CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA
474 BROADWAY SARATOGA SPRINGS, COUNCIL ROOM 1ST FLOOR
WEDNESDAY MARCH 29TH 2023 9:30AM

Roll Call
Approve January 2023 Minutes
Approve February 2023 Minutes
Public Comments

CITY CENTER
Discuss and Vote on Proposed New Position Duty Statement – Human Resources Administrative Assistant

FINANCE
Discuss and Vote on Proposed Revisions to the Finance Coordinator Job Specification
Approve Temporary Appointment Extension
  Budget Director (1)

DPW
Approve Provisional Appointment(s)
  Assistant Chief Water Treatment Plant Operator (1)
  DPW Purchasing Coordinator (1)
  Electrician (1)
  Water Meter Service Worker (1)
Approve Completed Probationary Periods
  Administrative Assistant Engineering (1)
  Arborist (1)
  Utilities Clerk (1)

MAYOR
Approve Exempt Class Appointments
  Assistant City Attorney (1)
  Secretary to the Zoning Board, Board of Appeals and Design Review Commission (1)
Approve Provisional Appointment(s)
  Communications Coordinator (1)

PUBLIC SAFETY
Approve Non Competitive and Temporary Appointment
  Fire Instructor/Coordinator (part time) (1)
Approve Temporary Appointment
  Fire Chief (1)

RECREATION
Approve Non Competitive Class Appointments
  Camp Saradac Counselor (1)
  Recreation Assistant (2)
  Recreation Leader (1)

SCHOOL
Discuss and Vote on Proposed Revisions to the Director of Transportation job specification
Approve Labor Class Appointments
  Food Service Helpers (1)
  School Monitors (6)
Approve Non Competitive Class Appointments
  Account Clerks (part time) (2)
  Clerks (part time) (2)
  Cooks (2)
  Groundskeeper (1)
  Keyboard Specialists (part time) (2)
  Registered Professional Nurse (1)
  School Bus Assistants (1)
  School Bus Drivers (4)
  Teacher Aides (6)
Approve Leave of Absences
  Custodian (1)
Approve Completed Probationary Periods
  Food Service Helper (1)
  School Bus Assistants (1)
  School Bus Drivers (2)
Approve Provisional Appointments
  Information Technology Support Technician (1)
**CIVIL SERVICE**

Update on WebEx with NYS Civil Service regarding Police Chief job specification proposed revisions by Public Safety Commissioner

Police Officer Agility Test 03/31/23 update

### Appointments from Established Eligible Lists

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>Budget Director #65-871</td>
<td>Donna Woods</td>
<td>03/22/23</td>
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<tr>
<td>Clerk #10-323</td>
<td>Erica McWatters</td>
<td>02/10/23</td>
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<tr>
<td>Firefighter Paramedic Trainee #65-848</td>
<td>Salvatore LaTella</td>
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<td>Firefighter Paramedic Trainee #65-848</td>
<td>Nicholas Alonzo</td>
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<td>Derrick Bars</td>
<td>03/29/23</td>
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<td>Brian Coffey</td>
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<td>Charles Olson</td>
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<td>Vincent Parisi</td>
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<td>Daniel Reeves</td>
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<td>Michael Quinn</td>
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<td>Ethan VanPraag</td>
<td>03/26/23</td>
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<td>Steven Vinciguerra</td>
<td>03/27/23</td>
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<td>Human Resources Generalist #68-208</td>
<td>Becky Shayne</td>
<td>03/01/23</td>
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<td>Keyboard Specialist #10-423</td>
<td>Heidi Brennan</td>
<td>01/27/23</td>
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<tr>
<td>Keyboard Specialist #10-423</td>
<td>Tracy Memos</td>
<td>01/27/23</td>
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<tr>
<td>Police Lieutenant #71-676</td>
<td>Angela McGovern</td>
<td>03/11/23</td>
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<tr>
<td>Police Sergeant #71-680</td>
<td>Justin Ahigian</td>
<td>03/13/23</td>
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<tr>
<td>Police Sergeant #71-680</td>
<td>Rebecca Northrup</td>
<td>03/12/23</td>
</tr>
<tr>
<td>Police Sergeant #71-680</td>
<td>Aaron Perkins</td>
<td>03/11/23</td>
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</tbody>
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### Establish Eligible Lists
- Animal Control/Parking Enforcement Officer #69-770
- Budget Director #65-871
- Director of Risk and Safety #65-432
- Electrician #68-392
- Human Resources Coordinator #65-121
- Grants Assistant #63-744
- Senior Clerk #63-959
- Senior Electrician #68-482
- Utilities Clerk #64-078

### Exam and Vacancy Announcements

*REMINDER* civil service announces and administers exams (#) whether there is a current vacancy or not, as civil service is responsible for having established eligible lists in the event of a vacancy*

- Administrative Aide #67-995
- Administrative Assistant #67-997
- Administrative Assistant Engineering #68-033
- Assistant Assessor #63-743 (Provisionally announced 02/24/23, then NYS CS released exam series)
- Camp Saradac Assistant Director
- Camp Saradac Counselor
- Camp Saradac Director
- Laborer (Carousel Worker)
- Executive Assistant to the Mayor (Exempt)
- Fire Captain #78-797
- Fire Lieutenant #78-799
- Police Sergeant #79-508
- Reservation Coordinator #68-441
- Real Property Appraisal Technician #68-406
- Water Meter Accounts Supervisor

### Retirements/Resignations

- Administrative Assistant Katie Farone Resignation Effective 02/10/23
- DPW Purchasing Coordinator Barbara Maughan Resignation Effective 04/05/23
- Food Service Helper Stephen Tripoli Resignation Effective 01/03/23
- Laborer Robert Macia Resignation Effective 03/08/23
- Maintenance Mechanic Kenneth Dooley Resignation Effective 03/03/23
- Secretary to the Planning Board, Zoning Board of Appeals, Design Review Commission Diane Buzanowski Retirement Effective 12/31/22
- School Monitors Michele Baker Resignation Effective 03/01/23
- School Monitors Shayna Conway Resignation Effective 03/01/23
- Utilities Clerk Kelly Gliosco Retirement Effective 02/21/23

**NEXT CIVIL SERVICE COMMISSION MEETING:**

April 26th 2023 9:30am (Wednesday)
May 31st 2023 9:30am (Wednesday)
June 27th 2023 9:30am (Tuesday)