

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA
474 BROADWAY SARATOGA SPRINGS, COUNCIL ROOM 1ST FLOOR
WEDNESDAY MARCH 29TH 2023 9:30AM**

Roll Call

Approve January 2023 Minutes
Approve February 2023 Minutes
Public Comments

CITY CENTER

Discuss and Vote on Proposed New Position Duty Statement – Human Resources Administrative Assistant

FINANCE

Discuss and Vote on Proposed Revisions to the Finance Coordinator Job Specification
Approve Temporary Appointment Extension
Budget Director (1)

DPW

Approve Provisional Appointment(s)
Assistant Chief Water Treatment Plant Operator (1)
DPW Purchasing Coordinator (1)
Electrician (1)
Water Meter Service Worker (1)
Approve Completed Probationary Periods
Administrative Assistant Engineering (1)
Arborist (1)
Utilities Clerk (1)

MAYOR

Approve Exempt Class Appointments
Assistant City Attorney (1)
Secretary to the Zoning Board, Board of Appeals and Design Review Commission (1)
Approve Provisional Appointment(s)
Communications Coordinator (1)

PUBLIC SAFETY

Approve Non Competitive and Temporary Appointment
Fire Instructor/Coordinator (part time) (1)
Approve Temporary Appointment
Fire Chief (1)

RECREATION

Approve Non Competitive Class Appointments
Camp Saradac Counselor (1)
Recreation Assistant (2)
Recreation Leader (1)

SCHOOL

Discuss and Vote on Proposed Revisions to the Director of Transportation job specification
Approve Labor Class Appointments
Food Service Helpers ()
School Monitors (6)
Approve Non Competitive Class Appointments
Account Clerks (part time) (2)
Clerks (part time) (2)
Cooks (2)
Groundskeeper (1)
Keyboard Specialists (part time) (2)
Registered Professional Nurse (1)
School Bus Assistants (1)
School Bus Drivers (4)
Teacher Aides (6)
Approve Leave of Absences
Custodian (1)
Approve Completed Probationary Periods
Food Service Helper (1)
School Bus Assistants (1)
School Bus Drivers (2)
Approve Provisional Appointments
Information Technology Support Technician (1)

CIVIL SERVICE

Update on WebEx with NYS Civil Service regarding Police Chief job specification proposed revisions by Public Safety Commissioner
Police Officer Agility Test 03/31/23 update

Appointments from Established Eligible Lists

Budget Director #65-871	Donna Woods	Effective 03/22/23
Clerk #10-323	Erica McWatters	Effective 02/10/23
Firefighter Paramedic Trainee #65-848	Salvatore LaTella	Conditional Offer Effective 03/??/23
Firefighter Paramedic Trainee #65-848	Nicholas Alonzo	Permanent Offer Effective 03/25/23
Firefighter Paramedic Trainee #65-848	Derrick Barss	Permanent Offer Effective 03/29/23
Firefighter Paramedic Trainee #65-848	Brian Coffey	Permanent Offer Effective 03/22/23
Firefighter Paramedic Trainee #65-848	Charles Olson	Permanent Offer Effective 03/21/23
Firefighter Paramedic Trainee #65-848	Vincent Parisi	Permanent Offer Effective 03/23/23
Firefighter Paramedic Trainee #65-848	Daniel Reeves	Permanent Offer Effective 03/24/23
Firefighter Paramedic Trainee #65-848	Michael Quinn	Permanent Offer Effective 02/15/23
Firefighter Paramedic Trainee #65-848	Ethan VanPraag	Permanent Offer Effective 03/26/23
Firefighter Paramedic Trainee #65-848	Steven Vinciguerra	Permanent Offer Effective 03/27/23
Human Resources Generalist #68-208	Becky Shayne	Effective 03/01/23
Keyboard Specialist #10-423	Heidi Brennan	Effective 01/27/23
Keyboard Specialist #10-423	Tracy Memos	Effective 01/27/23
Police Lieutenant #71-676	Angela McGovern	Effective 03/11/23
Police Sergeant #71-680	Justin Ahigian	Effective 03/13/23
Police Sergeant #71-680	Rebecca Northrup	Effective 03/12/23
Police Sergeant #71-680	Aaron Perkins	Effective 03/11/23

Establish Eligible Lists

Animal Control/Parking Enforcement Officer #69-770
Budget Director #65-871
Director of Risk and Safety #65-432
Electrician #68-392
Human Resources Coordinator #65-121
Grants Assistant #63-744
Senior Clerk #63-959
Senior Electrician #68-482
Utilities Clerk #64-078

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

Administrative Aide #67-995
Administrative Assistant #67-997
Administrative Assistant Engineering #68-033
Assistant Assessor #63-743 (Provisionally announced 02/24/23, then NYS CS released exam series)
Camp Saradac Assistant Director
Camp Saradac Counselor
Camp Saradac Director
Laborer (Carousel Worker)
Executive Assistant to the Mayor (Exempt)
Fire Captain #78-797
Fire Lieutenant #78-799
Police Sergeant #79-508
Reservation Coordinator #68-441
Real Property Appraisal Technician #68-406
Water Meter Accounts Supervisor

Retirements/Resignations

Administrative Assistant	Katie Farone	Resignation Effective 02/10/23
DPW Purchasing Coordinator	Barbara Maughan	Resignation Effective 04/05/23
Food Service Helper	Stephen Tripoli	Resignation Effective 01/03/23
Laborer	Robert Macia	Resignation Effective 03/08/23
Maintenance Mechanic	Kenneth Dooley	Resignation Effective 03/03/23
Secretary to the Planning Board, Zoning Board of Appeals, Design Review Commission	Diane Buzanowski	Retirement Effective 12/31/22
School Monitors	Michele Baker	Resignation Effective 03/01/23
School Monitors	Shayna Conway	Resignation Effective 03/01/23
Utilities Clerk	Kelly Gliosco	Retirement Effective 02/21/23

NEXT CIVIL SERVICE COMMISSION MEETING:

April 26th 2023 9:30am (Wednesday)

May 31st 2023 9:30am (Wednesday)

June 27th 2023 9:30am (Tuesday)