

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION  
REGULAR MEETING AGENDA  
474 BROADWAY SARATOGA SPRINGS, COUNCIL ROOM 1<sup>ST</sup> FLOOR  
WEDNESDAY NOVEMBER 29<sup>TH</sup> 2023 9:30AM**

This Civil Service Commission meetings will be live streamed on the city website, with the video archive being posted as well.

**Roll Call**

**Public Comments**

**LIBRARY**

Discuss and Vote – Revisit proposed minor updates to the Library Assistant job specification

**PUBLIC SAFETY**

Discuss and Vote – Request for Additional Classified Position(s)

Assistant Fire Chief (permanent 2<sup>nd</sup> position)

Fire Chief (temporary 2<sup>nd</sup> position)

Approve Completed Probationary Periods

Police Sergeant (1)

Police Lieutenant (1)

**ACCOUNTS**

Discuss and Vote –Propose update to Director of Risk and Safety job specification (D and V dependent on 11/28/23 City Council meeting)

Approve Provisional Appointments

Assistant City Clerk (1)

Data Collector (1)

Approve Non Competitive and Temporary Appointment

Senior Clerk (part time) (1)

Approve Completed Probationary Period

Assistant Assessor (1)

**DPW**

Approve Provisional Appointment(s)

Water Meter Service Worker (1)

Non Competitive Class Appointment

Automotive Mechanic (1)

**SCHOOL**

Approve Non Competitive Class Appointments

Clerks (part time) (4)

Custodian (PT) (1)

Food Service Program Motor Vehicle Operators (1)

Grounds keeper (1)

Keyboard Specialists (part time) (5)

Motor Vehicle Operators (1)

School Automotive Mechanics (1)

School Bus Assistants (2)

School Bus Drivers (8)

Teacher Aides (10)

Approve Labor Class Appointments

Food Service Helpers (9)

School Monitors (10)

Approve Leave of Absence

Licensed Professional Nurse (1)

Teacher Aides (1)

Approve Completed Probationary Periods

Clerk (1)

Data and Assessment Coordinator (1)

Teacher Aides (1)

**CIVIL SERVICE**

*Establish Eligible Lists*

Police Officer #

*Appointments from Established Eligible lists*

Administrative Assistant #67-997

Assistant Assessor

Connor Bryant

David Eaton

Effective 09/27/23

Effective 09/27/23

Clerk #10-324	Alyssa Pollock	Effective 10/25/23
Data and Assessment Coordinator #60-003	Steven MacDonald	Effective 11/10/23
Keyboard Specialists #10/423	Deanna Meyer	Effective 08/08/23
Information Technology Support Technician 1	Paul Janicke	Effective 09/18/23
Purchasing Specialists #68-506	Darrell Payton	Effective 06/28/23
Senior Typist #22-224	Katherine Snyder	Effective 10/25/23

*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\***

Administrator of Planning and Economic Development #68-463	12/02/23
Animal Control Officer/Parking Enforcement Officer (provisional)	
Assistant Building Inspector #63-693 and #78-021	01/13/24
Assistant Building and Construction Inspector #86-255	01/13/24
Assistant Director of Transportation #86-255	12/02/23
Cleaner (Recreation)	
Code Enforcement Technician #62-089	01/13/24
Computer Support technician DPS (provisional)	
Director of Information Technology #60-989	12/02/23
Director of Transportation #60-989	12/02/23
Engineering Technician #69-478	12/02/23
Firefighter Paramedic #85-449	01/13/23
Firefighter Paramedic Trainee #85-4450	01/13/23
Fixed Assets and Inventory Clerk #67-792	02/10/24
Information Security Analyst #67-817	12/02/23
Principal Engineering Technician #62-201	12/02/23
Public Safety Dispatcher #67-533	01/27/24
Public Works Dispatcher #62-289	12/02/23
School Bus Dispatcher #86-325	01/13/24
Senior Engineering Technician #69-462 and #75-799	12/02/23
Senior Public Safety Dispatcher #85-564	01/27/24
Survey/AutoCad Technician #65-492	12/02/23
Transportation Routing Specialist #85-740	12/02/23
Transportation Safety and Training Coordinator #67-807	12/02/23
Zoning and Building Inspector #60-612 and #73-407	
01/13/24	
Water Treatment Plant Operator Trainee #624	12/09/23

*Retirement and Resignations*

Assistant City Attorney	Michael Phillips	Resignation 11/30/23
Clerk	Michael Palmieri	Resignation 10/21/23
Clerk	Laurie Sudiagala	Resignation 11/03/23
		Revised 11/18/23
Custodian	Dustin Lair	Resignation 10/25/23
Recreation Assistants	Julia Brobston	Resignation 10/20/23
Recreation Assistants	Anna Farrell	Resignation 10/15/23
Recreation Assistants	Kyle Holmes	Resignation 10/20/23
Recreation Assistant	Peter Daniel Klochaney III	Resignation 11/12/23
Recreation Assistants	Stephon Lindsay	Resignation 10/20/23
Recreation Assistants	Emma Proctor	Resignation 10/20/23
Recreation Assistants	Patrick temple	Resignation 11/13/23
Recreation Leaders	Emmaline Barker	Resignation 10/20/23
Recreation Leaders	Andre Culpepper Wehr	Resignation 10/20/23
Recreation Specialists	Elisabeth Bates	Resignation 11/13/23
Recreation Specialists	Natalie Kessler	Resignation 10/20/23
Recreation Specialists	Kaleb Lewis	Resignation 10/20/23
School Bus Assistants	Adeyemi Bennett	Resignation 08/28/23
School Bus Drivers	Thomas Agurnzo	Resignation 10/25/23
School Bus Drivers	David Fudger	Resignation 10/14/23
School Bus Drivers	William Grey III	Resignation 11/04/23
Senior Typist	Ticia Terleckey	Resignation 11/30/23
Teacher Aides	Karin Waters	Resignation 09/20/23

**NEXT CIVIL SERVICE COMMISSION MEETING: City Council Chambers 1<sup>st</sup> floor of City Hall**

December 27<sup>th</sup> 2023 9:30am (Wednesday)

Prepared by: Corissa Salvo