

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION**  
**REGULAR MEETING AGENDA**  
**474 BROADWAY SARATOGA SPRINGS, COUNCIL ROOM 1<sup>ST</sup> FLOOR**  
**WEDNESDAY APRIL 24<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 March 2024 Minutes**

**Public Comments**

**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)

**SCHOOL DISTRICT**

Discuss and Vote on proposed new position duty statement for one competitive *19-A Examiner/Driver Trainer*

Abolish the singular competitive Transportation and Safety Coordinator position

Approve Non Competitive Class Appointments

Clerks (part time) (1)

Custodian (PT) (1)

Keyboard Specialists (part time) (1)

School Bus Assistants (1)

School Bus Drivers (3)

Teacher Aides (7)

Approve Labor Class Appointments

School Monitors (4)

Approve Completed Probationary Periods

Clerk (1)

Keyboard Specialist (2)

School Monitor (1)

Approve Provisional Appointments

Information Technology Support Technician I (2)

**DPW**

Approve Provisional Appointments

Senior Engineering Technician (1)

Approve Labor Class Appointments

Laborer (2)

**HOUSING AUTHORITY**

Approve Labor Class Appointments

Laborer (2)

**MAYOR**

Approve Provisional Appointments

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

**PUBLIC SAFETY**

Approve Leave of Absence

Animal Control Officer/Parking Enforcement Officer (1)

**CIVIL SERVICE**

*Establish Eligible Lists*

Assistant Administrative Director of Recreation #62-452

Custodian #11-424

Program Coordinator #62-199

Program Director #67-902 and #78-810

*Appointments from Established Eligible lists*

Assistant Administrative Director of Recreation #62-452

Administrator of Planning and Economic Development #68-463

Program Coordinator #62-199

Program Director #78-810

Lisa Morahan

Beige Berryman

Brandon Butts

Jill Ramos

Effective 04/24/24

Effective 04/24/24

Effective 04/24/24

Effective 04/24/24

**\*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 (04/13/24)
Data Collector #69-780	07/13/24
DPW Coordinator #87-911	07/13/24
Executive Assistant to the City Attorney #86-797	05/04/24
Head Custodian #68-547 and #78-104	03/23/24 (04/13/24)
Help Desk Technician #62-417	03/23/24 (04/13/24)
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 (04/13/24)
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
Payroll Clerk #86-799	07/13/24
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**

Animal Control Officer/Parking Enforcement Officer (provisional)  
 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**

Finance Coordinator	Cheryl Petersen	Vacated 04/12/24
Grants Assistant	Michael Dutre	Vacated 03/25/24
Police Officer	Thomas Sartin	Vacated 04/06/24
School Bus Assistants	Kelly Thimineur	Vacated 03/29/24
School Bus Drivers	Kellie Ann Arroyo	Vacated 03/26/24

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

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

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

July 31<sup>st</sup> 2024 9:30am

Prepared by: Corissa Salvo