CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
SARATOGA SPRINGS PUBLIC LIBRARY – GATSBY ROOM – SARATOGA SPRINGS
WEDNESDAY SEPTEMBER 25TH 2019
AGENDA

Roll Call
Public Comments
Approve August 2019 Regular Meeting Minutes

EXECUTIVE SESSION

PUBLIC SAFETY
Discuss and Vote on Requested Additional Classified Position – Police Sergeant
Approve Non Competitive Class Appointment(s)
   School Crossing Guard (14)

MAYOR
Discuss and Vote on New Position Duty Statement – Community Development Project Coordinator (part time/temporary)

DPW
Approve Labor Class Appointment(s)
   Laborer (3)
Approve Non Competitive Class Appointment(s)
   Maintenance Mechanic (1)

FINANCE
Approve Exempt Class Appointment(s)
   Deputy Commissioner of Finance (1)
Approve Completed Probationary Period(s)
   Laura Townsend – City Tax Revenue Supervisor – 07/25/19
Approve Leave of Absence(s)
   Kerri Bishop – Finance Coordinator – 08/26/19 – 08/30/19

LIBRARY
Discuss and Vote on New Position Duty Statement – Library District Treasurer
Discuss and Vote on Proposed Revisions to the Senior Account Clerk Job Specification (to add subsection Library)
Discuss and Vote on Proposal to Add ‘Special Requirement’ Language “If required to drive a Library-owned or leased vehicle, must possess a valid NYS drivers’ license - - defined as a license which is not conditional, temporary, restricted or suspended - - at the time of appointment, and maintain such license for the duration of employment, in accordance with the Library’s vehicle use policy” to the Following L Jobs Specifications:

<table>
<thead>
<tr>
<th>Building Maintenance Worker</th>
<th>Library Building Monitor</th>
<th>Web Administrator</th>
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<tbody>
<tr>
<td>Cleaner</td>
<td>Library Clerk</td>
<td>Working Supervisor</td>
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<tr>
<td>Community Relations Coordinator</td>
<td>Library Director III</td>
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<tr>
<td>Computer systems Manager</td>
<td>Library District Treasurer</td>
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<tr>
<td>Human Resources Manager</td>
<td>Library Shelver</td>
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<tr>
<td>Librarian I</td>
<td>Micro-Computer Training Specialist</td>
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<td>Librarian II</td>
<td>Principal Account Clerk</td>
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<tr>
<td>Librarian III</td>
<td>Senior Account Clerk</td>
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<tr>
<td>Library Assistant</td>
<td>Senior Library Clerk</td>
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</tbody>
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RECREATION
Approve Non Competitive Class Appointment(s)
   Recreation Assistant (2)
   Recreation Leader (2)
   Recreation Specialist (1)
SCHOOL

Approve Labor Class Appointment(s)
- Cleaner (1)
- Food Service Helper (4)
- School Monitor (8)

Approve Non Competitive Class Appointment(s)
- Clerk (7)
- Custodian (1)
- Food Service Cashier (3)
- Keyboard Specialist (7)
- School Bus Assistant (2)
- School Bus Driver (8)
- Teacher Aide (4)

Approve Leave of Absence(s)
- Thomas Giorgio – Automotive Mechanic – 09/16/19 – 10/18/19
- Ellen Jackson – Teacher Aide – 09/17/19 – 11/22/19
- Anthony Pellegrino – Building Maintenance Mechanic – 09/18/19 – 11/08/19

Approve Completed Probationary Period(s)
- Brook Thornhill – Food Service Helper – 09/20/19
- Janel Fritz – Motor Vehicle Operator – 09/13/19

CIVIL SERVICE

Establish Eligible List(s)
- Assistant Building and Construction Inspector #65-621 (2)
- Assistant Building Inspector #63-349 (2)
- Code Enforcement Technician #63-311 (6)
- Firefighter #64-632 (100)
- Zoning and Building Inspector #69-379 (2)

Permanent Appointment(s) from Eligible Lists
- Custodian #10-618 – Eileen Mastrianni – 08/26/19
- Police Chief #75-074 – Shane Crooks – 09/07/19
- Police Lieutenant #70-525 - Jason Mithcell – 11/02/19
- Police Sergeant #74-648 – Adam Dingmon – 09/22/19
- Police Sergeant #74-648 – Evan Fort - 09/21/19
- Police Sergeant #74-648 – Angela McGovern – 09/23/19
- Senior Account Clerk #60-389 – Amy Lynn Dalioso – 09/01/19
- Transportation Routing Clerk #60-588 – 08/23/19
- Transportation Safety and Training Coordinator #66-541 – Judy Kahn – 08/23/19

Vacancy Announcement(s)
- Maintenance Mechanic – DPW Electricians Crew
- Maintenance Mechanic – Housing Authority
- Motor Equipment Operator – DPW Utilities Department
- Public Safety Proposal Writer – Traffic Study
- School Bus Driver

Acknowledge Saratoga Springs School District Letter of Appreciation
Acknowledge Saratoga Springs Public Library Letter of Appreciation

Prepared by: Corissa Salvo, Civil Service Coordinator