

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
15 VANDERBILT AVENUE – TEMPORARY LOCATION OF CITY HALL – THE COUNCIL ROOM
TUESDAY JUNE 18TH 2019
MINUTES**

PRESENT: MARK CACOZZA, CHAIRPERSON
NURIT SONNENSCHN, COMMISSIONER
ABSENT: ELIO DELSETTE, COMMISSIONER

Commissioner Sonnenschein made a motion to table the approval of the April 2019 Regular Meeting minutes. Seconded by Chairperson Cacoza. Motion carries unanimously.

Commissioner Sonnenschein made a motion to approve the May 2019 Regular Meeting Minutes as amended. Seconded by Chairperson Cacoza. Motion carries unanimously.

ACCOUNTS

Commissioner Franck appeared before the Commission to discuss the proposed revisions to three of the Accounts Departments job specifications that were tabled at the May 2019 meeting ; Secretary to the City Council, Assessment Clerk, and the Real Property Appraisal Technician.

Commissioner Franck described these proposed revisions as a way to update the specs and make the department more efficient.

Chairperson Cacoza made a motion to approve the Secretary to the City Council job specification, as amended. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Chairperson Cacoza made a motion to approve both the Assessment Clerk and Real Property Appraisal Technician, as amended. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

DPW

Commissioner Sonnenschein made a motion to approve the following *Labor Class Appointment(s)*. Seconded by Chairperson Cacoza. Motion carries unanimously.

Kyle Kirk	Laborer	Effective 06/07/19
Garret Wood	Laborer	Effective 06/07/19

FINANCE

Chairperson Cacoza made a motion to approve the following *Provisional Appointment(s)*. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Kerri Bishop	Finance Coordinator	Effective 07/08/19
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PUBLIC SAFETY

Chairperson Cacoza made a motion to approve the following request for one additional classified position for Senior Account Clerk in the Public Safety Department. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Commissioner Sonnenschein made a motion to approve the following (*Temporary*) *Labor Class Appointment(s)*. Seconded by Chairperson Cacoza. Motion carries unanimously.

Robert Haughton	Laborer	Effective 06/03/19 – 08/30/19
Aaron Walsh	Laborer	Effective 06/03/19 – 08/30/19

RECREATION

Chairperson Cacoza made a motion to approve the following *Non Competitive Class Appointment(s)* en bloc. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Sophia Collura	Camp Counselor	Effective 06/26/19 – 08/30/19
Cheyenne Dingman	Camp Counselor	Effective 06/26/19 – 08/30/19

Miranda Dockum	Camp Counselor	Effective 6/26/19 – 08/30/19
Johsua Foley	Camp Counselor	Effective 06/26/19 – 08/30/19
Hannah Grady	Camp Counselor	Effective 06/26/19 – 08/30/19
Sydney Klotz	Camp Counselor	Effective 06/26/19 – 08/30/19
Julia McDonald	Camp Counselor	Effective 06/26/19 – 08/30/19
Larry Messer	Camp Counselor	Effective 06/26/19 – 08/30/19
Jordan Peluso	Camp Counselor	Effective 06/26/19 – 08/30/19
Nicole Pennamacoor	Camp Counselor	Effective 06/26/19 – 08/30/19
Annamarisa Sudigala	Camp Counselor	Effective 06/26/19 – 08/30/19
Kiley Tevendale	Camp Counselor	Effective 06/26/19 – 08/30/19
Elizabeth Veitch	Camp Counselor	Effective 06/26/19 – 08/30/19
Allison White	Camp Counselor	Effective 06/26/19 – 08/30/19
Daniel Winters	Camp Saradac Water Director	Effective 06/15/19 – 08/30/19
Makayla Booth	Recreation Assistant	Effective 06/01/19 – 11/30/19
Anthony DeVizzio	Recreation Assistant	Effective 07/08/19 – 08/15/19
James DeVizzio	Recreation Assistant	Effective 07/08/19 – 08/15/19
Brianna DiBlasi	Recreation Assistant	Effective 06/01/19 – 11/30/19
Sophie Nye	Recreation Assistant	Effective 07/06/19
Benj Gleeksman	Recreation Specialist	Effective 07/08/19 – 08/28/19
Tony DeVizzio	Recreation Specialist	Effective 07/08/19 – 07/19/19

SCHOOL

Commissioner Sonnenschein made a motion to approve the following School related items en bloc. Seconded by Chairperson Cacoza. Motion carries unanimously.

Non Competitive Class Appointment(s)

Mandy Kepner	Food Service Program Motor Vehicle Operator	Effective 05/30/19 – 05/30/20
Phineas Graham II	School Bus Assistant	Effective 06/04/19
Jessie Stokes	School Bus Driver	Effective 06/04/19

Completed Probationary Period(s)

Martha Ray	Teacher Aide	Effective 05/14/19
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Leave of Absence(s)

Rebecca Mangona	Keyboard Specialist	Effective 05/14/19 – 05/31/19
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CIVIL SERVICE

Establish the Following Eligible List(s)

- City Tax Revenue Supervisor #60-552
- Human Resources Generalist #74-406
- Human Resources Generalist #69-198
- Senior Account Clerk #60-389

Appointment(s) from Established Eligible Lists

- City Tax Revenue Supervisor #60-552 – Laura Townsend
- Clerk #10-319 – Maureen Gizzi
- Information Technology Support Technician #19-267 – Johnny Destino
- Human Resources Generalist #74-406 – Annetta Dunham
- Human Resources Generalist #74-406 – Kristina Derlinga
- Police Officer #60-101 – Sarah Hoffman (Conditional)
- Police Officer #60-101 – Krystal Morris (Conditional)
- Public Safety Dispatcher #60-349 – Ethan Bliss
- Public Safety Dispatcher #60-349 – Megan Guterrez (Conditional)

Discuss Administered Exams (all 06/02/19)

- Community Development Planner #64-961
- Police Sergeant #74-647
- Principal Planner #72-025
- Real Property Appraisal Technician #64-290 and #72-750

Senior Planner #68-245
Transportation Routing Clerk #60-588
Transportation Safety and Training Coordinator #66-541
Discuss Upcoming Exams (all 06/22/19)
Assistant Building Inspector #64-379
Assistant Building and Construction Inspector #65-621
Code Enforcement Technician #63-311
Fire Captain #71-025
Zoning and Building Inspector #69-379
Vacancy Announcement(s)
Engineering Technician (Provisional)
Human Resources Specialist (Provisional)
Maintenance Mechanic – Housing Authority
Parking Enforcement Officer (Temporary)
Senior Engineer Technician (Provisional)
Vehicle Traffic Controller (Reissued)

Commissioner Sonnenschein made a motion to close the meeting at 10:25am. Seconded by Chairperson Cacoza.
Motion carried unanimously.

Prepared by: Corissa Salvo, Civil Service Coordinator