

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
SARATOGA SPRINGS RECREATION CENTER – COUNCIL ROOM
MONDAY APRIL 6TH 2020 11:00AM (March 31st Postponed due to Covid)
MINUTES**

PRESENT: MARK CACOZZA, CHAIRPERSON
NURIT SONNENSCHIN, COMMISSIONER (Remotely via conference call)

CHAIRPERSON CACOZZA CALLED THE MEETING TO ORDER AT 11:06am. Due to circumstances, the public comment section was unable to be entertained. Public comments will be accepted via email for future meetings while social distancing is required.

Commissioner Sonnenschein made a motion to approve the February 2020 Minutes as presented. Seconded by Chairperson Cacoza. Motion carries unanimously.

DPW

Commissioner Sonnenschein made a motion to approve the proposed revisions to the Public Works Office Supervisor job specification. Seconded by Chairperson Cacoza. Motion carries unanimously.

FINANCE

Chairperson Cacoza made a motion to approve the New Position Duty Statement for the singular position of Budget Director. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

MAYOR

Chairperson Cacoza made a motion to approve the following Exempt Class Appointment. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

David Snyder	Executive Assistant to the Mayor	Effective 03/11/20
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PUBLIC SAFETY

Chairperson Cacoza made a motion to approve the proposed revisions to the Code Enforcement Technician job specification. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

SCHOOL

Chairperson Cacoza made a motion to approve the following items en bloc. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Provisional Class Appointment(s)

Jeffrey Wainwright	Director of Transportation	Effective 04/06/20
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Labor Class Appointment(s)

Vicky Thornhill	Food Service Helper	Effective 02/01/20 – 02/01/21
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Non Competitive Class Appointment(s)

Vicky Thornhill	Food Service Cashier	Effective 02/21/20 – 02/21/21
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Brett Jackson	School Bus Assistant	Effective 02/24/20 – 02/24/21
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	School Bus Driver	Effective 02/24/20 – 02/24/21
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Allison Garhartt	School Bus Driver	Effective 02/28/20
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Dominick Tedesco	School Bus Driver	Effective 02/06/20 – 02/06/21
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Kristen Thompson	School Bus Driver	Effective 03/2/20
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Scott Coburn	School Grounds Monitor (part time)	Effective 02/28/20 – 02/28/21
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MaryAnn Poore	Teacher Aide	Effective 03/11/20
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Emmalee Wolfe	Teacher Aide	Effective 02/12/20
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Completed Probationary Period(s)

Maureen Gizzi	Clerk	Effective 03/10/20
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Jeffrey Barton	Custodian	Effective 03/21/20
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Curtis Colvin	School Bus Driver	Effective 04/08/20
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Darlene Weaver	School Bus Driver	Effective 04/09/20
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Dale Wojtoecz	School Bus Driver	Effective 04/08/20
Michele Baker	School Monitor	Effective 04/10/20
Amy Deluisio	Senior Account Clerk	Effective 03/12/20
Donna Snyder	Senior Typist	Effective 03/05/20

Leave of Absence(s)

Katie Garmley	Cleaner	Effective 02/06/20 – 04/03/20
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CIVIL SERVICE

The Coordinator read David Snyder's resignation, effective March 4th 2020, as he was offered and accepted the position of Executive Assistant to the Mayor. Civil Service Commissioner Sonnenschein, Chairperson Cacoza and Coordinator Salvo agree that he did a fine job serving as a Commissioner and send our well wishes to him in his new position.

Chairperson Cacoza made a motion to approve the Transfer of Function of the singular Communication Clerk position from the Mayors Department to the Finance Department, as is. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Commissioner Sonnenschein made a motion to table the Transfer of Function request for the singular position of Communication Manager, due to further discussion and clarification needed. Seconded by Chairperson Cacoza. Motion carries unanimously.

Chairperson Cacoza made a motion to approve the Non Compleitive Appointment of Mary Peterson to the position of Clerk (part time) effective 02/29/20 to assist with Saturday civil service exams. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Establish Eligible List(s)

- Animal Control/Parking Enforcement Officer #66-374
- Engineering Technician #67-55
- Parking Enforcement Officer #63-388
- Police Lieutenant #74-654
- Senior Engineering Technician #60-849

Appointment(s) from Established Eligible Lists

- Matthew Brush – Firefighter – 03/09/20 (Conditional)
- Zephaniah Koakiewicz – Firefighter – 03/06/20 (Conditional)
- Jonah Sadowski – Firefighter – 03/06/20 (Conditional)
- Taylor VanCott – Firefighter – 03/09/20 (Conditional)

Announce Exams

- Assistant Assessor #64-401
- Assistant Building and Construction Inspector #65-662
- Assistant Building Inspector # 65-270(Open Competitive) and #75-158 (Promotional)
- Assistant City Clerk #65-587
- Assistant City Engineer #67-899
- City Engineer #67-850 and #73-614
- Code Enforcement Technician #69-706
- Data Collector #65-776
- Identification Clerk #62-823
- Senior Library Clerk #63-895 (Open Competitive) and #74-967 (Promotional)
- Water Meter Service Worker #68-710

Vacancy Announcement(s)

- Maintenance Mechanic (Housing Authority)

Approved: _____