CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
SARATOGA SPRINGS RECREATION CENTER
THURSDAY APRIL 30TH 2020 11:00AM
MINUTES

PRESENT:  MARK CACOZZA, CHAIRPERSON (Remotely via Zoom)
NURIT SONNENSCHEIN, COMMISSIONER (Remotely via Zoom)
DEIRDRE LADD, COMMISSIONER (Remotely via Zoom)

CHAIRPERSON CACOZZA CALLED THE MEETING TO ORDER AT 9:41am. Due to circumstances, the public comment section was unable to be entertained. Public comments will be accepted via email for future meetings while social distancing is required.

Chairperson Cacozza welcomed our new Commissioner Deirdre Ladd.

Chairperson Cacozza made a motion to approve the March meeting Minutes as presented. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

FINANCE
Commissioner Sonnenschein made a motion to approve the New Position Duty Statement, as revised, for the singular Competitive position of Information Security Analyst. Seconded by Chairperson Cacozza. Motion carries unanimously.

SCHOOL
Chairperson Cacozza made a motion to approve the proposed revisions to the Assistant Director of Transportation job specification as amended. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

CIVIL SERVICE
After an open meeting discussion with Human Resources Administrator Christy Spadaro, the Civil Service Coordinator Corissa Salvo and the Civil Service Commission in regards to the Transfer of Function for the singular position of Communications Manager, Chairperson Cacozza made a motion to move into Executive Session at 10:30am to discuss personnel matters. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Chairperson Cacozza made a motion to terminate the Executive Session at 10:40am. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Chairperson Cacozza made a motion to Table further discussion and approval of the Transfer of Function for the singular position of Communication Manager position. Seconded by Commissioner Sonnenschein. Motion carries unanimously.

Appointment(s) from Established Eligible Lists
- Matthew Brush – Firefighter – 04/11/20 (Permanent)
- Matthew Cavanaugh – Police Officer (Conditional)
- Daphne Dalbey – Public Safety Dispatcher 04/12/20 (Permanent)
- Robert Killeen – Firefighter – 04/08/20 (Permanent)
- Zephaniah Koakiewicz – Firefighter – 04/10/20 (Permanent)
- Jonah Sadowski – Firefighter – 04/12/20 (Permanent)
- Daniel Sheehan – Firefighter – 04/09/20 (Permanent)
- Justin Siskavich – Public Safety Dispatcher 04/13/20 (Permanent)
- Cullen Swider – Firefighter – (Conditional)
- Taylor VanCott – Firefighter – 04/13/20 (Permanent)

Announce Exams
- Director of Transportation #65-912
- School Bus Dispatcher #65-681
Postponed Exams Due to Covid

Arborist #68-716 (04/25/20)
Assistant City Clerk #65-587 (05/16/20)
Data Collector #65-776 (05/16/20)
Executive Assistant (City Attorney) #68-147 (03/28/20)
Head Custodian #74-902 (03/14/20)
Human Resource Specialist #60-925 (03/14/20)
Identification Clerk #62-823 (05/16/20)
Modernization Coordinator #60-573 (03/14/20)
Public Works Office Supervisor #62-261 (05/16/20)
Senior Library Clerk #63-895 (Open Competitive) and #74-967 (Promotional) (05/16/20)
Traffic Control Maintainer #60-366 (05/16/20)
Water Meter Service Worker #68-710 (05/16/20)

June Exams TBD

Assistant Assessor #64-401 (06/13/20)
Assistant Building and Construction Inspector #65-662 (06/13/20)
Assistant Building Inspector #65-270 (Open Competitive) and #75-158 (Promotional) (06/13/20)
Assistant City Engineer #67-899 (06/27/20)
City Engineer #67-850 and #73-614 (06/27/20)
Code Enforcement Technician #69-706 (06/13/20)
Director of Transportation #65-912 (06/27/20)
School Bus Dispatcher #65-681 (06/27/20)

Approved: _____May 27th 2020_______