

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA
474 BROADWAY SARATOGA SPRINGS, COUNCIL ROOM 1ST FLOOR
WEDNESDAY JANUARY 31ST 2024 9:30AM**

This Civil Service Commission meetings will be live streamed on the city website, with the video archive being posted as well.

Roll Call

Approval of December 2023 Minutes

Public Comments

ACCOUNTS

Discuss and Vote on proposed revisions to the Accounts Department Office Supervisor job specification

Discuss and Vote on proposed revisions to the Real Property Appraisal Technician job specification

Approve Exempt Class Appointment

Deputy Commissioner of Accounts (1)

CITY CENTER

Approve Labor Class Appointment

Laborer (2)

Approve Non Competitive Class Appointment

Working Supervisor (1)

DPW

Approve Exempt Class Appointments

Deputy Commissioner of Public Works (1)

Executive Assistant to the Commissioner of Public Works

Approve Labor Class Appointment

Laborer (1)

FINANCE

Approve Exempt Class Appointments

Deputy Commissioner of Finance

Executive Assistant to the Commissioner of Finance (1)

Approve Provisional Appointment

Help Desk Technician (1)

Information Security Analyst (1)

HOUSING AUTHORITY

Approve Labor Class Appointment

Laborer (1)

MAYOR

Approve Exempt Class Appointments

Deputy Mayor (1)

Executive Assistant to the Mayor (1)

PUBLIC SAFETY

Approve Exempt Class Appointment

Deputy Commissioner of Public Safety (1)

Approve Leave of Absence

Assistant Fire Chief (1)

Fire Captain (1)

RECREATION

Approve Non Competitive Class Appointment

Recreation Specialist (1)

SCHOOL

Approve Provisional Appointment

Accountant (1)

Approve Leave of Absence

Clerk (1)

Teacher Aides (1)

Approve Labor Class Appointments

Food Service Helpers (7)

School Monitors (5)

Approve Non Competitive Class Appointments

Building Maintenance Workers (1)

Clerks (part time) (2)

Custodian (pt) (5)

Keyboard Specialists (part time) (2)

Registered Professional Nurse (3)

School Bus Drivers (4)

School Grounds Monitor (part time) (3)

Teacher Aides (11)

CIVIL SERVICE

Annual Report update

Establish Eligible Lists

- Police Captain #73-161
- Police Lieutenant #79-512
- Water Treatment Plant Operator/Trainee #00-624

Appointments from Established Eligible lists

Assistant Fire Chief #74-767	Jeffrey Alonzo	Effective 01/01/24 (Temporary)
Clerk #10-324	Chrystal Emery	Effective 01/12/24
Clerk #10-324	LeeAnn Olsen	Effective 02/09/24
Custodian #10-624	Matthew Gailor	Effective 01/25/24
Custodian #10-624	Roy Salado	Effective 01/16/24
DPW Coordinator #60-537	Leslie VanAlstyne	Effective 01/22/24
Fire Chief #74-973	Aaron Dyer	Effective 01/01/24 (Temporary)
Senior Account Clerk #63-281	Jacqueline O'Donnell	Effective 01/26/24
Senior Typist #22-224	Macy Fredericksen	Effective 01/16/24

Exam and Vacancy Announcements

****REMINDER* civil service announces and administers exams (#) whether there is a current vacancy or not, as civil service is responsible for having established eligible lists in the event of a vacancy****

Accounts Department Office Supervisor #	02/10/24
Administrator of Parks, Open Lands and Historic Preservation (provisional)	
Assistant Fire Chief #70-412	03/02/24
Battalion Fire Chief #78-728	03/02/24
City Attorney	
Computer Support Technician #67-624	03/23/24
Finance Coordinator #68-144	02/10/24
Fire Chief #70-417	03/02/24
Fixed Assets and Inventory Clerk #67-792	02/10/24
Head Custodian #68-547 and #78-104	03/23/24
Help Desk Technician #62-417	03/23/24
Information Technology Support Technician I #67-819	03/23/24
Principal Account Clerk #61-121	02/10/24
Secretary to the City Council #87-142	03/02/24
Senior Account Clerk #67-530	02/10/24
Service Coordinator – Housing Authority #67-516	03/02/24

Resignations/Retirements

Building Maintenance Workers	Brian Oligny	Retirement 12/27/23
Cleaner	David Wilsey	Retirement 12/26/23
Clerk	Dawn Champagne	Resignation 11/17/23
Communications Coordinator	Jessie House	Resignation 01/05/24
Custodian	Dakota Callahan	Resignation 01/06/24
Custodian	Jean Crumb	Resignation 01/05/24
Custodian	Minli Oliver	Resignation 11/22/23
Groundskeeper	Joshua Cauffiel	Resignation 01/12/24
Information Technology Support Technician I	Evan Steves	Resignation 12/16/23
Laborer (Housing Authority)	Sean Rivera	Resignation 01/16/24
Police Officer	Lloyd Davis	Retirement 01/31/24
School Bus Drivers	Mary Ann Rudolph	Retirement 01/31/24
School Bus Drivers	Frederick White	Resignation 12/31/23
School Monitor	Michelle Arnold	Resignation 01/06/24
School Monitor	Chrystal Emery	Resignation 01/12/24
School Monitor	Daniel Garcia II	Resignation 12/03/23
Senior Account Clerk	Raelynn Smith	Resignation 01/20/24
Teacher Aides	Samantha Brantigan	Resignation 12/12/23
Teacher Aides	Dairys Burdier	Resignation 01/02/24

NEXT CIVIL SERVICE COMMISSION MEETING: City Council Chambers 1st floor of City Hall

February 28th 2024 9:30am

March 27th 2024 9:30am

April 24th 2024 9:30am

Prepared by: Corissa Salvo

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