

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
474 BROADWAY, CITY COUNCIL ROOM
AUGUST 31st 2022 9:30AM
MINUTES**

PRESENT: CHAIRPERSON HOLMES
COMMISSIONER ZANGRANDO (Absent)
COMMISSIONER LEIDIG

ANNOUNCEMENT OF RECORDING OF PROCEEDINGS

The proceedings of this meeting are audio recorded for the benefit of the Commissions Coordinator who acts as Secretary. Because minutes are not a verbatim record of the proceedings, the minutes are not a word for word transcript of the recordings. Recorded audio available upon request.

CHAIRPERSON HOLMES CALLED THE REGULAR MEETING TO ORDER AT 9:33am and opened the public comment section. There being no one wishing to speak, Chair Holmes closed the public comment section at 9:34am.

July minutes tabled.

ACCOUNTS

Commissioner Moran appeared before the commission to briefly discuss the request. Commissioner Leidig made a motion to approve the proposed revisions (adding a sub section specific to Accounts) to the Administrative Assistant job specification. Seconded by Chairperson Holmes. Motion carries unanimously.

CITY CENTER

Chairperson Holmes made a motion to approve the following Labor Class Appointments. Seconded by Commissioner Leidig. Motion carries unanimously.

Cleaner	Angela Carisquillo	Effective 08/01/22
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DPW

Commissioner Leidig made a motion to approve the following Non Competitive Class Promotional Appointments. Seconded by Chairperson Holmes. Motion carries unanimously.

Maintenance Mechanic	Todd Thomas Sr	Effective 08/21/22 Heavy
Equipment Operator	Gene Ellis	Effective 08/21/22
Heavy Equipment Operator	Andy Gary	Effective 08/21/22
Heavy Equipment Operator	Vincent Kenyon	Effective 08/21/22
Heavy Equipment Operator	Kyle Kirk	Effective 08/21/22
Heavy Equipment Operator	John Prevost	Effective 08/21/22
Motor Equipment Operator	Andrew Medick	Effective 08/21/22
Motor Equipment Operator	Todd Thomas Jr	Effective 08/21/22

Chairperson Holmes made a motion to approve the following Temporary Appointment. Seconded by Commissioner Leidig. Motion carries unanimously.

HVAC/Plumbing Technician	Lyle Shultz Sr	Effective 07/30/22 – 12/31/22
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MAYOR

Mayor Kim and Commissioner Moran both appeared before the commission to briefly discuss the proposed revisions by Mayor Kim to the Director of Risk and Safety job specification. A resolution passed at the August 2nd City Council meeting with a 3 yes, 1 no, 1 abstain vote transferring the singular position and its duties and responsibilities from the Accounts Department to the Mayors Department. Upon advice from legal counsel, the resolution passed by the legislative city council body was the driving force thus creating the need to update the supervisory piece of the job specification from the supervision of the Commissioner/Deputy Commissioner of Accounts to the Mayor/Deputy Mayor. Nothing else in the job specification was revised. Commissioner Moran disagreed with the transfer and revisions.

Commissioner Leidig made a motion to approve the proposed revision to the Director of Risk and Safety job specification. Seconded by Chairperson Holmes. Motion carries unanimously.

Commissioner Leidig made a motion to approve the following Provisional Appointment. Seconded by Chairperson Holmes. Motion carries unanimously.

Grants Assistant	Michael Dutre	Effective 09/12/22
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PUBLIC SAFETY

Chairperson Holmes made a motion to approve the following Reinstatement. Seconded by Commissioner Leidig. Motion carries unanimously.

Public Safety Dispatcher	Justin Siskavich	Effective 08/20/22
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RECREATION

Commissioner Leidig made a motion to approve the following Non Competitive Class Appointments. Seconded by Chairperson Holmes. Motion carries unanimously.

Recreation Leader	Arisa Gillani	Effective 08/09/22
Youth Parker Supervisor	Sarah Mack	Effective 08/17/22 – 09/09/22

SCHOOL

Commissioner Leidig made a motion to approve the proposed revisions to the Data and Assessment Coordinator job specification. Seconded by Chairperson Holmes. Motion carries unanimously.

CIVIL SERVICE

No vote on the 70.2 was necessary, as was confirmed with legal counsel before the start of this meeting.

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

Commissioner Leidig made a motion to add a discussion regarding promotions and lateral transfers to the October 2022 agenda. Seconded by Chairperson Holmes. Motion carries unanimously.

Commissioner Leidig made a motion to close the meeting at 10:48am. Seconded by Chairperson Holmes. Motion carries unanimously.

CSC Approved