

CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION

REGULAR MEETING

474 BROADWAY, 3RD FLOOR - MUSIC HALL

WEDNESDAY APRIL 28TH 2021 9:30AM

AGENDA

Roll Call

Public Comments (Accepted Via Email civilservice@saratoga-springs.org)

Approve March 2021 Regular Meeting Minutes

ACCOUNTS

Approve Provisional Class Appointment(s)
Barbara Brindisi – Assistant City Clerk – Effective 03/29/21

DPW

Approve Provisional Class Appointment(s)
Mark Scirocco – Water Meter Service Worker Supervisor – Effective 04/10/21
Approve Labor Class Appointment(s)
Laborer (1)

HOUSING AUTHORITY

Approve Labor Class Appointment(s)
Laborer (1)

MAYOR

Discuss and Vote on Proposed Revisions to the Administrator of Planning and Economic Development Job Specification
Discuss and Vote on Request for Additional Classified Positions – Assistant Building Inspector (2)

PUBLIC SAFETY

Approve Provisional Class Appointment(s)
Jason Yourdon – Fire Lieutenant – Effective
Approve Non Competitive Class Appointment(s)
Dr. Michael Holland – Health Officer/Commissioner – Effective 04/17/21

RECREATION

Approve Non Competitive Class Appointment(s)
Recreation Leader (3)

SCHOOL

Approve Provisional Class Appointment(s)
IT Support Technician I - Matthew Malinoski – Effective 3/26/21
Transportation Routing Clerk – Andrea Neal – Effective 4/15/21
Approve Labor Class Appointment(s)
Cleaner (1)
School Monitor (1)
Approve Non Competitive Class Appointment(s)
Clerk (part time) (1)
Custodian (part time) (3)
Food Service Cashier (1)
Keyboard Specialist (part time) (1)
Registered Professional Nurse (part time) (1)
School Bus Assistant (1)
School Bus Driver (7)
Teacher Aide (1)
Approve Leave of Absence(s)
Food Service Helper – 3/19/21 – 4/20/21
Approve Completed Probationary Period(s)
Food Service Helper – Paula Bachincksy – Effective 04/30/21
School Bus Assistant – Angel Santiago – Effective 4/20/21

CIVIL SERVICE

Approve Eligible List Extensions
Clerk #10-319 extended until new eligible list established – exam is May 15th 2021
Keyboard Specialist #10-419 extended until new eligible list established – exam is May 15th 2021
Update Commission on the Budget Transfer for a Part Time Clerk
Exam Announcements
Assistant Building and Construction Inspector #65-852 06/05/21
Assistant Building Inspector #67-956 and #74-844 6/05/21
Code Enforcement Technician #68-986 06/05/21
Vacancy Announcements
Assistant Facilities Manager (Housing Authority)
Building Maintenance Worker (Library)
Fire Captain
Fire Lieutenant
Laborer (Carousel Worker)
Laborer (DPW)
Laborer (Housing Authority)
Laborer (DPS)

Resignations or Retirements

School Bus Driver – Brenda Diaz Quinones – 03/05/21

School Bus Driver – Patricia Patrick – Resignation Effective 03/25/21

School Bus Driver - Samuel Silburn – Resignation Effective 04/21/21

Keyboard Specialist – Arlene Pearson – Retirement Effective 6/30/21

Teacher Aide – Elaina Kamerling – Resignation Effective 4/21/21

Prepared by: Corissa Salvo, Civil Service Coordinator