

CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION

REGULAR MEETING

474 BROADWAY, 3RD FLOOR - MUSIC HALL

WEDNESDAY JUNE 30TH 2021 9:30AM

AGENDA

Roll Call

Public Comments

Approve May 2021 Regular Meeting Minutes

PUBLIC SAFETY

Discuss and Vote on Proposed New Position – Receptionist (Competitive)
Discuss and Vote on Proposed Revisions to Identification Clerk Job Specification
Approve Labor Class Appointment
 Laborer (Summer Seasonal) (1)

LIBRARY

Discuss and Approve Proposed Revisions to Job Specifications
 Building Maintenance Worker
 Community Relations Coordinator
 Librarian I, II and III
 Library Assistant
 Library Clerk
 Library Director III
 Principal Library Clerk
 Senior Library Clerk
 Working Supervisor -00 Library
Approve Non Competitive Class Appointment(s)
 Building Maintenance Mechanic (part time) (1)

ACCOUNTS

Approve Provisional class Appointment(s)
 Assistant Assessor – Carrie Schermerhorn – Effective 07/06/21
Approve Non Competitive Class Appointment(s)
 Senior Clerk (part time) (1)

CITY CENTER

Approve Labor Class Appointment(s)
 Laborer (4)

DPW

Approve Labor Class Appointment(s)
 Laborer (7)

FINANCE

Approve Non Competitive Class Appointment(s)
 Senior Clerk (part time) (1)

MAYOR

Approve Non Competitive Appointment(s)
 Administrative Aide (part time) (1)

RECREATION

Approve Non Competitive Class Appointment(s)
 Camp Saradac Counselor (14)
 Camp Saradac Assistant Director (1)
 Camp Saradac Director (1)
 Recreation Assistant (9)
 Recreation Leader (2)
 Recreation Specialist (3)
 Youth Parker (4)
 Youth Parker Coordinator (1)
 Youth Parker Supervisor (2)

SCHOOL

Approve Leave of Absence(s)
Approved Completed Probationary Period(s)
Approve Labor Class Appointment(s)
 School Monitor (1)

CIVIL SERVICE

Establish Eligible List(s)
 Clerk #10-321
 Human Resources Specialist #66-431

Keyboard Specialist #10-421

Water Meter Service Worker

Permanent Appointment from Established Eligible Lists

Kyle Clinton – Police Officer #65-560 – Effective 07/12/21

Keith Dewar – Firefighter # - Effective 07/10/21

Nicole Kommer – Human Resources Specialist # - Effective 06/30/21

Justin Kreider – Water Meter Service Worker #68-710

Vincent Parisi – Police Officer #65-560 – Effective 07/11/21

Eric Petkus – Firefighter # - Effective 07/11/21

Ryan Rifenburg – Firefighter # - Effective 07/12/21

Matthew Zell – Police Officer #65-560- Effective 07/10/21

Resignations or Retirements

Laborer – Jan Powers – Retirement Effective 06/18/21

Maintenance Mechanic – Timothy Bean – Retirement Effective 04/30/21

Police Officer – Spencer Macy – Resignation Effective 06/29/21

Prepared by: Corissa Salvo, Civil Service Coordinator