

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBERS
MONDAY APRIL 23RD, 2018
MINUTES**

PRESENT: MARK CACOZZA, CHAIRPERSON
PAUL KISSELBRACK, COMMISSIONER

ABSENT: ELIO DELSETTE, COMMISSIONER

CHAIRPERSON CACOZZA CALLED THE MEETING TO ORDER AT 9:33am and opened the public comment section. There being no on wishing to speak, Chair Cacoza closed the public comment section at 9:34

Chair Cacoza made a motion to approve the March 2018 Meeting Minutes as corrected. Seconded by Commissioner Kisselbrack. Ayes all.

ACCOUNTS

Chair Cacoza made a motion to approve the revision for the *Assistant City Clerk* job specification. Seconded by Commissioner Kisselbrack. Ayes all.

DPW

Chair Cacoza made a motion to approve the following Labor Class Appointment(s). Seconded by Commissioner Kisselbrack. Ayes all.

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| Daniel Ireland | Laborer | Effective 04/03/18 |
| Gregory Benton | Laborer | Effective 04/16/18 – 08/31/18 |

LIBRARY

Chair Cacoza made a motion to approve the revision for *Senior Library Clerk*. Seconded by Commission Kisselbrack. Ayes all.

MAYOR

Commissioner Kisselbrack made a motion to approve the Exempt Class Appointment(s). Seconded by Chair Cacoza. Ayes all.

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| Lynn Bachner | Executive Assistant to the Mayor | Effective 04/18/18 |
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Chair Cacoza made a motion to approve the Temporary Appointment(s). Seconded by Commissioner Kisselbrack. Ayes all.

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| Dan Cogan | Zoning and Building Technician (Part Time) | Effective 04/19/18 – 07/18/18 |
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Commissioner Kisselbrack made a motion to approve the revision for *Assistant Building Inspector* job specification. Seconded by Chair Cacoza. Ayes all.

Chair Cacoza made a motion to approve the revision of the *Zoning and Building Inspector* job description. Seconded by Commissioner Kisselbrack. Ayes all.

PUBLIC SAFETY

Commissioner Kisselbrack made a motion to approve the submitted New Position Duty Statement for a *Traffic Maintenance Manager*. Seconded by Chair Cacoza. Ayes all.

Chair Cacoza made a motion to approve the following Temporary Appointment(s). Seconded by Commissioner Kisselbrack. Ayes all.

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| Samuel Better | Special Prosecutor | Effective 04/16/18 – 12/31/18 |
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RECREATION

Chari Cacoza made a motion to approve the following Non Competitive Class Appointment(s). Seconded by Commissioner Kisselbrack. Ayes all.

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| Anthony DeVizzio | Recreation Assistant | Effective 07/02/18 – 08/22/18 |
| Madilyn Eddy | Recreation Assistant | Effective 04/14/18 – 11/30/18 |
| Elizabeth Siebeneck | Recreation Assistant | Effective 04/21/18 – 10/31/18 |
| Stephanie Geller | Recreation Specialist | Effective 04/12/18 – 07/27/18 |
| | Recreation Specialist | Effective 07/27/18 – 08/10/18 |
| | Recreation Specialist | Effective 08/11/18 – 11/03/18 |
| Liam Rice | Recreation Specialist | Effective 04/12/18 – 07/27/18 |
| | Recreation Specialist | Effective 07/28/18 – 08/10/18 |
| | Recreation Specialist | Effective 08/11/18 – 11/03/18 |
| Tony DeVizzio | Recreation Specialist | Effective 07/02/18 – 07/13/18 |
| | Recreation Specialist | Effective 07/14/18 – 08/03/18 |
| | Recreation Specialist | Effective 08/04/18 – 08/24/18 |

SCHOOL

Commissioner Kisselbrack made a motion to approve the following Non Competitive Appointment(s). Seconded by Chair Cacoza. Ayes all.

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| Martha Ray | Teacher Aide | Effective 04/18/18 – 06/22/18 |
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CIVIL SERVICE

Chair Cacoza made a motion to establish the following Eligible Lists. Seconded by Commissioner Kisselbrack. Ayes all.

- Public Safety Dispatcher #65-806
- Secretary to the Office of Planning and Economic Development #62-650

Prepared by Corissa Salvo, Civil Service Coordinator
Approved on _____