Amanda Mischenko	School Bus Driver	12/19/16
Mark Phoenix	Building Maintenance Mechanic	12/19/16
Evan Ross	Automotive Mechanic	01/23/17
Michele Savage	School Bus Assistant	12/14/16
Doreen Smith	Clerk part time	01/11/17
	Keyboard Specialist part time	01/11/17
	Teacher Aide	01/11/17
Teresa Struhs	Food Service Cashier	01/11/17
	School Food Service Motor Vehicle Operator	01/11/17
	Teacher Aide	01/11/17
Kevin Templin	Working Supervisor	01/11/17
Angela Tolin	Keyboard Specialist part time	01/11/17
	Clerk part time	01/11/17
	Teacher Aide	01/11/17
Eileen Tuohy	Teacher Aide	12/27/16
Lance Vincent	School Bus Driver	12/14/16

CIVIL SERVICE: The secretary explained that the Mayor would like the Commission to consider the reinstatement of Trish Bush to her previous position of Executive Assistant in the City Attorney's office. Ms. Bush had moved to Texas in July but has returned to this area. In accordance with the City of Saratoga Springs Municipal Civil Service Rules a reinstatement can be made within one year of resignation.

Commissioner Cacoza made a motion to approve the reinstatement of Trish Bush to the position of Executive Assistant effective March 1, 2017. Seconded by Commissioner Mains. Ayes all.

Commissioner Cacoza made a motion to approve the alternate test date request for the Public Safety Dispatcher performance test. Seconded by Commissioner Mains. Ayes all.

Commissioner Mains approved the Keyboard Specialist alternate test date due to Religious Observance. Seconded by Commissioner Cacoza. Ayes all.

The secretary explained Civil Service Law Section 55; testing accommodations and appointments. A candidate for the Clerk examination has requested 55A status. The secretary was instructed to accommodate the candidate as indicated on the IEP provided.

Commissioner Cacoza made a motion to begin the 55A process for the Clerk applicant. Seconded by Commissioner Mains. Ayes all.

CIVIL SERVICE: The Commission discussed the yearly submission of medical clearance and evaluation/ability to perform the duties of the position. Commissioner Mains made a motion to continue the medical evaluation for the duration of the appointment. Seconded by Commissioner Cacozza. Ayes all.

The secretary explained that one of the provisional appointees has a serious medical condition which would make it difficult for the candidate to sit for the Clerical examinations on January 25, 2017. The secretary is requesting that the Commission grant this candidate a “medical” extension until such time that she is cleared by her physician.

Commissioner Cacozza made a motion to grant a medical extension. Seconded by Commissioner Mains. Ayes all.

EXAMINATIONS WERE ORDER for the following class titles:

Assistant Police Chief	ordered 01/05/17
Clerk	ordered 12/22/16
Head Custodian	ordered 05/05/17
Keyboard Specialist	ordered 12/22/16
Police Chief	ordered 01/05/17
Police Lieutenant	ordered 01/05/17
Police Sergeant	ordered 01/05/17

EXAMINATIONS WERE ANNOUNCE for the following class titles:

Assistant Police Chief	#77-348
Clerk	#10-317
Keyboard Specialist	#10-417
Firefighter	#61-738
Police Officer	#77-347
Web Content Coordinator	#18-477

APPLICATIONS WERE APPROVE for the following class titles:

Clerk	#10-317	approved 46
Executive Assistant	#62-676	approved 12
Head School Grounds Monitor	#66-692	approved 2
Keyboard Specialist	#10-417	approved 53

ELIGIBLE LISTS WERE ESTABLISHED for the following class titles:

Account Clerk	#10-816	established January 25, 2017 – January 25, 2021
Public Safety Dispatcher	#64-148	
Senior Typist	#22-216	established January 25, 2017 – January 25, 2021
Senior Typist	#70-216	established January 25, 2017 – January 25, 2021

Chairperson adjourned the meeting at 10:15am. Next meeting is scheduled for March 23, 2017.

Approved: March 23, 2017

Respectfully submitted by: Patsy Berrigan Secretary