

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA
474 BROADWAY SARATOGA SPRINGS, COUNCIL ROOM 1ST FLOOR
WEDNESDAY JUNE 28th 2023 9:30AM**

Roll Call

Approve May 2023 Minutes

Public Comments

PUBLIC SAFETY

Discussion and Vote on Proposed New Position – Police Captain (competitive)

Approve Temporary Appointment Extension

Fire Chief 06/19/23 – 09/22/23

Approve Provisional Appointment

Traffic Control Maintainer I (1)

ACCOUNTS

Approve Provisional Appointment(s)

Records Retention Coordinator (1)

DPW

Approve Provisional Class Appointments

DPW Coordinator (1)

Approve Leave of Absence

Administrative Assistant – Engineering (1)

Approve Reinstatement

Laborer (1)

Approve Labor Class Appointments

Laborer (4)

FINANCE

Approve Provisional Appointment

Finance Coordinator (1)

MAYOR

Approve Temporary Appointment

Archivist (part time) (1)

RECREATION

Approve Non Competitive Class Appointments

Camp Saradac Counselor (24)

Camp Saradac Assistant Director (2)

Camp Saradac Counselor/Lifeguard (1)

Camp Saradac Director (1)

Recreation Assistants (6)

Recreation Leaders (3)

Youth Parkers (3)

Youth Parkers Coordinator (1)

SCHOOL

Approve Leave of Absences

Cook (1)

Food Service Helper (1)

Keyboard Specialist (1)

School Monitors (1)

Registered Nurse (1)

Teacher Aides (1)

Approve Labor Class Appointments

Cook (5)

Food Service Helpers (6)

School Monitors (2)

Approve Non Competitive Class Appointments

Clerks (part time) (1)

Keyboard Specialists (part time) (1)

School Bus Assistants (1)

School Bus Drivers (1)

Teacher Aides (10)

CIVIL SERVICE

Budget Call Letter for 2024 Budget Process

Establish Eligible Lists

- Assistant Police Chief #77-522
- DPW Purchasing Coordinator #67-117
- Housing Authority Occupancy Specialist #61-884 and #75-777
- Police Chief #77-540
- Public Safety Dispatcher #67-693
- Purchasing Specialist (SSCSD) #68-506
- Senior Account Clerk #63-281

Appointments from Established Eligible lists

Computer Support Technician #68-542	Sean Daugherty	Effective 06/01/23
Custodian #10-623	Dakota Callahan	Effective 06/09/23
Custodian #10-623	Minli Oliver	Effective 06/09/23
Director of Information Technology #68-287	Michael Wangerin	Effective 06/01/23
DPW Purchasing Coordinator #67-117	Ben Nygard	Effective 06/28/23
Information Security Analyst #62-428	Ryan Nash	Effective 06/01/23
Micro Computer Systems Manager #76-702	Jeff Cornick	Effective 06/01/23
Police Chief #77-540	Tyler McIntosh	Effective 06/30/23
Police Officer #65-560	Sean Carey	Effective 06/19/23
Police Officer #65-560	Kelsey Lawlor	Effective 06/17/23
Police Officer #65-560	Vinay Rathore	Effective 06/18/23

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

- Accounts Department Office Supervisor (provisional)
- Assistant to the Purchasing Agent #68-111
- Communications Clerk #68-187
- DPW Coordinator #60-537
- Identification Clerk #60-454
- Maintenance Mechanic – Housing Authority (reissued)
- Mayor’s Purchasing Coordinator (provisional)
- Payroll Clerk #60-265
- Police Department Records Management Clerk (provisional)
- Police Officer #63-296
- Vehicle Traffic Controller (seasonal)

Retirements and Resignations

Assistant Building Inspector	Duane Miller	Retirement Effective 06/30/23
Clerk	Patricia Rowe	Resignation Effective 06/15/23
DPW Coordinator	Megan Erbacher	Resignation Effective 05/13/23
Food Service Helper	Sarah Fudger	Resignation Effective 05/17/23
Food Service Helper	Marciella Obando	Resignation Effective 06/20/23
Police Chief	Shane Crooks	Retirement Effective 06/29/23
Public Safety Dispatcher	Aaron Deuel	Resignation Effective 06/10/23

NEXT CIVIL SERVICE COMMISSION MEETING: City Council Chambers 1st floor

July 26th 2023 9:30am (Wednesday)

August 30th 2023 9:30am (Wednesday)

Prepared by: Corissa Salvo