CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
15 VANDERBILT AVENUE – TEMPORARY LOCATION OF CITY HALL - THE COUNCIL ROOM
TUESDAY AUGUST 20TH 2019
AGENDA

Welcome New Commissioner, David Snyder
Roll Call
Public Comments
Approve July 2019 Regular Meeting Minutes

PUBLIC SAFETY
Discuss and Vote on Requested Additional Classified Position - Assistant Police Chief

DPW
Discuss and Vote on Requested Additional Classified Position – DPW Coordinator
Approve Non Competitive Class Appointment(s)
  Heavy Equipment Operator (1)
  Maintenance Mechanic (1)
  Motor Equipment Operator (1)
Approve Leave of Absence(s)
  Maintenance Mechanic – Ryan Veitch – 09/01/19 – 08/31/19

LIBRARY
Discuss and Vote on Requested Additional Classified Position – Senior Account Clerk
Approve Non Competitive Class Appointment(s)
  Librarian I (1)
  Senior Account Clerk (1)

RECREATION
Discuss and Vote on Requested Additional Classified Position – Program Coordinator
Approve Non Competitive Class Appointment(s)
  Camp Counselor (1)
  Recreation Specialist (2)

SCHOOL
Discuss and Vote on New Position Duty Statement
  Telecom and Electrical Technician II (tabled in July)
Approve Labor Class Appointment(s)
  Cleaner (2)
  School Monitor (1)
Approve Non Competitive Class Appointment(s)
  School Bus Driver (2)
  School Bus Driver Assistant (2)
  Teacher Aide (1)

CIVIL SERVICE
Discuss Proposed Revisions to the Following Job Specifications
  Civil Service Coordinator
  Civil Service Clerk
Resolution for Commissioner Elio DeSettes Retirement
Mark Leffler, Head School Ground Monitor, 211 Waiver from NYS Civil Service
Establish Eligible Lists
  Administrative Assistant #63-538
  Administrative Assistant – Engineering #64-379
  Assistant Police Chief #75-072
  Community Development Planner #64-961
  Department of Public Works Purchasing Coordinator #64-897
  Police Chief #75-074
  Police Sergeant #74-648
Appointment(s) from Eligible Lists
- Administrative Assistant #63-538 – Katie Farone
- Administrative Assistant – Engineering #64-379 – Kari Donohue
- Assistant City Clerk #64-896 – Amber McDonald
- Community Development Planner #64-961 – Lindsey Conners
- Department of Public Works Purchasing Coordinator #64-397 – Barbara Maughan
- DPW Coordinator #69-380 – Mary Castanza
- Principal Planner #72-025 – Susan Barden
- Real Property Appraisal Technician #72-750 – Margaret LoPresti
- Senior Planner #64-245 – Amanda Tucker
- Senior Typist #22-216 – Kathleen Coleman

Exam Announcement(s)
- Animal Control/Parking Enforcement Officer #66-374
- Engineering Technician #67-555 – Open Competitive (7 approved applicants)
- Deputy Registrar of Vital Statistics #66-365 – Open Competitive
- Parking Enforcement Officer #63-388 (Last Filing Date
- Police Lieutenant #74-654 – Promotional
- Senior Clerk #68-342 – Open Competitive
- Senior Engineering Technician #70-420 - Promotional (1 approved applicant)
- Senior Engineering Technician #60-348 (Open Competitive (3 approved applicants)
- Senior Typist #22-219 - Open Competitive (21 applicants approved)
- Senior Typist #70-219 (Promotional) (9 applicants approved)
- Utilities Clerk #69-383
- Water Treatment Plant Operator Trainee #619 – Open Competitive (53 applicants approved)

Vacancy Announcement(s)
- Police Department Records Management Clerk (Provisional)

Prepared by: Corissa Salvo, Civil Service Coordinator