CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
SARATOGA SPRINGS PUBLIC LIBRARY – SUSMAN ROOM – SARATOGA SPRINGS
TUESDAY OCTOBER 22ND 2019     9:30AM
AGENDA

Roll Call
Public Comments
Approve September 2019 Regular Meeting Minutes

DPW
Approve Labor Class Appointment(s)
  Laborer (2)
Approve Non Competitive Class Appointment(s)
  Maintenance Mechanic (1)
  Motor Equipment Operator (1)

PUBLIC SAFETY
Approve Temporary Appointment(s)
  Public Safety Proposal Writer – Traffic Study – Part Time (1)     09/26/19 – 12/31/19

LIBRARY
Approve Non Competitive Class Appointment(s)
  Library Clerk (part time) (1)
Approve Completed Probationary Period(s)
  Library Building Monitor (part time) – Jean Tranchina 08/25/19

MAYOR
Discuss and Vote on Proposed Revisions to Assistant Building Inspector Job Specification

RECREATION
Approve Non Competitive Class Appointment(s)
  Recreation Assistant (3)
  Recreation Leader (4)
  Youth Barker Coordinator (1)

SCHOOL
Discuss and Vote on Proposed Revisions to Director of Transportation Job Specification
Approve Labor Class Appointment(s)
  Food Service Helper (1)
  School Monitor (4)
Approve Non Competitive Class Appointment(s)
  Clerk (part time) (1)
  Keyboard Specialist (part time) (1)
  Registered Professional Nurse (2)
  School Bus Driver (3)
  Teacher Aide (6)
Approve Completed Probationary Period(s)
  Custodian – Michael Famiano - 08/20/19
  Food Service Cashier – Brooke Thornhill – 09/20/19
  Head Custodian – Alex Frolish – 09/22/19
  School Bus Driver – Gerald Freeman – 09/28/19
  School Bus Driver – Kelly Hayes – 09/28/19
  School Bus Driver – Darva Sanangelo – 09/14/19
  School Bus Driver – Michael Scarnici – 09/13/19
  Teacher Aide – Sandra Fecura – 10/07/19
  Teacher Aide – Laura Rathbun – 09/19/19
Approve Leave of Absence(s)
  Katherine Hopper – Keyboard Specialist 10/30/19 – 12/10/19
CIVIL SERVICE

Approve Temporary Appointment(s)
Mary Peterson – Clerk (part time) 9/28/19 – 10/20/19

Establish Eligible List(s)
Fire Captain #71-025

Permanent Appointment(s) from Eligible Lists
Assistant Building and construction Inspector #65-621 – John Barney 09/28/19
Assistant Building and Construction Inspector #65-621 – Richard Tiersch 09/28/19
Code Enforcement Technician #63-311 – Julian Fonseca 10/12/19
Code Enforcement Technician #63-311 – Jeanna Fritz 10/13/19
Keyboard Specialist #10-419 - Julia Destino 09/27/19
Zoning and Building Inspector #69-379 – Patrick Cogan 09/28/19

Exam Announcement(s)
Assistant Fire Chief #74-212 12/14/19
Battalion Fire Chief #72-518 12/14/19

Vacancy Announcement(s)
Assistant Building Inspector – Provisional
Information Technology Support Technician – Provisional
Laborer – Tree Crew
Senior Account Clerk – Provisional

Discuss Recently Administered Exams
Animal Control/Parking Enforcement Officer #66-374 10/19/19
Deputy Registrar of Vital Statistics #66-365 10/19/19
Engineering Technician #67-555 09/28/19
Parking Enforcement Officer #63-388 10/19/19
Police Lieutenant #74-654 10/19/19
Senior Clerk #68-342 10/19/19
Senior Engineering Technician (OC) #60-849 09/28/19
Senior Engineering Technician (Promotional) #70-242 09/28/19
Senior Typist (OC) #22-219 09/28/19
Senior Typist (Promotional) #70-219 09/28/19
Utilities Clerk #69-383 10/19/19
Water Treatment Plant Operator Trainee #619 09/28/19

Discuss Upcoming Exam(s)
Firefighter #64-362 Physical Fitness and CPAT exams 10/26/19

Exams Ordered
Arborist
Assistant Building and Construction Inspector
Assistant Building Inspector (OC and Promo)
Assistant City Engineer
Environmental Services Manager
Finance Coordinator
City Engineer (OC and Promo)
Head Custodian
Head School Grounds Monitor
Human Resource Specialist
Modernization Coordinator
Police Department Records Management Clerk
Program Coordinator
Public works Office Supervisor (OC and Promo)
Senior Account Clerk
Survey Auto Cad Technician
Traffic Control Maintainer
Water Meter Service Worker

Discuss 2020 Civil Service Budget

Prepared by: Corissa Salvo, Civil Service Coordinator