CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
SARATOGA SPRINGS PUBLIC LIBRARY – SUSMAN ROOM
WEDNESDAY JANUARY 22nd 10:30AM
AGENDA

Roll Call
Public Comments
Approve November 2019 and December 2019 Regular Meeting Minutes

EXECUTIVE SESSION

ACCOUNTS
Approve Exempt Class Appointment(s)
Deputy Commissioner of Accounts – John Daley 01/01/20 – 03/02/20

DPW
Discuss and Approve Proposed New Position Duty Statement(s)
DPW Dispatch Supervisor (1)
Welder/Fabricator (1)
Approve Labor Class Appointment(s)
Laborer (3)
Approve Provisional Appointment(s)
Senior Account Clerk – Nicholas Rumpf 01/06/20 (exam being administered 02/29/20)

FINANCE
Approve Exempt Class Appointment(s)
Deputy Commissioner of Finance – Deidre Ladd 01/01/20 – 12/31/21

MAYOR
Approve Exempt Class Appointment(s)
Executive Assistant to the Mayor – Lynn Bachner 01/01/20
Approve Provisional Class Appointment(s)
Executive Assistant to the City Attorney – Robin McFee 01/21/20

PUBLIC SAFETY
Approve Exempt Class Appointment(s)
Deputy Commissioner of Public Safety – Eileen Finneran 01/01/20 – 12/31/21
Approve Leave of Absence(s)
Police Sergeant – Wade Collins 01/06/20 - ?
Police Sergeant – Tyler McIntosh 01/23/20 - ?

RECREATION
Approve Non Competitive Class Appointment(s)
Recreation Assistant (1)

SCHOOL
Approve Labor Class Appointment(s)
Cleaner (1)
Food Service Helper (2)
School Monitor (10)
Approve Non Competitive Class Appointment(s)
Clerk (part time) (5)
Food Service Cashier (2)
Keyboard Specialist (part time) (4)
School Bus Assistant (4)
School Bus Driver (6)
Senior Food Service Helper (1)
Teacher Aide (8)
Approve Provisional Appointment(s)
Information Technology Support Technician I – Eric Beames 12/11/19
Telecom and Electrical Technician II – Ryan Warner 01/15/20
Approve Leave of Absence(s)
Custodian – Debra Keracado Rivers 11/05/19 – 12/31/19
Food Service Helper - Jean Crumb 01/08/20 – 02/08/20
Keyboard Specialist – Katherine Hopper 12/10/19 – 12/22/19
Approve Completed Probationary Period(s)
- Food Service Helper – Pauline Willey 11/25/19
- HR Generalist – Kristina Derlinga 12/19/19
- HR Generalist – Annetta Dunham 12/19/19
- Senior Account Clerk – Linda Doyle 01/23/20
- Senior Account Clerk – Linda Ferguson 01/23/20
- School Bus Driver – Stephanie Joseph 01/16/20
- Susan Stockman – School Bus Driver 01/16/20

CIVIL SERVICE
Appointment(s) from Established Eligible Lists
- Clerk – Julie Nolan 01/31/20
- Police Officer - Dean Gaetano 01/14/20 (Permanent)
- Police Officer – William Coyner 01/13/20 (Permanent)
- Senior Typist – Tara Szczesniak 12/02/19

Exam Announcements
- Environmental Services Manager #61-510 (02/29/20)
- Head Custodian #74-902 (03/14/20)
- Head School Grounds Monitor #68-477 (02/29/20)
- Librarian I #62-388 (03/01/20 – 03/31/20)
- Librarian II (OC and Promo) #62-405 & #73-065 (03/01/20 – 03/31/20)
- Librarian III (OC and Promo) #62-429 & #73-068 (03/01/20 – 03/31/20)
- Modernization Coordinator #60-573 (02/29/20)
- Program Coordinator #66-834 (02/29/20)
- Senior Account Clerk #62-205 (02/29/20)

Vacancy Announcement(s)
- Assistant Facilities Manager
- Communications Manager
- City Engineer
- Code Enforcement Technician
- Executive Assistant (City Attorney)
- Senior Clerk (Part Time)

Prepared by: Corissa Salvo, Civil Service Coordinator