

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA
474 BROADWAY SARATOGA SPRINGS, COUNCIL ROOM 1ST FLOOR
WEDNESDAY AUGUST 30TH 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 July 2023 Minutes

Public Comments

HOUSING AUTHORITY

Approve Provisional Appointments
Housing Authority Occupancy Specialist (2)
Approve Non Competitive Class Appointments
Building Maintenance Mechanic (2)

MAYOR

Approve Provisional Appointment(s)
Administrative Assistant (1)
Administrator of Planning and Economic Development (1)
Approve Leave of Absence
Administrator of Parks, Open Lands and Historic Preservation Jeannette Dunn Effective 07/24/23 – 08/03/23

PUBLIC SAFETY

Approve Provisional Appointment(s)
Police Department Records Management Clerk (1)
Approve Non Competitive Class Appointments
School Crossing Guards (8)

RECREATION

Approve Non Competitive Class Appointments
Recreation Assistant (1)
Recreation Leaders (1)
Recreation Specialists (1)
Youth Parkers (1)
Youth Parker Supervisors (2)

SCHOOL

Approve Non Competitive Class Appointments
Clerks (part time) (1)
Keyboard Specialists (part time) (1)
Registered Professional Nurse (1)
School Bus Drivers (4)
Teacher Aides (3)
Approve Labor Class Appointment(s)
Cleaners (1)
Food Service Helpers (1)
Approve Provisional Appointment(s)
Keyboard Specialist (3)
Approve Temporary Appointment
Keyboard Specialist (1)

CIVIL SERVICE

Update on 2024 budget process
Establish Eligible Lists
Assistant Facilities Manager #64-678
Police Sergeant #79-508

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 Administrative Director of Recreation #62-452
Assistant City Clerk (provisional)
Assistant City Engineer #63-757
Budget Director #67-721

City Engineer #67-757
 Clerk #10-324 (reissued)
 Claims Coordinator #61-361
 Communication Coordinator #61-395
 Computer Support Technician (provisional)
 Custodian #10-624 (reissued)
 Data Collector (provisional)
 Grants and Compliance Coordinator #61-296
 Grants Assistant #67-565
 Help Desk Technician (provisional)
 Information Security Analyst (provisional)
 Keyboard Specialist #10-424 (reissued)
 Police Captain #73-161
 Police Department Records Management Clerk #68-457
 Police Lieutenant #79-512
 Program Coordinator #62-119
 Program Director #67-020 and #78-811
 Public Works Dispatcher (provisional)
 Senior Typist #22-223 and #70-224 (reissued)
 Working Supervisor

Appointments from Established Eligible lists

Clerk #10-323	Tarah Duguid	Effective 09/01/23
Clerk #10-323	Amy Gerardi	Effective 09/05/23
Firefighter Paramedic – lateral transfer appd csc 05/31/23	Kyle Molesky	Effective 08/16/23
Firefighter Paramedic #60-240	Brian Houle	Effective 08/17/23
Firefighter Paramedic Trainee #60-198	Kolby Cox	Effective 08/19/23
Firefighter Paramedic Trainee # 60-198	Shaun Heller	Effective 08/20/23
Firefighter Paramedic Trainee #60-198	Thomas Sise	Effective 08/18/23

Retirements and Resignations

Automotive Mechanic	Cody Forton	Resignation effective 05/25/23
Data Collector	Connor Bryant	Resignation effective 08/11/23
Groundskeeper	Michael Blair	Resignation effective 07/29/23
Housing Authority Occupancy Specialist	Rebecca Pritchard	Resignation effective 08/04/23
Laborer	Lyle Shultz	Resignation effective 08/02/23
Public Works Dispatcher	Hannah Akins	Resignation effective 08/11/23
Recreation Leader	Kathleen Wittges	Deceased 08/11/23 – (employee since 2010)
Registered Professional Nurse	Melanie Mosinicek	Resignation effective 09/01/23
Registered Professional Nurse	Jennifer Motel	Resignation effective 04/22/23
School Bus Drivers	Raymond Dickson	Resignation effective 07/21/23
School Bus Drivers	Milena Giraldo Lopez	Resignation effective 04/03/23
School Bus Drivers	Matthew Sutplen	Resignation Effective 09/01/23
Senior Clerk 9part time)	Nancy Wagner	Resignation effective 07/11/23
Teacher Aides	Jessica DeConno	Resignation effective 09/01/23
Water Treatment Plant Operator	John McCarthy	Retirement effective 08/12/23

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

September 27th 2023 9:30am (Wednesday)
 October 25th 2023 9:30am (Wednesday)
 November 29th 2023 9:30am (Wednesday)

Prepared by: Corissa Salvo