

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

FINANCE

Approve Provisional Appointment

Finance Coordinator (1)

Discuss and Vote on Proposed Job Specification Revision – Computer Support Technician

Discuss and Vote on Proposed Job Specification Revision – Microcomputer Systems Manager

Discuss and Vote on Request for Additional Classified Position – Computer Support Technician (increasing from two to three positions)

CITY CENTER

Approve Labor Class Appointment

Laborer (1)

DPW

Approve Provisional Appointment

Public Works Dispatcher (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 Revision – 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
Assistant Assessor #63-905
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 1st floor of City Hall
October 25th 2023 9:30am (Wednesday)
November 29th 2023 9:30am (Wednesday)
December 2023 – discuss
