

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING AGENDA  
474 BROADWAY SARATOGA SPRINGS, COUNCIL ROOM 1<sup>ST</sup> FLOOR  
WEDNESDAY APRIL 26<sup>th</sup> 2023 9:30AM**

**Roll Call**

**Approve April 5<sup>th</sup> 2023 Minutes**

**Approve March 29<sup>th</sup> 2023 Minutes**

**Public Comments**

**PUBLIC SAFETY**

Discussion on Firefighter Candidate

Approve Extension of Temporary Appointment – Fire Chief

**LIBRARY**

Discuss and Vote on Proposed Revisions to Job Specification - Principal Account Clerk

**MAYOR**

Discuss and Vote on Proposed New Position Duty Statement – Mayor Department Purchasing Coordinator

Approve Provisional Appointment(s)

Communication Coordinator (1)

Approve Completed Probationary Period(s)

Senior Planner (1)

**ACCOUNTS**

Approve Completed Probationary Periods

Deputy Registrar of Vital Statistics (1)

**DPW**

Approve Request for Additional Classified Position - one additional DPW Coordinator

Approve Provisional Appointment(s)

Engineering Technician (1)

Principal Engineering Technician (1)

Water Meter Accounts Supervisor (1)

Approve Laborer Class Appointment(s)

Laborer (1)

**HOUSING AUTHORITY**

Approve Provisional Appointment(s)

Housing Authority Occupancy Specialist (1)

Service Coordinator (1)

**RECREATION**

Approve Non Competitive Class Appointments

Recreation Leaders (2)

**CIVIL SERVICE**

Update on Rules Resolution

Update on School Reimbursement per NYS Education Law

Update on Police Chief Job Specification

**Appointments from Established Eligible Lists**

Community Development Planner #66-243	Amber Upton	Effective 02/22/23
Grants Assistant #63-744	Michael Dutre	Effective 02/22/23
Human Resources Coordinator #65-121	Michael Ngadi	Effective 03/31/23
Librarian II #79-542	Kari Lindquist Nagler	Effective 04/17/23
Librarian III #60-967	Jamie Chabot	Effective 05/08/23
Public Safety Dispatcher #68-244	Colleen McEachron	Effective 05/06/23
Senior Planner #62-513	Aneisha Samuels	Effective 02/22/23
Fire Lieutenant #74-708	Alan Hiltz	Effective 04/08/23

Fire Lieutenant #74-708	Brian Kissinger	Effective 04/09/23
Firefighter Paramedic Trainee #65-848	Colby Krogh	Permanent Offer Effective 04/16/23
Firefighter Paramedic Trainee #65-848	Salvatore Latella	Permanent Offer Effective 04/17/23

Exam and Vacancy Announcements

***\*REMINDER\* civil service announces and administers exams (#) whether there is a current vacancy or not, as civil service is responsible for having established eligible lists in the event of a vacancy\****

Data and Assessment Coordinator #61-003  
 DPW Coordinator #60-537 (Provisionally announced 04/2023, then NYS CS released exam series)  
 Finance Coordinator – Provisional  
 Human Resources Administrative Assistant (City Center) – Provisional  
 Identification Clerk #60-454  
 Senior Engineering Technician – Provisional

Retirements/Resignations

Director of Risk and Safety	Marilyn Rivers	Retirement Effective 04/10/23
DPW Coordinator	Mary Mahar	Resignation Effective 04/15/23
Librarian II	Renee Bennett Kapusniak	Resignation Effective 04/24/23
Police Officer	Kateri Marotta	Resignation Effective 04/16/23
Recreation Leaders	Arisa Gillani	Resignation Effective 03/08/23
Recreation Specialists	Mary Magnus	Resignation Effective 03/22/23

**NEXT CIVIL SERVICE COMMISSION MEETING(S):**

April 26<sup>th</sup> 2023 9:30am (Wednesday)  
 May 31<sup>st</sup> 2023 9:30am (Wednesday)  
 June 27<sup>th</sup> 2023 9:30am (Tuesday)  
 July 26<sup>th</sup> 2023 9:30am (Wednesday)

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Prepared by: Corissa Salvo