

CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA
474 BROADWAY SARATOGA SPRINGS, COUNCIL ROOM 1ST FLOOR
WEDNESDAY AUGUST 31ST 2022 9:30AM

Roll Call
Public Comments
Approve July 2022 Regular Meeting Minutes

ACCOUNTS

Discuss and Vote on Proposed Addition (sub section) to Administrative Assistant Job Specification

CITY CENTER

Approve Labor Class Appointment
Cleaner (1)

DPW

Approve Non Competitive Class Promotional Appointments
Heavy Equipment Operator (5)
Maintenance Mechanic (1)
Motor Equipment Operator (2)
Approve Temporary Appointment
HVAC/Plumber Technician (1)

MAYOR

Discuss and Vote on Proposed Revisions to the Director of Risk and Safety Job Specification (attached)
Approve Provisional Appointment
Grants Assistant (1)

PUBLIC SAFETY

Approve Reinstatement
Public Safety Dispatcher (1)

RECREATION

Approve Non Competitive Class Appointments
Recreation Leader (1)
Youth Parker Supervisor (1)

SCHOOL

Discuss and Vote on Proposed Revisions to the Data and Assessment Coordinator Job Specification

CIVIL SERVICE

Discuss and Vote on Position Transfer under NYS CSL 70.2 – Director of Risk and Safety
Establish Eligible Lists

Deputy Registrar of Vital Statistics #69-454
Police Department Records Management Clerk #61-543
Receptionist #68-162
Senior Clerk #69-756
School District Registrar #65-845
Transportation Routing Clerk #69-217
Utilities Clerk #64-742

Permanent Appointments from Established Eligible Lists

Assistant Assessor #64-401	Carrie Schermerhorn	Effective 08/31/22
Deputy Registrar of Vital Statistics #69-454	Sabrina Lauzon	Effective 08/31/22
Keyboard Specialist #10-421	Kelly Barone	Effective 08/15/22
PD Records Management Clerk #61-543	Siobhan Buskey	Effective 08/31/22
Receptionist #68-162	Hope Flynn	Effective 08/31/22
Senior Clerk #69-756	David Queenan	Effective 08/31/22
Senior Typist #22-222	Casey DeLaurie	Effective 07/28/22

Exam and Vacancy Announcements

Animal Control/Parking Enforcement Officer #
Budget Director #65-871
Clerk #10-323
Community Development Planner #66-243
Director of Risk and Safety #65-432
Grants Assistant #68-344
Human Resources Coordinator #65-121
Human Resources Generalist #68-208
Human Resources Manager #67-749
Human Resources Specialist #68-404
Keyboard Specialist #10-423
Laborer
Parking Enforcement Officer #69-775
Planner #62-524
Police Officer #66-533
Principal Planner #62-482 and #77-615
Receptionist #67-786

Senior Clerk #63-959
Senior Planner #62-513
Service Coordinator – Housing Authority #67-859
Transportation Routing Clerk #67-843
Utilities Clerk #64-078
Computer Support Technician – Provisional
Help Desk Technician – Provisional
Public Safety Dispatcher – Part Time and Temporary

Resignations/Retirements

Automotive Mechanic	Evan Hoss	Resignation Effective 05/16/22
Help Desk Technician	Justin Siskavich	Resignation Effective 08/20/22
Laborer	Austin Willard	Resignation Effective 08/26/22
Public Safety Dispatcher	Alan Clemmer	Resignation Effective 08/14/22

Prepared by: Corissa Salvo, Civil Service Coordinator

DIRECTOR OF RISK AND SAFETY (COMPETITIVE)

DISTINGUISHING FEATURES OF THE CLASS: This is important financial and operational management work involving direction, control and management of City's Insurance, Risk Management, Compliance and Safety programs and includes responsibility to assist the City Council and each department in controlling claims costs and all applicable State and Federal Health and Safety Regulations.

The work involves the identification and measurement of all risks of accident loss, the selection of appropriate risk management techniques for resolving exposure problems, the development and maintenance of an information system in coordination with existing systems for timely and accurate recording of losses, claims, insurance premium and other risk costs to the budgetary units. The incumbent also administers the procurement of all insurance for, and in behalf of the City. General direction is received from the ~~Commissioner of Accounts~~ *Mayor and Deputy Mayor* with wide leeway allowed for independent judgment. Direct supervision is exercised over clerical staff assigned to the Director of Risk and Safety. The Director for Risk and Safety does related work as required. This position serves the City Council, Civil Service Commission, Recreation Commission, and each department in risk and safety management activities.

TYPICAL WORK ACTIVITIES: The duties listed are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Is primary Safety Officer for the City and Chairs City's Safety Committee and makes periodic reports to the City Council;

Is primary Compliance Officer for Risk and Safety State and Federal regulatory and emergency management matters;

Completes and submits periodic and annual reports to State agencies as required by law or special circumstance;

Represents the City on insurance, risk and safety related legislative and regulatory issues at the State and Federal levels;

Meets with other City staff to identify and resolve compliance, risk and safety related problems;

Manages and participates in the development and implementation of goals, objectives, policies, and priorities for insurance, risk and safety programs;

Develops and implements global and department specific safety training in accordance with state and federal regulations;

Evaluates and assesses probability and severity of potential losses to which the City, its employees and/or the general public may be exposed and reports to City Council on methods of avoiding or handling risks;

Works with representatives from each department to identify all potential possibilities for accidental loss to the City's assets including traveling to any or all City work sites as necessary;

Develops and assists in implementing and monitoring City-wide strategies to prevent and minimize losses including the development of programs regarding regulatory compliance, insurance, risk and safety;

Collects, analyzes and distributes information on City's losses to Safety Committee with recommendations for corrective action;

Investigates and manages all property and casualty accidents, claims, and lawsuits;

Establishes and manages procedures for submission of property and casualty accident reports and handling of claims by City personnel, and performs related duties as required;

Closely monitors and evaluates losses, providing verbal and written information to departments, assisting them in loss reduction efforts;

Prepares and administers specifications for insurance proposals to insurance carriers and makes recommendations to the City Council for placement;

Maintains all insurance policies, endorsements and loss runs;

Prepares the annual Risk and Safety budget and maintains control over same through accounts payables and receivables;

Allocates property and casualty insurance program and self-insurance program costs to City departments and divisions allocating payment of claims to self-insured retention program as are applicable;

Reviews appropriate contract language for City sponsored contractual agreements, and recommends coverage limits and approves insurance limits for contracts, awards of bids and licenses;

Serves on a variety of boards, committees and commissions and attends and participates in professional group meetings as a representative of the City;

Administers the City's NYS LENS Program for the City's insurance program and City Clerk's taxi cab driver licensing;

Works in partnership with the Department of Public Safety and the Police Department to develop security and video surveillance programming;

Assists the Department of Public Safety and the City Council in the maintenance, development and deployment of the comprehensive City Emergency Management Plan.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Excellent knowledge of Public Entity Insurance; good knowledge of techniques and procedures involved in claims adjustments; good knowledge of laws and ordinances relating to claims filed by or against municipalities; good knowledge of character evidence required for trial of actions; good knowledge of interviewing techniques, ability to read and understand complex written material, ability to examine evidence and conduct investigations independently; ability to assess evidence and draw conclusions; ability to investigate and supervise execution of appropriate and prescribed disciplinary actions; ability to assess evidence and draw conclusions; ability to make recommendations for settlement of claims; ability to determine needed reserves for future claims payment; ability to communicate both verbally and in writing; ability to prepare and deliver written and verbal reports to the City Council; ability to prepare, originate, organize and conduct training seminars; ability to establish and maintain an effective working relationship with employees and department heads; ability to maintain appropriate professional distance and balance, objective observation and reaction; good judgment, thoroughness, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and FIVE (5) YEARS of experience involving commercial property and casualty insurance, risk management techniques and safety administrations; OR
2. Graduation from a regionally accredited or New York State registered college or university with an Associates Degree and SEVEN (7) YEARS of experience involving commercial property and casualty insurance, risk management techniques and safety administrations.

NOTE: Possession of any one or combination of the following designations may be substituted for one year of experience:

Chartered Property Casualty Underwriters (CPCU)
Certified Safety Professional (CSP)
Associates in Risk Management (ARM)

Adopted: January 25, 2003

Revised: January 7, 2004; December 1, 2004; February 13, 2007; March 19, 2014; August 31, 2022

Title change: October 21, 2009

