

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING  
SARATOGA SPRINGS RECREATION CENTER  
THURSDAY APRIL 30<sup>TH</sup> 2020 11:00AM  
MINUTES**

PRESENT: MARK CACOZZA, CHAIRPERSON (Remotely via Zoom)  
NURIT SONNENSCHIN, COMMISSIONER (Remotely via Zoom))  
DEIRDRE LADD, COMMISSIONER (Remotely via Zoom)

CHAIRPERSON CACOZZA CALLED THE MEETING TO ORDER AT 9:41am. 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.

Chairperson Cacoza welcomed our new Commissioner Deirdre Ladd.

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

**FINANCE**

Commissioner Sonnenschein made a motion to approve the New Position Duty Statement, as revised, for the singular Competitive position of Information Security Analyst. Seconded by Chairperson Cacoza. Motion carries unanimously.

**SCHOOL**

Chairperson Cacoza made a motion to approve the proposed revisions to the Assistant Director of Transportation job specification as amended. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

**CIVIL SERVICE**

After an open meeting discussion with Human Resources Administrator Christy Spadaro, the Civil Service Coordinator Corissa Salvo and the Civil Service Commission in regards to the Transfer of Function for the singular position of Communications Manager, Chairperson Cacoza made a motion to move into Executive Session at 10:30am to discuss personnel matters. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Chairperson Cacoza made a motion to terminate the Executive Session at 10:40am. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Chairperson Cacoza made a motion to Table further discussion and approval of the Transfer of Function for the singular position of Communication Manager position. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Appointment(s) from Established Eligible Lists

Matthew Brush – Firefighter – 04/11/20 (Permanent)  
Matthew Cavanaugh – Police Officer (Conditional)  
Daphne Dalbey – Public Safety Dispatcher 04/12/20 (Permanent)  
Robert Killeen – Firefighter – 04/08/20 (Permanent)  
Zephaniah Koakiewicz – Firefighter – 04/10/20 (Permanent)  
Jonah Sadowski – Firefighter – 04/12/20 (Permanent)  
Daniel Sheehan – Firefighter – 04/09/20 (Permanent)  
Justin Siskavich – Public Safety Dispatcher 04/13/20 (Permanent)  
Cullen Swider – Firefighter – (Conditional)  
Taylor VanCott – Firefighter – 04/13/20 (Permanent)

Announce Exams

Director of Transportation #65-912  
School Bus Dispatcher #65-681

Postponed Exams Due to Covid

Arborist #68-716 (04/25/20)  
Assistant City Clerk #65-587 (05/16/20)  
Data Collector #65-776 (05/16/20)  
Executive Assistant (City Attorney) #68-147 (03/28/20)  
Head Custodian #74-902 (03/14/20)  
Human Resource Specialist #60-925 (03/14/20)  
Identification Clerk #62-823 (05/16/20)  
Modernization Coordinator #60-573 (03/14/20)  
Public Works Office Supervisor #62-261 (05/16/20)  
Senior Library Clerk #63-895 (Open Competitive) and #74-967 (Promotional) (05/16/20)  
Traffic Control Maintainer #60-366 (05/16/20)  
Water Meter Service Worker #68-710 (05/16/20)

June Exams TBD

Assistant Assessor #64-401 (06/13/20)  
Assistant Building and Construction Inspector #65-662 (06/13/20)  
Assistant Building Inspector # 65-270(Open Competitive) and #75-158 (Promotional) (06/13/20)  
Assistant City Engineer #67-899 (06/27/20)  
City Engineer #67-850 and #73-614 (06/27/20)  
Code Enforcement Technician #69-706 (06/13/20)  
Director of Transportation #65-912 (06/27/20)  
School Bus Dispatcher #65-681 (06/27/20)

Approved:           May 27<sup>th</sup> 2020