

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING  
15 VANDERBILT AVENUE – TEMPORARY LOCATION OF CITY HALL - THE COUNCIL ROOM  
TUESDAY AUGUST 20<sup>TH</sup> 2019  
AGENDA**

**Welcome New Commissioner, David Snyder**

**Roll Call**

**Public Comments**

**Approve July 2019 Regular Meeting Minutes**

**PUBLIC SAFETY**

Discuss and Vote on Requested Additional Classified Position - Assistant Police Chief

Discuss and Vote on New Position Duty Statement – Public Safety Proposal Writer – Traffic Study (Part Time/Temporary)

**DPW**

Discuss and Vote on Requested Additional Classified Position – DPW Coordinator

Approve Non Competitive Class Appointment(s)

Heavy Equipment Operator (1)

Maintenance Mechanic (1)

Motor Equipment Operator (1)

Approve Leave of Absence(s)

Maintenance Mechanic – Ryan Veitch – 09/01/19 – 08/31/19

**LIBRARY**

Discuss and Vote on Requested Additional Classified Position – Senior Account Clerk

Approve Non Competitive Class Appointment(s)

Librarian I (1)

Senior Account Clerk (1)

**RECREATION**

Approve Non Competitive Class Appointment(s)

Camp Counselor (1)

Recreation Specialist (2)

**SCHOOL**

Discuss and Vote on New Position Duty Statement

Telecom and Electrical Technician II (tabled in July)

Approve Labor Class Appointment(s)

Cleaner (2)

School Monitor (1)

Approve Non Competitive Class Appointment(s)

School Bus Driver (2)

School Bus Driver Assistant (2)

Teacher Aide (1)

**CIVIL SERVICE**

Resolution for Commissioner Elio DelSettes Retirement

Mark Leffler, Head School Ground Monitor, 211 Waiver from NYS Civil Service

Establish Eligible Lists

Administrative Assistant #63-538

Administrative Assistant – Engineering #64-379

Community Development Planner #64-961

Department of Public Works Purchasing Coordinator #64-897

Police Sergeant #74-648

Principal Planner #72-025

Real Property Appraisal Technician #72-750

Real Property Appraisal Technician #

Senior Planner #64-245

Transportation Routing Clerk #60-588

Transportation Safety and Training Coordinator #66-541

Appointment(s) from Eligible Lists

Administrative Assistant #63-538 – Katie Farone  
Administrative Assistant – Engineering #64-379 – Kari Donohue  
Assistant City Clerk #64-896 – Amber McDonald  
Community Development Planner #64-961 – Lindsey Conners  
Department of Public Works Purchasing Coordinator #64-397 – Barbara Maughan  
DPW Coordinator #69-380 – Mary Castanza  
Principal Planner #72-025 – Susan Barden  
Real Property Appraisal Technician #72-750 – Margaret LoPresti  
Senior Planner #64-245 – Amanda Tucker  
Senior Typist #22-216 – Kathleen Coleman

Exam Announcement(s)

Animal Control/Parking Enforcement Officer #66-374  
Engineering Technician #67-555 – Open Competitive (7 approved applicants)  
Deputy Registrar of Vital Statistics #66-365 – Open Competitive  
Parking Enforcement Officer #63-388 (Last Filing Date)  
Police Lieutenant #74-654 – Promotional  
Senior Clerk #68-342 – Open Competitive  
Senior Engineering Technician #70-420 - Promotional (1 approved applicant)  
Senior Engineering Technician #60-348 (Open Competitive (3 approved applicants)  
Senior Typist #22-219 - Open Competitive (21 applicants approved)  
Senior Typist #70-219 (Promotional) (9 applicants approved)  
Utilities Clerk #69-383  
Water Treatment Plant Operator Trainee #619 – Open Competitive (53 applicants approved)

Vacancy Announcement(s)

Police Department Records Management Clerk (Provisional)

*Prepared by: Corissa Salvo, Civil Service Coordinator*