

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING AGENDA  
474 BROADWAY SARATOGA SPRINGS, COUNCIL ROOM 1<sup>ST</sup> FLOOR  
WEDNESDAY MAY 31<sup>ST</sup> 2023 9:30AM**

**Roll Call**

**Approve April 26<sup>th</sup> Minutes**

**Approve April 5<sup>th</sup> 2023 Minutes**

**Approve March 29<sup>th</sup> 2023 Minutes**

**Public Comments**

**PUBLIC SAFETY**

Discuss and Vote – Lateral Transfer of one Firefighter Paramedic

Approve Extension of Temporary Appointment – Fire Chief

Approve Laborer Class Seasonal Appointments

    Laborer (3)

**ACCOUNTS**

Discuss and Vote on Proposed New Position – Accounts Department Office Supervisor

Approve Provisional Appointments

    Assistant Assessor (1)

**MAYOR**

Discuss and Vote on Proposed New Position – Mayors Purchasing Coordinator

Approve Provisional Appointment

    Administrator of Parks, Open Lands and Historic Preservation (1)

Approve Exempt Class Appointment

    Executive Assistant (1)

Approve Completed Probationary Periods

    Senior Planner (1)

**DPW**

Approve Provisional Appointment(s)

    DPW Coordinator (1)

**RECREATION**

Approve Non Competitive Class Appointments

    Recreation Leader (1)

    Recreation specialist (1)

**SCHOOL**

Approve Provisional Appointment(s)

    Director of Transportation (1)

    Senior Account Clerk (1)

Approve Leave of Absences

    Custodian

    School Bus Assistants

    School Bus Drivers

Approve Reinstatement

    School Monitors

    Robyn Colonell

    Effective 05/10/23

Approve Labor Class Appointments

    Food Service Helpers (4)

    School Monitors (5)

Approve Non Competitive Class Appointments

    Clerks (part time) (4)

    Head Automotive Mechanic (1)

    Keyboard Specialists (part time) (4)

    Maintenance Workers (1)

    School Bus Assistants (1)

    School Bus Drivers (4)

    Teacher Aides (9)

Approve Completed Probationary Periods

    Keyboard Specialist (1)

**CIVIL SERVICE**

*Establish Eligible Lists*

- Archivist #63-905
- Computer Support Technician #68-452
- Director of Information Technology #68-287
- Information Security Analyst #62-428
- Information Technology Support Technician #62-383
- Micro Systems Computer Manager #67-889 and #76-702

*Appointments from Established Eligible Lists*

Administrative Assistant #62-341	Hilary Oreschnick	Effective 05/08/23
Clerk #10-323	Michelle Baker	Effective 03/01/23
Community Development Planner #66-243	Amber Upton	Effective 02/22/23
Custodian #10-623	Paula Canary	Effective 04/24/23
Custodian #10-623	Greg LaPann	Effective 04/25/23
Custodian #10-623	Kim Staunches	Effective 04/20/23
Custodian #10-623	Michael Rivers VanAuken	Effective 04/22/23
Custodian #10-623	Gary Wilcox	Effective 04/21/23
Grants Assistant #63-744	Michael Dutre	Effective 02/22/23

*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\***

- Laborer – Casino in Congress Park
- Police Officer #63-2996
- Principal Account Clerk (SSPL) - Provisional Vacancy Announcement
- Traffic Control Maintainer I - Provisional Vacancy Announcement
- Traffic Control Maintainer II - Provisional Vacancy Announcement

*Retirements/Resignations*

Clerk	Sommer Conklin	Resignation Effective 04/29/23
Clerk	Carmina Miller	Retirement Effective 06/30/23
Director of Risk and Safety	Marilyn Rivers	Retirement Effective 04/10/23
Executive Assistant to the Mayor	Jennette Dunn Mungas	Resignation Effective 05/12/23
Food Service Helpers	Kassandra Roach	Resignation Effective 04/22/23
Keyboard Specialist	Karin Baumann	Resignation Effective 04/24/23
Keyboard Specialist	Patricia Klaus	Resignation Effective 05/13/23
Keyboard Specialist	Shirley Neander	Retirement Effective 06/30/23
Police Department Records Management Clerk	Siobhan Buskey	Resignation Effective 05/05/23
Police Officer	Alec Sparks	Resignation Effective 04/28/23
Public Safety Dispatcher	Aaron Duell	Resignation Effective 06/09/23
School Bus Drivers	Erin Smith Anthony	Resignation Effective 04/03/23
School Bus Drivers	Paula Canary	Resignation Effective 04/24/23
School Monitors	Tiffany Duplessis	Resignation Effective 04/24/23
School Monitors	Christina Pilkington	Resignation Effective 04/19/23
School Monitors	Alyssa Pollock	Resignation Effective 03/13/23
Senior Typist	Kathleen Coleman	Resignation Effective 07/01/23
Teacher Aides	Rogann Beagle	Retirement Effective 03/31/23
Teacher Aides	Milena Giraldo Lopez	Resignation Effective 04/18/23
Teacher Aides	Michelle Uvyn	Resignation Effective 04/06/23
Traffic Control Maintainer II	Brandon Degener	Resignation Effective 05/25/23

**NEXT CIVIL SERVICE COMMISSION MEETING: City Council Chambers 1<sup>st</sup> floor**

- June 27<sup>th</sup> 2023 9:30am (Tuesday)
- July 26<sup>th</sup> 2023 9:30am (Wednesday)
- July 26<sup>th</sup> 2023 9:30am (Wednesday)

*Prepared by:* Corissa Salvo