

CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION

REGULAR MEETING

474 BROADWAY, 3RD FLOOR - MUSIC HALL

WEDNESDAY MAY 26TH 2021 9:30AM

AGENDA

Roll Call

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

Approve March and April 2021 Regular Meeting Minutes

FINANCE

Discuss and Vote on Proposed Revisions to Computer Support Technician Job Specification

Discuss and Vote on New Position Duty Statement – Director of Information Technology

CITY CENTER

Approve Non Competitive Class Appointment(s)

Working Supervisor (1)

DPW

Approve Labor Class Appointment(s)

Laborer (1)

HOUSING AUTHORITY

Approve Non Competitive Class Appointment(s)

Building Maintenance Mechanic (1)

Groundskeeper (1)

LIBRARY

Discuss and Vote on Proposed Revisions to Job Specifications

Building Maintenance Worker

Community Relations Coordinator

Library Assistant

Library Clerk

Library Director

Librarian I

Librarian II

Librarian III

Principal Library Clerk

Senior Library Clerk

Working Supervisor – Library

RECREATION

Approve Non Competitive Class Appointment(s)

Recreation Leader (1)

SCHOOL

Approve Provisional Class Appointment(s)

Human Resources Coordinator – Michael Ngadi – Effective 05/24/21

Approve Non Competitive Class Appointment(s)

School Bus Driver Assistant (1)

School Bus Driver (1)

Approve Leave of Absence(s)

Maintenance Mechanic – Colin MacNicoll Effective 06/01/21 – 08/31/21

Teacher Aide – Kristine Snyder – Effective 05/08/21 – 06/01/21

School Bus Driver – Robert Smith – Effective 09/08/20 – 04/11/21

School Monitor – Gabrielle Duchaussee – Effective 06/09/21 – 06/25/21

Approve Completed Probationary Period(s)

Clerk – Joni Ernst – Effective 05/19/21

School Bus Driver – Keith Buhl – Effective 05/14/21

School Bus Driver – Daniel Haley – Effective 05/14/21

School Bus Driver – Michael Smalarz – Effective 05/19/21

School Monitor – Gabrielle Duchaussee – Effective 04/13/21

CIVIL SERVICE

Discuss and Vote on Acceptance of Police Officer Transfers

Permanent Appointment from Established Eligible Lists

Denise Feltes – Senior Account Clerk #62-205 – Effective 05/02/21

Establish Eligible List(s)

Senior Typist #20-221 and #70-221

Update Commission on the Budget Transfer for a Part Time Clerk

Exam Announcements

Assistant Director of Transportation #69-315

Director of Transportation #66-784 and #70-622
Head School Grounds Monitor #66-743
School Bus Dispatcher #66-816
Transportation Routing Specialist #60-299 and #72-321

Vacancy Announcements

Administrative Aide (Part Time)
Clerk (Part Time)
Laborer (DPS) – Reissued with Extended Filing Date

Resignations or Retirements

Building Maintenance Workerer – Kenneth Wareing – Resignation Effective 04/07/21
Cleaner – Kaylee Delaney – Layoff Effective 05/31/21
Cleaner – Carl Flanders – Retirement Effective 05/24/21
Cleaner – Joseph Tangrady – Resigantion Effective 02/22/21
Clerk – Caroline Rascoe – Resignation Effective 05/07/21
Cook – Laurie Case – Retirement Effective 06/26/21
Cook – Kimberly Kimball – Retirement Effective 06/26/21
Groundskeeper – James Grady Jr – Resignation Effective 05/24/21
Librarian I (part time) – Nicholas Boccio– Resignation Effective 03/03/21
Librarian I (part time) – Deborah Titolo – Resigantion Effective 04/25/21
Library Clerk (part time) – Samuel Adam – Resignation Effective 11/19/20
Library Shelver – Lorna Baugher – Resignation Effective 11/10/20
School Bus Driver – Brett VanZandt – Resignation Effective 05/22/21
School Monitor – Lois Carson – Resignation Effective 05/19/21
Senior Account Clerk – Carmen Vasquez – Resignation Effective 03/18/21

Prepared by: Corissa Salvo, Civil Service Coordinator