

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

This Civil Service Commission meetings will be live streamed on the city website, with the video archive being posted as well.

Roll Call

Approve June 2023 Minutes

Public Comments

PUBLIC SAFETY

Discuss and Vote on Request for Additional Classified Positions

Fire Chief (temporary through 12/31/23)

Assistant Fire Chief (temporary through 12/31/23)

Police Department Records Management Clerk (permanent second position)

Computer Support Technician (one permanent position)

Discuss and Vote on Proposed Revisions to the Computer Support Technician Job Specification (if approved)

Approve Reinstatement

Firefighter Paramedic (1)

Approve Non Competitive Class Appointments

Vehicle Traffic Controllers – seasonal (3)

ACCOUNTS

Approve Provisional Appointment

Accounts Department Office Supervisor (1)

CITY CENTER

Approve Provisional Appointment

Human Resources Administrative Assistant (1)

DPW

Approve Labor Class Appointments

Laborer (7)

Approve Non Competitive Class Appointment

Motor Equipment Operator (1)

MAYOR

Approve Leave of Absence

Administrative Assistant 06/30/23 – 07/09/23

RECREATION

Approve Non Competitive Class Appointments

Recreation Assistants (7)

Recreation Leader (1)

Youth Parkers (3)

Youth Parker Supervisor (2)

SCHOOL

Approve Reinstatement

School Bus Assistants (1)

Approve Extended Probationary Period

Custodian

Approve Completed Probationary Periods

School Bus Drivers (2)

Senior Typist (1)

Teacher Aides (1)

Approve Labor Class Appointments

Cleaners (16)

Approve Non Competitive Class Appointments

Keyboard Specialists (part time) (1)

School Bus Drivers (2)

CIVIL SERVICE

Discuss and Vote on Proposed Revisions to the Microcomputer Systems Manager Job Specification

Appointments from Established Eligible lists

Assistant Fire Chief #74-767	Jeff Alonzo	Effective 07/22/23-12/31/23
Police Lieutenant #71-676	Paul Veitch	Effective 07/31/23
Information Technology Support Technician	Matthew Malinoski	Effective 07/27/23
Information Technology Support Technician	Matthew Greenwood	Effective 07/27/23
Senior Account Clerk #63-281	Karin Bauman	Effective 06/21/23
Senior Account Clerk	Tarah Rigney	Effective 06/24/23

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

- Assistant Building Inspector (provisional)
- Clerk #10-324
- Custodian #10-624
- Keyboard Specialist #10-424
- Housing Authority Occupancy Specialist (provisional)
- Police Department Records Management Clerk #61-543
- Program Coordinator #62-199
- Program Director #67-020 and #78-881
- Senior Typist #22-223 and #70-224

Retirements and Resignations

Assistant City Clerk	Barbara Brindisi	Resignation Effective 07/21/23
Keyboard Specialist	Katherine Snyder	Retirement Effective 07/03/23
Recreation Account Specialists	Douglas June	Retirement Effective 07/28/23
School Bus Drivers	March Roggen	Retirement Effective 06/30/23
School Bus Assistants	Erica Burnside	Resignation Effective 04/06/23
Senior Typist	Kathleen Coleman	Resignation Effective 06/29/23
Teacher Aides	Tarah Duguid	Resignation Effective 09/01/23

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

- August 30th 2023 9:30am (Wednesday)
 - September 27th 2023 9:30am (Wednesday)
 - October 25th 2023 9:30am (Wednesday)
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Prepared by: Corissa Salvo