

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA
474 BROADWAY SARATOGA SPRINGS, MUSIC HALL
WEDNESDAY JUNE 29TH 2022 9:30AM**

Roll Call

Public Comments

Approve May 2022 Regular Meeting Minutes

Welcome Tim Holems

SCHOOL

Discuss and Vote on Proposed New Position Duty Statement – Benefits Specialist (Competitive)

Approve Non Competitive Class Appointments

Keyboard Specialist (part time) (1)

School Bus Driver (1)

ACCOUNTS

Discuss and Vote on Proposed Revisions to Assistant City Clerk Job Specification

Discuss and Vote on Proposed Revisions to Deputy Registrar of Vital Statistics Job Specification

Discuss and Vote on Proposed Revisions to Secretary to the City Council Job Specification

Approve Completed Probationary Periods

Assistant City Clerk (1)

DPW

Approve Labor Class Appointments

Laborers (4)

FINANCE

Approve Exempt Class Appointments

Executive Assistant to the Commissioner of Finance (1)

LIBRARY

Approve Provisional Class Appointments

Archivist (1)

Approve Labor Class Appointments

Building Maintenance Mechanic (1)

Cleaner (1)

Library Shelves (1)

Approve Non Competitive Class Appointments

Library Clerk (part time) (2)

Librarian I (part time) (2)

MAYOR

Approve Provisional Appointments

Administrative Assistant (1)

PUBLIC SAFETY

Approve Labor Class Appointments

Laborers (Seasonal) (2)

RECREATION

Approve Non Competitive Class Appointments

Camp Saradac Assistant Director (2)

Camp Saradac Counselors (17)

Recreation Assistants (7)

Recreation Leaders (4)

Recreation Specialists (3)

Youth Parkers (5)

Youth Parkers Coordinator (1)

Youth Parkers Supervisors (1)

CIVIL SERVICE

Thank Mark Cacoza for his time on the Commission August 2016 – June 2022

Establish Eligible Lists

Account Clerk #10-822

Assistant Assessor # 64-401

Library Clerk #10-922

Senior Typist #70-222 and #22-222

Permanent Appointments from Established Eligible Lists

Fire Captain #74-552

Jason Yourdon

Effective 06/11/22

Fire Lieutenant #74-708

Elizabeth Grebe

Effective 07/11/22

Fire Lieutenant #74-708

Matt Stefanacci

Effective 07/16/22

Exam and Vacancy Announcements

Engineering Technician - Provisional

Grants Assistant – Provisional

Police Officer Exam Announcement #66-533 (09/17/22)

Principal Engineering Technician – Provisional

Senior Engineering Technician (Promotional and Open Competitive) Provisional

Water Meter Service Worker – Provisional