

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING  
SARATOGA SPRINGS PUBLIC LIBRARY – GATSBY ROOM – SARATOGA SPRINGS  
WEDNESDAY SEPTEMBER 25<sup>TH</sup> 2019  
AGENDA**

**Roll Call**  
**Public Comments**  
**Approve August 2019 Regular Meeting Minutes**

**EXECUTIVE SESSION**

**PUBLIC SAFETY**

Discuss and Vote on Requested Additional Classified Position – Police Sergeant  
Approve Non Competitive Class Appointment(s)  
School Crossing Guard (14)

**MAYOR**

Discuss and Vote on New Position Duty Statement – Community Development Project Coordinator (part time/temporary)

**DPW**

Approve Labor Class Appointment(s)  
Laborer (3)  
Approve Non Competitive Class Appointment(s)  
Maintenance Mechanic (1)

**FINANCE**

Approve Exempt Class Appointment(s)  
Deputy Commissioner of Finance (1)  
Approve Completed Probationary Period(s)  
Laura Townsend – City Tax Revenue Supervisor – 07/25/19  
Approve Leave of Absence(s)  
Kerri Bishop – Finance Coordinator – 08/26/19 – 08/30/19

**LIBRARY**

Discuss and Vote on New Position Duty Statement – Library District Treasurer  
Discuss and Vote on Proposed Revisions to the Senior Account Clerk Job Specification (to add subsection Library)  
Discuss and Vote on Proposal to Add ‘Special Requirement’ Language *“If required to drive a Library-owned or leased vehicle, must possess a valid NYS drivers’ license -- defined as a license which is not conditional, temporary, restricted or suspended -- at the time of appointment, and maintain such license for the duration of employment, in accordance with the Library’s vehicle use policy”* to the Following L Jobs Specifications:

• Building Maintenance Worker	• Library Building Monitor	• Web Administrator
• Cleaner	• Library Clerk	• Working Supervisor
• Community Relations Coordinator	• Library Director III	
• Computer systems Manager	• Library District Treasurer	
• Human Resources Manager	• Library Shelver	
• Librarian I	• Micro-Computer Training Specialist	
• Librarian II	• Principal Account Clerk	
• Librarian III	• Senior Account Clerk	
• Library Assistant	• Senior Library Clerk	

**RECREATION**

Approve Non Competitive Class Appointment(s)  
Recreation Assistant (2)  
Recreation Leader (2)  
Recreation Specialist (1)

## SCHOOL

- Approve Labor Class Appointment(s)
  - Cleaner (1)
  - Food Service Helper (4)
  - School Monitor (8)
- Approve Non Competitive Class Appointment(s)
  - Clerk (7)
  - Custodian (1)
  - Food Service Cashier (3)
  - Keyboard Specialist (7)
  - School Bus Assistant (2)
  - School Bus Driver (8)
  - Teacher Aide (4)
- Approve Leave of Absence(s)
  - Thomas Giorgio – Automotive Mechanic – 09/16/19 – 10/18/19
  - Ellen Jackson – Teacher Aide – 09/17/19 – 11/22/19
  - Anthony Pellegrino – Building Maintenance Mechanic – 09/18/19 – 11/08/19
- Approve Completed Probationary Period(s)
  - Brook Thornhill – Food Service Helper – 09/20/19
  - Janel Fritz – Motor Vehicle Operator – 09/13/19

## CIVIL SERVICE

- Establish Eligible List(s)
  - Assistant Building and Construction Inspector #65-621 (2)
  - Assistant Building Inspector #63-349 (2)
  - Code Enforcement Technician #63-311 (6)
  - Firefighter #64-632 (100)
  - Zoning and Building Inspector #69-379 (2)
- Permanent Appointment(s) from Eligible Lists
  - Custodian #10-618 – Eileen Mastrianni – 08/26/19
  - Police Chief #75-074 – Shane Crooks – 09/07/19
  - Police Lieutenant #70-525 - Jason Mithcell – 11/02/19
  - Police Sergeant #74-648 – Adam Dingmon – 09/22/19
  - Police Sergeant #74-648 – Evan Fort - 09/21/19
  - Police Sergeant #74-648 – Angela McGovern – 09/23/19
  - Senior Account Clerk #60-389 – Amy Lynn Dalioso – 09/01/19
  - Transportation Routing Clerk #60-588 – 08/23/19
  - Transportation Safety and Training Coordinator #66-541 – Judy Kahn – 08/23/19
- Vacancy Announcement(s)
  - Maintenance Mechanic – DPW Electricians Crew
  - Maintenance Mechanic – Housing Authority
  - Motor Equipment Operator – DPW Utilities Department
  - Public Safety Proposal Writer – Traffic Study
  - School Bus Driver
- Acknowledge Saratoga Springs School District Letter of Appreciation
- Acknowledge Saratoga Springs Public Library Letter of Appreciation