AGENDA

PUBLIC HEARING
Increase in Civil Service Examination Fees

Roll Call
Public Comments (Accepted Via Email civilservice@saratoga-springs.org)

Approved December 2020 Regular Meeting Minutes

Vote on Chairperson

HOUSING AUTHORITY

Discuss and Vote on Proposed Revisions to the Housing Authority Occupancy Specialist Job Specification

Approve Provisional Class Appointment(s)
Housing Authority Occupancy Specialist – Jennifer Hill – Effective 01/04/21 (Provisional Promotion)
Housing Authority Occupancy Specialist – Madison Squires – Effective 01/11/21

Approve Labor Class Appointment(s)
Laborer – Wilfred Diaz – Effective 01/04/21

MAYOR

Discuss and Vote on Proposed Revisions to Administrative Assistant Job Specification

PUBLIC SAFETY

Discuss and Vote on Proposed Revisions to Code Administrator
Discuss and Vote on Proposed Revisions to Code Administrator Assistant and Accounts Payable

SCHOOL

Approve Non Competitive Class Appointment(s)
Building Maintenance Mechanic (1)
Licensed Practical Nurse (1)
School Bus Driver (2)
Teacher Aide (6)

Approve Labor Class Appointment(s)
Food Service Helper (1)
School Monitor (5)

Approve Completed Probationary Period(s)
Clerk – Julie Nolan – Effective 11/04/20
Food Service Helper – Kristina Lucia – Effective 11/02/20
Food Service Helper – Tiffany MacNeil – Effective 11/07/20
Head Custodian – Daniel Eckert – Effective 12/17/20
School Bus Driver – Becky Burden – Effective 01/05/21
School Bus Driver – Allison Garhartt – Effective 11/24/20
School Bus Driver – Rachel Green – Effective 12/18/20
School Bus Driver – Kristen Thompson – Effective 11/25/20
Teacher Aide – MaryAnn Poore – Effective 11/26/20

Approve Leave of Absence(s)
Cleaner – Gerald Verrigni Jr – Effective 12/02/20 – 02/26/21
Keyboard Specialist – Tina Knott – Effective 01/01/21 – 12/31/21
School Bus Driver – Elizabeth Bellon - Effective 02/01/21 – 04/01/21
School Bus Driver – Laura Berrios McKeon – Effective 10/14/20 – 12/06/20
School Bus Driver – Lawrence Boylan – Effective 12/10/20 – 03/05/21
School Bus Driver – Amanda DeWein – Effective 12/26/20 – 01/31/21 (Extended)
School Monitor – Michelle O’Rourke – Effective 12/22/20 – 06/30/21
Teacher Aide – Mary Farrell – Effective 01/30/21 – 06/30/21

CIVIL SERVICE

Exam Fee Increase – Discussion and Vote
Vacancy Announcement(s)
Administrative Assistant (Provisional)
Senior Planner (Provisional)
Housing Authority Occupancy Specialist (Provisional)
Permanent Appointment(s) from Established Eligible Lists
Clerk #10-319 – Askim Knott – Effective 11/30/20
Custodian #10-618 – Steven Wilcox – Effective 12/10/20

Announce Exams
Assistant Police Chief #71-699
Police Chief #71-689
Senior Library Clerk #63-895 (Open Competitive) and #74-967 (Promotional)
Prepared by: Corissa Salvo, Civil Service Coordinator