

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING  
474 BROADWAY COUNCIL ROOM  
JANUARY 26<sup>TH</sup> 2022 9:30AM  
MINUTES**

PRESENT: MARK CACOZZA, CHAIRPERSON  
JOANNA SCHNEIDER ZANGRANDO, COMMISSIONER  
JENNIFER LEIDIG, COMMISSIONER

CHAIRPERSON CACOZZA CALLED THE REGULAR MEETING TO ORDER AT 9:31am and opened the public comment section. There being no one wishing to speak, Chair Cacoza closed the public comment section at 9:32am.

Chairperson Cacoza made a motion to table the December 2021 minutes. Seconded by Commissioner Zangrando. Ayes all.

**LIBRARY**

Commissioner Zangrando made a motion to approve the proposed revisions to the Archivist Job Specification, adding a sub section specific to SSPL. Seconded by Commissioner Leidig. Ayes all.

Chairperson Cacoza made a motion to approve the following Non Competitive Class appointments. Seconded by Commissioner Zangrando. Ayes all.

Librarian I (part time)	Lorraine Wies	Effective 01/01/22
Library Building Monitors (part time)	Edward Scalo	Effective 12/13/21

**ACCOUNTS**

Chairperson Cacoza made a motion to approve the proposed revisions to the Secretary to the City Council Job Specification with a minor modification, removing 'and transcribes'. Seconded by Commissioner Zangrando. Ayes all.

**PUBLIC SAFETY**

In corresponding with NYS Civil Service on a separate item, the topic of paramedic preference arose while reviewing the Firefighter EMT Paramedic job specification. To take the Firefighter EMT Paramedic civil service exam, applicants had to be an EMT at time of application. Per the job specification and the union contract, candidates who were appointed as EMT were required to complete Paramedic Certification, Hazardous Material Certification and Firefighter Certification before the end of their 18 month probationary period, with the City of Saratoga Springs paying to send them to school. As such, Paramedics were 'preferred'. A single eligible list with a combination of EMT and Paramedics was established. By creating two separate job specifications/titles of Firefighter Paramedic and Firefighter Paramedic Trainee, two eligible lists would be established – one for appointing EMTs and one for appointing Paramedics. NYS Civil Service suggested we instead create a 'traineeship', with two brand new titles/positions, with their separate job specifications, responsibilities, and minimum qualifications, which would allow for the establishment of two separate eligible lists. The minimum qualifications for both would be high school education or its equivalency diploma to sit for the exam(s). This would allow for more applicants to apply for the exam, who may be enrolled in EMT/Paramedic classes (or plan to enroll) but have not yet earned the certification, to sit for the exam whereas before they would have been disapproved and would have had to wait for the next exam administration in at least one year, more likely two years. The applicants who sit for the exam without the required certification will have their name appear on the eligible list(s) as 'restricted' for appointment until the required certification is obtained and provided to the City of Saratoga Springs Civil Service Commission office. This opens up our applicant pool while also creating two separate job specifications, and two separate eligible lists established. The Coordinator worked very closely with NYS Civil Service in creating the two new job specifications, as well as with Warren County Personnel Director, as the City of Glens Falls is doing the same traineeship/two separate titles.

Chairperson Cacoza asked for a motion – Commissioner Leidig made a motion to approve each proposed new position of Firefighter Paramedic Trainee and Firefighter Paramedic, with a minor amendment on both moving the requirement of a valid and current NYS drivers license under the 'to be appointed' rather than under 'to take the exam' section as originally proposed. Seconded by Commissioner Zangrando. Ayes all.

Chairperson Cacoza made a motion to approve the following Provisional Appointment. Seconded by Commissioner Zangrando. Ayes all.

Senior Clerk	Heather Johnson	Effective 01/31/21
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Chairperson Cacoza made a motion to approve the following Exempt Class Appointment. Seconded by Commissioner Zangrando. Ayes all.

Deputy Commissioner	Jason Tetu	Effective 01/01/22 – 12/31/23
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**CITY CENTER**

Chairperson Cacoza made a motion to approve the following Labor Class Appointments. Seconded by Commissioner Zangrando. Ayes all.

Laborer	Theresa Zayac	Effective 01/10/22
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**DPW**

This is a brand new position the commission established in 2021. Full time. CSEA DPW union. Benefits and NYS Retirement.

Chairperson Cacoza made a motion to approve the following Non Competitive Class Appointments. Seconded by Commissioner Zangrando. Ayes all.

Sign and Art Technician	Phil Steffan	Effective 01/09/22
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**FINANCE**

Commissioner Leidig made a motion to approve the following Provisional Appointments. Seconded by Commissioner Zangrando. Ayes all.

Director of Information Technology	Michael Wangerin	Effective 01/12/22
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Chairperson Cacoza made a motion to approve the following Provisional Promotional Appointment. Seconded by Commissioner Zangrando. Ayes all.

Micro Computer Systems Manager	Jeff Cornick	Effective 01/02/22
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Chairperson Cacoza made a motion to approve the following Exempt Class Appointment. Seconded by Commissioner Zangrando. Ayes all.

Deputy Commissioner	Heather Crocker	Effective 01/01/21 – 12/31/23
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**MAYOR**

Chairperson Cacoza made a motion to approve the following Exempt Class Appointments. Seconded by Commissioner Leidig. Ayes all.

Executive Assistant to the Mayor	Kerry Huyben	Effective 01/01/22 – 12/31/23
Deputy Mayor	Angela Rella	Effective 01/01/22 – 12/31/23

Chairperson Cacoza made a motion to add an item to the agenda under the Mayors Department. Seconded by Commissioner Zangrando. Ayes all.

Grants Assistant proposed new position has been added.

Chairperson Cacoza Made a motion to approve the proposed new position of Grants Assistant with the minor amendments to the minimum qualifications. Seconded by Commissioner Leidig. Ayes all.

**RECREATION**

Chairperson Cacoza made a motion to approve the following Non Competitive Class Appointments. Seconded by Commissioner Zangrando. Ayes all.

Recreation Assistant	Adelya Murray	Effective 01/15/22
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**CIVIL SERVICE**

Establish Eligible List(s)

Police Lieutenant #71-676	01/26/22 – 01/26/23
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Permanent Appointments from Established Eligible Lists

Librarian I #61-111	Katherine Federiconi	Effective 01/17/22
Police Officer	William Ferraro	Effective 01/23/22
Police Officer	Shannon Smith Jr	Effective 01/21/22
Police Officer	Cody Hansen	Effective 01/20/22
Police Officer	Alec Sparks	Effective 01/22/22
Police Officer	William Cody Marshall	Effective 01/19/22
Police Officer	Kevin Quigley	Effective 01/18/22
Police Officer	Ryan Nicholson	Effective 01/24/22

Vacancy and Exam Announcements

Engineering Technician (Provisional)
Police Department Records Management Clerk #61-543

Program Coordinator (Provisional)  
School District Registrar #65-845  
Senior Clerk #69-756  
Transportation Routing Clerk #69-217  
Water Treatment Plant Operator Trainee #622

Resignations/Retirements

Laborer	Mark Benson	Retirement 01/31/22
Librarian I	Lorraine Wies	Retirement 12/31/21
Maintenance Mechanic	Michael Lander	Retirement 01/04/22
Police Sergeant	Jason Tetu	Retirement 12/31/21

Chairperson Cacoza made a motion to close the meeting. Seconded by Commissioner Zangrando. Ayes all. Meeting closed.

CSC Approved \_\_\_\_\_