CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA
474 BROADWAY SARATOGA SPRINGS, COUNCIL ROOM 1ST FLOOR
WEDNESDAY JANUARY 25TH  2023 9:30AM

Roll Call
Public Comments
Approve November 2022 Regular Meeting Minutes

PUBLIC SAFETY
Discuss and Vote on Proposed New Position of Fire Instructor Coordinator – Temporary and Non Competitive
Approve Leave of Absence
   Senior Account Clerk (1)

MAYOR
Discuss and Vote on one (1) Proposed New Position Duty Statement – ‘Claims Coordinator’ (Competitive)
Discuss and Vote on Proposed Revisions to Administrator of Parks, Open Lands and Historic Preservation Job Specification
Discuss and Vote on Proposed Revision to Administrator of Planning and Economic Development Job Specification
Approve Request for Additional Classified Position – Administrative Assistant – Temporary

ACCOUNTS
Approve Temporary Appointment Extension
   Clerk (part time)

RECREATION
Approve Non Competitor Class Appointments
   Recreation Assistant (1)
   Recreation Specialists (1)

SCHOOL
Approve Labor Class Appointments
   Food Service Helpers (2)
   School Monitors (11)
Approve Non Competitive Class Appointments
   Automotive Mechanics (1)
   Building Maintenance Mechanics (1)
   Clerks (part time) (4)
   Keyboard Specialists (part time) (5)
   Motor Vehicle Operator (1)
   Registered Professional Nurse (1)
   School Bus Assistants (3)
   School Bus Drivers (7)
   Teacher Aides (13)
Approve Passing of Probationary Periods
   Building Maintenance Mechanic (1)
   Food Service Helpers (2)
   Licensed Practical Nurse (2)
   Registered Professional Nurse (1)
   School Bus Assistants (1)
   School Bus Drivers (1)
   School Monitors (3)
   Teacher Aides (2)
Approve Reinstatement
   Clerk (1)

CIVIL SERVICE
Update on Annual Report
Establish Eligible Lists
   Police Officer #66-533
Permanent Appointments from Established Eligible Lists
Exam and Vacancy Announcements
   Account (Provisional)
   Administrator of Parks, Open Lands and Historic Preservation (Provisional)
   Administrator of Planning and Economic Development (Provisional) Reissued
   Archivist #63-905
   Assistant Facilities Manager #64-678
   Assistant Police Chief #77-522
   City Attorney
   Code Enforcement Technician (Provisional)
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>Administrator of Parks, Open Lands ad Historic Preservation</td>
<td>Tina Carton</td>
<td>12/12/22</td>
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<tr>
<td>Budget Director</td>
<td>Lynn Bachner</td>
<td>12/31/22</td>
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<tr>
<td>Computer Support Technician</td>
<td>Hunter Rumpf</td>
<td>12/31/22</td>
</tr>
<tr>
<td>Food Service Helper</td>
<td>Joyce Montgomery</td>
<td>11/09/22</td>
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<tr>
<td>Teacher Aide</td>
<td>Karen Doane</td>
<td>09/01/22</td>
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NEXT CIVIL SERVICE COMMISSION MEETING FEBRUARY 25TH 2023