

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA
474 BROADWAY SARATOGA SPRINGS, COUNCIL ROOM 1ST FLOOR
WEDNESDAY FEBRUARY 22ND 2023 9:30AM**

Roll Call

Public Comments

Approve January 2023 Minutes

DPW

Discuss and Vote on Proposed Revisions to the Water Meter Accounts Supervisor Job Specification

Approve Provisional Class Appointments

 HVAC Plumbing Technician (1)

 Reservation Coordinator (1)

Approve Non Competitive Class Promotional Appointments

 Motor Equipment Operator (2)

Approve Leave of Absence

 Working Supervisor (1)

Approve Exempt Class Appointments

 Deputy Commissioner of Public Works (1)

 Executive Assistant to DPW Commissioner (1)

ACCOUNTS

Discuss and Vote on Proposed Revisions to Fixed Asset and Inventory Clerk Job Specification

Discuss and Vote on Proposed Revisions to Records Retention Coordinator Job Specification

MAYOR

Discuss and Vote on Proposed Revisions to Administrator of Parks, Open Lands and Historic Preservation

Approve Temporary Appointment

 Administrative Assistant (1)

RECREATION

Approve Non Competitive Class Appointments n

 Recreation Leader (1)

 Recreation Specialist (1)

SCHOOL

Approve Non Competitive Class Appointments

 Automotive Mechanic (1)

 Clerk (part time) (4)

 Custodian (part time) (1)

 Keyboard Specialists (part time) (4)

 School Bus Assistants (2)

 School Bus Drivers (4)

 Teacher Aides (15)

Approve Labor Class Appointments

 Food Service Helpers (2)

 School Monitors (8)

Approve Provisional Appointment

 Clerk (1)

Approve Leave of Absences

 School Bus Assistants (1)

Approve Completed Probationary Periods

 School Monitors (1)

 Teacher Aides (2)

CIVIL SERVICE

Training 06/28/23 - reschedule June 2023 CSC meeting

Police Officer Agility Test 03/31/23

Appointments from Established Eligible Lists

 Administrative Aide #62-777

 Hilary Oreschnick

 Effective 12/28/22

 Administrative Assistant #62-342

 Julia Destino

 Effective 12/28/22

 Assistant Library Director #79-506

 Jennifer Ferriss

 Effective 02/22/23

 Clerk #10-323

 Christine Beattie

 Effective 01/26/23

 Clerk #10-323

 Amy Mangiancina

 Effective 01/11/23

 Clerk #10-323

 Deanna Palombo

 Effective 01/11/23

 Custodian #10-620

 Melissa Garmley

 Effective 01/19/23

 Custodian #10-620

 Walter Hertik

 Effective 01/27/23

 Human Resources Manager (SSPL)

 Kelly McCombs

 Effective 02/22/23

Keyboard Specialist #10-423	June House	Effective 02/10/23
Keyboard Specialist #10-423	Katherine Snyder	Effective 01/27/23
IT Admin. Assistant Account Manager	Mary laquinta	Effective 01/10/23
Utilities Clerk #62-205	Maureen Smith	Effective 02/13/23
Firefighter Paramedic Trainee #65-848	Nicholas Alonzo	Conditional Offer Effective 02/15/23
Firefighter Paramedic Trainee #65-848	Derrick Barss	Conditional Offer Effective 02/15/23
Firefighter Paramedic Trainee #65-848	Brian Coffey	Conditional Offer Effective 02/16/23
Firefighter Paramedic Trainee #65-848	Charles Olson	Conditional Offer Effective 02/15/23
Firefighter Paramedic Trainee #65-848	Vincent Parisi	Conditional Offer Effective 02/16/23
Firefighter Paramedic Trainee #65-848	Daniel Reeves	Conditional Offer Effective 02/15/23
Firefighter Paramedic Trainee #65-848	Michael Quinn	Conditional Offer Effective 02/15/23
Firefighter Paramedic Trainee #65-848	Ethan VanPraag	Conditional Offer Effective 02/15/23
Firefighter Paramedic Trainee #65-848	Steven Vinciguerra	Conditional Offer Effective 02/16/23

Establish Eligible Lists

Assistant Library Director #65-088 and #79-506
 Budget Director #65-871
 Community Development Planner #66-243
 Director of Risk and Safety #65-432
 Grants Assistant #63-744
 Human Resources Generalist (SSCSD) #68-2008
 Human Resource Manager (SSPL) #67-759
 Librarian I #60-813
 Librarian II #60-9590 and #79-452
 Librarian III #60--967 and #79-457
 Principal Planner #62-482
 Senior Planner #62-513

Retirements/Resignations

Automotive Mechanic	David Ernst	Retirement Effective 02/27/23
Administrative Assistant	Katie Farone	Resignation Effective 02/10/23
Clerk	June House	Resignation Effective 02/10/23
Clerk	Christine Joyce	Resignation Effective 02/04/23
Clerk	Tina Senecal	Retirement Effective 06/30/23
Custodian	Nicholas Casey	Resignation Effective 11/21/22
Executive Assistant to DPW Commissioner	Leigha O'Connor	Resignation Effective 02/06/23
Firefighter Paramedic	Zephaniah Kozakiewiez	Resignation Effective 02/02/23
Police Lieutenant	Robert Jillson	Retirement Effective 02/17/23
School Bus Assistants	Kimberly Ray	Resignation Effective 02/04/23
School Monitors	Kayla Benner	Resignation Effective 02/10/23
Senior Account Clerk	Linda Ferguson	Resignation Effective 01/27/23
Teacher Aides	Brandon Drollette	Resignation Effective 01/18/23
Teacher Aides	Deborah Fitzgerald	Retirement Effective 06/30/23
Teacher Aides	Erica McWalters	Resignation Effective 02/10/23
Water Meter Service Reader	Daniel Tuller	Resignation Effective 02/09/23

NEXT CIVIL SERVICE COMMISSION MEETING:

March 29th 2023
 April 26th 2023
 May 31st 2023