

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

Discuss and Vote on Requested Additional Classified Position – Program Coordinator

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

Discuss Proposed Revisions to the Following Job Specifications

Civil Service Coordinator

Civil Service Clerk

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