

CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA
474 BROADWAY SARATOGA SPRINGS, COUNCIL ROOM 1ST FLOOR
WEDNESDAY OCTOBER 26th 2022 9:30AM

Roll Call

Public Comments

Approve September 2022 Regular Meeting Minutes

SCHOOL

Discuss and Vote on New Position Duty Statement – Grants and Compliance Coordinator

Approve Provisional Appointment

- Benefits Specialist (1)
- Clerk (3)
- Data and Assessment Coordinator (1)
- Keyboard Specialist (3)
- Senior Account Clerk (1)

Approve Labor Class Appointments

- Food Service Helper (3)
- School Monitor (7)

Approve Non Competitive Class Appointments

- Clerk (3)
- Cook (2)
- Custodian (part time) (1)
- Groundskeeper (1)
- Keyboard Specialist (part time) (4)
- Licensed Practical Nurse (1)
- Registered Professional Nurse (2)
- School Bus Assistant (1)
- School Bus Driver (2)
- Teacher Aide (8)

Approve Leave of Absence

- School Bus Driver (1)

MAYOR

Discuss and Vote on Proposed Revisions to the Administrator of Planning and Economic Development Job Specification

Discuss and Vote on New Position Duty Statement - Community Outreach Liaison

Approve Leave of Absence

- Senior Planner (1)

ACCOUNTS

Approve Non Competitive Temporary Appointment

- Clerk (part time) (1)

Approve Leave of Absence

- Assistant Assessor (1)

CITY CENTER

Approve Labor Class Appointments

- Cleaner (1)
- Laborer (1)

DPW

Approve Non Competitive Promotional Appointment

- Working Supervisor (1)

Approve Leave of Absence

- Heavy Equipment Operator (1)
- Laborer (1)

Approve Provisional Appointment

- Water Meter Service Worker (1)

PUBLIC SAFETY

Approve Non Competitive Class Appointments

- School Crossing Guards (1)

RECREATION

Approve Non Competitive Class Appointment

- Recreation Specialist (1)

CIVIL SERVICE

Permanent Appointments from Established Eligible Lists

- | | | |
|-------------------------------|---------------|--------------------|
| Clerk #10-322 | Kim Greene | Effective 09/06/22 |
| Keyboard Specialist #10-421 | Lisa Diemer | Effective 08/08/22 |
| Keyboard Specialist #10-421 | Jo Ann Nasta | Effective 08/26/22 |
| School Bus Dispatcher #66-816 | Dean Musgrove | Effective 08/25/22 |
| Senior Typist #22-222 | | |

Exam and Vacancy Announcements

Assistant Building and Construction Inspector (Provisional)

Clerk #10-323 reissued

Custodian

Keyboard Specialist #10-423 reissued

Resignations/Retirements

Clerk	Shannon Clute	Resignation 08/04/22
Clerk	Michele Kane	Retirement 11/05/22
Clerk	Jo Ann Nasta	Resignation 08/26/22
Clerk	Jo Ann Varney	Retirement 09/07/22
Cook	Lisa Diemer	Resignation 08/08/22
Custodian	James Ebert	Retirement 09/30/22
Custodian	Joseph Tardif	Retirement 10/27/22
Firefighter	Taylor VanCott	Resignation 10/10/22
Food Service Helper	Anne Brodsky	Resignation 09/01/22
Food Service Helper	Christine Riddervold	Resignation 09/14/22
HVAC/Plumbing Technician	Lyle J Schultz	Resignation 09/30/22
Maintenance Mechanic	Joseph Parisi	Retirement 09/30/22
School Bus Driver	Darlene Morrison	Resignation 09/12/22
School Bus Driver	Dixianna Wangerin	Resignation 09/08/22
School Head Automotive Mechanic	Charles Tanzer Jr	Retirement 12/31/22
School Monitor	Robyn Colonell	Resignation 06/24/22
Teacher Aide	Hope Caprood	Resignation 09/12/22
Teacher Aide	Brenna Champagne	Resignation 08/25/22
Teacher Aide	Rebecca Godfrey	Resignation 08/31/22
Teacher Aide	Elizabeth McMarin	Retirement 09/01/22
Teacher Aide	Josina Warnow	Resignation 07/29/22
Working Supervisor	Joel Flanders	Retirement 09/30/22

NEXT CIVIL SERVICE COMMISSIONER MEETING SCHEDULED FOR NOVEMBER 30th 2022 AT 9:30AM IN THE CITY COUNCIL ROOM

Prepared by: Corissa Salvo, Civil Service Coordinator