

CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION

REGULAR MEETING

474 BROADWAY, 3RD FLOOR - MUSIC HALL

WEDNESDAY OCTOBER 26TH 2021 10:30AM

AGENDA

Roll Call

Public Comments

Approve September 2021 Regular Meeting Minutes

ACCOUNTS

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

DPW

Discuss and Vote on Proposed New Position
Approve Non Competitive Class Appointment(s)
Heavy Equipment Operator (1)
Motor Equipment Operator (4)

LIBRARY

Approve Labor Class Appointment(s)
Cleaner (1)

MAYOR

Approve Provisional Class Appointment
Community Development Planner (1)

SCHOOL

Approve Labor Class Appointment(s)
Food Service Helper (3)
School Monitor (1)
Approve Non Competitive Class Appointment(s)
School Bus Driver (2)
Approve Reinstatement – Food Service Helper (1)
Approve Leave of Absence(s)
Clerk – Michele Kane – 06/01/21 – 06/25/21
School Monitor – Carmen Carson – 05/05/21 – 06/10/21

CIVIL SERVICE

Establish Eligible List(s)
Fire Captain # (10/26/21 – 10/26/23)
Fire Lieutenant # (10/26/21 – 10/26/23)
Update Commission on Police Officer PT held 10/09/21
Update Commission on Firefighter PT held 10/23/21
Update Commission on 2022 Budget Work Shop
Exam and Vacancy Announcements
Community Development Planner (Provisional)
Engineering Technician (Provisional)
Motor Equipment Operator (Open)
Public Safety Dispatcher Exam #68-244 (01/22/22)
Permanent Appointment(s) from Established Eligible Lists
Assistant Building Inspector #67-956 – Robert Kocis – Effective 09/30/21
Executive Assistant to the Mayor #64-710 – Robin McFee – Effective 07/29/21
Retirements and Resignations
Cleaner – Carl Flanders – Retirement Effective 05/24/21
Clerk – Rachel DeOliviera – Resignation effective 10/20/21
Cook – Laurie Case – Retirement Effective 06/26/21
Cook – Kimberly Kimball – Retirement Effective 06/26/21
Community Development Planner – Lindsey Connors Resignation Effective 10/25/21
Food Service Helper – Shannon Hmura – Resignation Effective 07/20/21
Keyboard Specialist – Cheryl McCall – Retirement Effective 06/30/21
Keyboard Specialist – Dorothy Nickles – Retirement Effective 07/01/21
School Bus Driver – Daniel Scriptor – Retirement Effective 06/26/21
School Bus Driver – Brett VanZandt – Resignation Effective 05/22/21
Teacher Aide – Kristine Snyder – Resignation Effective 06/01/21
Working Supervisor – Chris McGourty – Retirement Effective 09/30/21