

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
SARATOGA SPRINGS PUBLIC LIBRARY – SUSMAN ROOM
TUESDAY NOVEMBER 20TH 2018
MINUTES**

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

CHAIRPERSON CACOZZA CALLED THE MEETING TO ORDER AT 9:32am and opened the public comment section. There being no one wishing to speak, Chair Cacozza closed the public comment section at 9:33am.

Commissioner Kisselbrack made a motion to approve the October 2018 Minutes as amended. Seconded by Chair Cacozza. Ayes all.

PUBLIC SAFETY

Deputy Commissioner John Daley appeared before the commission to discuss the proposed revisions to the *Animal Control/Parking Enforcement Officer* job specification. As it stands prior to the proposed revisions, the candidate had to have a series of Rabies vaccinations in order to be appointed, which costs around \$800.00 - \$1,000.00. The candidate was responsible for the costs, even before employment was guaranteed. With having such a hard time recruiting approved applicants who currently have had the Rabies vaccination series, the Department of Public Safety has agreed to pay for the cost of the vaccination series, and allowing the candidate 3 months from their effective start date to begin and complete the vaccination series. If the series is not completed within the 3 month period, their appointment will be rescinded. In addition, prior to the revisions, there was a section on the job specification in regards to Hostler Duties, which this position no longer is responsible for.

Chairperson Cacozza made a motion to approve the proposed revisions to the *Animal Control Officer/Parking Enforcement Officer* job specification. Seconded by commissioner Kisselbrack. Motion carried.

MAYOR

A discussion was held in regards to the request of a New Position titled ‘Coordinator – Mayors Department’. As explained by Deputy Mayor Lisa Shields to the Civil Service Coordinator, and in a brief email to the Commission, the intent of this is to have a position within the Mayor’s Office that can provide continuity in business processes from administration to administration. The Mayors Department believes this will increase the level of service when a new Mayor takes office. This new position would be Competitive, whereas the similar position performing the duties now is Exempt Class. Chair person Cacozza made a motion to approve the proposed New Position Duty Statement. Seconded by Commissioner Kisselbrack. Motion carried.

ACCOUNTS

Chairperson Cacozza made a motion to approve the proposed revisions to the *Deputy Registrar of Vital Statistics* job specification. Seconded by Commissioner Kisselbrack. Motion carried.

Chairperson Cacozza made a motion to approve the following *Provisional Appointments(s)*. Seconded by Commissioner Kisselbrack. Motion carried.

Amber McDonald	Assistant City clerk	Effective 11/14/18
Theresa Wilson	Deputy Registrar of Vital Statistics	Effective 11/14/18

HOUSING AUTHORITY

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

Derek Melancon	Assistant Facilities Manager	Effective 10/22/18
Arthur Kirker	Modernization Coordinator	Effective 12/22/18

Chairperson Cacoza made a motion to approve the following *Labor Class Appointment(s)*. Seconded by Commissioner Kisselbrack. Motion carried.

Ted Harrington	Laborer	Effective 10/29/18
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Chairperson Cacoza made a motion to approve the following *Non Competitive Class Appointment(s)*. Seconded by Commissioner Kisselbrack. Ayes all.

Joshua Clark	Maintenance Mechanic	Effective 10/22/18
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LIBRARY

Chairperson Cacoza made a motion to approve the following *Completed Probationary Period(s)*. Seconded by commissioner Kisselbrack. Motion carried.

Patricia Raftery	Senior Library Clerk	Effective 10/17/18
Mary White	Senior Library Clerk	Effective 10/16/18

SCHOOL

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

Kristina Derlinga	Human Resource Generalist	Effective 11/14/18
Annetta Dunham	Human Resource Generalist	Effective 11/14/18

Chairperson Cacoza made a motion to approve the following *Completed Probationary Period(s)*. Seconded by Commissioner Kisselbrack. Motion carried.

Jennifer Butler	Clerk	Effective 11/01/18
Janel Fritz	Food Service Cashier	Effective 10/26/18
Dawn Kirk	School Monitor	Effective 10/11/18
Elizabeth Oehler	School Monitor	Effective 10/26/18

Chairperson Cacoza made a motion to approve the following *Labor Class Appointment(s)*. Seconded by Commissioner Kisselbrack. Motion carried.

Heather Fosmer	Food Service Helper	Effective 10/15/18 – 10/15/19
Debra Jackson	Food Service Helper	Effective 10/22/18 – 10/22/19
Angela Politi	Food Service Helper	Effective 10/18/18 – 10/18/19
Susan Turner	Food Service Helper	Effective 11/01/18 – 11/01/19
	School Monitor	Effective 11/01/18 – 11/01/19
Kimberly Murauskas	School Monitor	Effective 10/15/18 – 10/15/19
Elyse Stocker	School Monitor	Effective 11/01/18 – 11/01/19

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

Victor Politi Jr	Building Maintenance Worker	Effective 12/01/18
Pamela Hoyt	Clerk	Effective 11/01/18 – 11/01/19
	Keyboard Specialist	Effective 11/01/18 – 11/01/19
Kimberly Murauskas	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
Elyse Stocker	Clerk	Effective 11/01/18 – 11/01/19
	Keyboard Specialist	Effective 11/01/18 – 11/01/19
Susan Turner	Clerk	Effective 11/01/18 – 11/01/19
	Keyboard Specialist	Effective 11/01/18 – 11/01/19
	Food Service Cashier	Effective 11/01/18 – 11/01/19

Heather Fosmer	Teacher Aide	Effective 11/01/18 – 11/01/19
Debra Jackson	Food Service Cashier	Effective 10/15/18 – 10/15/19
Angela Politi	Food Service Cashier	Effective 10/22/18 – 10/22/19
Joanne Seastrand	Food Service Cashier	Effective 10/18/18 – 10/18/19
Vincent Walsh	Food Service Cashier	Effective 10/24/18
Manuel Matas	School Bus Assistant	Effective 10/16/18
Jose Rivera	School Bus Driver	Effective 11/07/18
Charles Koenig	School Bus Driver	Effective 11/07/18
Anita DeMity	School Grounds Monitor	Effective 11/14/18 – 11/14/19
Lisa O'Brien	Teacher Aide	Effective 11/14/18 – 11/14/19
Gretchen DiMaggio	Teacher Aide	Effective 11/26/18
	Teacher Aide	Effective 11/14/18

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

Anita DeMity	Teacher Aide	Effective 10/29/18 – 11/13/18
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CIVIL SERVICE

The following Civil Service Exams were announced:

- Librarian I #64-499 (Announced 10/25/18)
- Librarian II (OC) #64-685 (Announced 10/25/18)
- Librarian II (Promo) #74-248 (Announced 10/25/18)
- Librarian III (OC) #64-688 (Announced 10/25/18)
- Librarian III (Promo) #74-268 (Announced 10/25/18)
- Public Safety dispatcher #60-349 (Announced 10/30/18)
- Traffic Maintenance Manager #74-721 (Announced 10/25/18)

Prepared by Corissa Salvo, Civil Service Coordinator
 Approved on __12/18/18__