

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
SARATOGA SPRINGS PUBLIC LIBRARY --SUSMAN ROOM
THURSDAY MARCH 28TH, 2019
AGENDA**

Roll Call

Public Comments

Approve February 2019 Minutes

PUBLIC SAFETY

Discuss Firefighter Applicant Who Filed Late

Approve Leave of Absence(s)

Jason Tetu – Police Sergeant – Effective 04/01/19 – 03/31/20 (Military)

EXECUTIVE SESSION

DPW

Approve Request for Additional Classified Senior Engineering Technician Position

Approve Labor Class Appointment(s)

Laborer (3)

FINANCE

Approve Leave of Absence(s)

Laura Townsend – City Tax Revenue Supervisor – Effective 03/13/19 – 05/13/19

Approve Temporary Appointment(s)

Yvette Shaver – City Tax Revenue Supervisor – Effective 03/13/19 – 05/13/19

LIBRARY

Approve Labor Class Appointment(s)

Library Shelver (2)

Approve Non Competitive Appointment(s)

Library Clerk (2)

MAYOR

Approve Provisional Class Appointment(s)

Human Resources Administrator – Christy Spadaro – Effective 03/25/19

Principal Planner – Susan Barden – Effective 03/04/19

RECREATION

Approve Non Competitive Class Appointment(s)

Recreation Assistant (1)

Recreation Leader (2)

Recreation Specialist (2)

SCHOOL

Approve Leave of Absence(s)

Sara Cadoret – Teacher Aide – Effective 04/18/19 – 05/17/19

Paul Galatioto – Payroll Clerk – Effective 03/05/19 – 04/12/19

John Lynch – School Bus Driver – Effective 03/11/19 – 06/30/19

Approve Reinstatement(s)

Michael Boyce – School Bus Driver – Effective 02/25/19

Approve Completed Probationary Period(s)

Head School Grounds Monitor (1)

Head Custodian (1)

Keyboard Specialist (1)

Approve Labor Class Appointment(s)

Food Service Helper (1)

School Monitor (1)

Approve Non Competitive Appointment(s)

Building Maintenance Mechanic (1)

Clerk (2)

Keyboard Specialist (2)

Food Service Cashier (1)

School Bus Driver (1)

Teacher Aide (2)

CIVIL SERVICE

Approve Temporary Appointment(s)

Mary Peterson – Clerk – Effective 03/02/19 – 03/17/19

Establish Eligible Lists

Public Safety Dispatcher #60-349

Announce Exams

Clerk #10-139 (04/13/19)

Code Enforcement Technician #63-311 (06/22/19)

DPW Coordinator #69-380 (05/11/19)

Fire Captain #71-025 (06/22/19)

Keyboard Specialist #10-419 (04/13/19)

Police Sergeant #74-647 (06/01/19)

Real Property Appraisal Technician #64-290 and #72-750 (06/01/19)

Senior Planner #68-245 (06/01/19)

Principal Planner #72-025 (06/01/19)

Transportation Routing Clerk #60-588 (06/01/19)

Transportation Safety and Training Coordinator #66-541 (06/01/19)

Announce Provisional Vacancy Announcement(s)

Senior Engineering Technician

Discuss Administered Exam(s)

Assistant Police Chief #75-072 (03/02/19)

Police Chief #75-074 (03/02/19)

Police Officer Physical Agility Exam (03/24/19)

City Tax Revenue Supervisor #60-552 (03/02/19)

Human Resource Generalist #69-198 and #74-406 (03/16/19)

Performance Typing Tests for Public Safety Dispatchers

Senior Account Clerk #60-389 (03/02/19)

Discuss Upcoming Exam(s)

Clerk #10-319 (04/13/19)

Keyboard Specialist #10-419 (04/13/19)

Firefighter #64-632 (04/27/19)

Discuss 2018 School Reimbursement

\$40,474 will be reimbursed to Civil Service in the City of Saratoga Springs, from the City of Saratoga Springs Enlarged School District for services provided through the 2018 year

Permanent Appointment(s) from Established Eligible List(s)

Housing Authority Occupancy Specialist #60-227 Jennifer Barkley Effective 04/01/19

Prepared by: Corissa Salvo, Civil Service Coordinator