

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING  
474 BROADWAY, 3<sup>RD</sup> FLOOR – MUSIC HALL  
THURSDAY MARCH 25<sup>TH</sup> 2021  
MINUTES**

PRESENT: MARK CACOZZA, CHAIRPERSON  
JEN DUNN, COMMISSIONER  
ANGELA RELLA, COMMISSIONER

CHAIRPERSON CACOZZA CALLED THE REGULAR MEETING TO ORDER AT 9:40am and opened the public comment section. There being no one wishing to speak, Chair Cacoza closed the public comment section at 9:41am.

Chairperson Cacoza welcome Angela Rella, the newest Civil Service Commissioner appointed by the City Council on 03/16/21.

Chairperson Cacoza made a motion to approve the February regular meeting Minutes. Seconded by Commissioner Dunn. Motion carries unanimously.

**ACCOUNTS**

Chairperson Cacoza made a motion to approve the proposed revisions to the Assistant City Clerk Job Specification. Seconded by Commissioner Rella. Motion carries unanimously.

Commissioner Rella made a motion to approve the following Provisional Class Appointment. Seconded by Chairperson Cacoza. Motion carries unanimously.

Sabrina Lauzon	Deputy Registrar of Vital Statistics	Effective 03/31/21
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Chairperson Cacoza made a motion to move the item under Civil service ‘discussion and vote on NYS driver’s license requirement language on job City Hall job specifications’ up on the agenda. Seconded by Commissioner Dunn. Motion carries unanimously.

A brief discussion ensued with the Commission, the Coordinator and Human Resources Administrator Christy Spadaro in regards to officially removing the reference of the Fleet Policy from the City Hall Civil Service Job Specifications. This has been a topic that has been unofficially discussed in the recent years with confusion from several departments on when this piece was added as a blanket statement to many of the City Hall job specifications. Review of CSC meeting Minutes does not show that the CSC ever formally adopted a policy authorizing that a reference to the city’s Fleet Safety Policy be added to civil service job specifications. Civil Service Coordinator was in agreement with HR Administrator that there should be no reference to a city policy on job specifications, as all policies are explained and acknowledged during an employee’s orientation. The Coordinator reached out to many other NYS Civil Service municipalities to see what their practice was, and no other municipality surveyed referenced a policy in the special requirement section of the job specification. In addition to that, there is a NYS Civil Service provided manual titled ‘Position Classification’ and in the sub section ‘Special Requirements’ the manual states ‘this section stipulates what license or certificates, if any are required at the time of appointment of a new employee or by the end of the probationary period.....This section is only used when a special license or certificate is required’. A second part of this discussion was cleaning up the language on the job specifications and making a consistent ‘special requirement’ language piece rather than the several different variations all saying the same thing. A third piece of this discussion was deciding what titles would be a ‘must possess a current and valid NYS drivers license and must maintain said license for the duration of employment’ and what positions would be considered an ‘if required to drive a City vehicle, must possess a current and valid NYS driver’s license and must maintain said license for the duration of employment’.

The majority of the discussed job specifications were a ‘must possess...’ while only a few were an ‘if required to drive a city vehicle, must possess...’. Assistant Building Inspector, Assistant Building and Construction Inspectors, Assistant Chief Water Treatment Plant Operator Type A, Assistant City Engineer, Animal Control/Parking Enforcement Officer, Automotive Mechanic, Automotive Service Manager, Chief Water Treatment Plant Operator, City Engineer, Code Administrator, Code Enforcement Technician, Senior Electrician, Electrician, Engineering Technician, Heavy Equipment Operator, HVAC/Plumber, Motor Equipment Operator, Maintenance Mechanic, Parking Enforcement Officer, Senior Engineering Technician, Survey Auto Cad Technician, Traffic Control Technician I, II and the part time, Water Meter Service Worker and Supervisor, Working Supervisor, Zoning and Building Inspector all must possess and maintain a current and valid NYS driver’s license, while Computer Support Technician, DPW Business Manager, Laborer and Welder/Fabricator job specifications now include the ‘if required to drive a city vehicle...’ special requirement.

Chairperson Cacoza made a motion to approve the clarification on the referenced City Hall job specifications NYS Driver’s License Special Requirement. Seconded by Commissioner Dunn. Motion carries unanimously.

**CITY CENTER**

Layoff – Francis Michael Furman – Working Supervisor – Effective 03/08/21.



*Completed Probationary Periods*

Jodie Burton	Food Service Cashier	Effective 03/07/21
Peter Higgins	School Monitor	Effective 04/13/21

*Provisional Class Appointments*

Denise Francis	Transportation Routing Specialist	Effective 02/01/21
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*Leave of Absences*

Martha Ray	Teacher Aide	Effective 02/24/21 – 03/24/21
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**CIVIL SERVICE**

Chairperson Cacoza made a motion to approve the extensions of the following established eligible lists. Seconded by Commissioner Dunn. Motion carries unanimously.

Public Safety Dispatcher #60-340 03/28/19 – 03/28/21 extended until 03/28/22 or until the establishment of the new eligible list.

Permanent Appointment(s) from Established Eligible Lists

Frank Spensieri – Fire Captain # - Effective 03/27/21

Resignations or Retirements

Fire Captain – John Stewart – Retirement Effective 03/27/21

Firefighter – David Armstrong – Retirement Effective 02/27/21

Food Service Cashier - Jodie Burton – Resignation Effective 03/13/21

Public Works Office Supervisor – Kathy Moran – Retirement Effective 02/27/21

School Bus Assistant - George Weber – Resignation Effective 01/25/21

School Bus Driver – Lawrence Boylan – Retirement Effective 04/01/21

School Food Service Director – Margaret Sullivan – Retirement Effective 06/30/21

Water Meter Service Worker Supervisor – Philip Colucci – Retirement Effective 02/17/21

Working Supervisor – James Current – Retirement Effective 03/31/21

Exam Announcement(s)

Assistant City Clerk #65-587 (07/17/21)

Clerk #10-321 (05/15/21)

Keyboard Specialist #10-421 (05/15/21)

Police Sergeant #71-680 (06/05/21)

Senior Typist #63-895 and #74-967

Vacancy Announcement(s)

Fire Lieutenant – Provisional Promotion

Chairperson Cacoza made a motion to close the meeting. Seconded by Commissioner Dunn. Motion carries unanimously.

CSC Approved 05/26/21