

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
SARATOGA SPRINGS PUBLIC LIBRARY – SUSMAN ROOM
TUESDAY FEBRUARY 26TH 2019
MINUTES**

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

CHAIRPERSON CACOZZA CALLED THE MEETING TO ORDER AT 9:30am and opened the public comment section. There being no one wishing to speak, Chair Cacozza closed the public comment section at 9:31am.

Chair Cacozza made a motion to approve the January 2019 Minutes as amended. Seconded by Commissioner Kisselbrack. Nay by Commissioner DelSette, as he was absent for the meeting. Motion carried.

PUBLIC SAFETY

Assistant Chief Catone appeared before the Commission to discuss the proposed revisions to the Police Sergeant job specification. Due to a low turnout of qualified applicants in the past, and the testing scheduled set by NYS Civil Service, the Police Department wants to open up the minimum qualifications to allow a greater opportunity for more police officers to be included in the testing process while still allowing civil service and the police department to maintain a reasonable standard for the Police Sergeant qualifications. The language prior to the proposed revisions read as “four years of continuous permanent experience as a Police Officer in the City of Saratoga Springs Police Department”. The revisions would include *‘three years at time of application deadline to be eligible to take the exam AND four years of continuous permanent experience as a Police Officer in the City of Saratoga Springs Police Department, ‘to be appointed from the certified eligible list’ added. In addition the Police Department wanted to add ‘five years of active military service with an honorable discharge shall count for 1 year of service credit for appointment from a certified list of eligibles. The maximum amount of service credit is 1 year regardless of how many years beyond the 5 someone may have’.*

While the proposed revisions did not initially include revising the language in regards to education, the Commission did raise concern over the wording and interpretation of the qualifications, which read ‘Full time work in Criminal Justice, Criminology, Sociology or Social Psychology at an accredited college or university may be substituted for experience in the following ratio: Two years full time college credit in these fields may be substituted for one year of experience up to a maximum of two years toward the experience requirement’, and revised to read as *‘60 completed course credits in Criminal Justice, Criminology, Sociology or Social Psychology at an accredited college or university may be substituted for experience in the following ratio: 60 completed college credits in the above specified fields = 1 year towards the experience requirement.’*

Commissioner DelSette made a motion to approve the proposed revisions to the Police Sergeant job specification, as amended. Seconded by Commissioner Kisselbrack. Motion carried.

Chief Dolan appeared before the Commission to discuss the proposed revisions to the Fire Captain job specification. The jobs specification originally read as ‘A FIRE LIEUTENANT with the Saratoga Springs Fire Department who has successfully completed probation, Supervisory Level 1 of 19 CRR-NY 426.9 and Part 437 Training of First-Line Supervisors at the New York City Fire Academy’. Chief Dolan wanted to add *‘OR SIX (6) years as a continuous permanent experience as a firefighter with the City of Saratoga Springs.’* The Commission raised concerns over the possibility that a Firefighter may jump ranks, and go from being a Firefighter to being a Fire Captain, without having gained experience as a Fire Lieutenant.

Chief Dolan and the Commission agreed to table the item, and the Coordinator would meet with the Fire Chief to discuss the minimum qualifications and re working the language.

Commissioner DelSette made a motion to table the proposed revisions to the Fire Captain job specification. Seconded by Chairperson Cacoza. Commissioner Kisselbrack abstained. Motion to table the item carried.

Chairperson Cacoza made a motion to approve the proposed revisions to the Code Administrator job specification, as amended. Seconded by Commissioner Kisselbrack. Motion carried.

Commissioner Kisselbrack made a motion to approve the proposed revisions to the Code Administration Assistant and Accounts Payable job specification. Seconded by Commissioner DelSette. Motion carried.

DPW

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

Mary Castanza	DPW Coordinator	Effective 02/25/19
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Commissioner DelSette made a motion to approve the following Labor Class Appointment(s). Seconded by Chairperson Cacoza. Motion carried.

Phillip Costello	Laborer	Effective 02/11/19
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Commissioner DelSette made a motion to approve the following Leave of Absence(s). Seconded by Commissioner Kisselbrack. Motion carried.

Llary Lloyd	Motor Equipment Operator	Effective 02/22/19 – 03/25/19
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LIBRARY

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

Katherine Federiconi	Librarian I	Effective 01/15/19
Jill Kobayashi	Librarian I	Effective 01/17/19

RECREATION

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

Gwendolyn Craig	Recreation Specialist	Effective 02/19/19
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SCHOOL

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

Joni Ernst	Clerk	Effective 01/25/19
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Commissioner Kisselbrack made a motion to approve the following *Labor Class Appointment(s)*. Seconded by Commissioner DelSette. Motion carried.

Pauline Willey	Food Service Helper	Effective 03/01/19
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Commissioner Kisselbrack made a motion to approve the following *Non Competitive Class Appointment(s)*. Seconded by Commissioner DelSette. Motion carried.

Patrick Cifone	School Bus Driver	Effective 01/22/19 – 01/22/20
Kathleen Masterson	School Bus Driver	Effective 02/05/19
Laurie Baker	Teacher Aide	Effective 01/25/19
Margaret McKeown	Teacher Aide	Effective 02/13/19

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

Reina Taylor	Teacher Aide	Effective 02/08/19
Judith Tranka	School Monitor	Effective 02/08/19

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

Margareet McKeown	Teacher Aide	Effective 02/06/19 – 02/12/19
Jennie Oesterreicher	Director of Community Outreach and Communications	Effective 03/18/19 – 06/15/19

Commissioner Kisselbrack made a motion to approve the following Leave of Absence(s). Seconded by Commissioner DelSette. Motion carried.

Joni Ernst	Teacher Aide	Effective 01/25/19 – 06/30/19
Peter Galatioto	Payroll Clerk	Effective 02/06/19 – 03/05/19
Dawn Kirk	School Monitor	Effective 12/13/18 – 01/25/19

CIVILSERVICE

Announce Exam(s)

Administrative Assistant Engineering #64-379 - Issued 02/15/19, Last Filing Date 03/29/19, Date of Exam (05/11/19)
Administrative Assistant #63-538– Issued 02/15/19, Last Filing Date 03/29/19, Date of Exam (05/11/19)
Community Development Planner #64-961 Issued 02/22/19, Last Filing Date 03/29/29, Date of Exam 06/01/19
Department of Public Works Purchasing Coordinator #64-897 - Issued 02/15/19, Last Filing Date 03/29/19, Date of Exam (05/11/19)

Announce Provisional Vacancy Announcement(s)

Human Resources Administrator Issued 02/19/19, Last Filing Date 03/19/19
PR & Communications Manager Issued 02/20/19 Last Filing Date: Until Filled

Announce Seasonal Vacancy Announcement

Vehicle Traffic Controller Issued 02/19/19, Last Filing Date 04/19/19

Permanent Appointment(s) from Established Eligible Lists

Assistant Facilities Manager #	Derek Melancon	Effective 03/04/19
Custodian #10-618	Michael Famiano	Effective 02/13/19
Head Custodian #77-346	Alex Frolish	Effective 02/13/19
Public Works Dispatcher #64-159	Hannah Reeves	Effective 02/11/19

Commissioner Kisselbrack made a motion to close the meeting. Seconded by Commissioner DelSette. Motion carried