

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
SARATOGA SPRINGS PUBLIC LIBRARY --SUSMAN ROOM
TUESDAY JANUARY 22ND, 2018
AGENDA**

Roll Call

Public Comments

Approve December 2018 Minutes

ACCOUNTS

Discuss and Vote on Proposed Revisions to the Assistant to the Purchasing Agent Job Specification

FINANCE

Discuss and Vote on Proposed New Position Duty Statement

Public Relations & Communications Manager

DPW

Approve Exempt Class Appointment(s)

Executive Assistant to the Commissioner of DPW

Rachael Fragomeni Effective 01/14/19 – 12/31/19

Approve Provisional Appointment(s)

Utilities Clerk

Kelly Gliosco Effective 01/17/19

LIBRARY

Approve Completed Probation Periods

Passed Probation(2)

PUBLIC SAFETY

Approve Provisional Appointment(s)

Battalion Fire Chief

Aaron Dyer Effective 01/05/19

RECREATION

Approve Non Competitive Class Appointment(s)

Recreation Leader (1)

SCHOOL

Approve Completed Probation Periods

Passed Probation (7)

Approve Labor Class Appointment(s)

Food Service Helper (3)

School Monitor (5)

Approve Non Competitive Class Appointment(s)

Clerk (5)

Custodian (2)

Food Service Cashier (2)

Keyboard Specialist (4)

Registered Professional Nurse (2)

School Bus Assistant (2)

School Bus Driver (2)

Teacher Aide (5)

Approve Temporary Appointment(s)

Catherine Madaj - Food Service Helper Effective 12/19/18 – 01/08/19

Hope Caprodd – Teacher Aide Effective 12/18/18 – 12/20/18

CIVIL SERVICE

Approve Temporary Appointment(s)

Mary Peterson - Clerk - Effective 01/19/19 – 01/20/19

Establish Eligible Lists

Assistant Facilities Manager #60-667 (6 Candidates)

Police Officer #60-101 (160 Candidates)

Discuss Upcoming Exams

Assistant Police Chief #75-072 (03/02/19)
Police Chief #75-074 (03/02/18)
City Tax Revenue Supervisor #60-552 (03/02/19)
Human Resource Generalist #69-198 and #74-406 (03/16/19)
Senior Account Clerk #60-389 (03/02/19)
Police Officer Physical Agility Exam (02/09/19)

Discuss Administered Exams

Librarian I #64-499
Librarian II (Open Competitive) #64-685
Librarian II (Promotional) #74-248
Librarian III (Open Competitive) #64-688
Librarian III (Promotional)
Public Safety Dispatcher #60-349 (01/19/19)
Traffic Maintenance Manager #74-721 (01/05/19)

Announce Exams

Firefighter #64-362 Announced 01/17/19, Last Filing Date 03/14/19, Date of Exam 04/27/19
Human Resource Generalist – Open Competitive 69-198, Announced 01/01/19, Last Filing Date 02/06/19, Date of Exam 03/16/19
Human Resource Generalist – Promotional #74-406 Announced 01/07/19, Last Filing Date 02/06/19, Date of Exam 03/16/19

Announce Provisional Vacancy Announcement(s)

DPW Coordinator Announced 01/17/19 Last Filing Date 01/28/19
Utilities Clerk Announced 12/24/18 Last Filing Date 01/10/19

Announce Part Time Vacancy Announcement

Traffic Control Technician Announced 01/17/19 Last Filing Date 01/28/19

Permanente Appointment(s) from Established Eligible Lists

<i>Clerk # 10-317</i>	<i>Miriam O'Callaghan</i>	<i>Effective 01/25/19</i>
<i>Firefighter #61-73</i>	<i>Brian Kelly</i>	<i>Effective 01/19/19</i>
<i>Fire Captain #78-662</i>	<i>Jeffrey Alonzo</i>	<i>Effective 01/05/19</i>
<i>Fire Chief #70-970</i>	<i>Joseph Dolan</i>	<i>Effective 01/05/19</i>
<i>Fire Lieutenant #78-663</i>	<i>Mark Bellantoni</i>	<i>Effective 01/05/19</i>
<i>Police Officer #69-460</i>	<i>Nathan Booth</i>	<i>Effective 01/13/19</i>
<i>Police Officer #69-460</i>	<i>Kateri Marotta</i>	<i>Effective 01/12/19</i>

Prepared by: Corissa Salvo, Civil Service Coordinator