

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
RESCHEDULED REGULAR MEETING
SARATOGA SPRINGS PUBLIC LIBRARY – SUSMAN ROOM
TUESDAY OCTOBER 30TH, 2018 11:00AM
MINUTES**

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

PUBLIC SAFETY

Sergeant Emanatian came before the Commission to discuss the proposed revisions for the Public Safety Dispatcher job specification, as it had not been revised since its adoption in 2006 and the position, as well as the duties has evolved. The Department of Public Safety requested to add a vision and hearing requirement, as well as state on the job specification that there will be a background check. There was also some language as to who the Public Safety Dispatchers reported to that was modified.

Chairperson Cacozza made a motion to approve the proposed revisions to the Public Safety Dispatch job specification. Seconded by Commissioner Kisselbrack. Ayes all.

Sergeant Emanatian stayed to briefly explain the proposed revisions to the Police Sergeant-Traffic Division. Again, this is a job specification that has not been revised since 2005. The employee who held the position recently retired, and the position duties had evolved quite a bit over the years.

Commissioner DelSette made a motion to approve the proposed revisions to the Police Sergeant-Traffic Division job specification. Seconded by commissioner Kisselbrack. Ayes all.

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

Julian Fonseca	Code Enforcement Technician	Effective 10/15/18
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CITY CENTER

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

Jonathan Keefe	Laborer	Effective 10/09/18
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DPW

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

Cody Russell	Laborer	Effective 10/16/18
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Commissioner Kisselbrack made a motion to approve the following *Temporary Appointment(s)*. Seconded by Commissioner DelSette. Ayes all.

Thomas Brown	Maintenance Mechanic	Effective 11/16/18
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HOUSING AUTHORITY

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

Jennifer Hill	Housing Authority Assistant	Effective 10/09/18
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Commissioner Kisselbrack made a motion to approve the following Labor Class Appointment(s). Seconded by Commissioner DelSette. Ayes all

Chad Henderson	Laborer	Effective 10/29/18
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LIBRARY

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

Katherine Federiconi	Librarian I	Effective 10/23/18
Jill Kobayashi	Librarian I	Effective 10/25/18
John Whalen	Library Building Monitor	Effective 10/03/18

SCHOOL

Commissioner DelSette made a motion to approve the proposed revisions for Human Resource Generalist job description to reflect the requested Promotional Qualifications. Seconded by commissioner Kisselbrack. Ayes all.

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

Nicholas Goodwin	Custodian	Effective 10/01/18
Vincent Migliozi	Custodian	Effective 10/10/18

Commissioner DelSette made a motion to approve the following *Leave of Absences*. Seconded by Commissioner Kisselbrack. Ayes all.

Thomas Giorgio III	School Bus Mechanic	Effective 08/24/18 – 09/16/18
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Commissioner Kisselbrack made a motion to approve the following *Completed Probationary Periods*. Seconded by Commissioner DelSette. Ayes all.

Michael Crowe	Custodian	Effective 07/17/18
Amy Gerardi	Teacher Aide	Effective 09/19/18
Brendan Geraghty	School Bus Dispatcher	Effective 09/18/18
Mark House	Custodian	Effective 09/05/18
Marianne Lynett	School Bus Assistant	Effective 09/13/18
Alexandra Raftery	Teacher Aide	Effective 09/19/18
Angelina Ryall	Food Service Helper	Effective 09/19/18

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

Amelia Matera	Food Service Helper	Effective 09/17/18 – 09/17/19
Carey Barber-Thobae	Food Service Helper	Effective 10/10/18
Tracy Hogben	Food Service Helper	Effective 10/15/18 – 10/15/19
Loretta Hannington	School Monitor	Effective 09/14/18 - 09/14/19
Janeen Leary	School Monitor	Effective 09/14/18 - 09/14/19
Lisa Maslak	School Monitor	Effective 09/14/18 – 09/14/19
Samantha Stephens	School Monitor	Effective 06/01/18 – 06/01/19

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

Loretta Hannington	Clerk	Effective 09/14/18 – 09/14/19
	Keyboard Specialist	Effective 09/14/18 – 09/14/19
Tracy Hogben	Clerk	Effective 10/15/18 – 10/15/19
	Keyboard Specialist	Effective 10/15/18 – 10/15/19
	Teacher Aide	Effective 10/15/18 – 10/15/19
Janeen Leary	Clerk	Effective 09/14/18 – 09/14/19
	Keyboard Specialist	Effective 09/14/18 – 09/14/19
	Teacher Aide	Effective 09/14/18 – 09/14/19
Lisa Maslak	Clerk	Effective 09/14/18 – 09/14/19
	Keyboard Specialist	Effective 09/14/18 – 09/14/19
	Teacher Aide	Effective 09/14/18 – 09/14/19
Daniel Lozier	Custodian	Effective 09/06/18 – 09/06/19
Amelia Matera	Food Service Cashier	Effective 09/17/18 – 09/17/19
Jennie Zakrzewski	Licensed Practical Nurse	Effective 10/09/18 – 10/09/19
Vincent Walsh	School Bus Assistant	Effective 05/28/18 – 05/28/19
Enrico DiPalma	School Bus Driver	Effective 09/25/18 – 09/25/19
Nicholas Fabiani	School Bus Driver	Effective 09/13/18

Gerald Freedman	School Bus Driver	Effective 09/13/18 – 09/13/19
Daniel Hinckley	School Bus Driver	Effective 09/11/18
Kathleen Masterson	School Bus Driver	Effective 09/13/18 – 09/13/19
Kimberly Palazzo	School Bus Driver	Effective 02/05/18 – 02/05/19
	School Bus Driver	Effective 04/10/18 – 04/10/19
Davra Sanagelo	School Bus Driver	Effective 09/13/18 – 09/13/19
Michael Scarnici	School Bus Driver	Effective 09/13/18 – 09/13/19
Brett VanZandt	School Bus Driver	Effective 09/14/18
Mark Morin	School Bus Driver	Effective 09/13/18 – 09/13/19
Brittani Fay	Teacher Aide	Effective 09/06/18 – 09/06/19
	Teacher Aide	Effective 10/10/18
Samantha Stephens	Teacher Aide	Effective 06/01/18 – 06/01/19
Bree Yager	Teacher Aide	Effective 10/15/18
Martha Ray	Teacher Aide	Effective 10/10/18

CIVIL SERVICE

The Civil Service Coordinator briefly discussed the Custodian Exam #10-618 that was administered on 09/22/18. 45 candidates were approved to take the exam, with 2 candidates failing to appear to the exam, and 4 candidates failing the exam, establishing an Eligible List with 39 candidates.

Commissioner Kisselbrack made a motion to approve the establishment of the Custodian Eligible List #10-618. Seconded by Commissioner DelSette. Ayes all

The Civil Service Coordinator briefly discussed the Account Clerk Exam #10-818 that was administered on 09/22/18. 31 candidates were approved to take the exam, with 9 candidates failing to appear to the exam, and 5 candidates failing the exam, establishing an Eligible List with 17 candidates.

Commissioner DelSette made a motion to approve the establishment of the Account Clerk Eligible List #10-818. Seconded by Commissioner Kisselbrack. Ayes all.

The Civil Service Coordinator briefly discussed the Fire Captain Exam #78-662 that was administered on 06/23/18. 11 candidates signed up and took the exam. Subsequently 8 of the candidates were disqualified by the Civil Service Commission for failing to satisfy the minimum qualifications for the position of Fire Captain (see Minutes of July 25th, 2018 Civil Service Commission meeting). Therefore there were only three qualified candidates. All 3 passed the exam, resulting in an Eligible List of 3 candidates.

Commissioner Kisselbrack made a motion to approve the establishment of the Fire Captain Eligible List #78-662. Seconded by Commissioner DelSette. Ayes all.

The Civil Service Coordinator briefly discussed the Fire Lieutenants Exam #78-663 administered on 06/23/18. 22 candidates were approved to take the exam, with 1 candidate failing to appear, and 1 candidate failing the exam, establishing an Eligible List with 20 candidates.

Commissioner Kisselbrack made a motion to approve the establishment of the Fire Lieutenant Exam #78-663. Seconded by Commissioner DelSette. Ayes all.

The Civil Service Coordinator briefly discussed the Housing Authority Occupancy Specialist Exam #66-227 administered on 10/13/18. 6 candidates were approved to take the exam, 3 candidates failed to appear to the examination. Grade results have not been released from NYS Civil Service as of yet.

The Civil Service Coordinator briefly discussed the Police Officer Exam #60-101 held on 09/15/18. 202 candidates signed up for the examination, of which 13 were disapproved for reasons such as residency requirement or not submitting a completed application with the necessary documents. Many of the candidates filed 'Cross Filers' for taking multiple examinations on the same day. At the City of Saratoga Springs location, just over 100 candidates sat at our testing site. The Civil Service Coordinator expressed her appreciation for Assistant Police Chief Catone and Sergeant Sicko for aiding in the checking in and proctoring at the exam site. Between the multiple examination testing sites, 15 of the approved candidates failed to appear to the exam. An Eligible List has not been established as of yet.