

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION**  
**REGULAR MEETING**  
**SARATOGA SPRINGS RECREATION CENTER – COUNCIL ROOM**  
~~TUESDAY MARCH 31<sup>ST</sup> 2020 – 9:30AM~~ DUE TO COVID-19 POSTPONED TO APRIL 6<sup>TH</sup> 2020 11:00AM  
**AGENDA**

**Roll Call**

**Public Comments**

**Approve February 2020 Regular Meeting Minutes**

**DPW**

Discuss and Approve Proposed Revisions to the Public Works Office Supervisor Job Specification

**FINANCE**

Discuss and Approve New Position Duty Statement for the Singular Position of Budget Director (Competitive)

Approve Provisional Class Appointment(s)

Budget Director – Lynn Bachner – Effective 04/01/20

**MAYOR**

Approve Exempt Class Appointment(s)

Executive Assistant to the Mayor – David Snyder – Effective 03/11/20

**PUBLIC SAFETY**

Discuss and Approve Proposed Revisions to the Code Enforcement Technician Job Specification

**SCHOOL**

Approve Provisional Class Appointment(s)

Director of Transportation – Jeffrey Wainwright - Effective 04/06/20

Approve Labor Class Appointment(s)

Food Service Helper (1)

Approve Non Competitive Class Appointment(s)

School Bus Assistant (1)

School Bus Driver (4)

School Grounds Monitor (part time) (1)

Teacher Aide (2)

Approve Completed Probationary Period(s)

Clerk – Maureen Gizzi – 03/10/20

Custodian - Jeffrey Barton - 03/21/20

School Bus Driver – Curtsi Colvin – 04/08/20

School Bus Driver – Darlene Weaver – 04/09/20

School Bus Driver – Dale Wojtoecz – 04/08/20

School Monitor - Michele Baker - 04/10/20

Senior Account Clerk – Amy Deluisio – 03/12/20

Senior Typist – Donna Snyder – 03/05/20

Approve Leave of Absence(s)

Cleaner – Katie Garmley – 02/06/20 – 04/03/20

**CIVIL SERVICE**

Read and Accept Commissioner Snyders Resignation

Discuss and Approve Transfer of Functions for the Singular Communications Clerk

Discuss and Approve the Transfer of Functions for the Singular Communications Manager

Approve Non Competitive Appointment(s)

Clerk (part time) (1) – Mary Peterson – Effective 02/29/20 (To assist with Saturday Exam Administration)

Establish Eligible List(s)

Animal Control/Parking Enforcement Officer #66-374

Engineering Technician #67-55

Parking Enforcement Officer #63-388

Police Lieutenant #74-654

Senior Engineering Technician #60-849

Appointment(s) from Established Eligible Lists

Matthew Brush – Firefighter – 03/09/20 (Conditional)

Zephaniah Koakiewicz – Firefighter – 03/06/20 (Conditional)

Jonah Sadowski – Firefighter – 03/06/20 (Conditional)

Taylor VanCott – Firefighter – 03/09/20 (Conditional)

Announce Exams

Assistant Assessor #64-401

Assistant Building and Construction Inspector #65-662

Assistant Building Inspector # 65-270(Open Competitive) and #75-158 (Promotional)

Assistant City Clerk #65-587

Assistant City Engineer #67-899

City Engineer #67-850 and #73-614

Code Enforcement Technician #69-706

Data Collector #65-776

Identification Clerk #62-823

Senior Library Clerk #63-895 (Open Competitive) and #74-967 (Promotional)

Water Meter Service Worker #68-710

Vacancy Announcement(s)

Maintenance Mechanic (Housing Authority)

*Prepared by: Corissa Salvo, Civil Service Coordinator*