CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
CITY HALL – RECREATION CENTER - 15 VANDERBILT AVE SARATOGA SPRINGS
THURSDAY APRIL 25TH, 2019
AGENDA

Roll Call
Public Comments
Approve March 2019 Regular Meeting Minutes
Approve March Special Meeting Minutes

FINANCE
Discuss and Vote on Proposed Revisions to PR & Communications Manager Job Specification
Discuss and Vote on New Position Duty Statement for Finance Coordinator
Approve Part Time/Temporary Appointment(s)
Amy Ryan – Deputy Commissioner of Finance - Effective 04/29/19 – 05/29/19

DPW
Approve Labor Class Appointment(s)
Laborer (3)

MAYOR
Approve Provisional Class Appointment(s)
Senior Planner – Amanda Tucker – Effective 04/24/19

PUBLIC SAFETY
Approve Provisional Class Appointment(s)
Animal Control Officer/Parking Enforcement Officer – Paul Swiers – 04/15/19

RECREATION
Approve Non Competitive Class Appointment(s)
Camp Saradac Director (1)
Recreation Assistant (3)
Recreation Specialist (1)

SCHOOL
Approve Completed Probationary Period(s)
Clerk (1)
Food Service Helper (4)
Network Technician (1)
School Bus Assistant (1)
School Bus Driver (2)
School Monitor (1)
Senior Food Service Helper (1)
Teacher Aide (2)
Approve Labor Class Appointment(s)
Food Service Helper (1)
School Monitor (1)
Approve Non Competitive Appointment(s)
Building Maintenance Mechanic (1)
Clerk (1)
Custodian (2)
Keyboard Specialist (1)
Food Service Cashier (1)
School Bus Assistant (1)
School Bus Driver (5)
Approve Temporary Appointment(s)
Susan Stockman – School Bus Driver – 04/03/19 – 04/15/19

CIVIL SERVICE
Approve Temporary Appointment(s)
Mary Peterson – Clerk – Effective 03/02/19 – 03/17/19
Establish Eligible Lists
Clerk #10-319
Keyboard Specialist #10-419
Librarian I #64-449
Librarian II #64-685
Librarian II #74-248
Librarian III #64-688
Librarian III #74-268
Traffic Maintenance Manager #74-721

Announce Exams
- Assistant Building Inspector #63-349 (06/22/19)
- Assistant Building and Construction Inspector #65-621 (06/22/19)
- Zoning and Building Inspector #69-379 (06/22/19)

Discuss Administered Exam(s)
- Clerk #10-319 (04/13/19)
- Keyboard Specialist #10-419 (04/13/19)

Discuss Upcoming Exam(s)
- Firefighter #64-632 (04/27/19)
- Administrative Assistant #63-538 (05/11/19)
- Administrative Assistant – Engineering #64-379 (05/11/19)
- Assistant City Clerk #64-898 (05/11/19)
- DPW Coordinator #69-380 (05/11/19)
- Department of Public Works Purchasing Coordinator #64-897 (05/11/19)

Permanent Appointment(s) from Established Eligible List(s)
- Network Technician #19-206 – Joseph Wagner – Effective 04/09/19
- Police Lieutenant #70-525 – Laura Emanation – Effective 04/20/19
- Traffic Maintenance Manager #74-721 – Andy Krupski – 04/22/19

Prepared by: Corissa Salvo, Civil Service Coordinator