

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
474 BROADWAY, 3RD FLOOR – MUSIC HALL
WEDNESDAY MAY 26TH 2021
MINUTES**

PRESENT: MARK CACOZZA, CHAIRPERSON
ANGELA RELLA, COMMISSIONER

CHAIRPERSON CACOZZA CALLED THE REGULAR MEETING TO ORDER AT 9:31am and opened the public comment section. There being no one wishing to speak, Chair Cacoza closed the public comment section at 9:32am.

Chairperson Cacoza made a motion to approve the March 2021 meeting Minutes as modified. Seconded by Commissioner Rella. Motion carries unanimously.

Commissioner Rella made a motion to approve the April 2021 meeting Minutes as presented. Seconded by Chairperson Cacoza. Motion carries unanimously.

FINANCE

Chairperson Cacoza made a motion to approve the proposed revisions to the Computer Support Technician job specification. Seconded by Commissioner Rella. Motion carries unanimously.

Chairperson Cacoza made a motion to approve the New Position Duty Statement for one Director of Information Technology (Competitive). Seconded by Commissioner Rella. Motion carries unanimously.

CITY CENTER

Chairperson Cacoza made a motion to approve the following Non Competitive Class Appointment(s). Seconded by Commissioner Rella. Motion carries unanimously.

Working Supervisor	Francis Furman	Effective 05/17/21
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DPW

Chairperson Cacoza made a motion to approve the following Labor Class Appointment(s). Seconded by Commissioner Rella. Motion carries unanimously.

Laborer	Arthur Gary	Effective 04/11/21
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HOUSING AUTHORITY

Chairperson Cacoza made a motion to approve the following Non Competitive Class Appointment(s). Seconded by Commissioner Rella. Motion carries unanimously.

Building Maintenance Mechanic	Ted Harrington	Effective 05/10/21
Groundskeeper	Sandra Cann	Effective 05/10/21

RECREATION

Chairperson Cacoza made a motion to approve the following Non Competitive Class Appointment(s). Seconded by Commissioner Rella. Motion carries unanimously.

Recreation Leader	Julianne LaBreche	Effective 04/08/21 – 11/15/21
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SCHOOL

Chairperson Cacoza made a motion to approve the following School items en bloc. Seconded by Commissioner Rella. Motion carries unanimously.

Provisional Class Appointment(s)

Humans Resources Coordinator	Michael Ngadi	Effective 05/24/21
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Non Competitive Class Appointment(s)

School Bus Assistant

School Bus Driver

Leave of Absence(s)

Maintenance Mechanic	Colin MacNicoll	Effective 06/01/21 – 08/31/21
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Teacher Aide	Kristine Snyder	Effective 05/08/21 – 06/01/21
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School Bus Driver	Robert Smith	Effective 09/08/20 – 04/11/21
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School Monitor	Gabrielle Duchaussee	Effective 06/09/21 – 06/25/21
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Completed Probationary Period

Clerk	Joni Ernst	Effective 05/19/21
School Bus Driver	Keith Buhl	Effective 05/14/21
School Bus Driver	Daniel Haley	Effective 05/14/21
School Bus Driver	Michael Smallarz	Effective 05/19/21
School Monitor	Gabrielle Duchaussee	Effective 04/13/21

CIVIL SERVICE

Police Chief Crooks and Assistant Police Chief Catone appeared before the Commission to discuss accepting Police Officer lateral transfers. The timeline of the entry level Police Officer hiring process is a lengthy one, from the time application, to the written exam, to receiving the grade results from NYS CS 4-8months later, the physical agility, background process, medical/physical and psychological exams process, interview process and a 6 month long Zone Five Academy, then field training in the department. To have a candidate that has already successfully completed the Academy would cut down on the hiring process timeline significantly. A transfer candidate would have to meet the city minimum qualifications, the agency which they are transferring from would have to have the same minimum qualifications or greater, have a background performed by the city, and pass a medical and psychological still. Lateral transfer process is in NYS CSL 70 and 58. It was agreed that HR, PBA, and administration would have to agree on guidelines that are not already in the city civil service rules or NYS Civil Service Law, such as starting pay, steps, benefits etc. Having discussed the benefits of officially accepting lateral transfers again, Chairperson Cacoza made a motion to approve the concept of lateral transfers. Seconded by Commissioner Rella. Motion carries unanimously.

Permanent Appointment from Established Eligible Lists

Denise Feltes- Senior Account Clerk #62-205 Effective 05/02/21

Establish Eligible List(s)

Senior Typist #20-221 and #70-221

Exam Announcements

Assistant Director of Transportation #69-315

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

Head School Grounds Monitor #66-743

School Bus Dispatcher #66-816

Transportation Routing Specialist #60-299 and #72-321

Vacancy Announcements

Administrative Aide (Part Time)

Clerk (Part Time)

Laborer (DPS) – Reissued with Extended Filing Date

Resignations or Retirements

Building Maintenance Worker – Kenneth Wareing – Resignation Effective 04/07/21

Cleaner – Kaylee Delaney – Layoff Effective 05/31/21

Cleaner – Carl Flanders – Retirement Effective 05/24/21

Cleaner – Joseph Tangrady – Resignation Effective 02/22/21

Clerk – Caroline Rascoe – Resignation Effective 05/07/21

Cook – Laurie Case – Retirement Effective 06/26/21

Cook – Kimberly Kimball – Retirement Effective 06/26/21

Groundskeeper – James Grady Jr – Resignation Effective 05/24/21

Librarian I (part time) – Nicholas Boccio – Resignation Effective 03/03/21

Librarian I (part time) – Deborah Titolo – Resignation Effective 04/25/21

Library Clerk (part time) – Samuel Adam – Resignation Effective 11/19/20

Library Shelver – Lorna Baugher – Resignation Effective 11/10/20

School Bus Driver – Brett VanZandt – Resignation Effective 05/22/21

School Monitor – Lois Carson – Resignation Effective 05/19/21

Senior Account Clerk – Carmen Vasquez – Resignation Effective 03/18/21