CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
15 VANDERBILT AVENUE – TEMPORARY LOCATION OF CITY HALL - THE COUNCIL ROOM
TUESDAY JULY 23RD 2019
AGENDA

Roll Call
Public Comments
Approve June 2019 Regular Meeting Minutes

DPW
Approve Temporary Labor Class Appointment(s)
  Laborer (5)

LIBRARY
Approve Non Competitive Class Appointment(s)
  Building Maintenance Worker (1)
Approve Completed Probationary Period(s)
  Cleaner (1)
  Library Shelves (3)

MAYOR
Approve Provisional Appointment(s)
  Nicole Kommer – Human Resources Specialist – 07/25/19
Approve Temporary Part Time Appointment(s)
  Cathy Lozier – Principal Account Clerk – 07/01/19 – 08/31/19
Approve Leave of Absence(s)
  Michael Carlson – Assistant Building Inspector – 07/01/19 – 07/05/19

PUBLIC SAFETY
Discuss and Vote on Proposed Revisions to the Assistant Fire Chief Job Specification
Discuss and Vote on Proposed Revisions to the Fire Chief Job Specification
Approve Provisional Appointment(s)
  Jeanna Fritz – Code Enforcement Technician – 07/10/19
Approve Temporary Appointment(s)
  John Catone – Police Chief – 06/28/19 – 08/23/19
  Vehicle Traffic Controllers (19) – 07/10/19 – 09/02/19

RECREATION
Approve Non Competitive Class Appointment(s)
  Camp Counselor (7)
  Recreation Assistant (3)
  Recreation Leader (3)
  Recreation Specialist (3)
  Youth Parker (6)
  Youth Parker Supervisor (3)

SCHOOL
Discuss and Vote on New Position Duty Statement – Telecom and Electrical Technician II
Approve Request for Three Additional Classified Positions – Senior Account Clerk
Approve Reinstatement
  Jodie Burton – Food Service Helper – 09/03/19
Approve Completed Probationary Period(s)
  Custodian (5)
  School Bus Driver (1)
  Teacher Aide (1)
Approve Labor Class Appointment(s)
  School Monitor (1)
  Food Service Helper (2)
Approve Temporary Labor Class Appointment(s)
  Cleaner (23)
  Food Service Helper (2)
Approve Non Competitive Class Appointment(s)
   Clerk (1)
   Food Service Cashier (1)
   Keyboard Specialist (5)
   Registered Professional Nurse (1)
   School Bus Driver (4)
Approve Temporary Non Competitive Appointment(s)
   Custodian (3)
   Teacher Aide (14)

CIVIL SERVICE
Acceptance of Commissioner DelSettes Resignation
Establish Eligible Lists
   Assistant City Clerk #64-896
   DPW Coordinator #69-380
Appointment(s) from Eligible Lists
   DPW Coordinator #69-380 - Mary Castanza
   Police Officer #60-101 – Sarah Hoffman (Permanent)
   Police Officer #60-101 – Krystal Morris (Permanent)
   Public Safety Dispatcher #60-349 – Megan Gutierrez (Permanent)
   Senior Account Clerk #60-389 – Linda Doyle
   Senior Account Clerk #60-389 – Linda Ferguson
Vacancy Announcements
   Carousel Operator (Reissued)
   Heavy Equipment Operator (Promotional)
   Motor Equipment Operator (Open to the Public)
   Maintenance Mechanic (City Hall – Promotional)
   Maintenance Mechanic (Housing Authority - Reissued)
   Vehicle Traffic Controller (Reissued)
Exam Announcements
   Engineering Technician #67-555
   Senior Engineering Technician #70-420 (Promotional)
   Senior Engineering Technician #60-348 (Open to the Public)
   Senior Typist #22-219 (Open to the Public)
   Senior Typist #70-219 (Promotional)
   Water Treatment Plant Operator Trainee #619

Prepared by: Corissa Salvo, Civil Service Coordinator