

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION**  
**REGULAR MEETING AGENDA**  
**474 BROADWAY SARATOGA SPRINGS, COUNCIL ROOM 1<sup>ST</sup> FLOOR**  
**WEDNESDAY MARCH 27<sup>th</sup> 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 February 2024 Minutes**

**Public Comments**

**SCHOOL**

Discuss and Vote on proposed updates to the Information Technology Support Technician I job specification

Approve Leave of Absence

Food Service Helpers (1)

Registered Professional Nurse (1)

Teacher Aides (1)

Approve Labor Class Appointments

Food Service Helpers (2)

School Monitors (4)

Approve Non Competitive Class Appointments

Clerks (part time) (4)

Keyboard Specialists (part time) (4)

Licensed Practical Nurse (1)

Registered Professional Nurse (School) (1)

School Bus Assistants (2)

School Bus Drivers (7)

Teacher Aides (6)

**RECREATION**

Discuss and Vote on proposed updates to the Recreation Office Manager job specification

Approve Completed Probationary Periods

Assistant Administrative Director of Recreation (1)

Program Coordinator (1)

Program Director (1)

**PUBLIC SAFETY**

Discuss and Vote on proposed new position for one competitive class DPS Purchasing Coordinator

Approve Leave of Absences

Animal Control Officer/Parking Enforcement Officer (1)

Firefighter (1)

Police Officer (1)

**MAYOR**

Discuss and Vote on proposed updates to the Senior Planner job specification

Approve Provisional Appointment

Community Development Planner (1)

**DPW**

Approve Provisional Appointment

Electrician (1)

Public Works Office Supervisor (1)

Senior Engineering Technician (1)

Approve Labor Class Appointment

Laborer (1)

**CIVIL SERVICE**

Discuss anticipated eligibility language for exam announcements

*Establish Eligible Lists*

Assistant Administrative Director of Recreation #62-452

Assistant City Engineer #63-757

Budget Director #67-721

City Engineer #67-757

Firefighter Paramedic #85-449

Firefighter Paramedic Trainee #85-450

Grants and Compliance Officer #61-296

Grants Assistant #67-565

Program Coordinator #62-199

Program Director #78-811

#### *Appointments from Established Eligible lists*

Assistant Administrative Director of Recreation	Lisa Morahan	Effective 03/27/24
Director of Transportation #60-989	Jerome Keenan	Effective 03/01/24
Police Department Records Management Clerk #68-457	Angela Tolan	Effective 03/27/24
Program Coordinator #62-199	Brandon Butts	Effective 03/27/24
Program Director #78-811	Jill Ramos	Effective 03/27/24
Water Treatment Plant Operator/Trainee #00-624	Adam Rickett	Effective 03/11/24
Water Treatment Plant Operator Trainee #00-624	Jeffrey Tope	Effective 03/18/24

#### *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\***

	<b>*Date of Exam*</b>
Assistant Assessor #88-505	06/01/24
Assistant City Clerk #63-908	05/04/24
Benefits Specialist #60-990	04/13/24
Computer Support Technician #67-624	03/23/24
Executive Assistant to the City Attorney #86-797	05/04/24
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
Real Property Appraisal Technician #88-503	06/01/24
Senior Library Clerk #86-197 and #76-083	05/04/24
Treasurer #88-083	06/01/24

#### *Vacancy Announcements*

Carousel Worker for Congress Park  
Engineering Technician (provisional)  
Recreation Summer Employment  
Summer Laborer (Public Safety)  
Senior Engineering Technician (provisional)  
Senior Planner (provisional)  
Vehicle Traffic Controllers  
Water Meter Accounts Supervisor (provisional)

#### *Vacated Positions*

Engineering Technician	Maria Hasenstein	Vacated 03/24/24
Food Service Helpers	Tina Robinson	Vacated 03/09/24
Firefighter	George Bull Jr	Vacated 03/29/24
Keyboard Specialist	Barbara Stomieroski	Vacated 07/26/24
Laborer (DPW)	Robert Macica	Vacated 03/01/24
Laborer (Housing)	Michael Mancuso	Vacated 02/29/24
Maintenance Mechanic	Lyle Shultz	Vacated 02/23/24
School Bus Drivers	Heath Tougas	Vacated 03/23/24
School Monitors	Andrew Dzurica	Vacated 03/19/24
School Monitors	Joanne Seastrand	Vacated 03/18/24
Senior Engineering Technician	Katie Tiedemann	Vacated 03/10/24
Teacher Aides	Candace Gardner	Vacated 03/15/24
Transportation Safety and Training Coordinator	Judy Kahn	Vacated 04/25/24
Water Meter Accounts Supervisor	Kari Donohue	Vacated 03/11/24

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

April 24<sup>th</sup> 2024 9:30am

May 29<sup>th</sup> 2024 9:30am

June 26<sup>th</sup> 2024 9:30am

Prepared by: Corissa Salvo