

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION**

**REGULAR MEETING**

**474 BROADWAY, 3<sup>RD</sup> FLOOR**

**FRIDAY MARCH 26<sup>TH</sup> 2021 9:30AM**

**AGENDA**

**Welcome New Commissioner Angela Rella**

**Roll Call**

**Public Comments (Accepted Via Email [civilservice@saratoga-springs.org](mailto:civilservice@saratoga-springs.org))**

**Approve February 2021 Regular Meeting Minutes**

**ACCOUNTS**

Discuss and Vote on Proposed Revisions to the Assistant City Clerk Job Specification

Approve Provisional Class Appointment(s)

Sabrina Lauzon - Deputy Registrar of Vital Statistics - Effective 03/01/21

**CITY CENTER**

Layoff - Francis Michael Furman – Working Supervisor – Effective 03/31/21

**DPW**

Discuss and Vote on Proposed Revisions to the Welder/Fabricator Job Specification

Approve Provisional Class Appointment(s)

Rachel Fragomeni – Public Works Office Supervisor – Effective 03/08/21

Approve Exempt Class Appointment(s)

Joseph O’Neill – Deputy Commissioner – Effective 03/13/21 – 12/30/21

Leigha O’Connor – Executive Assistant to the Commissioner of Public Works – Effective 03/22/21 – 12/31/21

Approve Leave of Absence(s)

Joseph O’Neill – Working Supervisor – Effective 03/13/21 – 12/30/21

**PUBLIC SAFETY**

Approve Provisional Class Appointment(s)

Justin Gardner – Traffic Control Maintainer I – 04/05/21

**RECREATION**

Approve Non Competitive Class Appointment(s)

Recreation Leader (1)

**SCHOOL**

Discuss and Approve Proposed Revisions to the Transportation Routing Clerk Job Specification

Approve Non Competitive Class Appointment(s)

Food Service Motor Vehicle Operator (1)

School Bus Driver (6)

School Grounds Monitor (part time) (1)

Teacher Aide (3)

Approve Labor Class Appointment(s)

Food Service Helper (2)

School Monitor (4)

Approve Completed Probationary Periods

Food Service Cashier – Jodie Burton – Effective 03/07/21

School Monitor – Peter Higgins – Effective 04/13/21

Approve Provisional Class Appointment(s)

Transportation Routing Specialist – Denise Francis – Effective 02/01/21

Approve Leave of Absence(s)

Teacher Aide – Martha Ray – Effective 02/24/21 – 03/24/21

**CIVIL SERVICE**

Discussion and Vote on NYS Driver’s License Requirement Language on Job Specifications

Approve Eligible List Extension

Public Safety Dispatcher #60-340 03/28/19 – 03/28/21 Extended until 3/28/22 or until establishment of next eligible list

Permanent Appointment(s) from Established Eligible Lists

Frank Spensieri – Fire Captain # - Effective 03/27/21

Resignations or Retirements

Fire Captain – John Stewart – Retirement Effective 03/27/21

Firefighter – David Armstrong – Retirement Effective 02/27/21

Food Service Cashier - Jodie Burton – Resignation Effective 03/13/21

Public Works Office Supervisor – Kathy Moran – Retirement Effective 02/27/21

School Bus Assistant - George Weber – Resignation Effective 01/25/21

School Bus Driver – Lawrence Boylan – Retirement Effective 04/01/21

School Food Service Director – Margaret Sullivan – Retirement Effective 06/30/21

Water Meter Service Worker Supervisor – Philip Colucci – Retirement Effective 02/17/21

Working Supervisor – James Current – Retirement Effective 03/31/21

Exam Announcement(s)

Assistant City Clerk #65-587 (07/17/21)

Clerk #10-321 (05/15/21)

Keyboard Specialist #10-421 (05/15/21)

Police Sergeant #71-680 (06/05/21)

Senior Typist #63-895 and #74-967

Vacancy Announcement(s)

Fire Lieutenant – Provisional Promotion

*Prepared by: Corissa Salvo, Civil Service Coordinator*