

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING  
SARATOGA SPRINGS RECREATION CENTER – COUNCIL ROOM  
WEDNESDAY FEBRUARY 26<sup>TH</sup> 2020 9:30AM  
AGENDA**

**Roll Call  
Public Comments  
Approve January 2020 Regular Meeting Minutes**

**ACCOUNTS**

Approve Provisional Class Appointment(s)  
Assistant City Clerk – Sabrina Lauzon 03/09/20  
Deputy Registrar of Vital Statistics –Amber McDonald 02/10/20  
Approve Completed Probationary Period(s)  
Assistant City Clerk – Amber McDonald – 02/04/20  
Real Property Appraisal Technician – Margaret LoPresti – 02/04/20

**DPW**

Approve Provisional Class Appointment(s)  
City Engineer – Deborah LaBreche 02/24/20  
Approve Non Competitive Class Appointment(s)  
Motor Equipment Operator (1)  
Approve Exempt Class Appointment(s)  
Deputy Commissioner of Public Works – Joseph O’Neill III – 02/08/20  
Approve Leave of Absence(s)  
Senior Account Clerk – Nicholas Rumpf – 01/13/20 – 01/17/20  
Working Supervisor – Joseph O’Neill – 12/30/21

**HOUSING AUTHORITY**

Approve Non Competitive Class Appointment(s)  
Maintenance Mechanic (1)

**FINANCE**

Approve Provisional Class Appointment(s)  
Communications Manager – Theresa Wilson – 02/10/20  
Approve Proposed Job Specification Revisions for Communications Manager

**LIBRARY**

Approve Non Competitive Class Appointment(s)  
Library Clerk (part time) (2)  
Library District Treasurer (part time) (1)  
Library Building Monitor (1)

**PUBLIC SAFETY**

Approve Non Competitive Class Appointment(s)  
Senior Clerk (part time) (1)

**RECREATION**

Approve Non Competitive Class Appointment(s)  
Recreation Leader (4)

**SCHOOL**

Approve Labor Class Appointment(s)  
Food Service Helper (4)  
School Monitor (3)  
Approve Non Competitive Class Appointment(s)  
Building Maintenance Mechanic (1)  
Clerk (part time) (3)  
Custodian (part time) (1)  
Food Service Cashier (2)  
Keyboard Specialist (3)  
School Bus Assistant (1)  
School Bus Driver (3)  
Teacher Aide (9)  
Approve Leave of Absence(s)  
Custodian - Debra Keracado Rivers – 01/01/20 – 02/06/20  
Extended 02/06/20 – 03/05/20  
Teacher Aide – Martha George – 03/02/20 – 03/31/20

Approve Completed Probationary Period(s)

Building Maintenance Worker – Gerard Duchaussee – 12/07/19

School Bus Driver – Jerry Williams II – 02/06/20

Senior Typist – Kathleen Coleman – 02/27/20

Transportation Routing Clerk – Denise Francis – 03/04/20

Transportation Safety and Training Coordinator – Judy Kahn – 03/

Approve Request for Additional Classified Position(s)

Teacher Aide – 1 Effective 01/31/20

**CIVIL SERVICE**

Discussion on Disqualification Memos

Review and Approve Exempt Class Reviews

Deputy Commissioner of Public Safety

Deputy Commissioner of Public Works

Executive Assistant to the Mayor

Appointment(s) from Established Eligible Lists

Clerk – Lisa Maslak 01/06/20

Custodian – Scott Dingmon 01/31/20

Custodian – Jonathan Rivers 02/11/20

Fire Lieutenant – Matthew Derway 02/08/20

Police Officer – Robert Killeen 02/07/20 (conditional)

Police Officer – Daniel Sheehan 02/07/20 (conditional)

Vacancy Announcement(s)

Assistant City Clerk (Provisional)

Assistant City Engineer (Provisional)

Parking Enforcement Officer (part time and seasonal)

Cleaner (Police Department – part time and permanent)

*Prepared by: Corissa Salvo, Civil Service Coordinator*