

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA
474 BROADWAY SARATOGA SPRINGS, COUNCIL ROOM 1ST FLOOR
WEDNESDAY DECEMBER 27TH 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

Approval of October 2023 Minutes

Approval of November 2023 Minutes

Public Comments

ACCOUNTS

Discuss and Vote on proposed update to the Director of Risk and Safety job specification

DPW

Discuss and Vote on proposed update to the DPW Business Manager job specification

Discuss and Vote on proposed update to the DPW Coordinator job specification

Discuss and Vote on proposed update to the Chief Water Treatment Plant Operator job specification

Discuss and Vote on proposed update to the Public Works Office Supervisor job specification

Discuss and Vote on proposed update to the Senior Electrician job specification

Discuss and Vote on proposed update to the Water Treatment Plant Operator job specification

Discuss and Vote on proposed update to the Water Meter Service Worker job specification

Discuss and Vote on proposed update to the Water Meter Service Worker Supervisor job specification

Approve Leave of Absence

Art and Sign Technician (1)

Approve Labor Class Appointment(s)

Laborer (1)

Approve Non Competitive Class Appointment

Maintenance Mechanic (1)

MAYOR

Approve Completed Probationary Periods

Administrative Assistant (3)

Grants Assistant (1)

PUBLIC SAFETY

Discuss and Vote on proposed update to the Public Safety Office Supervisor job specification

Discuss and Vote on proposed update to the Code Administration Assistant and Accounts Payable job specification

Approve Leave of Absence

Assistant Fire Chief (1)

Fire Captain (1)

Police Officer (1)

Approve Provisional Appointment(s)

Animal Control Officer/Parking Enforcement Officer (1)

Approve Completed Probationary Period

Assistant Police Chief (1)

RECREATION

Approve Non Competitive Class Appointments

Camp Counselors (5)

Recreation Assistants (3)

Recreation Leaders (1)

SCHOOL

Approve Completed Probationary Periods

Payroll Clerk (2)

CIVIL SERVICE

Executive Session (if needed)

Appointments from Established Eligible lists

Assistant Fire Chief # (Temporary)

Assistant Police Chief #77-552

Clerk #10-324

Clerk #10-324

Custodian #10-624

Jeffrey Alonzo

Frederick Warfield

Dairys Burdier

Kathleen Tomaski

James Brower

Effective 01/01/24

Effective 12/16/23

Effective 01/02/24

Effective 12/15/23

Effective 12/20/23

Custodian #10-624	Lewis Chase	Effective 12/19/23
Custodian #10-624	Xavier Clarke	Effective 12/18/23
Custodian #10-624	Lorrie Wolf	Effective 12/21/23
Fire Chief # (Temporary)	Aaron Dyer	Effective 01/01/24
Keyboard Specialist #10-24	Shari Nocak	Effective 12/15/23
Keyboard Specialist #10-424	Rebecca Pritchard	Effective 12/15/23
Keyboard Specialist #10-424	Maureen Regan	Effective 12/15/23
Police Officer #63-296	Parker Alexander	Effective
Police Officer #66-533	Colton Cappiello	Effective 12/08/23
Police Officer #63-296	Jack Hynes	Effective
Police Officer #66-296	Cameron Mandala	Effective
Police Officer #66-533	Dominic Martuscello	Effective 12/10/23
Police Officer #66-296	Nicholas Michalowski	Effective
Police Officer #66-533	Curtis Rossi	Effective 12/11/23
Police Officer #66-533	Antwine Sakil	Effective 12/09/23
Police Officer #63-296	Bryan Sterge	Effective
Police Officer #66-533	Paul Swiers	Effective 12/07/23
Public Safety Dispatcher #67-693	Scott Downs	Effective 12/10/23
Public Safety Dispatcher #67-693	Weronicka Kierach	Effective 12/11/23

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****

Accounts Department Office Supervisor #	02/10/24
Assistant Building Inspector #63-693 and #78-021	01/13/24
Assistant Building and Construction Inspector #86-255	01/13/24
City Attorney	
Code Enforcement Technician #62-089	01/13/24
Computer Support technician DPS (provisional)	
Firefighter Paramedic #85-449	01/13/23
Firefighter Paramedic Trainee #85-4450	01/13/23
Finance Coordinator #68-144	02/10/24
Fixed Assets and Inventory Clerk #67-792	02/10/24
Principal Account Clerk #61-121	
Public Safety Dispatcher #67-533	01/27/24
School Bus Dispatcher #86-325	01/13/24
Senior Account Clerk #67-530	02/10/24
Senior Public Safety Dispatcher #85-564	01/27/24
Zoning and Building Inspector #60-612 and #73-407	01/13/24
Water Treatment Plant Operator Trainee #624	01/13/24

NEXT CIVIL SERVICE COMMISSION MEETING: City Council Chambers 1st floor of City Hall

January 31st 2024 9:30am (Wednesday)

Prepared by: Corissa Salvo

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