

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING AGENDA  
474 BROADWAY SARATOGA SPRINGS, COUNCIL ROOM 1<sup>ST</sup> FLOOR  
WEDNESDAY SEPTEMBER 27<sup>TH</sup> 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**

**Approve August 2023 Minutes**

**Public Comments**

**CITY CENTER**

Approve Labor Class Appointment

    Laborer (1)

**DPW**

Approve Provisional Appointment

    Public Works Dispatcher (1)

**FINANCE**

Approve Provisional Appointment

    Finance Coordinator (1)

**HOUSING AUTHORITY**

Approve Provisional Appointment

    Housing Authority Occupancy Specialist (1)

**PUBLIC SAFETY**

Approve Completed Probationary Periods

    Police Chief (1)

Approve Leave of Absence

    Police Officer (1)

**RECREATION**

Approve Non Competitive Class Appointments

    Recreation Assistants (5)

    Recreation Leaders (10)

    Recreation Specialists (7)

**SCHOOL**

Discuss and Vote on Proposed Job Specification Update – Accountant

Approve Provisional Appointment(s)

    Clerk (1)

    Keyboard Specialists (1)

    Information Technology Support Technician (1)

Approve Leave of Absence(s)

    Keyboard Specialist (1)

    Teacher Aides (2)

    Registered Professional Nurse (1)

Approve Non Competitive Class Appointments

    Automotive Mechanics (1)

    Building Maintenance Worker (1)

    Clerk (part time) (4)

    Cooks (3)

    Custodian (part time) (1)

    Groundskeeper (1)

    Keyboard Specialists (part time) (3)

    Registered Professional Nurse (1)

    School Bus Assistants (2)

    School Bus Drivers (5)

    Teacher Aides (13)

Approve Labor Class Appointments

    Food Service Helpers (8)

    School Monitors (9)

Approve Completed Probationary Periods  
 Automotive Mechanic (1)  
 Clerk (2)  
 Keyboard Specialists (3)  
 School Bus Drivers (2)  
 School Monitors (1)  
 Senior Typist (1)  
 Teacher Aides (3)  
 Transportation Routing Clerk (1)

**CIVIL SERVICE**

Update on 2024 budget  
 Public Comment time limit  
 Establish Eligible Lists

Administrative Aide #67-995  
 Administrative Assistant #67-997  
 Administrative Assistant – Engineering #68-033  
 Reservation Coordinator #68-441

*Appointments from Established Eligible lists*

Public Safety Dispatcher #67-693	Ashlyn Tielke	Effective 09/18/23
Reservation Coordinator #68-441	Leigha O’Connor	Effective 09/27/23

*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\***

Administrator of Planning and Economic Development #68-463  
 Community Development Planner (provisional)  
 Director of Information Technology #61-336  
 Engineering Technician #69-478  
 Information Security Analyst #67-817  
 Principal Engineering Technician #62-201  
 Senior Engineering Technician #69-462 and #75-799  
 Survey/Auto Cad Technician #65-492

*Retirement ad Resignations*

Cook	Lucia Valentine	Resignation Effective 08/30/23
Custodian	Melissa Garmley	Resignation Effective 08/18/23
Food Service Helpers	Mary Jo Healy	Resignation Effective 07/28/23
Food Service Helpers	Tiffany MacNeil	Resignation Effective 09/15/23
Groundskeeper	Michael Winney	Resignation Effective 08/12/23
Information Technology Support Technician	Matthew Malinoski	Resignation Effective 08/26/23
Laborer	Michael Konkel	Resignation Effective 08/29/23
Motor Vehicle Operators	Christine Riddervold	Resignation Effective 09/15/23
Police Officer	Cody Hansen	Resignation Effective 08/27/23
Public Safety Dispatcher	Aaron Deuell	Resignation Effective 08/27/23
Public Safety Dispatcher	Colleen McEachron	Resignation Effective 08/11/23
Senior Account Clerk	Tarah Rigney	Resignation Effective 08/26/23
Senior Public Safety Dispatcher	Aneisha Liska	Resignation Effective 08/27/23
Teacher Aides	Sherri Carter	Resignation Effective 09/05/23
Teacher Aides	Valerie Clements	Resignation Effective 08/10/23
Teacher Aides	Lei Hu	Resignation Effective 08/09/23
Teacher Aides	Suzanne Grennon	Retirement Effective 07/27/23
Teacher Aides	Madison Klick	Resignation Effective 09/04/23
Teacher Aides	Christina Pilkington	Resignation Effective 09/01/23
Teacher Aides	Meike Wisenberg	Resignation Effective 09/05/23
Working Supervisor	Michael Butterfield	Retirement Effective 08/18/23

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

October 25<sup>th</sup> 2023 9:30am (Wednesday)  
 November 29<sup>th</sup> 2023 9:30am (Wednesday)  
 December 2023 – discuss