

**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)

Head School Grounds Monitor #69-288

Police Chief #77-540

Resignations/Retirements

Administrator of Parks, Open Lands and Historic Preservation	Tina Carton	Resignation Effective 12/12/22
Budget Director	Lynn Bachner	Resignation Effective 12/31/22
Computer Support Technician	Hunter Rumpf	Resignation Effective 12/31/22
Food Service Helper	Joyce Montgomery	Resignation Effective 11/09/22
Teacher Aide	Karen Doane	Retirement Effective 09/01/22

NEXT CIVIL SERVICE COMMISSION MEETING FEBRUARY 25TH 2023