

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION**

**REGULAR MEETING**

**474 BROADWAY, 3<sup>RD</sup> FLOOR - MUSIC HALL**

**WEDNESDAY SEPTEMBER 29<sup>TH</sup> 2021 9:30AM**

**AGENDA**

**Roll Call**

**Public Comments**

**Approve July 2021 and August 2021 Regular Meeting Minutes**

**ACCOUNTS**

Discuss and Vote on Proposed Revisions to the Fixed Assets and Inventory Clerk Job Specification

**PUBLIC SAFETY**

Discuss and Vote on Proposed Revisions to Police Lieutenant Job Specifications (Tabled from August Agenda)

Discuss and Vote on Proposed Revisions (Additions) to the Fire Chief Job Specification

Approve Non Competitive Class Appointment(s)

School Crossing Guards (8)

**MAYOR**

Discuss and Vote on Proposed Revisions to the Community Development Planner Job Specification

**CITY CENTER**

Approve Labor Class Appointment(s)

Cleaner (1)

Approve Non Competitive Class Appointment(s)

Working Supervisor (1)

**DPW**

Approve Non Competitive Class Promotional Appointment(s)

Heavy Equipment Operator (1)

Motor Equipment Operator (4)

Approve Labor Class Appointment(s)

Laborer (6)

**FIANANCE**

Approve Provisional Class Appointment(s)

Finance Coordinator (1)

**HOUSING AUTHORITY**

Approve Non Competitive Class Appointment(s)

Building Maintenance Mechanic (1)

**LIBRARY**

Approve Non Competitive Class Appointment(s)

Building Maintenance Worker (part time) (1)

Library Clerk (part time) (1)

**RECREATION**

Approve Non Competitive Class Appointment(s)

Recreation Assistant (4)

Recreation Leader (5)

Recreation Specialist (

**SCHOOL**

Approve Labor Class Appointment(s)

Food Service Helper (2)

School Monitor (4)

Approve Non Competitive Class Appointment(s)

Building Maintenance Worker (1)

Clerk (part time) 3)

Cook (1)

Food Service Cashier (part time) (1)

Keyboard Specialist (part time) 3)

Occupational Therapist (1)

Registered Professional Nurse (1)

School Bus Assistant (2)

School Bus Driver (3)

Teacher Aide (2)

Approve Completed Probationary Periods

Joseph Tozzi – Cook - Effective 06/10/21

Pauline Willey - Senior Food Service Helper - Effective 05/29/21

Approve Temporary Appointment(s)

School Bus Dispatcher (1)

## CIVIL SERVICE

Update Commission on Police PT administered 09/11/21  
Update Commission on Upcoming Police Officer PT – 10/09/21  
Update Commission on Upcoming Firefighter PT – 10/23/21

### Establish Eligible List

Assistant Building Inspector #67-956 and #74-844  
Assistant Building and Construction Inspector #68-952  
Code Enforcement Technician #68-986

### Firefighter #65-816

Police Sergeant #71-680

### Exam and/or Vacancy announcements

Assistant Fire Chief #74-677  
Battalion Fire Chief #74-862  
Fire Chief #74-973  
Head Custodian #71-006  
Clerk #10-222  
Maintenance Mechanic (Housing Authority)  
Motor Equipment Operator (DPW Promotional)  
Heavy Equipment Operator (DPW Promotional)  
Working Supervisor (DPW Promotional)

### Resignations/Retirements

Building Maintenance Mechanic – Charles Linen Jr – Resignation effective 09/24/21 (Housing Authority)  
Building Maintenance Worker – Charles Ford – Resignation Effective 09/30/21 (Library)  
Building Maintenance Worker – Jason Libert – Resignation Effective 06/25/21 (SSCSD)  
Cook – Joseph Tozzi – Resignation Effective 06/24/21  
Custodian – Charles Ford – Retirement effective 09/30/21  
Head Custodian – Robert Pearsall – Retirement Effective 07/31/21  
Library Clerk – Deborah Usas – Retirement effective 09/30/21  
Police Officer – Stephanie Berbick – Resignation effective 09/12/21  
School Monitor – Thomas Kohle – Retirement Effective 06/28/21  
School Monitor – Lois Carson – Resignation Effective 05/19/21  
Utilities Clerk – Patricia Lohrer Lefebvre – Resignation effective 09/01/21

*Prepared by: Corissa Salvo, Civil Service Coordinator*