CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
15 VANDERBILT AVENUE – TEMPORARY LOCATION OF CITY HALL - THE COUNCIL ROOM
TUESDAY JUNE 18TH, 2019
AGENDA

Roll Call
Public Comments
Approve April 2019 Regular Meeting Minutes
Approve May 2019 Regular Meeting Minutes

ACCOUNTS
Discuss and Vote on Proposed Revisions to the Secretary of the City Council Job Specification
Discuss and Vote on Proposed Revisions to the Assessment Clerk Job Specification
Discuss and Vote on the Proposed Revisions to the Real Property Appraisal Technician Job Specification

DPW
Approve Labor Class Appointments
Laborer (2)

FINANCE
Approve Provisional Appointment(s)
Kerri Bishop – Finance Coordinator – Effective 07/08/19

PUBLIC SAFETY
Approve Request for One Additional Classified Position
Senior Account Clerk
Approve Temporary Appointment(s)
Robert Haughton – Laborer – 06/03/19 – 08/30/19
Aaron Walsh – Laborer – 06/03/19 – 08/30/19

RECREATION
Approve Non Competitive Class Appointment(s)
Camp Saradac Counselors (14)
Camp Saradac Water Director (1)
Recreation Assistants (5)
Recreation Specialist (2)

SCHOOL
Approve Non Competitive Class Appointment(s)
Food Service Program Motor Vehicle Operator (1)
School Bus Assistant (1)
School Bus Driver (1)
Approve Labor Class Appointment(s)
Food Service Helper (1)
Approve Leave of Absence(s)
Rebecca Mangona – Keyboard Specialist – 05/14/19 – 05/31/19
Approve Completed Probationary Period(s)
Martha Ray – Teacher Aide – 05/14/19

CIVIL SERVICE
Establish the Following Eligible List(s)
City Tax Revenue Supervisor #60-552
Human Resources Generalist #74-406
Human Resources Generalist #69-198
Senior Account Clerk #60-389
Appointment(s) from Established Eligible Lists
City Tax Revenue Supervisor #60-552 – Laura Townsend
Clerk #10-319 – Maureen Gizzi
Information Technology Support Technician #19-267 – Johnny Destino
Human Resources Generalist #74-406 – Annetta Dunham
Human Resources Generalist #74-406 – Kristina Derlinga
Police Officer #60-101 – Sarah Hoffman (Conditional)
(continued)

Police Officer #60-101 – Krystal Morris (Conditional)
Public Safety Dispatcher #60-349 – Ethan Bliss
Public Safety Dispatcher #60-349 – Megan Guiterrez (Conditional)

Discuss Administered Exams (06/02/19)
  Community Development Planner #64-961
  Police Sergeant #74-647
  Principal Planner #72-025
  Real Property Appraisal Technician #64-290 and #72-750
  Senior Planner #68-245
  Transportation Routing Clerk #60-588
  Transportation Safety and Training Coordinator #66-541

Discuss Upcoming Exams (06/22/19)
  Assistant Building Inspector #64-379
  Assistant Building and Construction Inspector #65-621
  Code Enforcement Technician #63-311
  Fire Captain #71-025
  Zoning and Building Inspector #69-379

Vacancy Announcement(s)
  Engineering Technician (Provisional)
  Human Resources Specialist (Provisional)
  Maintenance Mechanic – Housing Authority
  Parking Enforcement Officer (Temporary)
  Senior Engineer Technician (Provisional)
  Vehicle Traffic Controller (Reissued)

Prepared by: Corissa Salvo, Civil Service Coordinator