

CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION

REGULAR MEETING

474 BROADWAY, COUNCIL ROOM

TUESDAY NOVEMBER 30TH 2021 1:30PM

AGENDA

Roll Call

Public Comments

Approve October 2021 Regular Meeting Minutes

DPW

Discuss and Vote on Proposed New Position – Principal Engineering Technician

Approve Labor Class Appointment(s)

Laborer (1)

Approve Non Competitive Class Appointment(s)

Motor Equipment Operator – Promotional (1)

Working Supervisor – Promotional (2)

FINANCE

Discuss and Vote on Proposed New Position – Grants Coordinator

Discuss and Vote on Proposed Revisions to the Microcomputer Systems Manager Job Specification

Approve Provisional Class Appointment(s)

Computer Support Technician – Sean Daugherty – Effective 12/20/21

MAYOR

Approve Provisional Class Appointment(s)

Administrative Assistant – Susanna Combs – Effective 12/03/21

Approve Completed Probationary Periods

Human Resources Specialist – Nicole Kommer – Effective 11/05/21

Executive Assistant to the City Attorney – Robin McFee – Effective 11/05/21

PUBLIC SAFETY

Discuss and Vote on Proposed Revisions to Senior Public Safety Dispatcher Job Specification

RECREATION

Approve Provisional Class Appointment(s)

Assistant Administrative Director of Recreation – Lisa – Effective 11/17/21

Approve Non Competitive Class Appointment(s)

Recreation Assistant (1)

Recreation Specialists (2)

SCHOOL

Approve Provisional Class Appointment(s)

Human Resources Generalist – Becky Shayne – Effective 11/15/21

Approve Non Competitive Class Appointment(s)

Maintenance Mechanic (1)

School Bus Driver (1)

Approve Labor Class Appointment(s)

Food Service Helper (3)

School Monitor (2)

Approve Temporary Appointment(s)

Registered Professional Nurse (1)

Approve Leave of Absence(s)

Food Service Cashier – Charlotte Falkowski – 09/27/21 – 12/31/21

Licensed Professional Nurse – Tina Frolish – Effective 10/12/21 – 06/30/22

CIVIL SERVICE

Update on Civil Service Exams – Exams Ordered and Tentative 2022 NYS CS Schedule

Extend Eligible List(s)

Water Treatment Plant Operator/Trainee #619 – extended until establishment of new eligible list

Establish Eligible List(s)

Assistant City Clerk #65-587

Assistant Director of Transportation #69-351

Director of Transportation #66-784 and #70-622

Identification Clerk #62-823

Public Works Office Supervisor #62-261

School Bus Dispatcher #66-816

Transportation Routing Specialist #72-321

Permanent Appointments from Established Eligible Lists

Custodian #10-420 – Jarrod Barton – Effective 11/10/21

Custodian #10-420 – Jonathan Marsh – Effective 11/11/21

Keyboard Specialist #10-421 – Patricia Klaus – Effective 12/05/21

Conditional Offers of Appointment

Police Officer – Sean Carey - Effective 11/17/21
Police Officer - Paul Cellucci – Effective 11/17/21
Police Officer – William Ferraro - Effective 11/17/21
Police Officer – Cody Hansen - Effective 11/17/21
Police Officer – William Cody Marshal - Effective 11/17/21
Police Officer – Derek McPhail - Effective 11/17/21
Police Officer – Ryan Nicholson - Effective 11/17/21
Police Officer – Kevin Quigley – Effective 11/17/21
Police Officer – Shannon Smith Jr - Effective 11/17/21
Police Officer –Alec Sparks - Effective 11/17/21

Vacancy and Exam Announcements

Assistant Assessor #64-401
Cleaner – Police Department
Maintenance Mechanic (DPW Promotional x3)
Public Safety Dispatcher #68-244
Senior Public Safety Dispatcher #76-796

Retirements and Resignations

Assistant Assessor – Anthony Popolizo – Retirement Effective 11/12/21
Clerk –Maureen Gizzi – Resignation Effective 12/21/21
Custodian – Thomas Olson – Retirement Effective 12/11/21
Deputy Commissioner of Accounts – Maire Masterson – Resignation Effective 12/03/21
School Bus Driver Assistant – Armond DiGiuseppe – Resignation Effective 10/28/21
School Monitor – Lisa Bates – Resignation Effective 10/29/21
Teacher Aide – Danyela DeLaurie – Resignation Effective 11/18/21
Working Supervisor – Phillip Olsezewski Jr – Retirement Effective 11/07/21

Prepared by: Corissa Salvo, Civil Service Coordinator