

CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA
474 BROADWAY SARATOGA SPRINGS, COUNCIL ROOM 1ST FLOOR
WEDNESDAY FEBRUARY 28th 2024 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 December 2023 Minutes

Approval of January 2024 Minutes

Public Comments

DPW

Approve Completed Probationary Periods

DPW Purchasing Coordinator (1)

Public Works Dispatcher (1)

Approve Provisional Appointment

Electrician (1)

FINANCE

Approve Temporary Appointment

Director of Information Technology (1)

HOUSING AUTHORITY

Approve Labor Class Appointment(s)

Laborer (3)

MAYOR

Approve Temporary/Provisional Appointment

Administrator of Parks, Open Lands and Historic Preservation (1)

Approve Leave of Absence

Grants Assistant (1)

Approve Exempt Class Appointment(s)

Assistant City Attorney (1)

City Attorney (1)

PUBLIC SAFETY

Approve Leave of Absence

Fire Captain (1)

Firefighter Paramedic (1)

Approve Non Competitive Class Appointment

Health Officer/Commissioner Grade II (1)

SCHOOL

Approve Leave of Absence

Building Maintenance Mechanic (1)

Cooks (1)

Completed Probationary Periods

Clerk (3)

Custodian (1)

Keyboard Specialist (1)

IT Administrative Assistant/Accounts Manager (1)

School Bus Drivers (2)

School Monitors (1)

Teacher Aides (1)

Approve Labor Class Appointments

Food Service Helpers (5)

School Monitors (3)

Approve Non Competitive Class Appointments

Clerks (part time) (1)

Food Service Program Motor Vehicle Operator (1)

Groundskeeper (1)

Keyboard Specialists (part time) (1)

Senior Food Service Helpers (2)

Teacher Aides (1)

Working Supervisor (1)

CIVIL SERVICE

Annual Report update

Establish Eligible Lists

Assistant Director of Transportation #86-255

Communications Coordinator #61-395

Director of Transportation #60-989

Public Works Dispatcher #62-289

School Bus Dispatcher #86-325

Transportation Routing Specialist #85-740

Appointments from Established Eligible lists

Assistant Fire Chief #74-677	Robert Murphy	Effective 01/27/24 (Temporary)
Clerk #10-324	Margo Becker	Effective 02/16/24
Custodian #10624	Matthew Taylor	Effective 02/15/24
Director of Risk and Safety #65-432	Rachael Capasso	Effective 02/12/24
Firefighter Paramedic Trainee #60-198	Robert Contini	Effective 03/02/24
Firefighter Paramedic Trainee #60-198	Christian Frazier	Effective 03/04/24
Firefighter Paramedic Trainee #60-198	John Savage	Effective 03/03/24
Police Lieutenant #79-512	Evan Fort	Effective 02/17/24
Police Sergeant #79-508	Jared Duchesne	Effective 02/09/24
Police Sergeant #79-508	Parker Wilson	Effective 02/10/24
Public Works Dispatcher #62-289	Emma Delaney	Effective 02/28/24

Exam 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

	Date of Exam
Assistant City Clerk #63-908	05/04/24
Assistant Fire Chief #70-412	03/02/24
Battalion Fire Chief #78-728	03/02/24
Benefits Specialist #	04/13/24
Computer Support Technician #67-624	03/23/24
Custodian #11-624	03/02/24
Executive Assistant to the City Attorney #86-797	05/04/24
Fire Chief #70-417	03/02/24
Head Custodian #68-547 and #78-104	03/23/24
Help Desk Technician #62-417	03/23/24
Human Resource Administrator #87-034	04/13/24
Human Resource Administrative Assistant #63-237	04/13/24
Human Resource Generalist #66-543	04/13/24
Human Resource Specialist #86-310	04/13/24
Information Technology Support Technician I #67-819	03/23/24
Librarian I #87-852	04/01/24 – 04/30/24
Librarian II #87-853 and #72-975	04/01/24 – 04/30/24
Librarian III #87-854 and #72-985	04/01/24 – 04/30/24
Secretary to the City Council #87-142	03/02/24
Service Coordinator – Housing Authority #67-516	03/02/24
Senior Library Clerk #86-197 and #76-083	05/04/24

Vacancy Announcements

Computer Support Technician (provisional)
Electrician (provisional)
Public Works Office Supervisor (provisional)
Senior Engineering Technician (provisional)

Vacated Positions

Automotive Mechanics	James Canary	Vacated 05/30/24
Director of Information Technology	Michael Wangerin	Vacated 03/01/24
Electrician	Michael Clancy	Vacated 02/08/24
Firefighter Paramedic	Zephaniah Kozakewicz	Vacated 02/02/24
Food Service Helpers	Suzanne Barrett	Vacated 01/26/24
Food Service Helpers	Colleen McIntyre	Vacated 01/26/24
Health Officer/Commissioner II	Michael Holland	Vacated 02/23/24
HVAC/Plumbing Technician	Kenneth Dooley	Vacated 02/20/24
Keyboard Specialist	Jacqueline O'Donnell	Vacated 01/26/24
Laborer (City Center)	Riley Smith	Vacated 02/12/24
Laborer (DPW)	Jeremy Zepf	Vacated 02/13/24
Motor Vehicle Operators	George Downs	Vacated 01/26/24
Public Safety Dispatcher	Weronika Kierach	Vacated 02/15/24
Public Works Office Supervisor	Rachael Capasso	Vacated 02/11/24
Registered Professional Nurse	Eileen Baughan	Vacated 01/21/24
School Bus Driver	Brent Booker	Vacated 01/20/24
School Bus Driver	Patrick Donworth III	Vacated 03/26/24
Senior Engineering Technician	Al Flick	Vacated 02/10/24
Senior Planner	Amanda Tucker	Vacated 03/01/24

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

March 27th 2024 9:30am

April 24th 2024 9:30am

May 29th 2024 9:30am

Prepared by: Corissa Salvo