

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA
474 BROADWAY SARATOGA SPRINGS, COUNCIL ROOM 1ST FLOOR
WEDNESDAY APRIL 26th 2023 9:30AM**

Roll Call

Approve April 5th 2023 Minutes

Approve March 29th 2023 Minutes

Public Comments

PUBLIC SAFETY

Discussion on Firefighter Candidate

Approve Extension of Temporary Appointment – Fire Chief

LIBRARY

Discuss and Vote on Proposed Revisions to Job Specification - Principal Account Clerk

MAYOR

Discuss and Vote on Proposed New Position Duty Statement – Mayor Department Purchasing Coordinator

Approve Provisional Appointment(s)

 Communication Coordinator (1)

Approve Completed Probationary Period(s)

 Senior Planner (1)

ACCOUNTS

Approve Completed Probationary Periods

 Deputy Registrar of Vital Statistics (1)

DPW

Approve Request for Additional Classified Position - one additional DPW Coordinator

Approve Provisional Appointment(s)

 Engineering Technician (1)

 Principal Engineering Technician (1)

 Water Meter Accounts Supervisor (1)

Approve Laborer Class Appointment(s)

 Laborer (1)

HOUSING AUTHORITY

Approve Provisional Appointment(s)

 Housing Authority Occupancy Specialist (1)

 Service Coordinator (1)

RECREATION

Approve Non Competitive Class Appointments

 Recreation Leaders (2)

CIVIL SERVICE

Update on Rules Resolution

Update on School Reimbursement per NYS Education Law

Update on Police Chief Job Specification

Appointments from Established Eligible Lists

| | | |
|---------------------------------------|-----------------------|--------------------|
| Community Development Planner #66-243 | Amber Upton | Effective 02/22/23 |
| Grants Assistant #63-744 | Michael Dutre | Effective 02/22/23 |
| Human Resources Coordinator #65-121 | Michael Ngadi | Effective 03/31/23 |
| Librarian II #79-542 | Kari Lindquist Nagler | Effective 04/17/23 |
| Librarian III #60-967 | Jamie Chabot | Effective 05/08/23 |
| Public Safety Dispatcher #68-244 | Colleen McEachron | Effective 05/06/23 |
| Senior Planner #62-513 | Aneisha Samuels | Effective 02/22/23 |
| Fire Lieutenant #74-708 | Alan Hiltz | Effective 04/08/23 |

| | | |
|---------------------------------------|-------------------|------------------------------------|
| Fire Lieutenant #74-708 | Brian Kissinger | Effective 04/09/23 |
| Firefighter Paramedic Trainee #65-848 | Colby Krogh | Permanent Offer Effective 04/16/23 |
| Firefighter Paramedic Trainee #65-848 | Salvatore Latella | Permanent Offer Effective 04/17/23 |

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

Data and Assessment Coordinator #61-003
 DPW Coordinator #60-537 (Provisionally announced 04/2023, then NYS CS released exam series)
 Finance Coordinator – Provisional
 Human Resources Administrative Assistant (City Center) – Provisional
 Identification Clerk #60-454
 Senior Engineering Technician – Provisional

Retirements/Resignations

| | | |
|-----------------------------|-------------------------|--------------------------------|
| Director of Risk and Safety | Marilyn Rivers | Retirement Effective 04/10/23 |
| DPW Coordinator | Mary Mahar | Resignation Effective 04/15/23 |
| Librarian II | Renee Bennett Kapusniak | Resignation Effective 04/24/23 |
| Police Officer | Kateri Marotta | Resignation Effective 04/16/23 |
| Recreation Leaders | Arisa Gillani | Resignation Effective 03/08/23 |
| Recreation Specialists | Mary Magnus | Resignation Effective 03/22/23 |

NEXT CIVIL SERVICE COMMISSION MEETING(S):

April 26th 2023 9:30am (Wednesday)
 May 31st 2023 9:30am (Wednesday)
 June 27th 2023 9:30am (Tuesday)
 July 26th 2023 9:30am (Wednesday)

 Prepared by: Corissa Salvo