CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA
474 BROADWAY SARATOGA SPRINGS, COUNCIL ROOM 1ST FLOOR
WEDNESDAY JUNE 28th  2023  9:30AM

Roll Call
Approve May 2023 Minutes
Public Comments

PUBLIC SAFETY
Discussion and Vote on Proposed New Position – Police Captain (competitive)
Approve Temporary Appointment Extension
Fire Chief 06/19/23 – 09/22/23
Approve Provisional Appointment
Traffic Control Maintainer I (1)

ACCOUNTS
Approve Provisional Appointment(s)
Records Retention Coordinator (1)

DPW
Approve Provisional Class Appointments
DPW Coordinator (1)
Approve Leave of Absence
Administrative Assistant – Engineering (1)
Approve Reinstatement
Laborer (1)
Approve Labor Class Appointments
Laborer (4)

FINANCE
Approve Provisional Appointment
Finance Coordinator (1)

MAYOR
Approve Temporary Appointment
Archivist (part time) (1)

RECREATION
Approve Non Competitive Class Appointments
Camp Saradac Counselor (24)
Camp Saradac Assistant Director (2)
Camp Saradac Counselor/Lifeguard (1)
Camp Saradac Director (1)
Recreation Assistants (6)
Recreation Leaders (3)
Youth Parkers (3)
Youth Parkers Coordinator (1)

SCHOOL
Approve Leave of Absences
Cook (1)
Food Service Helper (1)
Keyboard Specialist (1)
School Monitors (1)
Registered Nurse (1)
Teacher Aides (1)
Approve Labor Class Appointments
Cook (5)
Food Service Helpers (6)
School Monitors (2)
Approve Non Competitive Class Appointments
Clerks (part time) (1)
Keyboard Specialists (part time) (1)
School Bus Assistants (1)
School Bus Drivers (1)
Teacher Aides (10)
CIVIL SERVICE
Budget Call Letter for 2024 Budget Process
Establish Eligible Lists

Assistant Police Chief #77-522
DPW Purchasing Coordinator #67-117
Housing Authority Occupancy Specialist #61-884 and #75-777
Police Chief #77-540
Public Safety Dispatcher #67-693
Purchasing Specialist (SSCSD) #68-506
Senior Account Clerk #63-281

Establish Eligible Lists

Appointments from Established Eligible lists

Computer Support Technician #68-542 Sean Daugherty Effective 06/01/23
Custodian #10-623 Dakota Callahan Effective 06/09/23
Custodian #10-623 Minli Oliver Effective 06/09/23
Director of Information Technology #68-287 Michael Wangerin Effective 06/01/23
DPW Purchasing Coordinator #67-117 Ben Nygard Effective 06/28/23
Information Security Analyst #62-428 Ryan Nash Effective 06/01/23
Micro Computer Systems Manager #76-702 Jeff Cornick Effective 06/01/23
Police Chief #77-540 Tyler McIntosh Effective 06/30/23
Police Officer #65-560 Sean Carey Effective 06/19/23
Police Officer #65-560 Kelsey Lawlor Effective 06/17/23
Police Officer #65-560 Vinay Rathore Effective 06/18/23

Exam and Vacancy Announcements

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

Accounts Department Office Supervisor (provisional)
Assistant to the Purchasing Agent #68-111
Communications Clerk #68-187
DPW Coordinator #60-537
Identification Clerk #60-454
Maintenance Mechanic – Housing Authority (reissued)
Mayor’s Purchasing Coordinator (provisional)
Payroll Clerk #60-265
Police Department Records Management Clerk (provisional)
Police Officer #63-296
Vehicle Traffic Controller (seasonal)

Retirements and Resignations

Assistant Building Inspector Duane Miller Retirement Effective 06/30/23
Clerk Patricia Rowe Resignation Effective 06/15/23
DPW Coordinator Megan Erbacher Resignation Effective 05/13/23
Food Service Helper Sarah Fudger Resignation Effective 05/17/23
Food Service Helper Marciella Obando Resignation Effective 06/20/23
Police Chief Shane Crooks Retirement Effective 06/29/23
Public Safety Dispatcher Aaron Deuel Resignation Effective 06/10/23

NEXT CIVIL SERVICE COMMISSION MEETING: City Council Chambers 1st floor
July 26th 2023 9:30am (Wednesday)
August 30th 2023 9:30am (Wednesday)

Prepared by: Corissa Salvo