

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING  
CITY HALL – RECREATION CENTER - 15 VANDERBILT AVE SARATOGA SPRINGS  
THURSDAY APRIL 25<sup>TH</sup>, 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*