CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA
474 BROADWAY SARATOGA SPRINGS, COUNCIL ROOM 1ST FLOOR
WEDNESDAY APRIL 26th 2023 9:30AM

Roll Call
Approve April 5th 2023 Minutes
Approve March 29th 2023 Minutes
Public Comments

PUBLIC SAFETY
Discussion on Firefighter Candidate
Approve Extension of Temporary Appointment – Fire Chief

LIBRARY
Discuss and Vote on Proposed Revisions to Job Specification - Principal Account Clerk

MAYOR
Discuss and Vote on Proposed New Position Duty Statement – Mayor Department Purchasing Coordinator
Approve Provisional Appointment(s)
  Communication Coordinator (1)
Approve Completed Probationary Period(s)
  Senior Planner (1)

ACCOUNTS
Approve Completed Probationary Periods
  Deputy Registrar of Vital Statistics (1)

DPW
Approve Request for Additional Classified Position - one additional DPW Coordinator
Approve Provisional Appointment(s)
  Engineering Technician (1)
  Principal Engineering Technician (1)
  Water Meter Accounts Supervisor (1)
Approve Laborer Class Appointment(s)
  Laborer (1)

HOUSING AUTHORITY
Approve Provisional Appointment(s)
  Housing Authority Occupancy Specialist (1)
  Service Coordinator (1)

RECREATION
Approve Non Competitive Class Appointments
  Recreation Leaders (2)

CIVIL SERVICE
Update on Rules Resolution
Update on School Reimbursement per NYS Education Law
Update on Police Chief Job Specification

Appointments from Established Eligible Lists

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Effective Date</th>
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</thead>
<tbody>
<tr>
<td>Community Development Planner #66-243</td>
<td>Amber Upton</td>
<td>02/22/23</td>
</tr>
<tr>
<td>Grants Assistant #63-744</td>
<td>Michael Dutre</td>
<td>02/22/23</td>
</tr>
<tr>
<td>Human Resources Coordinator #65-121</td>
<td>Michael Ngadi</td>
<td>03/31/23</td>
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<tr>
<td>Librarian II #79-542</td>
<td>Kari Lindquist Nagler</td>
<td>04/17/23</td>
</tr>
<tr>
<td>Librarian III #60-967</td>
<td>Jamie Chabot</td>
<td>05/08/23</td>
</tr>
<tr>
<td>Public Safety Dispatcher #68-244</td>
<td>Colleen McEachron</td>
<td>05/06/23</td>
</tr>
<tr>
<td>Senior Planner #62-513</td>
<td>Aneisha Samuels</td>
<td>02/22/23</td>
</tr>
<tr>
<td>Fire Lieutenant #74-708</td>
<td>Alan Hiltz</td>
<td>04/08/23</td>
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</tbody>
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Fire Lieutenant #74-708  Brian Kissinger  Effective 04/09/23
Firefighter Paramedic Trainee #65-848  Colby Krogh  Permanent Offer Effective 04/16/23
Firefighter Paramedic Trainee #65-848  Salvatore Latella  Permanent Offer Effective 04/17/23

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*

Data and Assessment Coordinator #61-003
DPW Coordinator #60-537  (Provisionally announced 04/2023, then NYS CS released exam series)
Finance Coordinator – Provisional
Human Resources Administrative Assistant (City Center) – Provisional
Identification Clerk #60-454
Senior Engineering Technician – Provisional

Retirements/Resignations
Director of Risk and Safety  Marilyn Rivers  Retirement Effective 04/10/23
DPW Coordinator  Mary Mahar  Resignation Effective 04/15/23
Librarian II  Renee Bennett Kapusniak  Resignation Effective 04/24/23
Police Officer  Kateri Marotta  Resignation Effective 04/16/23
Recreation Leaders  Arissa Gillani  Resignation Effective 03/08/23
Recreation Specialists  Mary Magnus  Resignation Effective 03/22/23

NEXT CIVIL SERVICE COMMISSION MEETING(S):
April 26th 2023 9:30am (Wednesday)
May 31st 2023 9:30am (Wednesday)
June 27th 2023 9:30am (Tuesday)
July 26th 2023 9:30am (Wednesday)

Prepared by: Corissa Salvo