

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA
474 BROADWAY SARATOGA SPRINGS, COUNCIL ROOM 1ST FLOOR
WEDNESDAY OCTOBER 25th 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 September 2023 Minutes

Public Comments

PUBLIC SAFETY

Discuss and Vote - Lateral Transfer of one Police Officer

Approve Provisional Appointment
Code Enforcement Technician (1)

DPW

Approve Non Competitive Class Appointment

Working Supervisor (1)

Approve Completed Probationary Period

Utilities Clerk (1)

Approve Leave of Absence

Art and Sign Technician (1)

LIBRARY

Discuss and Vote – Proposed minor updates to the Library Assistant job specification

MAYOR

Approve Exempt Class Appointment

Secretary to the Planning Board, Zoning Board of Appeals, Design Review Commission (1)

CIVIL SERVICE

Budget workshop

Establish Eligible Lists

Assistant to the Purchasing Agent #68-111

Clerk #10-324

Custodian #10-324

DPW Coordinator #60-537

Fire Captain #

Fire Lieutenant #78-799

Keyboard Specialist #10-424

Identification Clerk #60-454

Payroll Clerk #60-265

Senior Typist #22-224 and #70-224

Appointments from Established Eligible lists

DPW Coordinator #60-537

Holli Straight

Effective 10/25/23

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

12/02/23

Cleaner (Recreation)

Director of Information Technology #60-989

12/02/23

Director of Transportation #60-989

12/02/23

Engineering Technician #69-478

12/02/23

Firefighter Paramedic #85-449

01/13/23

Firefighter Paramedic Trainee #85-4450

01/13/23

Information Security Analyst #67-817

12/02/23

Principal Engineering Technician #62-201

12/02/23

Public Safety Dispatcher #67-533

01/27/24

Public Works Dispatcher #62-289

12/02/23

Senior Engineering Technician #69-462 and #75-799

12/02/23

Senior Public Safety Dispatcher #85-564

01/27/24

Survey/Auto Cad Technician #65-492

12/02/23

Transportation Routing Specialist #85-740

12/02/23

Transportation Safety and Training Coordinator #67-807
Water Treatment Plant Operator Trainee #624

12/02/23
12/09/23

Retirement and Resignations

Community Development Planner	Amber Upton	Resignation 09/22/23
Public Safety Dispatcher	Justin Siskavich	Resignation 10/29/23
Secretary to the Planning Board, Zoning Board of Appeals, Design Review Commission	Elizabeth Haight	Resignation 07/21/23

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NEXT CIVIL SERVICE COMMISSION MEETING: City Council Chambers 1st floor of City Hall
November 29th 2023 9:30am (Wednesday)

Prepared by: Corissa Salvo