

City of Saratoga Springs CITY ATTORNEY'S OFFICE CITY HALL

474 Broadway – Suite 21 Saratoga Springs, New York 12866

Telephone 518-587-3550, ext. 2414

ANTHONY J. IZZO CITY ATTORNEY

MICHAEL J. PHILLIPS
ASSISTANT CITY ATTORNEY

ROBIN MCFEE
EXECUTIVE ASSISTANT

July 10, 2023

via ELECTRONIC MAIL ONLY

john.kaufmann21@gmail.com

John Kaufmann 44 White Street Saratoga Springs, NY 12866

RE: FOIL Reply – POSH Resumes

Dear John:

In accordance with the provisions of New York State Public Officers Law §87, enclosed please find documents that are responsive to your request for the resumes submitted for the position of Administrator of Parks, Open Lands and Historic Preservation. Please note that these documents have been redacted pursuant to Public Officers Law §87(2)(b), an unwarranted invasion of personal privacy and/or Public Officers Law §87(2)(g), inter-agency communications.

This completes our fulfillment of your request in accordance with the statutory requirements of the Public Officers Law. Should you feel that you have been unlawfully denied access to records, you may appeal such denial in writing within thirty (30) calendar days. You may direct your appeal to this office.

Thank you.

Robin McFee FOIL Officer

Enc.



Position Title

APPLICATION FOR EXAMINATION and/or EMPLOYMENT

The City of Saratoga Springs Civil Service Commission

474 Broadway

Saratoga Springs, NY 12866-2366

(518) 587-3550 ext. 2602 www.saratoga-springs.org

civilservice@saratoga-springs.org

The City of Saratoga Springs is an Equal Opportunity Employer. The City does not unlawfully discriminate in employment because of age, race, religion, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status. Before you can be employed in any position, you will be required to produce documents that establish your identity and your eligibility to be employed in the United States.

This application will be part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the General Conditions and Instructions listed on the Examination Announcement for more information.

| Or J | ADMINI2 | IIIAIO | IN OI | PARK | 5, 0 | PEN F | ANDS A | ND HIS | STORIC F | RESE | -RVA | TION | 1 |
|---|---|---|----------------------------------|--|----------------------------|----------------------------------|---|---|---|--------------------|---------|---------------------------|------------------------|
| Exam Title (If applicable) | | | | | | | | | Exa | m #: | Pro | vis. | iona, |
| Last Name | Anderso | n | | | | First Name | Levi | | | | | MI | |
| Police Officer Candidates <u>Or</u> Date of Birth | | Month | 1 | Day | | Year | | | | | | | |
| Are you 18 yea | rs of age or old | der? | Yes | No | | | | | | | | | |
| | | | | | A | DDRE | SS | | | | | | |
| Street Address | 2 | | | | | | | | | | | | |
| Mailing Addres | SS (if different) | | | | | | | | | | | | |
| City, Town or \ | | | | | | | | State | NY | 1 2 | Zip | 1 | 3 |
| City, IOWII OI | 111000 | | | | | | | _ | | | | | |
| | | lome | | | | | | Cell | 1 | | | | |
| Phone Numbe | | lome | | | | | | Cell | 10 | _ | | | |
| Phone Numbe Email Are you curren | tly a permane | nt reside | | RESI | DENC | | YES O |) JT | NO O | ou must | complet | te the | following |
| Phone Number Email Are you current Candidates must re etermine if you n | itly a permaner | nt resider ncy Requi | rements | RESI as stated . If there | DENC on the | e examina esidency I | UIREMEN ation or vac Requirement | NT ancy anno t listed on | uncement, Y | n, have | u do no | t have | to comple |
| Phone Number Email Are you current andidates must retermine if you not in the section. | itly a permaner | nt resider ncy Requi | rements irements | RESI as stated . If there | DENC on the | e examina esidency I | UIREMEN ation or vac Requirement | NT ancy anno t listed on ate of thi for one (| uncement. Y the announce is applicatio (1) month or "- list the c | n, have r more? | you leg | t <i>have</i> gally re | to comple esided in |
| Phone Number Email Are you current andidates must of letermine if you no his section. | itly a permaner | nt resider ncy Requi | rements irements | RESI as stated . If there | DENC on the | e examina esidency I | UIREMENT of vac Requirement As of the durisdiction | NT ancy anno t listed on ate of thi for one (| uncement. Y the announce is applicatio (1) month or | n, have r more? | you leg | t <i>have</i> gally re | to comple esided in |
| Phone Number Email Are you current andidates must a etermine if you note in the section. Jurisdiction State | itly a permaner | nt resider ncy Requi | rements irements | RESI as stated . If there | DENC on the | e examina esidency I | UIREMENT of vac Requirement As of the durisdiction | NT ancy anno t listed on ate of thi for one (| uncement. Y the announce is applicatio (1) month or "- list the c | n, have r more? | you leg | t <i>have</i> gally re | to comple esided in |
| Phone Number Email Are you current andidates must retermine if you not in the section. Jurisdiction State | itly a permaner | nt resider ncy Requi | rements irements | RESI as stated . If there | DENC on the | e examina esidency I | UIREMENT of vac Requirement As of the durisdiction | NT ancy anno t listed on ate of thi for one (| uncement. Y the announce is applicatio (1) month or "- list the c | n, have r more? | you leg | t <i>have</i> gally re | to comple esided in |
| Phone Number Email Are you current andidates must retermine if you not in the section. Jurisdiction State Village/Town | itly a permaner | nt resider ncy Requi | rements irements | RESI as stated . If there | DENC on the | e examina esidency I | UIREMENT of vac Requirement As of the durisdiction | NT ancy anno t listed on ate of thi for one (| uncement. Y the announce is applicatio (1) month or "- list the c | n, have r more? | you leg | t <i>have</i> gally re | to comple esided in |
| Phone Number Email Are you current andidates must retermine if you not in this section. Jurisdiction State Village/Town City County | rtly a permaner | nt resident ency Requirency Requirency Require | rements irements f Jurisdi | RESI as stated . If there ction | DENC on the | e examina esidency i j | UIREMEI ation or vac Requirement As of the d urisdiction YES or NO | NT ancy anno t listed on ate of thi for one (| uncement. Y the announce is applicatio (1) month or "- list the c | n, have r more? | you leg | t <i>have</i> gally re | to comple esided in |
| Phone Number Email Are you current andidates must retermine if you note that section. Jurisdiction State Village/Town City County How did you let | rtly a permaner meet the Reside neet these Reside | nt resident ency Requirency Requirency Require | rements irements f Jurisdi | RESI as stated . If there ction | DENC on the | e examina esidency i j | UIREMEI ation or vac Requirement As of the d urisdiction YES or NO | NT ancy anno t listed on ate of thi for one (| uncement. Y the announce is applicatio (1) month or "- list the c | n, have r more? | you leg | t <i>have</i> gally re | to comple esided in |
| Phone Number Email Are you current Candidates must reletermine if you not his section. Jurisdiction State Village/Town City County | rtly a permaner meet the Reside neet these Reside | nt resident ency Requirency Requirency Require | rements irements f Jurisdi | RESI as stated . If there ction | DENC on the is no Re | e examina sidency i j j | UIREMEI ation or vac Requirement As of the d urisdiction YES or NO | NT ancy anno t listed on ate of thi for one (| uncement. Y the announce is applicatio (1) month or "- list the c | n, have r more? | you leg | t <i>have</i> gally re | to comple esided in |

| | commodation to take the examination | | sted on the Examination Announcement). v and contact the Civil Service Office at (518) | | |
|--|--|--------------------------------|---|------------------------|---------------------|
| | VETERAN | IS CREDI. | rs | | |
| | | | | | |
| If you wish to apply for V | (For civil service | | a copy of your DD Form 214 Member 4. | Yes | No |
| | ons and Instructions). If "No" SKIP this | | a copy of your BB form 224 Member 4. | 1.00 | |
| | ne Armed Forces of the United States? | | | | |
| (The Armed Forces means and the National Guard w | the Army, Navy, Marine Corps, Air Ford then in the service of the US pursuant to | | Guard, including all components thereof ded by Law on a full-time active duty basis | 0 | 0 |
| other than active duty for | | ot a disc | | 0 | 0 |
| | d Forces during any of the following pe | riods: | | $+$ \times | 18 |
| February 28, 1961 – N August 2, 1990 – end | | | | 18 | 18 |
| | 33 – December 1, 1987 | | | 18 | 18 |
| | 3, 1983 – November 21, 1983 | | | 18 | 18 |
| | 20, 1989 – January 31, 1990 | | | 8 | 18 |
| | | n received th | e Armed Forces Expeditionary Medal, the | 0 | |
| | l, or the Marine Corps Expeditionary Ma | | e Armed Forces Expeditionary Wiedai, the | 0 | O |
| | | | an for appointment to any position in the | _ | |
| | w York State or any of its civil division | | an for appointment to any position in the | 0 | 0 |
| | nected disability rated at 10% or more | | penartment of Veterans Affairs? This | | |
| | incurred during a Time of War period I | | epartment of veterans mans. This | 0 | 0 |
| | | | ere you subsequently certified as having a | | 10 |
| | ty rated at 10% or more by the Veterar | | | 0 | 0 |
| Are you currently a reside | | | | 0 | 0 |
| | | V = 2 V V = 2 2 | | | |
| | ADDITIONA | L QUEST | | | |
| | loyed by the City of Saratoga Springs, | Yes No | If Yes, please explain: | | |
| 기업과 역시 시간 점점 기계 시간 위험에 지내면 사용하다 하는 것이다. | nool District, Saratoga Springs Public | | | | |
| | orings Housing Authority. (This is asked | 0 0 | | | |
| so if you are hired, your prev card can be re activated rath | ious personnel file and employment roster | | | | |
| card carribe re activated rati | er than duplicatedy | | | | |
| Check the appropriate bo | ox to the right of each question. | | | Yes | No |
| Charles to the control of the period of the control | | r reasons oth | er than lack of work or funds or medical | 0 | 0 |
| reasons? | , 4145114184 | | | 0 | 0 |
| | om any employment rather than face of | dismissal? | | 0 | (0) |
| | | | ites which was other than "Honorable" or | 0 | |
| | ler the other than honorable circumsta | | | 0 | 0 |
| | convicted of any crime (felony or misde | | | 0 | 0 |
| e. Are you now under cl | | - | | O | (0) |
| r if such explanation is in utomatic bar to employn | sufficient, you may be required to subment. Each case is considered and evalues a prior conviction may result in demonstrates. | mit further in uated on ind | fics under Remarks below. If you elect not to formation. None of the above circumstan ividual merits in relation to the position(s) syment or subsequent termination of employment | ces repre for which | esents o h you a |
| REMARKS: | ment approacion. | | | | |
| | DRIVER | RS LICENSE | | | 1 |
| Complete the following on | ly if a license to operate a motor vehicl | e is required, | preferred for the position that you are appl | ying. | |
| | | | | | No |
| State Issued and Class of | NY Class D | Is this Dri | ver's License Currently Valid? | Yes | 140 |

| | High School | | NO |
|--|--|---|----|
| Have you Graduated from High School or do yo | ou have possession of a High School Equivalency Diploma? | Ø | 0 |
| If "Yes", City and State of High School: | Oneonta, NY | | |
| Equivalency Diploma Number: | | | |

College, University, Professional or Technical School

If educational requirements are part of the minimum qualifications stated on the announcement, and your qualifying education was received outside of the United States of America, you will be required to contact a *credential evaluation service* and submit their evaluation of your credits to civil service.

| Name of School | Number of College Credits Received | Type of Degree Major Subject or To Earned Course | | Did You Gr | aduate? | Month/Year Degree Received or Expected | |
|----------------|---------------------------------------|---|--|------------|---------|--|--|
| | Credits Received | Lamed / | Course | YES | NO | neceived of Expecte | |
| UAlbany | 39 | Masters of Science | Geographical Information Science | 0 | 0 | | |
| SUNY Cortland | 72 | Bachelors of Sciense | Tritidoor Receiption and Matricel (Consumer Monagement | 0 | 0 | | |
| SUNY Delhi | 64 | Bachelors of Sciense | Parks and Outdoor Recreatio | • | 0 | | |

LICENSE OR CERTIFICATION

Complete the following if a License, Certification or other authorization to practice a trade or profession is required or preferred on the vacancy announcement and/or examination announcement for which you are applying.

| Name of Trade or Profession: | | Specialty | |
|--------------------------------|------------------|------------|----------------|
| License Number: | | | |
| Granted by (Licensing Agency): | | City/State | |
| Date License First Issued: | Registered From: | | Registered To: |

EXPERIENCE

All sections must be filled out completely even if you attach a resume. Approval of your application is dependent upon the information provided on this application only. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under Description of Duties clearly and in detail describe the nature of work which you personally performed. Verified and documented volunteer/internship experience will only be credited when specifically stated on the examination or vacancy announcement. You may attach additional sheets if you need more space.

| Length of Employment | Month AND Year | Employers Name: |
|---|------------------------------|---|
| From: | To: | Employers Address: |
| Circle one: Paid or I | ntern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | GIS Carbon Assessmet Analyst | GIS Data Engineering, Intergration and Digitization |
| Name of Your Supervisor | | Carbon/Environmental Compliance towards Afforestation and Environmental Planning. |
| Hours worked per week. (exclusive of overtime) | 50-60 | Oversee Data Tech leam's GIS work, Property and Forest Assessment in regards to Carbon Analytics. |
| Reason for Leaving | | Meet/work with state and federal organizations to meet environmental needs. |

| Length of Employment | Month AND Year | Employers Name: |
|---|---------------------------------|--|
| From: | To: | Employers Address: |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Data Analyst - Engineering Team | Work with GIS team on quarterly product rollout. Oversee Address Acquisition Team. |
| Name of Your Supervisor | | Placed on GIS Product Build Team to merge |
| Hours worked per week. (exclusive of overtime) | 40-45 | Utilize professional software systems to create better accuracies |
| Reason for Leaving | | Engineer newer forms of data acquisition. |
| | | |
| Length of Employment | Month AND Year | Employers Name: |
| From: | To: | Employers Address: |
| Circle one: Paid / or | Intern or Volunteer | DESCRIPTION OF DUTIES |
| (•) | 0 | |

| Length of Employment | Month AND Year | Employers Name: | | | |
|---|----------------------|--|---|--|--|
| From: | То: | Employers Address: | | | |
| Circle one: Paid or | Intern or Volunteer | | DESCRIPTION OF DUTIES | | |
| Your Exact Title | Conservation Steward | Worked with profess | ionals to bring environmental awareness to the public | | |
| Name of Your Supervisor | | Conducted N | lature Hikes for children every week | | |
| Hours worked per week. (exclusive of overtime) | 40 | Assisted biologists with Hellbender tracking program using GIS | | | |
| Reason for Leaving | | Created and presented | Hellbender Outreach Protection Program for park patrons | | |

PLEASE READ AND SIGN.

AFFIRMATION: I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. If applying for a Recreation position, a DCJS background check will be ran to ensure that I am not on the Sex Offender Registry. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for requires a pre-employment drug test (ex: Police and Fire) I understand that as a condition of appointment to this position, I will be required to take and pass a pre-employment drug test.

Applicant Signature (not a printed font)

_Date of Signature 3/14/20

Co-lead all Environmental/Park Planning on the property. Help develop new trail systems for hikers and cyclists.

Assist Biology and Geography departments with classes.

Name of Your Supervisor

40-50

Hours worked / wk.

(exclusive of overtime) Reason for Leaving



Position Title

APPLICATION FOR EXAMINATION and/or EMPLOYMENT

The City of Saratoga Springs Civil Service Commission

474 Broadway

Saratoga Springs, NY 12866-2366

(518) 587-3550 ext. 2602 www.saratoga-springs.org

civilservice@saratoga-springs.org

ADMINISTRATOR OF PARKS, OPEN LANDS AND HISTORIC PRESERVATION

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This application will be part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the General Conditions and Instructions listed on the Examination Announcement for more information.

| er Month | | | First | 15 11 4.4 | | | | BAL | |
|---|-------------------|----------------------|---|--|---|--|--|----------------------------------|-----------------------------------|
| er Month | - | | Name | Christi | stina | | | MI | M |
| | | Day | Year | | | | | | |
| older? | Yes | N _o O | | | | | | | |
| | | | ADDRES | ss | | | | | |
| | | | | | | | | | |
| | = " | | | | | | | | |
| | | | | | State | NY | Zip | | |
| Home | | | | | Cell | | | | |
| | | | | | | | | | |
| nent residen | t of Ne | w York St | ata2 | VEC (A) | | NOC | | | |
| sidency Require | ements | RESID | ENCY REQ | UIREMEN ation or vaca | ncy annou | incement. Y | ou must comp | lete the f | ollowing to |
| sidency Require esidency Requir Name of | ements rements | RESID as stated o | DENCY REQ on the examina no Residency I | UIREMEN ation or vaca Requirement | ncy annou listed on t | incement. Y | n, have you l | not have t | o complete |
| esidency Requir | ements rements | RESID as stated o | DENCY REQ on the examina no Residency I | UIREMEN ation or vaca Requirement | ncy annou listed on to te of this for one (1 | ncement. Y he announce applicatio b) month of | ement, you do r on, have you l or more? date you will | egally re | <u>o complete</u> sided in thi |
| esidency Requir | ements rements | RESID as stated o | DENCY REQ on the examina no Residency I | UIREMEN ation or vaca Requirement As of the da urisdiction | ncy annou listed on to te of this for one (1 | ncement. Y he announce application | ement, you do r on, have you l or more? date you will | egally re | <u>o complete</u> sided in thi |
| esidency Requir | ements rements | RESID as stated o | DENCY REQ on the examina no Residency I | UIREMEN ation or vaca Requirement As of the da urisdiction | ncy annou listed on to te of this for one (1 | ncement. Y he announce applicatio b) month of | ement, you do r on, have you l or more? date you will | egally re | <u>o complete</u> sided in thi |
| esidency Requir | ements rements | RESID as stated o | DENCY REQ on the examina no Residency I | UIREMEN ation or vaca Requirement As of the da urisdiction | ncy annou listed on to te of this for one (1 | ncement. Y he announce applicatio b) month of | ement, you do r on, have you l or more? date you will | egally re | <u>o complete</u> sided in thi |
| | Home | Home | Home | ADDRES | ADDRESS | ADDRESS State Home Cell | ADDRESS State NY Home Cell | ADDRESS State NY Zip Home Cell | ADDRESS State NY Zip |

| Special Testing Arrangements (Refer to General Conditions and Instructions listed on the Examination Announcement). I a special arrangement or accommodation to take the examination, check below and contact the Civil Service Office at (518 ext. 2602. I need a special testing arrangements | lf you ned 3) 587-35: | ed 50 |
|---|---|---------------|
| VETERANS CREDITS (For civil service examinations only) | | |
| If you wish to apply for Veterans Credits, complete the following and attach a copy of your DD Form 214 Member 4. | Vee | Lain |
| (Refer to General Conditions and Instructions). If "No" SKIP this section. | Yes | No |
| Have you ever served in the Armed Forces of the United States? | | |
| (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof | _ | _ |
| and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes). | 0 | 0 |
| Did you serve in the Armed Forces during any of the following periods: | | + |
| February 28, 1961 – May 7, 1975 | $\vdash \!$ | $+ \times$ |
| August 2, 1990 – end of hostilities | $\vdash \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$ | $+ \times$ |
| *Lebanon: June 1, 1983 – December 1, 1987 | $\vdash \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$ | $+ \times$ |
| *Granada: October 23, 1983 – November 21, 1983 | $\vdash X$ | $+ \times$ |
| *Panama: December 20, 1989 – January 31, 1990 | $\vdash \times \vdash$ | $+ \varkappa$ |
| *Credit for Lebanon, Grenada and Panama is limited to those who received the Armed Forces Expeditionary Medal, the | <u> </u> | $+\mathbf{C}$ |
| Navy Expeditionary Medal, or the Marine Corps Expeditionary Medal. | | 10 |
| **Have you ever used additional credits as a disabled or non-disabled veteran for appointment to any position in the | 0 | 0 |
| public employment of New York State or any of its civil divisions? ** | | |
| Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs? This disability must have been incurred during a Time of War period listed above. | 0 | 0 |
| After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a | | |
| service connected disability rated at 10% or more by the Veterans Affairs Dept.? | O | |
| Are you currently a resident of New York State? | 0 | O |
| Have you ever been employed by the City of Saratoga Springs, the Saratoga Springs School District, Saratoga Springs Public Library or the Saratoga Springs Housing Authority. (This is asked so if you are hired, your previous personnel file and employment roster card can be re activated rather than duplicated) Yes No If Yes, please explain: | | |
| Check the appropriate box to the right of each question. | Yes | l No |
| a. Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical | | No |
| reasons? | 0 | 0 |
| b. Did you ever resign from any employment rather than face dismissal? | 0 | 0 |
| c. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances? | 0 | 0 |
| d. Have you ever been convicted of any crime (felony or misdemeanor)? | 0 | 0 |
| e. Are you now under charges for any crime? | $\vdash X$ | 0 |
| If you answered "Yes" to any of the above questions (a – e), you may give specifics under Remarks below. If you elect not to or if such explanation is insufficient, you may be required to submit further information. None of the above circumstance automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position(s) for | es repres | specifics |
| falsification of the employment application. | | |
| applying. Failure to disclose a prior conviction may result in denial of employment or subsequent termination of employ falsification of the employment application. REMARKS: | | _ |
| REMARKS: | | |
| PREMARKS: | | |
| REMARKS: | ing. | No |

| | High School | YES | NO | |
|--|--|-----|----|--|
| Have you Graduated from High School or do yo | ou have possession of a High School Equivalency Diploma? | 0 | 0 | |
| If "Yes", City and State of High School: | Shaker High School, NY | | | |
| Equivalency Diploma Number: | | | | |

College, University, Professional or Technical School If educational requirements are part of the minimum qualifications stated on the announcement, and your qualifying education was received outside of the United States of America, you will be required to contact a credential evaluation service and submit their evaluation of your credits to civil service. Name of School Number of College Type of Degree Major Subject or Type of Did You Graduate? Month/Year Degree Credits Received Earned Course Received or Expected YES NO Hudson Valley Community College 61 **Environmental Studies** O 0 122 B.S. 0 Natural Resources Management Green Mountain College 0 36 M.S. Green Mountain College **Environmental Studies**

| Complete the following if a License, Certificat vacancy announcement and/or examination a | | a trade or profe | ession is required or preferred on the |
|---|------------------|------------------|--|
| Name of Trade or Profession: | | Specialty | |
| License Number: | | | |
| Granted by (Licensing Agency): | | City/State | |
| Date License First Issued: | Registered From: | | Registered To: |

EXPERIENCE

All sections must be filled out completely even if you attach a resume. Approval of your application is dependent upon the information provided on this application only. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under Description of Duties clearly and in detail describe the nature of work which you personally performed. Verified and documented volunteer/internship experience will only be credited when specifically stated on the examination or vacancy announcement. You may attach additional sheets if you need more space.

| Length of Employment | Month AND Year | Employers Name: |
|---|------------------------------------|---|
| From: | To: | Employers Address: |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Environmental Program Specialist 1 | Administer of the hazardous waste reduction program |
| Name of Your Supervisor | | Various inter- and intra-agency sustainability initiative |
| Hours worked per week. (exclusive of overtime) | 37.5 | Research & database management for toxic chemical program |
| Reason for Leaving | | Green procurement subcommittee member |

| Length of Employment | Month AND Year | Employers Name: | | | |
|---|---------------------|---|--|--|--|
| From: | To: | Employers Address: | | | |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES | | | |
| Your Exact Title | Field Scientist | Mammal tracking and camera trap thesis study in the Rondout valley, NY | | | |
| Name of Your Supervisor | | Used GPS to create maps on ArcGIS | | | |
| Hours worked per week. (exclusive of overtime) | 20 | Biological research and data collection on wildlife connectivity & habita | | | |
| Reason for Leaving | | Use of game cameras, mammal winter tracking and habitat inventorying techniques | | | |
| | | | | | |
| Length of Employment | Month AND Year | Employers Name: | | | |
| From: | To: | Employers Address: | | | |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES | | | |

| Length of Employment | Month AND Year | Employers Name: |
|---|---------------------|---|
| From: | To: | Employers Address: |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | | Environmental education and services of both the visitor contact stations |
| Name of Your Supervisor | | Educated visitors about ecology, recreational opportunities & educational programs; Propared & canducad educational Lynx-Snowshoe Here campline programs, |
| Hours worked / wk. (exclusive of overtime) | 40 | Prepared & conducted educational Lynx-Snowshoe Hare campfire programs |
| Reason for Leaving | | Field days, overnight backpacking trips, day hikes, fishing, boating |

| Length of Employment | Month AND Year | Employers Name: | |
|---|----------------------------|---|-----------------|
| From: | To: | Employers Address: | |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES | |
| Your Exact Title | Endangered Species Monitor | Population monitoring of federally endangered and state threatened | Butterflies |
| Name of Your Supervisor | | Used Microsoft Access, Excel, and ArcGIS to compile statistic | al reports |
| Hours worked per week. (exclusive of overtime) | 40 | Used GIS and GPS to monitor butterfly habi | itat |
| Reason for Leaving | | Authored the 2008 Karner Blue Butterfly Annual Report for USFWS, NYSDEC, The Town of Wilton and S | Saratoga County |

PLEASE READ AND SIGN

AFFIRMATION: I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. If applying for a Recreation position, a DCJS background check will be ran to ensure that I am not on the Sex Offender Registry. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for requires a pre-employment drug test (ex: Police and Fire) I understand that as a condition of appointment to this position, I will be required to take and pass a pre-employment drug test.

Applicant Signature (not a printed font)

Christina Campo Campo Campo Date: 2023.02.03 11:58:05-05'00' Date of Signature 2/3/23

Christina M. Campo

Current Employment

Environmental Program Specialist 1 -

Central Office

- Manager of the Hazardous Waste Reduction Program (HWRP);
- Researcher for Chemical Ingredient Disclosure programs;
- GreenNY Council Procurement & Reporting subcommittee member;
- Former co-chair of the Environmental Excellence Awards Program;
- DEC and statewide sustainability contributor;
- Supervisor of seasonal interns;
- Project Business Lead for the DECinfo Locator GIS mapping project;
- Specialist in Geographic Information Systems, Power BI, RedDot, DECinfo Locator & SharePoint;
 - Received ITS T.E.C.H. Certification in SharePoint in 2017.
 - Received Peter Berle Memorial Award in 2021.

Employment History

Medicaid Eligibility Examiner 2 (Supervisor) -

- Reviewed and prepared

 Healthcare Exchange appeals for attorneys.
- Edited and provided quality assurance for appeal decision notices.
- Maintained the appeals caseload database using Microsoft excel.
- Supervisor of Medicaid Eligibility Examiner 1.

Quality Control Specialist -

- Reviewed, edited, and remitted public health insurance renewals using multiple NY-state software programs for data and documentation research.
- Received high volume of calls in a call center environment to renew healthcare applications.

Field Scientist Thesis Project -

- Mammal tracking and camera trap study in the Rondout valley, NY.
- Used GPS to create maps on ArcGIS.
- · Biological research and data collection on wildlife connectivity & habitat.
- Use of game cameras, mammal winter tracking and habitat inventorying techniques.

Environmental Interpreter (SCA Internship) -

- Provided education and services of both the visitor contact stations.
- Communicated rules and regulations of the refuge per Federal regulations.
- Educated visitors about ecology, recreational opportunities & educational programs.
- Prepared & conducted educational Lynx-Snowshoe Hare campfire programs.
- Field days, overnight backpacking trips, day hikes, fishing, boating.
- Biological Snowshoe hare/Lynx & salmon hatchery surveys in bear country.

Invasive Species Steward (SCA Internship) -

- · Site assessments for the presence/absence of invasive and native flora.
- · Removal of invasive flora in areas slated for prescribed burns.
- · Trail maintenance and native seed collection/sorting.
- · Participation in outreach/educational volunteer days with the general public and schools.
- · Trained in herbicide application used herbicide application techniques in the field.

Endangered Species Monitor (SCA Internship) -

- Population monitoring of federally endangered and state threatened Butterflies.
- Used Microsoft Access, Excel, and ArcGIS to compile statistical reports.
- Used GIS and GPS to monitor butterfly habitat.
- Seed collection & sorting at the NYSDEC Saratoga Tree Nursery.
- Wetland delineations and hydrology studies for Blandings Turtle habitat.
- Implemented educational programs for children and the general public.
- Authored the 2008 Karner Blue Butterfly Annual Report for U.S. Fish and Wildlife, The New York State Department of Environmental Conservation, The Town of Wilton and Saratoga County. Included in the Annual Report is an innovative local wildflower guide, which I pioneered, and it acts as a dichotomous key for all identified wildflowers.

Education

Green Mountain College - Poultney, Vermont

Master's in Science - Environmental Science with a concentration in Conservation Biology; Bachelor's in Science - Major: Natural Resources Management, Minor: Environmental studies.



APPLICATION FOR EXAMINATION and/or EMPLOYMENT

The City of Saratoga Springs Civil Service Commission

474 Broadway

Saratoga Springs, NY 12866-2366

(518) 587-3550 ext. 2602 www.saratoga-springs.org

civilservice@saratoga-springs.org



The City of Saratoga Springs is an Equal Opportunity Employer. The City does not unlawfully discriminate in employment because of age, race, religion, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status. Before you can be employed in any position, you will be required to produce documents that establish your identity and your eligibility to be employed in the United States.

our examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are

| Position Title | Administ | rator of | Parks, | Oper | n Land | is, and I | Histori | c Prese | rvation | | _ | _ |
|--|---|---|---|----------------------------------|------------------------------------|--|--|--|--|-----------------------|--------|------------|
| or↓ Exam Title (If applicable) | | | | | | | | Exa | ım #: | | | |
| (п аррисаоте) | | | | | Fleet | 15 | - | | | V | VII , | C |
| Last Name | Dailey | | | | First Name | Brenda | an | | | | | |
| Police Officer Candidates <u>Or</u> Date of Birth | | Month | Day | | Year | | | | | | | |
| Are you 18 yea | ars of age or ol | der? | Yes N | °O | | | | | | | | |
| | | | | | ADDRE | SS | | | | | | |
| Street Address | S | | | | | | | | | | - | |
| Mailing Addre | ess (if different) | | | | | | Chata | NY | Zip | | | |
| City, Town or | | | | | | | State | IN I | Lip | | | |
| | | | | | | | | | | | | |
| Phone Numbe | | Home | | | | | Cen | 19 | | | | |
| Email | er | | of New Yo | rk State | , | YES (•) | Cen | NOO | | | | |
| Email Are you curre | ntly a permane | nt resident | D | ECIDEN | ICV REC | YES ① | T | | | | - fall | lauding to |
| Email Are you current Candidates must | er | ent resident ency Requirer ency Require | R | ESIDEN ated on t ere is no | NCY REC the examin Residency | UIREMEN | T ncy anno listed on te of thi for one (| uncement. Nathe announce is application | n, have γο r more? | u legally | resi | ded in th |
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| Email Are you current andidates must letermine if you this section. | er I | ent resident ency Requirer ency Require | R ments as sta ements. <u>If th</u> | ESIDEN ated on t ere is no | NCY REC the examin Residency | UIREMEN nation or vaca Requirement As of the da jurisdiction | T ncy anno listed on ite of thi for one (| uncement. \\ \the announce \text{is application} \text{1) month o} "- list the of- | n, have yo r more? date you w | u legally | resi | ded in th |
| Email Are you current Candidates must determine if you on this section. Jurisdiction State | ntly a permane meet the Reside meet these Resid | ent resident ency Requirer ency Require | R ments as sta ements. <u>If th</u> | ESIDEN ated on t ere is no | NCY REC the examin Residency | UIREMEN nation or vaca Requirement As of the da jurisdiction | T ncy anno listed on ite of thi for one (| uncement. \\ \the announce \text{is application} \text{1) month o} "- list the of- | n, have yo r more? date you w | u legally | resi | ded in th |
| Email Are you current Candidates must determine if you this section. Jurisdiction | ntly a permane meet the Reside meet these Resid | ent resident ency Requirer ency Require | R ments as sta ements. <u>If th</u> | ESIDEN ated on t ere is no | NCY REC the examin Residency | UIREMEN nation or vaca Requirement As of the da jurisdiction | T ncy anno listed on ite of thi for one (| uncement. \\ \the announce \text{is application} \text{1) month o} "- list the of- | n, have yo r more? date you w | u legally | resi | ded in th |
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| Email Are you current Candidates must determine if you whis section. Jurisdiction State Village/Town City | ntly a permane meet the Reside meet these Resid | ent resident ency Requirer ency Require | R ments as sta ements. <u>If th</u> | ESIDEN ated on t ere is no | NCY REC the examin Residency | UIREMEN nation or vaca Requirement As of the da jurisdiction | T ncy anno listed on ite of thi for one (| uncement. \\ \the announce \text{is application} \text{1) month o} "- list the of- | n, have yo r more? date you w | u legally | resi | ded in th |
| Email Are you current Candidates must determine if you whis section. Jurisdiction State Village/Town City County | ntly a permane meet the Reside meet these Resid | ency Requirer ency Requirer Name of J | R ments as sta ements. <u>If th</u> Jurisdiction | ESIDEN eted on t ere is no | NCY REC the examin Residency | QUIREMEN nation or vaca Requirement As of the da jurisdiction YES or NO | T ncy anno listed on ite of thi for one (| uncement. \\ \the announce \text{is application} \text{1) month o} "- list the of- | n, have yo r more? date you w | u legally | resi | ded in th |
| Email Are you current Candidates must determine if you whis section. Jurisdiction State Village/Town City County | ntly a permane meet the Reside meet these Resid | ency Requirer ency Requirer Name of J | R ments as sta ements. <u>If th</u> Jurisdiction | ESIDEN eted on t ere is no | NCY REC the examin Residency | QUIREMEN nation or vaca Requirement As of the da jurisdiction YES or NO | T ncy anno listed on ite of thi for one (| uncement. \\ \the announce \text{is application} \text{1) month o} "- list the of- | n, have yo r more? date you w | u legally | resi | ded in th |
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| Email Are you current and idates must determine if you whis section. Jurisdiction State Village/Town City County How did you I Online | ntly a permane meet the Reside meet these Resid | ency Requirer ency Requirer Name of J | R ments as sta ements, <u>If th</u> Jurisdiction ent or civil | esiDEN eted on t ere is no | he examir Residency | QUIREMEN Nation or vaca Requirement As of the da jurisdiction YES or NO | T ncy annou listed on ite of thi for one (If "No" resider | uncement. \\ the announce is applicatio 1) month o "- list the ncy requirem redit Applicatio | on, have your more? date you went. | u legally ill meet | resi | ded in th |
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| (For civil service | | RED | | | |
|---|----------|-----------|---|-----|------|
| If you wish to apply for Veterans Credits, complete the followi | ing and | dattac | th a copy of your DD Form 214 Member 4 | Yes | No |
| (Refer to General Conditions and Instructions). If "No" SKIP th | is sect | ion. | | | 1 |
| Have you ever served in the Armed Forces of the United States? | ? | | | | 10 |
| (The Armed Forces means the Army, Navy, Marine Corps, Air For | rce, an | d Coas | t Guard, including all components thereof | 0 | 1 |
| and the National Guard when in the service of the US pursuant to | o call o | as prov | vided by Law on a full-time active duty basis | 0 | 1 |
| other than active duty for training purposes). | | | | | |
| Did you serve in the Armed Forces during any of the following po February 28, 1961 – May 7, 1975 | eriods: | | | 0 | 1 |
| August 2, 1990 – end of hostilities | | | | 0 | |
| *Lebanon: June 1, 1983 – December 1, 1987 | | _ | | 0 | |
| *Granada: October 23, 1983 – November 21, 1983 | | | | 0 | |
| | | | | 10 | 10 |
| *Panama: December 20, 1989 – January 31, 1990 | | | | 0 | C |
| *Credit for Lebanon, Grenada and Panama is limited to those wh Navy Expeditionary Medal, or the Marine Corps Expeditionary Me | o rece | ived th | ne Armed Forces Expeditionary Medal, the | 0 | C |
| **Have you ever used additional credits as a disabled as an all | edal. | escate a | | 0 | - |
| **Have you ever used additional credits as a disabled or non-di public employment of New York State or any of its civil division | isabled | veter | an for appointment to any position in the | 0 | C |
| Do you have a service connected disability rated at 10% or more | by the | 1100 | Annantos ant a 61/24 A 66-1 2 71 1 | + | - |
| disability must have been incurred during a Time of War period li | isted a | boyo | repartment of Veterans Affairs? This | 0 | C |
| After you were permanently appointed using non-disabled veters | an cred | dite w | ere you subsequently cortified as having a | | |
| service connected disability rated at 10% or more by the Veteran | s Affai | rs Den | t? | 0 | C |
| Are you currently a resident of New York State? | | , , , , , | | 0 | O |
| ADDITIONA | L QU | ESTI | ONS | | |
| Have you ever been employed by the City of Saratoga Springs. | Yes | No | If Yes, please explain: | | |
| the Saratoga Springs School District, Saratoga Springs Public | | | | | |
| Library or the Saratoga Springs Housing Authority. (This is asked | 0 | 0 | | | |
| so if you are hired, your previous personnel file and employment roster card can be re activated rather than duplicated) | | 120 | | | |
| card can be re activated rather than duplicated) | | | | | |
| Check the appropriate box to the right of each question. | | _ | | | - 15 |
| Were you dismissed or discharged from any employment for | reason | s otho | r than lack of work as for days at 1 | Yes | No |
| reasons? | 10030,1 | 3 Othe | than lack of work or funds or medical | 0 | 0 |
| b. Did you ever resign from any employment rather than face dismissal? | | | 0 | 0 | |
| . Did you ever receive a discharge from the Armed Forces of the | e Unite | d Stat | es which was other than "Honorable" or | 0 | 0 |
| which was issued under the other than honorable circumstance | ces? | | Tollorable of | 0 | 0 |
| . Have you ever been convicted of any crime (felony or misdem | neanor) | ? | | 0 | 0 |
| . Are you now under charges for any crime? | | | | | () |

DRIVERS LICENSE

Complete the following only if a license to operate a motor vehicle is required/preferred for the position that you are applying.

State Issued and Class of Driver's License

New York, Class D

Is this Driver's License Currently Valid?

Yes

Yes

NoO

| High School | | | NO |
|---|--|--|----|
| Have you Graduated from High School or do you have possession of a High School Equivalency Diploma? | | | 0 |
| f "Yes", City and State of High School: Saratoga Springs, New York | | | |
| Equivalency Diploma Number: | | | |

| If educational requirer received outside of the of your credits to civil s | United States of Am | e minimum qual | sity, Professional or Techr ifications stated on the a required to contact a <i>crede</i> | nnouncem | ent, and vo | our qualifying education wa e and submit their evaluation |
|--|---------------------------------------|--------------------------|---|--------------------------|-------------|--|
| Name of School | Number of College Credits Received | Type of Degree Earned | Major Subject or Type of Course | Did You Graduate? YES NO | | Month/Year Degree Received or Expected |
| American University | 114 | BA | Political Science | 0 | 0 | |
| American University | | | Sustainability Minor | 0 | 0 | the equi |
| | | | | 0 | 0 | |

| Complete the following if a License, Certificat vacancy announcement and/or examination : | LICENSE OR CERTIFICATIO ion or other authorization to practice announcement for which you are appl | a trade or profe | ession is required or preferred on th |
|--|--|------------------|---------------------------------------|
| Name of Trade or Profession: | | Specialty | |
| License Number: | | | |
| Granted by (Licensing Agency): | | City/State | |
| | | | |

EXPERIENCE

All sections must be filled out completely even if you attach a resume. Approval of your application is dependent upon the information provided on this application only. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under Description of Duties clearly and in detail describe the nature of work which you personally performed. Verified and documented volunteer/internship experience will only be credited when specifically stated on the examination or vacancy announcement. You may attach additional sheets if you need more space.

| Length of Employment | Month AND Year | imployers Name: |
|---|------------------------------|---|
| From: | To: | Employers Address: |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Government Affairs Associate | State/Federal Legislative tracking to inform programmatic teams about potential policy changes. |
| Name of Your Supervisor | | Coordinate grant opportunities for mangerial and program staff. Assist the Sustainability Coordinator. |
| Hours worked per week. (exclusive of overtime) | 37.5 | Receives and responds to all Governor's office constituent correspondence |
| Reason for Leaving | | Liaison on all stakeholder engagement for the Government Affairs team i.e., outreach to Elected Officials |

| Month <u>AND</u> Ye | Employers Name: |
|-----------------------|---|
| To: | Employers Address: |
| | teer DESCRIPTION OF DUTIES |
| Chair of NextGen Comm | Organize the daily responibilites of the NextGeneration Committee |
| | Manage members/volunteers interested in forwarding |
| 1 | Collaborate with committee members and staff to spearhead environmental initiatives in Saratoga |
| | Plan and execute fundraising events to further |
| | To: |

| Length of Employment | Month AND Year | Employers Name: |
|---|---------------------|--|
| From: | To: | Employers Address: |
| Circle one: Paid or 1 | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Board Member | Guide land use decisions and policies by attending board meetings |
| Name of Your Supervisor | | Conduct outreach to organizations and individuals regarding land use policies |
| Hours worked / wk. (exclusive of overtime) | 2 | Review budget allocations with board members |
| Reason for Leaving | | Assess land parcels to determine appropriate agricultural and conservation easements |

| Length of Employment | Month AND Year | Employers Name: |
|---|---------------------|--|
| From: | To: | Employers Address: |
| 0 | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Board Member | Evaluate requests/proposals brought to the |
| Name of Your Supervisor | | Craft resolutions in line with the Zoning laws of the |
| Hours worked per week. (exclusive of overtime) | 2 | Coordinate with the City Planner and Board members to balance the health, safety, and welfare of the community |
| Reason for Leaving | | |

PLEASE READ AND SIGN

AFFIRMATION: I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. If applying for a Recreation position, a DCJS background check will be ran to ensure that I am not on the Sex Offender Registry. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for requires a pre-employment drug test (ex: Police and Fire) I understand that as a condition of appointment to this position, I will be required to take and pass a pre-employment drug test.

| Applicant Signature (not a printed font) | Rendom | Date of Signature 1/9/23 |
|--|--------|--------------------------|
| whencome signature from a hurred tour) | 1 | Date of Signature |

| High School | YES | NO |
|---|-----|----|
| Have you Graduated from High School or do you have possession of a High School Equivalency Diploma? | 0 | 0 |
| If "Yes", City and State of High School: | | |
| Equivalency Diploma Number: | | |

| if educational requi received outside of t of your credits to civ | the United States of Am | e minimum qual | sity, Professional or Technifications stated on the a required to contact a crede | nnouncem | ent, and yo | ur qualifying education was and submit their evaluation |
|---|---------------------------------------|--------------------------|---|-----------|-------------|--|
| Name of School | Number of College Credits Received | Type of Degree Earned | Major Subject or Type of Course | Did You G | raduate? | Month/Year Degree Received or Expected |
| | Credits Received | Larried | Course | YES | NO | necessed of expected |
| | | | | 0 | 0 | |
| | | | | 0 | 0 | |
| | | | | 0 | 0 | |

| Complete the following if a License, Certification and a vacancy announcement and/or examination at | | trade or prof | ession is required or preferred on the |
|---|------------------|---------------|--|
| Name of Trade or Profession: | | Specialty | |
| License Number: | | | |
| Granted by (Licensing Agency): | | City/State | |
| Date License First Issued: | Registered From: | | Registered To: |

EXPERIENCE

All sections must be filled out completely even if you attach a resume. Approval of your application is dependent upon the information provided on this application only. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under Description of Duties clearly and in detail describe the nature of work which you personally performed. Verified and documented volunteer/internship experience will only be credited when specifically stated on the examination or vacancy announcement. You may attach additional sheets if you need more space.

| Length of Employment | Month AND Year | Employers Name: |
|---|---------------------|---|
| From: | To: | Employers Address: |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Co-Director | Plan, arrange, and host two fundraising efforts annually in Saratoga County |
| Name of Your Supervisor | | Budget and appropriate funds to youth organizations within Saratoga County |
| Hours worked per week. (exclusive of overtime) | Varies | |
| Reason for Leaving | | |

| Length of Employment | Month AND Year | Employers Name: | |
|---|---------------------|---|-------------------------|
| From: | To: | Employers Address: | |
| Circle one: Paid or I | Intern or Volunteer | DESCRIPTION OF DUTIES | |
| Your Exact Title | Legislative Intern | Managed legislative research and analysis on bills, laws, | and regulations in NYS |
| Name of Your Supervisor | | Identified essential events for | to attend |
| Hours worked per week. (exclusive of overtime) | 24 | Updated municipal contacts resulting in improved, more e | efficient communication |
| Reason for Leaving | | | |

| Length of Employment | Month AND Year | Employers Name: |
|---|---------------------|--|
| From: | To: | Employers Address: |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Planning Intern | Collated and conducted research on county land use policies |
| Name of Your Supervisor | | Initiated innovative means to utilize land in Saratoga County |
| Hours worked / wk. (exclusive of overtime) | 25 | Mainted the county's extensive trail network by assessing the conditions of various trails to meet standards |
| Reason for Leaving | | Updated storm water/MS4 county property data |

| Length of Employment | Month AND Year | Employers Name: |
|---|---------------------|---|
| From: | To: | Employers Address: |
| Circle one: Paid or I | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Legislative Intern | Welcomed constituents and organizations to the office |
| Name of Your Supervisor | | Lead Capitol tours about the buildings' historical architecture and artistic influences |
| Hours worked per week. (exclusive of overtime) | 16 | Attended and summarized congressional briefings/hearings for staffer's purposes |
| Reason for Leaving | | Handled constituent requests about both district and federal inquiries |

PLEASE READ AND SIGN

AFFIRMATION: I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. If applying for a Recreation position, a DCIS background check will be ran to ensure that I am not on the Sex Offender Registry. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for requires a pre-employment drug test (ex: Police and Fire) I understand that as a condition of appointment to this position, I will be required to take and pass a pre-employment drug test.

| Applicant Signature (not a printed font) | Date of Signature 1/9/23 | |
|--|--------------------------|--|
|--|--------------------------|--|

BRENDAN COSIMO DAILEY GOVERNMENT AFFAIRS ASSOCIATE

Experienced in federal, state, and local energy and environmental policy, seeking to leverage current and future community relationships to coordinate prospective standards of land use in Saratoga County.

Driven by passion for the community and environment, combined with research, organizational, and communications skills, I am able to collaborate with my colleagues by delivering results and providing meaningful decision support and accurate analysis to a governing body.

| CONTACT | |
|---------|--|
| PHONE: | |

EMAIL:

CAREER EXPERIENCE

Provide the Government Affairs Department with support in both State and Federal legislative tracking to inform programmatic teams with information on potential policy changes. Analyze and classify potential grant opportunities for managerial program staff. Assists the Sustainability Coordinator with initiatives in line with the Authority's sustainability goals. Liaison on all stakeholder engagement for the Government Affairs team i.e., outreach to Elected Officials to provide quotes for press releases. Maintains updated information on all 213 members of the NYS Legislature. Directs the Authority's internal vetting process for in-person events. Receives and responds to all Governor's office constituent correspondence. Attends events to provide support for Event's Management

Assist in their mission to sustainably preserve the rural character and natural habitats of Saratoga County. Guide land use decisions and policies by attending board meetings and organizing the daily responsibilities of the Next Generation Committee, consisting of young individuals interested in forwarding the goals of

Evaluate requests/proposals brought to the Zoning Board by members of the public and private enterprises. Craft resolutions in line with the Zoning laws of the Coordinate with the City Planner and Board members to balance the health, safety, and welfare of the community along with the applicant.

Collated and conducted research on county land use policies. Initiated innovative means to utilize land in Saratoga County. Participated in Board of Supervisors meetings. Maintained the county's extensive trail network by clearing and assessing the conditions of various trails to meet standards. Updated storm water/MS4 county property data for Cornell Cooperative extension in order facilitate transition into their new software system. Assisted the GIS specialist in their upkeep of county projects.

legislative research and analysis on bills, existing laws, and regulatory policies in New York State. Identified essential events for the contacts resulting in improved, more efficient communication between the office and its respective cities, towns, and villages. Communicate and listen to the needs of constituents by assisting them with their individual inquiries.

EDUCATION

American University

BA - Political Science with a concentration in American Government, minor in Sustainability via KOGOD School of Business –

AFFILIATIONS

- •
- •
- •

SKILLS: Microsoft Office, NYS Legislative Retrieval System (LRS), VAN, Salesforce

The City of Saratoga Springs Civil Service Commission 474 Broadway Saratoga Springs NY, 12866

To whom it may concern,

Thank you for the opportunity to apply for the position for Administrator of Parks, Open Lands, and Historic Preservation.

As a land a currently assist our department track over 800 state bills, monitor federal grants involving energy and environmental legislation/policy, and I am head liaison conducting outreach to local and state elected officials. Our department is crucial to ensuring New York meets its ambitious climate and energy goals mandated by the Climate Leadership and Community Protection Act, many of which focus on conservation of parkland, state trails systems, and sustainability policies.

I am currently an appointed board member to the where I collaborate with the board and citizens on crafting resolutions to maintain the health and well-being of the I am also a board member for and the Chair of their committee, supporting the land conservation needs of Saratoga County.

Open space and historical preservation have always been passions of mine. As a life long resident of the Saratoga region, I value the environmental characteristics of the city and its surrounding areas. I'd like the opportunity to contribute to the conservation of the city's parks, land, and historic attributes.

My family runs a non-profit youth needs organization, the Christopher Dailey Foundation, in Saratoga Springs where I have been a co-director/board member since January of 2022. Our family started the Foundation after the passing of my brother Chris in 2001. Throughout the past 10 years I've had the honor and responsibility of working with and coordinating many of the volunteer efforts for both our annual Turkey Trot, and Golf Tournament. This responsibility and my connection to the Foundation has given me the opportunity to work effectively with volunteers to help our events go smoothly and provided me with a better understanding of the of non-profit organizations within the community.

I believe that my experience working in coupled with my past and current roles, provide me with unique set of skills that would allow me to excel in the role of Administrator of Parks, Open Lands, and Historic Preservation.

I thank you for this opportunity and I look to hearing from you soon.

Sincerely, Brendan Dailey

APPLICATION FOR EXAMINATION and/or EMPLOYMENT



The City of Saratoga Springs Civil Service Commission

474 Broadway
Saratoga Springs, NY 12866-2366
(518) 587-3550 ext. 2602 www.saratoga-springs.org
civilservice@saratoga-springs.org



FEB 2 7 2023

The City of Saratoga Springs is an Equal Opportunity Employer. The City does not unlawfully discriminate in employment because of age, race, religion, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on lags bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status. Before Cybit Can be employed in the United States.

This application will be part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the General Conditions and instructions listed on the Examination Announcement for more information.

| Position Title or↓ | Admin | istrato | r of P | arks, Ope | in Lan | 9214 | Histon | riz Pre | servat | ian |
|--|--|--|--|--|--|---------------------------|--|---|---------------|------------|
| Exam Title (If applicable) | | | | arks, Opo | | | Exar | n#: Provi | siono | 4 |
| Last Name | Muni | gas | | First Name | Jear | nette | 2 | | MI | |
| Police Officer & Candidates <u>On</u> Date of Birth | 경우 아들은 얼마를 하는데 되었다. | Month | Day | Year | | | | | | |
| Are you 18 year | rs of age or old | der? | Yes No | ADDRE | cc | | | | | |
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| Street Address Malling Addres | C (if different) | | 0 | | | | | | | |
| City, Town or V | | | | | | State | INV | Zip | | |
| Phone Number | | lome | | G. | | Cell | 111 | | | |
| mail | | tome | | | | 1 | | | | |
| | | | | | | | | | | |
| Are you current | | | RES | SIDENCY REC | | | NO ouncement. | You must comp | plete the fol | lowing to |
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| Candidates must determine if you complete this sectoristiction State Village/Town City County How did you lea | meet the Residence these Residence. | ency Require esidency Require Name of Ju | RES ments as state pricedurements. If the prisdiction | SIDENCY REC | UIREME! ation or vac ency Requir s of the da irisdiction (ES or NO | te of this for one (1 | suncement. Yellow on the and application I) month or list the da | n, have you le more? ate you will int. | you do not | ed in this |

| | High School | YES | NO |
|--|---|-------|----|
| Have you Graduated from High School or do yo | u have possession of a High School Equivalency Diploma? | X | |
| If "Yes", City and State of High School: | Katterhach, hermany | -1 -1 | |
| Equivalency Diploma Number: | 1 - 1 - 1 | | |

College, University, Professional or Technical School

If educational requirements are part of the minimum qualifications stated on the announcement, and your qualifying education was received outside of the United States of America, you will be required to contact a credential evaluation service and submit their evaluation of your credits to civil service.

| Name of School | Number of College Credits Received | Type of Degree Earned | Major Subject or Type of Course | Did You Gra | aduate? | Month/Year Degree Received or Expected |
|-----------------|---------------------------------------|--------------------------|------------------------------------|-------------|---------|---|
| Roundle Laliege | | B.A. | Dociology | YES / | NO | Necessed of Expected |
| U. of Oklahoma | | M.A. | HumanRelations | X | | |
| | | | | | 14- | |
| | | | | | | |

LICENSE OR CERTIFICATION

Complete the following if a License, Certification or other authorization to practice a trade or profession is required or preferred on the vacancy announcement and/or examination announcement for which you are applying.

| Name of Trade or Profession: | | Specialty | |
|--------------------------------|------------------|------------|----------------|
| License Number: | | | |
| Granted by (Licensing Agency): | | City/State | |
| Date License First Issued: | Registered From: | | Registered To: |

EXPERIENCE

All sections must be filled out completely even if you attach a resume. Approval of your application is dependent upon the information provided on this application only. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under Description of Duties clearly and in detail describe the nature of work which you personally performed. Verified and documented volunteer/internship experience will only be credited when specifically stated on the examination or vacancy announcement. You may attach additional sheets if you need more space.

| Length of Employment / | Month A | ND Year | Employers Name: | City of Saratoun Springs |
|---|-----------|-----------|--------------------|---------------------------------------|
| From: 07 2022 | To: | Present | Employers Address: | 474 Broadway Saintuga Springs |
| Circle one: Paid or | Intern or | Volunteer | | DESCRIPTION OF DUTIES |
| Your Exact Title | | Thyor | Manage call | endar; answer phones; respond to |
| Name of Your Supervisor | | a neila | agenda in | wiend purchasing croste and |
| Hours worked per week. (exclusive of overtime) | 40 | | 2000MI HUND | Toyons Non profit applications |
| Reason for Leaving | nh | | PISSIANED STA | It to complete Stabata Adultura Clara |
| reason for resving | NA | | stakeholder | Mayor, CSAS constituents total |

| Special Testing Arrangements (Refer to General Conditions and Instructions listed on the Examination Announcement) | | |
|--|--------------|------|
| a special arrangement or accommodation to take the examination, check below and contact the Civil Service Office at (51 ext. 2602. I need a special testing arrangements | .0) 30/-3 | 3330 |
| | | |
| VETERANS CREDITS | | |
| (For civil service examinations only) | | |
| If you wish to apply for Veterans Credits, complete the following and attach a copy of your DD Form 214 Member 4. (Refer to General Conditions and Instructions). If "No" SKIP this section. | Yes | No |
| Have you ever served in the Armed Forces of the United States? | | |
| (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof | | |
| and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis | i | |
| other than active duty for training purposes). | | |
| Did you serve in the Armed Forces during any of the following periods: | $oxed{oxed}$ | |
| February 28, 1961 – May 7, 1975 | | |
| August 2, 1990 – end of hostilities | | |
| *Lebanon: June 1, 1983 – December 1, 1987 | | |
| *Granada: October 23, 1983 – November 21, 1983 | | |
| *Panama: December 20, 1989 – January 31, 1990 | | |
| *Credit for Lebanon, Grenada and Panama is limited to those who received the Armed Forces Expeditionary Medal, the | | |
| Navy Expeditionary Medal, or the Marine Corps Expeditionary Medal. | | |
| **Have you ever used additional credits as a disabled or non-disabled veteran for appointment to any position in the | | |
| public employment of New York State or any of its civil divisions? ** | | |
| Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs? This | | |
| disability must have been incurred during a Time of War period listed above. | | |

ADDITIONAL QUESTIONS

After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a

service connected disability rated at 10% or more by the Veterans Affairs Dept.?

Are you currently a resident of New York State?

| roster card can be re activated rather than duplicated) | Have you <u>ever</u> been employed by the City of Saratoga Springs, the Saratoga Springs School District, Saratoga Springs Public Library or the Saratoga Springs Housing Authority. (This is asked so if you are hired, your previous personnel file and employment rector card can be re activated rather than durilicated). | Χ | No | lifyes, please explain: currently employed by city of Saratoga Springs |
|---|--|---|----|--|
|---|--|---|----|--|

| Ch | Check the appropriate box to the right of each question. | | | |
|----|--|--|-----|--|
| a. | Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical reasons? | | Χ | |
| b. | Did you ever resign from any employment rather than face dismissal? | | X | |
| C. | Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances? | | X | |
| d. | Have you ever been convicted of any crime (felony or misdemeanor)? | | X | |
| e. | | | l X | |

If you answered "Yes" to any of the above questions (a – e), you may give specifics under Remarks below. If you elect not to provide specifics or if such explanation is insufficient, you may be required to submit further information. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position(s) for which you are applying. Failure to disclose a prior conviction may result in denial of employment or subsequent termination of employment based on faisification of the employment application.

REMARKS:

| | VEF | | | |
|--|-----|--|--|--|
| | | | | |
| | | | | |
| | | | | |

| Complete the following only if a licer | e to operate a motor vehicle is required/preferred for the position tha | t you are applying. |
|--|---|---------------------|
| State Issued and Class of Driver's License | Is this Driver's License Currently Valid? | Yes No |

| Length of Employment | Month A | ND Year | Employers Name: | THIKK Inc. DOA Lilya | nd the rose | | |
|---|-------------------|------------|--|---------------------------|-------------|--|--|
| From: 05 7021 | To: 04 | 2022 | Employers Address: | 2128 Doubleday Ave, 5 | | | |
| Circle one: Paid or Intern or Volunteer | | | | DESCRIPTION OF DUTIES | 12020 | | |
| Your Exact Title Office Manyer/ Chef | | | Assisted in 6 | Planning + administration | of achinha | | |
| Name of Your Supervisor | | | in sustainah | re, araquic seasonal, For | in-hi- Fark | | |
| Hours worked per week. (exclusive of overtime) | 20 | | regionally sourced food Assisted in administering too Mile Makers market much in Ballston Spar Facilitating apportantes for local producers to | | | | |
| reason for reasons | | | | ate product Planned + p | rabbred men | | |
| 240 | imo: | | for culinary Ferhundoco | Apropriate Such as the Sa | rabby Food | | |
| Length of Employment Month AND Year | | | Employers Name: | Fron Hollow, Inc | | | |
| From: 08 2018 To: 07 2022 | | | Employers Address: | 271 Stuyvesant, MY | CFISI | | |
| Circle one: Paid or Intern or Volunteer | | | DESCRIPTION OF DUTIES | | | | |
| Your Exact Title | Research Grant | coord-whom | vertical farm tech company in US manufacturing | | | | |
| Name of Your Supervisor | | | grant application process fould research scientists | | | | |
| Hours worked / wk. (exclusive of overtime) | Varied 5-20 | / | at the Commonwealth Scientific + Industrial | | | | |
| Reason for Leaving | 100 | mid seg | research Organization in Fields of environmental | | | | |

| Length of Employment | Month AND Year | Employers Name: Maypiary | |
|---|---------------------|--|---------|
| From: 05 2016 | To: Present | | Som |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES | 9 |
| Your Exact Title | owner/ beekeeper | Manage apiecy of up to 30 hives, wing south | ninable |
| Name of Your Supervisor | 2/02 | Full xason mentored beekeeping course a Published content in American Dee Journal | + PMIC |
| Hours worked per week. (exclusive of overtime) | Varies on scarn | + mentured local beakeapers produce + manufacture snotzinable products of the | , 0 |
| Reason for Leaving | | products or the | MIVE |

PLEASE READ AND SIGN

AFFIRMATION: I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. If applying for a Recreation position, a DCJS background check will be ran to ensure that I am not on the Sex Offender Registry. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for requires a pre-employment drug test (ex: Police and Fire) I understand that as a condition of appointment to this position, I will be required to take and pass a pre-employment drug test.

Applicant Signature (not a printed font) Semuetz Dum Change ate of Signature 02.23.2023

| Length of Employment Month AND Year | | | Employers Name: | Batterbee | | | |
|---|--------------|--|--|--|--|--|--|
| From: 07 2516 | To: 03 | 2521 | Employers Address: | 8 Mendor Rd. Greensich, NY 12834 | | | |
| | | Volunteer | | DESCRIPTION OF DUTIES | | | |
| Your Exact Title | Bocke | e per/ | Planned + administered efforts to antivate a be- | | | | |
| | CSR | | luceping wan | munity using social media content, | | | |
| Name of Your Supervisor | | | 2) amount | y outreach, educational programming | | | |
| Hours worked per week. (exclusive of overtime) | 50 MOS | cek 07/10 7 * 11/4m | ocsinser Jation | Taught & mentred brekeepers | | | |
| Reason for Leaving | new jo | 0 10 | queen reari | of project in effort to anhiete of | | | |
| # after 2017 1 | scrice & 8 | 5 Nrs/20 | el 00-08 | 5018 4 5716 | | | |
| | | | | | | | |
| Length of Employment Month AND Year | | | Employers Name: | hreen peace USA | | | |
| From: 07 1994 | To: 05 | 1995 | Employers Address: | SAN FrANCISCO, CA | | | |
| Circle one: Paid or Intern or Volunteer | | DESCRIPTION OF DUTIES | | | | | |
| Your Exact Title CANVASSEY | | Planned + delivered educational autreach p | | | | | |
| Activism | | programs + | b notesian lamatus inagas are atemens m | | | | |
| Name of Your Supervisor | | solutions & advocating for the right + vell- | | | | | |
| Hours worked / wk. (exclusive of overtime) | 40 | | programs, to include the lover blocked of | | | | |
| Reason for Leaving | gap of | er job | the Sorrez | -Martine of Indian Reservation to | | | |
| | TERM ! | | 1 | | | | |
| Length of Employment | Month A | ND Year | Employers Name: | US Dept. of State | | | |
| From: [] | To: | 1 | Employers Address: | Kighti, Rushah | | | |
| Circle one: Pald or | Intern or | Volunteer | DESCRIPTION OF DUTIES | | | | |
| Your Exact Title | Commi | | | dministered educational programming | | | |
| Name of Your Supervisor | | | topics; Im. | anaged weekly farmers market at | | | |
| Hours worked per week. exclusive of overtime) | 40 | | Contract of the contract of th | | | | |
| Reason for Leaving | Family | emergency | | | | | |
| | | | PLEASE READ A | ND SIGN | | | |
| EIDMATION: Laffirm si | hiert to the | nenalties of | periury, that the state | ements made in this application, including statements made in ar | | | |

for a Recreation position, a DCJS background check will be ran to ensure that I am not on the Sex Offender Registry. I hereby rel liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for requires a pre-employment drug test (ex: Police and Fire) I understand that as a condition of appointment to this position, I will be required to take and pass a pre-employment drug test.

| Applicant Signature (not a printed font) | Date of Signature |
|--|-------------------|
| | |

City of Saratoga Springs

Executive Assistant to the Mayor's Office 07.2022-Present Full-time

Manage calendar; answer phones; respond to emails; assist in creating and publishing City Council agenda; invoicing; purchasing; write, edit and distribute press releases to press; assist in compiling and submitting materials for grant applications; administer Mayor's Non-Profit Grant Program; assigned staff to Complete Streets Advisory Board, working with Mayor's office, CSAB, constituents and other stakeholders in planning and evaluating infrastructure programs to meet the objectives and obligations of the city's Complete Streets Plan; administer the Poet Laureate Program.

TMIKK Inc, DBA Lily and the Rose

Chef/Office Manager 05.2021 – 04.2022 20 hours per week

Assisted in planning and administering operations at Lily and the Rose, a full-service catering company specializing in serving organic, seasonal, farm-to-fork, regionally sourced food from a dedicated network of local, sustainably producing vendors; assisted in administration of 100Mile Makers market hub in Ballston Spa, facilitating opportunities for local producers to sell and distribute product; planed and prepared menu items showcasing sustainably sourced ingredients and processes for culinary programs such as Saratoga Food and Wine Festival and Culinary Arts at SPAC.

Frog Hollow, Inc.

Research Coordinator/Grant Writer 10.2018 – 07.2022 5-20 hours per week, depending on project

Worked closely with LettuceGrow, a UK-based vertical farm tech company in planning US manufacturing and operations launch strategy; administered grant application process for research scientists at the Commonwealth Scientific and Industrial Research organization in fields of environmental conservation and biomedical engineering.

Maypiary

Beekeeper/Owner 05.2016 – present 5-10 hours per week May – October

Manage apiary of up to 30 hives, following sustainable methods and practices; planned and executed eight month, full-season mentored bee-keeping program at Pitney Meadows

JEANNETTE MUNGAS

DETAILS

PHONE

EMAR

SKILLS

Engagement & Outreach

Program Development & Administration

Community Liaising

Writing & Editing

Teaching & Training

Public Speaking & Presentation

Marketing & Publicity

Interpersonal

Self-Motivation & Independence

Collaboration

Ideation

Adaptability

PROFILE

Organized, experienced, innovative program manager with an extensive history of exceeding client expectations. Highly effective presenter possessing a warm, compelling capacity to connect with audiences. Uncanny ability to connect disparate ideas and experiences in the pursuit of new opportunities. Creative and curious; informed by a unique history of professional, academic, and personal pursuits.

EMPLOYMENT HISTORY

Development Coordinator, Beyond My Battle

Saratoga Springs, NY

Saratoga Springs

2020 - Present

- Identify funding opportunities from business and philanthropic sources; complete and submit applications.
- Assist in creating and distributing seasonal and strategic development campaigns across a variety of outreach platforms.
- Work closely with the ED in developing and keeping current our strategic plan;
 assist in content creation and editing of the printed product.
- Assist in planning and executing Art with Heart and Hope, our annual fundraising event.

Office Manager, TMIKK Inc/The Lily and The Rose

2021 - Present

 Assist with tasks necessary for operation of successful catering company to include: staffing; internal and external communication; payroli; management of invoices and receipts; logistics; securing required permits; staying current with NYS and federal COVID requirements for events; other tasks and duties as required.

Reasearch Coordinator/Grant Writer, Frog Hollow Saratoga Springs, NY Inc.

2018-2020

- Identified funding opportunities from government and philanthropic sources for clients in the international scientific research community.
- Worked closely with clients to write, edit, revise, proofread and submit grant applications.
- Translated complex technical information into content suitable for award committees and lay audiences.
- · Participated in ideation and strategizing for projects and opportunities.

Community Liaison Officer, US Department of State Kigali, Rwanda

2014-2015

- Conceived and executed diplomatic, social, and educational events.
- · Coordinated weekly pop-up craft and vegetable market.
- Served as the community representative on numerous committees and boards.

B.S. Sociology, Roanoke College

Salem, VA

M.A. Human Relations, University of Oklahoma

Norman, OK

A.A. Culinary Sciences, The Restaurant School at Walnut Hill College

Philadelphia, PA

French, Defense Language Institute

Monterey, CA

ADDITIONAL PROFESSIONAL EXPERIENCE

Admissions Counselor

Roanoke College

1999 -- 2000

Substitute Teacher, US Department of Defense Dependent Schools

Wuerzburg, Germany

2000 - 2001

Account Executive for Marketing & Advertising, US Wuerzburg, Germany Department of Defense

2001-2002

Contractor, Child & Youth Services, US Department of Wuerzburg, Germany Defense

2002 - 2003

Parent Educator, Rappahannock Area Community Services Board

Fredericksburg, VW

2004

Head of Product Development, DeLuca Oven Technologies

Berkely, CA/Washington DC

Feb 2013 — Jan 2015

Executive Chef, Sweet Butterfly Catering

Global

2008 — Present

Beekeeper/CSR

Betterbee

2016-2019

Beekeeper, Maypiary

Saratoga Springs, NY

2016 - Present

AWARDS AND AFFILIATIONS

- Pitney Meadows Community Farm Board Member
- United States Department of State, Eagle Award
- · Omnicrom Delta Kappa
- Alpha Kappa Delta



APPLICATION FOR EXAMINATION and/or EMPLOYMENT

The City of Saratoga Springs Civil Service Commission

474 Broadway

Saratoga Springs, NY 12866-2366

(518) 587-3550 ext. 2602 www.saratoga-springs.org

civilservice@saratoga-springs.org

The City of Saratoga Springs is an Equal Opportunity Employer. The City does not unlawfully discriminate in employment because of age, race, religion, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status. Before you can be employed in any position, you will be required to produce documents that establish your identity and your eligibility to be employed in the United States.

This application will be part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the <u>General Conditions and Instructions</u> listed on the Examination Announcement for more information.

| Or ↓ | ADMINIS | IRATOR | OFFA | , | JPEN L | ANDS A | NDHIS | TORIC P | RESERV | /ATION | 1 |
|--|--|--|---|-------------------------------------|---|---|---|--|---|-----------|-----------------------------|
| Exam Title (If applicable) | | | | | | | | Exar | "#:Prov | isiona | d. |
| Last Name | Dutre | | | | First Name | Micha | el | | | М | D |
| Police Officer & Candidates <u>On</u> Date of Birth | 10 00 00 00 TO | Month | Day | | Year | | | | | | |
| Are you 18 yea | ers of age or old | der? | Yes No | °O | | | | | | | |
| | | | | | ADDRES | cc | | | | | |
| Street Address | | | | | ADDRE | 33 | | | | | |
| Mailing Addres | | | | | | | | | | | |
| City, Town or V | | | | | | | State | NY | Zip | | |
| Phone Number | | lome | | | | | Cell | 181 | Zip | | |
| Email | | | | | | | Cell | - | | | |
| Are you curren | tly a permaner | nt resident o | - F.N V | | | | | | | | |
| andidates must n | neet the Resider | ncy Requiren | RE | ESIDEN ted on th | ICY REQ | UIREMEN | ncv annou | NO O | u must com | plete the | following to |
| andidates must n etermine if you m his section. Jurisdiction | neet the Resider neet these Reside | ncy Requiren | RE ments as star ments. <u>If the</u> | ESIDEN ted on the ere is no l | ICY REQUINE Examina | UIREMEN ation or vaca Requirement As of the da | ncy annou listed on t | incement. Yo he announcen | , have you | not have | to complete |
| etermine if you m his section. | neet the Resider neet these Reside | ncy Requiren | RE ments as star ments. <u>If the</u> | ESIDEN ted on the ere is no l | ICY REQUIENCE examinates Residency R | UIREMEN ation or vaca Requirement As of the da | listed on to the of this for one (1 | incement. Yo he announced application b) month or i | , have you more? te you will | not have | to complete esided in th |
| etermine if you m nis section. Jurisdiction | neet the Resider neet these Reside | ncy Requiren | RE ments as star ments. <u>If the</u> | ESIDEN ted on the ere is no l | ICY REQUIENCE examinates Residency R | UIREMEN ation or vaca Requirement As of the da urisdiction | listed on to the of this for one (1 | incement. Yo he announced application b) month or i | , have you more? te you will | not have | to complete esided in th |
| etermine if you m <u>vis section.</u> Jurisdiction State | neet the Resider neet these Reside | ncy Requiren | RE ments as star ments. <u>If the</u> | ESIDEN ted on the ere is no l | ICY REQUIENCE examinates Residency R | UIREMEN ation or vaca Requirement As of the da urisdiction | listed on to the of this for one (1 | incement. Yo he announced application b) month or i | , have you more? te you will | not have | to complete esided in th |
| etermine if you m his section. | neet the Resider neet these Reside | ncy Requiren | RE ments as star ments. <u>If the</u> | ESIDEN ted on the ere is no l | ICY REQUIENCE examinates Residency R | UIREMEN ation or vaca Requirement As of the da urisdiction | listed on to the of this for one (1 | incement. Yo he announced application b) month or i | , have you more? te you will | not have | to complete esided in th |
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| etermine if you m is section. Jurisdiction State Village/Town City County | arn about this | ncy Requirent ncy Requirer Name of Ju | RE nents as star ments. If the urisdiction | ESIDEN ted on the series no h | PARE PARE PARE PARE PARE PARE PARE PARE | UIREMEN ation or vaca Requirement As of the da urisdiction YES or NO | listed on to the of this for one (1 | incement. Yo he announced application b) month or i | , have you more? te you will | not have | to complete esided in th |
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| VETERANS CREDITS (For civil service examinations only) If you wish to apply for Veterans Credits, complete the following and attach a copy of your DD Form 214 Member 4. (Refer to General Conditions and Instructions). If "No" SKIP this section. Have you ever served in the Armed Forces of the United States? (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes). Did you serve in the Armed Forces during any of the following periods: February 28, 1961 – May 7, 1975 | Yes S O | No |
|--|------------|---------|
| If you wish to apply for Veterans Credits, complete the following and attach a copy of your DD Form 214 Member 4. (Refer to General Conditions and Instructions). If "No" SKIP this section. Have you ever served in the Armed Forces of the United States? (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basi other than active duty for training purposes). Did you serve in the Armed Forces during any of the following periods: February 28, 1961 – May 7, 1975 | | No |
| (Refer to General Conditions and Instructions). If "No" SKIP this section. Have you ever served in the Armed Forces of the United States? (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes). Did you serve in the Armed Forces during any of the following periods: February 28, 1961 – May 7, 1975 | | No |
| Have you ever served in the Armed Forces of the United States? (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes). Did you serve in the Armed Forces during any of the following periods: February 28, 1961 – May 7, 1975 | , 0 | |
| (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes). Did you serve in the Armed Forces during any of the following periods: February 28, 1961 – May 7, 1975 | , 0 | |
| and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basi other than active duty for training purposes). Did you serve in the Armed Forces during any of the following periods: February 28, 1961 – May 7, 1975 | , 0 | 1 |
| other than active duty for training purposes). Did you serve in the Armed Forces during any of the following periods: February 28, 1961 – May 7, 1975 | 5 | 0 |
| Did you serve in the Armed Forces during any of the following periods: February 28, 1961 – May 7, 1975 | | _ |
| February 28, 1961 – May 7, 1975 | 0 | 0 |
| | $+ \times$ | 8 |
| August 2, 1990 – end of hostilities | $+ \times$ | 8 |
| *Lebanon: June 1, 1983 – December 1, 1987 | 18 | 8 |
| *Granada: October 23, 1983 – November 21, 1983 | 18 | 6 |
| *Panama: December 20, 1989 – January 31, 1990 | 8 | 0 |
| *Credit for Lebanon, Grenada and Panama is limited to those who received the Armed Forces Expeditionary Medal, the | | |
| Navy Expeditionary Medal, or the Marine Corps Expeditionary Medal. | 0 | 0 |
| **Have you ever used additional credits as a disabled or non-disabled veteran for appointment to any position in the | 9 0 | 0 |
| public employment of New York State or any of its civil divisions? ** | 0 | 0 |
| Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs? This | 0 | 0 |
| disability must have been incurred during a Time of War period listed above. | | 0 |
| After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a | 0 | 0 |
| service connected disability rated at 10% or more by the Veterans Affairs Dept.? Are you currently a resident of New York State? | | 0 |
| Are you currently a resident of New York States | 0 | |
| Have you ever been employed by the City of Saratoga Springs, the Saratoga Springs School District, Saratoga Springs Public Library or the Saratoga Springs Housing Authority. (This is asked so if you are hired, your previous personnel file and employment roster card can be re activated rather than duplicated) No If Yes, please explain: I am currently a Grant Assistant for the Saratoga Springs. | ie City of | |
| Check the appropriate box to the right of each question. | L | Therese |
| a. Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical | Yes | No |
| reasons? | 0 | 0 |
| b. Did you ever resign from any employment rather than face dismissal? | 0 | 0 |
| , and the second | 10 | 10.525 |
| | | 0 |
| c. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or | 0 | |
| | 0 | 0 |

| | High School | YES | NO |
|--|--|-----|----|
| Have you Graduated from High School or do yo | ou have possession of a High School Equivalency Diploma? | (2) | 0 |
| If "Yes", City and State of High School: | Burnt Hills Ballston Lakeb | | |
| Equivalency Diploma Number: | | | |

| If educational requirer received outside of the of your credits to civil s | United States of Am | ne minimum qual | sity, Professional or Techr ifications stated on the a required to contact a crede | nnounceme | ent, and yo | our qualifying education version of the contract of the contra |
|--|---------------------------------------|--------------------------|--|-----------|-------------|--|
| Name of School | Number of College Credits Received | Type of Degree Earned | Major Subject or Type of Course | Did You G | raduate? | Month/Year Degree Received or Expected |
| | | | / | YES | NO | Received of Expected |
| SUNY Plattsburgh | | Bachelors | Public Relations | 0 | 0 | |
| SUNY Empire | | Masters | Public Admin | · • | 0 | |
| | | | | 0 | 0 | |

| Complete the following if a License, Certificativacancy announcement and/or examination a | LICENSE OR CERTIFICATION on or other authorization to practice innouncement for which you are appl | a trade or profe | ession is required or preferred on the |
|---|--|------------------|--|
| Name of Trade or Profession: | | Specialty | |
| License Number: | | | |
| Granted by (Licensing Agency): | | City/State | |
| Date License First Issued: | Registered From: | | Registered To: |

EXPERIENCE

All sections must be filled out completely even if you attach a resume. Approval of your application is dependent upon the information provided on this application only. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under Description of Duties clearly and in detail describe the nature of work which you personally performed. Verified and documented volunteer/internship experience will only be credited when specifically stated on the examination or vacancy announcement. You may attach additional sheets if you need more space.

| Length of Employment | Month AND Year | Employers Name: |
|---|---------------------|---|
| From: 09/22 | To: | Employers Address: |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Grants Assistant | Collaborating with various consultants and community stakeholders on sustainable city goals. |
| Name of Your Supervisor | | Drafting narrative and budget documents for Parks, Open Lands, and Historic Preservation funding. |
| Hours worked per week. (exclusive of overtime) | 40 // | Working for renewable energy and environmental conservation |
| Reason for Leaving | n/a | |

| Length of Employment | Month AND Year | Employers Name: |
|--|---|--|
| From: | To: | Employers Address: |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Community Development | Expanding corporate partnerships, event planning and online retail to fund green construction. |
| Name of Your Supervisor | | Publicizing newsletters, blogs, social media and press release for community stakeholders. |
| Hours worked per week. | 40 | Researching land for future acquisitions |
| (exclusive of overtime) | 10 | researching land for future acquisitions |
| And the second s | | researching land for future acquisitions |
| Reason for Leaving | Month AND Year | Employers Name: |
| Reason for Leaving Length of Employment | | |
| Reason for Leaving Length of Employment From: | Month AND Year | Employers Name: |
| Reason for Leaving Length of Employment From: Circle one: Paid or | Month AND Year To: | Employers Name: Employers Address: |
| Reason for Leaving Length of Employment From: Circle one: Paid or four Exact Title | Month AND Year To: Intern or Volunteer | Employers Name: Employers Address: DESCRIPTION OF DUTIES Creating and implementing plans for donor engagement as well as equity. |
| | Month AND Year To: Intern or Volunteer | Employers Name: Employers Address: DESCRIPTION OF DUTIES |

| Length of Employment | Month AND Year | Employers Name: | |
|---|---------------------|---------------------|--|
| From: | To: | Employers Address: | |
| Circle one: Paid or | Intern or Volunteer | | DESCRIPTION OF DUTIES |
| Your Exact Title | Client Analyst | Triaging high-net-w | orth clients with investment and operations teams. |
| Name of Your Supervisor | | Answering ques | tions on accounts, portfolios and records. |
| Hours worked per week. (exclusive of overtime) | 40 | Updating ar | nd maintaining internal databases |
| Reason for Leaving | | Coordinating for s | social and environmental responsibility |

PLEASE READ AND SIGN

AFFIRMATION: I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. If applying for a Recreation position, a DCJS background check will be ran to ensure that I am not on the Sex Offender Registry. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for requires a pre-employment drug test (ex: Police and Fire) I understand that as a condition of appointment to this position, I will be required to take and pass a pre-employment drug test.

| | | 2/14/23 |
|--|----------------|---------|
| Applicant Signature (not a printed font) _ | Date of Signat | ure |

Michael D. Dutre

EDUCATION

SUNY EMPIRE STATE COLLEGE

Master of Arts in Public Administration

STATE UNIVERSITY OF NEW YORK AT PLATTSBURGH

Bachelor of Arts in English, Digital Media and Public Relations

EXPERIENCE

Collaborating with various consultants and community organizations on sustainable City goals

Drafting narrative and budget documents for Parks, Open Lands and Historic Preservation funding

Working for renewable energy and conservation initiatives

Expanding corporate partnerships to fund energy efficient construction

Publicizing newsletters, blogs, social media and press releases to reach stakeholders

Researching land for future acquisitions

Designing plans for equity and donor engagement

Grant writing, proofreading, copywriting and project management

Actively implements recycling and waste reduction programs

Triaging high-net-worth clients with investment, operation and charitable foundation groups

Answering questions on accounts, portfolios and records

Coordinating for social and environmental responsibility



APPLICATION FOR EXAMINATION and/or EMPLOYMENT

The City of Saratoga Springs Civil Service Commission

474 Broadway

Saratoga Springs, NY 12866-2366

(518) 587-3550 ext. 2602 www.saratoga-springs.org

civilservice@saratoga-springs.org

The City of Saratoga Springs is an Equal Opportunity Employer. The City does not unlawfully discriminate in employment because of age, race, religion, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status. Before you can be employed in any position, you will be required to produce documents that establish your identity and your eligibility to be employed in the United States.

This application will be part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the General Conditions and Instructions listed on the Examination Announcement for more information.

| (If applicable) | | | | | | | Exa | m#: 1/10 | Visio | ma! |
|--|------------------|---------------|---|----------------------------------|--|--|---|--|-----------------------|-----------------------------|
| Last Name | Frederic | ksen | | First Name | Масу | | | | MI | R |
| Police Officer 8 Candidates <u>Oni</u> Date of Birth | | Month | Day | Year | | | | | | |
| Are you 18 year | rs of age or old | der? Y | es No | | | | | | | |
| | | | | ADDRE | ss | | | | | |
| Street Address | | | | | | | | | | |
| Mailing Address | S (if different) | | | | | | | | | |
| City, Town or V | illage | | | | | State | NY | Zip | | |
| Phone Number | l l | lome | | | | Cell | | | 3 | |
| Email | | | | | | | | | | |
| Are you current | tly a permane | nt resident o | of New York S | State? | YES 💿 | | NO | | | |
| etermine if you m | | | ents as stated | | ation or vaca | ncy annou | | | | |
| etermine if you m his section. | | | nents as stated nents. <u>If there</u> | on the examin is no Residency | ation or vaca Requirement As of the da | ncy annou listed on to te of this | the announce | ment, you do | not have | to complete |
| Candidates must m letermine if you m his section. Jurisdiction | | ency Requiren | nents as stated nents. <u>If there</u> | on the examin is no Residency | ation or vaca Requirement As of the da | ncy announced in the of this for one () | the announce s application 1) month or | ment, you do n, have you more? ate you will | not have legally r | to complete esided in th |
| etermine if you m his section. | | ency Requiren | nents as stated nents. <u>If there</u> | on the examin is no Residency | ation or vaca Requirement As of the da jurisdiction | ncy announced in the of this for one () | s application month or list the d | ment, you do n, have you more? ate you will | not have legally r | to complete esided in th |
| etermine if you m his section. Jurisdiction State | | ency Requiren | nents as stated nents. <u>If there</u> | on the examin is no Residency | ation or vaca Requirement As of the da jurisdiction | ncy announced in the of this for one () | s application month or list the d | ment, you do n, have you more? ate you will | not have legally r | to complete esided in th |
| etermine if you m his section. Jurisdiction State | | ency Requiren | nents as stated nents. <u>If there</u> | on the examin is no Residency | ation or vaca Requirement As of the da jurisdiction | ncy announced in the of this for one () | s application month or list the d | ment, you do n, have you more? ate you will | not have legally r | to complete esided in th |
| etermine if you m his section. Jurisdiction State Village/Town City | | ency Requiren | nents as stated nents. <u>If there</u> | on the examin is no Residency | ation or vaca Requirement As of the da jurisdiction | ncy announced in the of this for one () | s application month or list the d | ment, you do n, have you more? ate you will | not have legally r | to complete esided in th |
| etermine if you m his section. Jurisdiction State Village/Town City County How did you lead Examination Fee | arn about this | Name of Ju | nents as stated nents. <u>If there</u> in the civil server. | on the examinis no Residency | ation or vaca Reguirement As of the da jurisdiction YES or NO ortunity? | ncy annou listed on the ste of this for one (| s application 1) month or - list the d cy requireme | ment, you do not have you more? ate you will nt. | not have legally r | to complete esided in th |
| etermine if you m his section. Jurisdiction State Village/Town City County How did you le | arn about this | Name of Ju | nents as stated nents. <u>If there</u> urisdiction nt or civil server. | on the examinis no Residency | ation or vaca Requirement As of the da jurisdiction YES or NO ortunity? | ncy annou listed on the ste of this for one (| s application 1) month or - list the d cy requireme edit Application | ment, you do not have you more? ate you will nt. | not have legally r | to complete esided in th |

| a special arrangement or accommodation to take the examination, check below and contact the Civil Service Office at (518) ext. 2602. I need a special testing arrangements | f you ned 587-35 | ed 50 . |
|--|---|--|
| VETERANS CREDITS (For civil service examinations only) | | |
| If you wish to apply for Veterans Credits, complete the following and attach a copy of your DD Form 214 Member 4. | V | T 84- |
| (Refer to General Conditions and Instructions). If "No" SKIP this section. | Yes | No |
| Have you ever served in the Armed Forces of the United States? | | |
| (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof | _ | _ |
| and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes). | 0 | 0 |
| Did you serve in the Armed Forces during any of the following periods: | | |
| February 28, 1961 – May 7, 1975 | $ \!$ | 12 |
| August 2, 1990 – end of hostilities | $\boldsymbol{\mathcal{Y}}$ | X |
| *Lebanon: June 1, 1983 – December 1, 1987 | $ \!\times\!-$ | \mathbb{R} |
| *Granada: October 23, 1983 – November 21, 1983 | $ \!\times\!-$ | 12 |
| *Panama: December 20, 1989 – January 31, 1990 | $ \!$ | 12 |
| *Credit for Lebanon, Grenada and Panama is limited to those who received the Armed Forces Expeditionary Medal, the | 0 | U |
| Navy Expeditionary Medal, or the Marine Corps Expeditionary Medal. | 0 | \mathbf{O} |
| **Have you ever used additional credits as a disabled or non-disabled veteran for appointment to any position in the | | |
| public employment of New York State or any of its civil divisions? ** | 0 | 0 |
| Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs? This | | |
| disability must have been incurred during a Time of War period listed above. | 0 | 0 |
| After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a | | |
| service connected disability rated at 10% or more by the Veterans Affairs Dept.? | O | O |
| Are you currently a resident of New York State? | $\overline{}$ | \circ |
| Have you ever been employed by the City of Saratoga Springs, the Saratoga Springs School District, Saratoga Springs Public Library or the Saratoga Springs Housing Authority. (This is asked | | |
| so if you are hired, your previous personnel file and employment roster | | |
| so if you are hired, your previous personnel file and employment roster card can be re activated rather than duplicated) | | |
| so if you are hired, your previous personnel file and employment roster card can be re activated rather than duplicated) Check the appropriate box to the right of each question. | Yes | No |
| so if you are hired, your previous personnel file and employment roster card can be re activated rather than duplicated) Check the appropriate box to the right of each question. a. Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical reasons? | Yes | • |
| so if you are hired, your previous personnel file and employment roster card can be re activated rather than duplicated) Check the appropriate box to the right of each question. a. Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical reasons? b. Did you ever resign from any employment rather than face dismissal? | | |
| so if you are hired, your previous personnel file and employment roster card can be re activated rather than duplicated) Check the appropriate box to the right of each question. a. Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical reasons? b. Did you ever resign from any employment rather than face dismissal? c. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances? | 0 | • |
| so if you are hired, your previous personnel file and employment roster card can be re activated rather than duplicated) Check the appropriate box to the right of each question. a. Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical reasons? b. Did you ever resign from any employment rather than face dismissal? c. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or | 0 | ••• |
| so if you are hired, your previous personnel file and employment roster card can be re activated rather than duplicated) Check the appropriate box to the right of each question. a. Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical reasons? b. Did you ever resign from any employment rather than face dismissal? c. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances? d. Have you ever been convicted of any crime (felony or misdemeanor)? | 0 | 0 0 0 0 |
| card can be re activated rather than duplicated) Check the appropriate box to the right of each question. a. Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical reasons? b. Did you ever resign from any employment rather than face dismissal? c. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances? d. Have you ever been convicted of any crime (felony or misdemeanor)? e. Are you now under charges for any crime? f you answered "Yes" to any of the above questions (a — e), you may give specifics under Remarks below. If you elect not to poor if such explanation is insufficient, you may be required to submit further information. None of the above circumstances | O O O O O O O O O O O O O O O O O O O | O O pecifics pecifics period are |
| card can be re activated rather than duplicated) Check the appropriate box to the right of each question. a. Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical reasons? b. Did you ever resign from any employment rather than face dismissal? c. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances? d. Have you ever been convicted of any crime (felony or misdemeanor)? e. Are you now under charges for any crime? f you answered "Yes" to any of the above questions (a – e), you may give specifics under Remarks below. If you elect not to put if such explanation is insufficient, you may be required to submit further information. None of the above circumstance automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position(s) for applying. Failure to disclose a prior conviction may result in denial of employment or subsequent termination of employment. | O O O O O O O O O O O O O O O O O O O | © © O Specifics and you are |
| card can be re activated rather than duplicated) Check the appropriate box to the right of each question. a. Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical reasons? b. Did you ever resign from any employment rather than face dismissal? c. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances? d. Have you ever been convicted of any crime (felony or misdemeanor)? e. Are you now under charges for any crime? f you answered "Yes" to any of the above questions (a – e), you may give specifics under Remarks below. If you elect not to poor if such explanation is insufficient, you may be required to submit further information. None of the above circumstance automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position(s) for | O O O O O O O O O O O O O O O O O O O | © © O Specifics and you are |
| Check the appropriate box to the right of each question. a. Were you dismissed or discharge from any employment rather than face dismissal? b. Did you ever resign from any employment rather than face dismissal? c. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances? d. Have you ever been convicted of any crime (felony or misdemeanor)? e. Are you now under charges for any crime? f you answered "Yes" to any of the above questions (a – e), you may give specifics under Remarks below. If you elect not to provide the employment. Each case is considered and evaluated on individual merits in relation to the position(s) for applying. Failure to disclose a prior conviction may result in denial of employment or subsequent termination of employ falsification of the employment application. REMARKS: | O O O O O O O O O O O O O O O O O O O | O O pecifics pecifics and a second area. |
| Check the appropriate box to the right of each question. a. Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical reasons? b. Did you ever resign from any employment rather than face dismissal? c. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances? d. Have you ever been convicted of any crime (felony or misdemeanor)? e. Are you now under charges for any crime? f you answered "Yes" to any of the above questions (a – e), you may give specifics under Remarks below. If you elect not to provide the proposed of the above circumstance and the proposed of the proposed | O O O O O O O O O O O O O O O O O O O | O O pecifics pecifics and a second area. |
| Check the appropriate box to the right of each question. a. Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical reasons? b. Did you ever resign from any employment rather than face dismissal? c. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances? d. Have you ever been convicted of any crime (felony or misdemeanor)? e. Are you now under charges for any crime? f you answered "Yes" to any of the above questions (a – e), you may give specifics under Remarks below. If you elect not to go if such explanation is insufficient, you may be required to submit further information. None of the above circumstance and evaluated on individual merits in relation to the position(s) for applying. Failure to disclose a prior conviction may result in denial of employment or subsequent termination of employ falsification of the employment application. Complete the following only if a license to operate a motor vehicle is required/preferred for the position that you are applying that the following only if a license to operate a motor vehicle is required/preferred for the position that you are applying that the following only if a license to operate a motor vehicle is required/preferred for the position that you are applying that the following only if a license to operate a motor vehicle is required/preferred for the position that you are applying the following only if a license to operate a motor vehicle is required/preferred for the position that you are applying the following only if a license to operate a motor vehicle is required/preferred for the position that you are applying the following only if a license to operate a motor vehicle is required/preferred for the position that you are applying the following only if a license to operate a motor vehicle is required/preferred for the position that you are applying the following only if a license t | O O O O O O O O O O O O O O O O O O O | © © specifics sents an you are assed on |
| Check the appropriate box to the right of each question. a. Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical reasons? b. Did you ever resign from any employment rather than face dismissal? c. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances? d. Have you ever been convicted of any crime (felony or misdemeanor)? e. Are you now under charges for any crime? f you answered "Yes" to any of the above questions (a – e), you may give specifics under Remarks below. If you elect not to go if such explanation is insufficient, you may be required to submit further information. None of the above circumstance automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position(s) for all polying. Failure to disclose a prior conviction may result in denial of employment or subsequent termination of employ disligitation of the employment application. Complete the following only if a license to operate a motor vehicle is required/preferred for the position that you are applying the location of the position that you are applying the location of the position that you are applying the location of location locat | O O O O O O O O O O O O O O O O O O O | © © © © © © © © © © © © © © © © © © © |

| High School Have you Graduated from High School or do you have possession of a High School Equivalency Diploma? | | YES | NO |
|--|-----------------|-----|----|
| | | 0 | 0 |
| If "Yes", City and State of High School: | Ballston Spa NY | | |
| Equivalency Diploma Number: | | | |

| If educational require received outside of the of your credits to civil | e United States of Am | e minimum quali | ity, Professional or Techr fications stated on the a equired to contact a crede | nnounceme | nt, and you | ur qualifying education was and submit their evaluation |
|---|---------------------------------------|--------------------------|---|--------------------------|-------------|--|
| Name of School | Number of College Credits Received | Type of Degree Earned | Major Subject or Type of Course | Did You Graduate? YES NO | | Month/Year Degree Received or Expected |
| Measachusetts College of Liberal Arts | 446.40 | Bachelor's of Science | Environmental Studies | 0 | 0 | |
| | | | | 0 | 0 | |
| | | | | 0 | 0 | |

| Complete the following if a License, Certificati | LICENSE OR CERTIFICATIO on or other authorization to practice | | ession is required or preferred on the |
|--|--|------------|--|
| vacancy announcement and/or examination a | nnouncement for which you are appl | ying. | |
| | | | |
| Name of Trade or Profession: | | Specialty | |
| Name of Trade or Profession: License Number: | | | |
| | | City/State | |

EXPERIENCE

All sections must be filled out completely even if you attach a resume. Approval of your application is dependent upon the information provided on this application only. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under Description of Duties clearly and in detail describe the nature of work which you personally performed. Verified and documented volunteer/internship experience will only be credited when specifically stated on the examination or vacancy announcement. You may attach additional sheets if you need more space.

| Length of Employment | Month AND Year | Employers Name: | | |
|---|----------------------------------|---|--|--|
| From: | To: | Employers Address: | | |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES | | |
| Your Exact Title | Radiological Controls Technician | Provide oversight in maintaining radiological compliance and leadership of radiological aspects with procedural jobs on site | | |
| Name of Your Supervisor | | Manage radiological waste and waste shipments of designated materials | | |
| Hours worked per week. (exclusive of overtime) | 40 / | Instrument management between 4 organizations and off site calibration facility with Access database system | | |
| Reason for Leaving | | Manual revisions, procedure/requirement revisions, corporate letters, wrote equipment inspection instructions, equipment orde | | |

| Month <u>AND</u> Year | Employers Name: | |
|-----------------------|-------------------------------------|--|
| То: | Employers Address: | - |
| ntern or Volunteer | DESCRIPTION OF DUTIES | |
| Cashier | Provided excellent customer service | |
| | Processed item purchases | |
| Part time | Maintained a clean environment | |
| | · | - |
| | | |
| | tern or Volunteer Cashier | To: Employers Address: DESCRIPTION OF DUTIES Cashier Provided excellent customer service Processed item purchases |

| Length of Employment | Month AND Year | Employers Name: | |
|---|---------------------------------|---|--|
| From: | To: | Employers Address: | |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES | |
| Your Exact Title | Customer Service Representative | Provided excellent customer service | |
| Name of Your Supervisor | | Led gym tours, started or cancelled memberships, provided account information | |
| Hours worked / wk. (exclusive of overtime) | 40 | Processed purchases | |
| Reason for Leaving | | Maintained a clean gym | |

| Length of Employment | Month AND Year | Employers Name: |
|---|---------------------------|--|
| From: | To: | Employers Address: |
| Circle one: Paid or I | ntern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Tutor / Writing Associate | Read and editted college papers from students |
| Name of Your Supervisor | | Tutored students on grammar and essay structure |
| Hours worked per week. (exclusive of overtime) | Part time | Provided support for brainstorming ideas to complete assignments |
| Reason for Leaving | | |

PLEASE READ AND SIGN

AFFIRMATION: I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. If applying for a Recreation position, a DCJS background check will be ran to ensure that I am not on the Sex Offender Registry. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for requires a pre-employment drug test (ex: Police and Fire) I understand that as a condition of appointment to this position, I will be required to take and pass a pre-employment drug test.

| Applicant Signature (not a printed font) | Date of Signature 1/8/23 | |
|--|--------------------------|--|
| Macy/Fredericksen | i | |

Macy Fredericksen

Skilled at working and communicating in a team as well as with a leadership role. Proficiently accomplishes multiple detail oriented tasks with numerous organizations, including database management.

EXPERIENCE



- Over a year of database management for maintaining instruments used by 4 organizations
 - Maintains a record of the location and status of the instruments used on site, off site, and those sent for calibration or repair
 - In frequent communication with shipping team and facility out of state in order to ship instruments for repair and calibration
- Works as a team with multiple organizations to maintain radiological compliance
- Trained new employees on radiological surveys, routine tasks, and jobsite procedures
- Provided speeches and additional club duties with Toastmasters Organization to hone communication skills
- Site liaison with Saratoga Hospital in support of Hospital Assistance Team
- Orders work materials and emergency response supplies
- Wrote a set of instructions for respirator inspections after researching requirements in safety manuals, respirator specific information, and emergency requirements
- Provides leadership and job oversight for radiological work procedures
- Adept in radiological requirements for waste handling and shipments
- Manages radiological emergency trailer and emergency instruments



- Provided excellent customer service over the phone and in person
- Supplied information on what is offered, gave tours, began and canceled memberships
- Maintained a clean and tidy gym and work environment



- Edited papers for proper spelling, grammar, and structure
- Tutored students on how to complete papers using correct grammar
- Assisted students brainstorm ideas to expand pieces of writing and checked to verify the pieces were well-rounded

EDUCATION

Massachusetts College of Liberal Arts, North Adams MA - Bachelor's of Science in Environmental Studies

Minor concentrations: Biology, Spanish



Macy Fredericksen: LinkedIn

SKILLS

- Proficient with Microsoft Word, Excel, Access, Outlook, and item ordering system
- Detail oriented: reviews technical work documents and has experience in identifying and correcting deficiencies
- Has brought engineering attention to a work document that could be improved
- Edited numerous procedures of routine responsibilities
- Experience writing and processing 2 corporate letters about our instrument inventory
- -Reviewed maps and tutored new employees on survey map completion with Excel
- -Experience working in compliance to and updating regulatory manuals

CERTIFICATIONS

- Radiological Control Technician
 Qualification School
- Environmental Systems Research Institute (ESRI) Python programming language Course Certification
- ESRI Basics of Geographic Coordinate Systems (ArcGIS 10) Certification

LANGUAGES

English

Spanish: Intermediate fluency

Macy Fredericksen



3 Professional References:



Macy Fredericksen

January 8, 2023 City of Saratoga Springs Municipal Civil Service Commission 474 Broadway, 3rd Floor, Suite 31 Saratoga Springs, NY 12866

Dear Hiring Manager,

I am writing to apply for the position of Administrator of Parks, Open Lands, and Historic Preservation for the City of Saratoga Springs. After graduating with a BS in Environmental Studies, I have completed over 5 years of maintaining radiological compliance at the graduating I am confident that my transferable skills and experience would be an exceptional addition as the Administrator.

Completing radiological work as a technician requires clear communication and successful teamwork between multiple groups as well as taking the leadership role for radiological aspects in the job. On site, we have routine regulatory surveys as well as procedural jobs to complete. This requires a skill in time management to determine how to delegate my time between these tasks and additional collateral duties.

My strength in detail oriented work that crosses over multiple groups is shone in procedural work completion along with my management role over the instruments used on site between 4 different organizations. I use the Microsoft Access database system to keep track of instrument location, the handler, status, and when they will need to be taken out of service. Along with over a year of experience with the Microsoft Access database system, I am also proficient in Microsoft Excel, Word, and Outlook. I also excel at using the inventory ordering system to supply my office with needed items for general work and emergency response supplies. This duty includes taking out and replacing components that expire. I look forward to the opportunity of learning and providing my skills with additional technology.

My attention to detail has shone with job coverage, instrument management, ordering supplies, assuring expired supplies are taken out of service, and also in writing corporate letters or editing procedures. I have worked through the process of writing 2 corporate letters. These letters were reviewed and authorized for submission concerning our instrument inventory. I have also revised numerous routine work procedures in Microsoft Excel and Word, identified procedural deficiencies, brought a potential improvement to engineering attention, kept meeting notes of conversations after drills, and updated our manuals as new revisions are processed.

I am confident that my skills in communication, teamwork, leadership, time management, attention to detail, writing and editing documents as well as in using database systems and programs of the Microsoft suite would be an asset as an Administrator to the City of Saratoga Springs.

Thank you, Macy Fredericksen



APPLICATION FOR EXAMINATION and/or EMPLOYMENT

The City of Saratoga Springs Civil Service Commission

474 Broadway

Saratoga Springs, NY 12866-2366

(518) 587-3550 ext. 2602 www.saratoga-springs.org

civilservice@saratoga-springs.org

The City of Saratoga Springs is an Equal Opportunity Employer. The City does not unlawfully discriminate in employment because of age, race, religion, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status. Before you can be employed in any position, you will be required to produce documents that establish your identity and your eligibility to be employed in the United States.

This application will be part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the General Conditions and Instructions listed on the Examination Announcement for more information.

| Or ↓ | Adminis | trator o | I rai | KS, OF | JOH LUNC | is and F | listorio | Preser | | (OVIS | iong/ |
|---|---|---|---------------------------------|--------------------------------------|--|--|--|--|---|-----------|---------------|
| Exam Title (If applicable) | | | | | | | | Exan | n #: | | |
| Last Name | French | | | | First Name | Brenda | an | | | MI | Р |
| Police Officer & Candidates <u>On</u> Date of Birth | 7 | Month | I | Day | Year | | | | | | |
| Are you 18 yea | rs of age or o | lder? | Yes | No O | | | | | | | |
| | | | | | ADDRE | SS | | | | | |
| Street Address | | | | | | | | | | | |
| Mailing Addres | S (if different) | | | | | | | | | | |
| | illaga | | | | | | State | NY | Zip | | |
| City, Town or V | mage | | | | | | | | | | |
| City, Town or V Phone Number | | Home | | | | | Cell | | | | |
| Phone Number Email Are you curren | tly a permane | ent residen | | RESID | ENCY REQ | E The Transfer | Т | NO O | | lote the | fallouring to |
| | tly a permane | ent residen | ements a | RESID as stated of If there is | DENCY REQ on the examin no Residency | UIREMEN ation or vaca Requirement | T ncy annou listed on the | uncement. You the announcer | n, have you le | ot have | to complete |
| Phone Number Email Are you curren andidates must retermine if you minis section. | tly a permane | ent residen ency Require dency Requir | ements a | RESID as stated of If there is | DENCY REQ on the examin no Residency | UIREMEN ation or vaca Requirement | T ncy annou listed on the ate of thi for one (| uncement. You the announcer s application 1) month or "- list the da | n, have you lo more? ate you will | egally re | esided in t |
| Phone Number Email Are you curren andidates must retermine if you minis section. | tly a permane | ent residen ency Require dency Requir | ements a | RESID as stated of If there is | DENCY REQ on the examin no Residency | UIREMEN ation or vaca Requirement As of the da jurisdiction | T ncy annou listed on the ate of thi for one (| uncement. You the announced s application 1) month or | n, have you lo more? ate you will | egally re | esided in t |
| Phone Number Email Are you curren andidates must retermine if you make section. Jurisdiction State | tly a permane | ent residen ency Require dency Requir | ements a | RESID as stated of If there is | DENCY REQ on the examin no Residency | UIREMEN ation or vaca Requirement As of the da jurisdiction | T ncy annou listed on the ate of thi for one (| uncement. You the announcer s application 1) month or "- list the da | n, have you lo more? ate you will | egally re | esided in t |
| Phone Number Email Are you curren Fandidates must re etermine if you menticular section. Jurisdiction State Village/Town | tly a permane | ent residen ency Require dency Requir | ements a | RESID as stated of If there is | DENCY REQ on the examin no Residency | UIREMEN ation or vaca Requirement As of the da jurisdiction | T ncy annou listed on the ate of thi for one (| uncement. You the announcer s application 1) month or "- list the da | n, have you lo more? ate you will | egally re | esided in t |
| Phone Number Email Are you curren andidates must retermine if you mais section. Jurisdiction State | tly a permane neet the Resid neet these Resid | ent resident ency Require dency Requir Name of | ements a ements. Jurisdio | RESID as stated of If there is | DENCY REQ on the examin no Residency | UIREMEN ation or vaca Requirement As of the da jurisdiction YES or NO | T ncy annou listed on the ate of thi for one (| uncement. You the announcer s application 1) month or "- list the da | n, have you lo more? ate you will | egally re | esided in t |

| Special Testing Arrangements (Refer to General Conditions and a special arrangement or accommodation to take the examination ext. 2602. I need a special testing arrangements | instruc on, chec | tions l k belo | listed on the Examination Announcement). w and contact the Civil Service Office at (518 | lf you n∈ 3) 587-35 | ed 550 |
|---|---------------------|--------------------------|--|------------------------|--|
| | | | ì | | |
| VETERA | | | | | |
| (For civil service | e exami | ination | s only) | | |
| If you wish to apply for Veterans Credits, complete the followi (Refer to General Conditions and Instructions). If "No" SKIP th | ng and | attach | a copy of your DD Form 214 Member 4. | Yes | No |
| Have you ever served in the Armed Forces of the United States? | is secti | on. | | | |
| (The Armed Forces means the Army Navy Marine Corns Air For | , | | | | |
| (The Armed Forces means the Army, Navy, Marine Corps, Air For and the National Guard when in the service of the US pursuant to other than active duty for training pursuant. | ce, and | Loast | Guard, including all components thereof | 0 | |
| other than active duty for training purposes). | o cuii g | s provi | dea by Law on a full-time active duty basis | | |
| Did you serve in the Armed Forces during any of the following p | eriods: | | | | - |
| February 28, 1961 – May 7, 1975 | 0.1003. | | | 12 | + Q $-$ |
| August 2, 1990 – end of hostilities | | | | $+$ \aleph $-$ | $+\mathcal{Q}$ |
| *Lebanon: June 1, 1983 – December 1, 1987 | | | | $\vdash \times$ | + 😾 |
| *Granada: October 23, 1983 – November 21, 1983 | | | | $\vdash \times$ | $+ \varkappa$ |
| *Panama: December 20, 1989 – January 31, 1990 | | | | $\vdash X$ | $+ \times$ |
| *Credit for Lebanon, Grenada and Panama is limited to those wh | o recei | ved the | e Armed Forces Expeditionary Medal, the | 0 | 10 |
| Livery Expeditionary Media, of the Matthe Corps Expeditionary M | odni | | | 0 | 0 |
| **Have you ever used additional credits as a disabled or non-di | isabled | vetera | an for appointment to any position in the | | _ _ |
| basic cuibio August or Idem Tolk State of Sulf of Its Civil division | 16.5 ±± | | | 0 | 0 |
| Do you have a service connected disability rated at 10% or more | by the | U.S. D | epartment of Veterans Affairs? This | $\overline{}$ | |
| Large index make been incurred during a 1 time of War period 1 | ic hatzi | hove | | 0 | |
| After you were permanently appointed using non-disabled veter service connected disability sated at 10% or many last of the | an cred | lits, we | ere you subsequently certified as having a | 0 | |
| service connected disability rated at 10% or more by the Veterar Are you currently a resident of New York State? | is Affair | rs Dept | t.? | | |
| Type devoluty a resident of New York States | | | | _O_ | 0 |
| ADDITIONA Have you ever been employed by the City of Saratoga Springs, the Saratoga Springs School District, Saratoga Springs Public Library or the Saratoga Springs Housing Authority. (This is asked so if you are hired, your previous personnel file and employment roster card can be re activated rather than duplicated) | Yes | No • | ONS If Yes, please explain: | | |
| | | | | | |
| Check the appropriate box to the right of each question. a. Were you dismissed or discharged from any employment for | | | | Yes | No |
| a. Were you dismissed or discharged from any employment for reasons? | reason | s othe | r than lack of work or funds or medical | 0 | O |
| b. Did you ever resign from any employment rather than face di | · | 12 | | | 1 |
| C. Did you ever receive a discharge from the Armed Soroce of the | ismissa | 13 | | 0 | √ 0 |
| Did you ever receive a discharge from the Armed Forces of th which was issued under the other than honorable circumstan | e onite | e State | es which was other than "Honorable" or | 0 | 6 |
| d. Have you ever been convicted of any crime (felony or misden | neanor | 12 | | | <u> </u> |
| e. Are you now under charges for any crime? | ileanor) |): | | <u> </u> | Q |
| f you answered "Yes" to any of the above questions (a – e), you may if such explanation is insufficient, you may be required to submutomatic bar to employment. Each case is considered and evaluations. Failure to disclose a prior conviction may result in deniralistication of the employment application. SEMARKS: Misdemeanor DWI - June 5th 2009 - White Plains, NY | nt turth ated or | ier into | ormation. None of the above circumstance | s repres | ents an |
| | | | : | | |
| DRIVERS | LICEN | ISE | | | |
| omplete the following only if a license to operate a motor vehicle State Issued and Class of | is requ | ired/pi | referred for the position that you are applying | ng. | |
| Driver's License NY DM | Is this | s Drive | | Yes | No O |
| | | | | | |

EDUCATION

| | High School | | | |
|--|--|--|--|--|
| Have you Graduated from High School or do yo | ave you Graduated from High School or do you have possession of a High School Equivalency Diploma? | | | |
| If "Yes", City and State of High School: | | | | |
| Equivalency Diploma Number: | | | | |

| | United States of Am | e minimum qual | | nnouncem | ent, and yo | ur qualifying education wa e and submit their evaluatio |
|------------------------------------|---------------------------------------|--------------------------|---------------------------------|-----------|-------------|--|
| Name of School | Number of College Credits Received | Type of Degree Earned | Major Subject or Type of Course | Did You G | raduate? | Month/Year Degree Received or Expected |
| | Credits Received | Earneu / | Course | YES | NO | neceived of Expected |
| University of Nassachusetts Ambest | 120 | BS | Plant, Soil, & Insect Sciences | 0 | 0 | |
| Stockbridge School of Agriculture | 60 | AS | Turf Management | 0 | 0 | |
| | | | | 0 | 0 | |

| LICENSE OR CERTIFICATION Complete the following if a License, Certification or other authorization to practice a trade or profession is required or preferred on the vacancy announcement and/or examination announcement for which you are applying. | | | | | | | | |
|--|--|------------|----------------|--|--|--|--|--|
| Name of Trade or Profession: | | Specialty | | | | | | |
| License Number: | | | | | | | | |
| Granted by (Licensing Agency): | | City/State | | | | | | |
| | | | Registered To: | | | | | |

EXPERIENCE

All sections must be filled out completely even if you attach a resume. Approval of your application is dependent upon the information provided on this application only. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under Description of Duties clearly and in detail describe the nature of work which you personally performed. Verified and documented volunteer/internship experience will only be credited when specifically stated on the examination or vacancy announcement. You may attach additional sheets if you need more space.

| Length of Employment | Month AND Year | Employers Name: | | |
|--|---------------------|---|-----------------------|--|
| From: | To: | Employers Address: | | |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES | | |
| Your Exact Title | Grounds Manager | Planning, Maintenance, and Administration for the | Grounds Department | |
| Name of Your Supervisor | | Works with historic preservation committee to mai | ntain memorial garden | |
| Hours worked per week. (exclusive of overtime) | | Works with sustainability department to execute intiati | | |
| Reason for Leaving | N/A | Helps manage owned | open lands | |

.7

| Length of Employment | Month AND Year | Employers Name: | | | |
|---|---------------------|---|--|--|--|
| From: | To: | Employers Address: | | | |
| Circle one: (Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES | | | |
| Your Exact Title | Golf Superintendent | Managed a staff of thirteen employees to complete landscape tasks | | | |
| Name of Your Supervisor | | Planned & executed grooming programs to foster the best possible playing conditions | | | |
| Hours worked per week. (exclusive of overtime) | 40 | Carried out fertility, irrigation, & pesticide programs | | | |
| Reason for Leaving | | Worked with city officials to plan golf tournaments | | | |
| · · | 1/100 | | | | |
| Length of Employment | Month AND Year | Employers Name: | | | |
| From: | To: | Employers Address: | | | |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES | | | |
| Your Exact Title | Golf Superintendent | Managed NYS DEC bridge project at Brookhaven Park | | | |
| Name of Your Supervisor | | Planning, Maintenance, and Administration for Town Park Golf Course | | | |
| Hours worked / wk. (exclusive of overtime) | 40 / | Preserves open lands/trails surrounding park | | | |
| Reason for Leaving | | Conserves natural resources within park | | | |
| | | | | | |
| Length of Employment | Month AND Year | Employers Name: | | | |
| From: | To: | Employers Address: | | | |
| Circle one: Paid or I | ntern or Volunteer | DESCRIPTION OF DUTIES | | | |
| Your Exact Title | Golf Superintendent | Demonstration 1 | | | |
| | Gon Superintendent | Regrassed dead greens post harsh 2014 winter | | | |

PLEASE READ AND SIGN

Maintenance of golf course for daily play

Made all pesticide and fertility applications

Irrigation system repair and golf course setup

1

AFFIRMATION: I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. If applying for a Recreation position, a DCJS background check will be ran to ensure that I am not on the Sex Offender Registry. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for requires a pre-employment drug test (ex: Police and Fire) I understand that as a condition of appointment to this position, I will be required to take and pass a pre-employment drug test.

| | | | | • | |
|--|------|----|---|---|--|
| Applicant Signature (not a printed font) | Buch | 12 | / | Date of Signature 4/12/23 | |

Hours worked per week.

(exclusive of overtime) Reason for Leaving 40

Brendan P. French



EDUCATION:

University of Massachusetts Amherst

Bachelor of Science - Plant, Soil, & Insect Sciences, Business -

Coursework: Plant Physiology, Plant Pathology, Plant Stress Year Physiology, Plant Nutrition, Plant Hormone Function in Agriculture, Chemistry, Junior Writing

Stockbridge School of Agriculture

Associate of Science - Turf Management -

EXPERIENCE:

Operations Manager - Grounds, Fleet, Masonry, Waste & Recycling

- Administration & planning for campus grounds department
- Working with sustainability to execute initiatives
- Conservation & stewardship of open lands
- Working with contractors, project managers & city arborist on environmental projects
- Operational budget oversight
- Historic preservation committee experience

Superintendent

- commented as #1 in local Herald
- Developed a new team of fraternal workers
- Continued development of relationship, efficiency, and disciplinary skills
- Consistent enthusiastic work force & passion

Superintendent -

- Conservation of town parks
- highway dept. on various projects Worked with
- Collection of environmental samples for laboratory analysis
- Commented as most outstanding club conditioner in last 30 years
- Resource conservation experience
- Worked with NYS DEC on park waterway project

Superintendent

- Maintained 60 hour weeks with 74 mile commute
- Managed staff of seven workers
- Identified soil & water quality problems
- Maintained course with limited financial inputs
- Provided information for proper restoration of the course

Superintendent

- Grassed dead greens post harsh 2014 winter
- Successfully restored membership numbers

- Achieved most outstanding club conditioner in last 50 years
- Improved conditions on limited staff & budget
- Conducted field nematode research trial with Dr. Wick

Assistant Superintendent

Filled in as temporary assistant superintendent for summer

Lead Assistant Superintendent

- Helped manage \$1.6 million greens budget
- Honed strong interpersonal skills
- Worked with teams to renovate range tee & holes 9&18
- Professional maintenance of computerized irrigation system
- Managed teams daily to complete maintenance tasks
- Developed pesticide program

Lead Assistant Superintendent

- Worked with architect Ken Dye to implement master plan
- Learned management skills to maximize efficiency
- Managed large teams to complete capital improvements
- Developed into a professional landscape supervisor
- Developed daily detailed records of operation activities
- Demonstrated ability to manage property in absence of super

Staff/Volunteer Prepared course for PGA Tour Event

EXPERIENCE: (During School)

Intern

- Consistently applied pesticides and fertilizers
- Adjusted irrigation heads and syringe

Summer Staff

- Learned to hand cut greens at age 16
- Cut fairways & tees
- Golf course setup & irrigation repair
- Worked with fun coworkers while captain of my HS golf team
- Cut walking greens set prior to going to school spring/fall

SKILLS:

Familiar with Windows, MAC, Powerpoint, Excel, Outlook. Negotiator, Consultant, Business Development, Management, Some Spanish, Heavy Equipment, Landscape Construction Management, Administrative, Professional

Mr. Brendan P. French

April 12, 2023

City of Saratoga Springs Municipal Service Commission 474 Broadway, 3rd Floor Suite 31 Saratoga Springs, NY 12866

Dear Sir or Madam:

Please find attached my resume and application for the Administrator of Parks, Open Lands, and Historic Preservation position you have available. I found this position advertised on the Indeed.com website. I would like to be considered for this position. I have a bachelor's degree from the University of Massachusetts Amherst.

I have over twenty years' experience working with landscapes. I have over ten years' experience managing golf courses. Over the past year, I have been working with the sustainability department at I am an advanced professional with an interest in Saratoga history. I have experience with long term administrative planning. I am a methodical thinker who works well with others. I am confident I would be a great asset to the commission.

Thank you in advance for your time and consideration in this matter. I look forward to hearing from you.

Sincerely,

Brendan P. French



APPLICATION FOR EXAMINATION and/or EMPLOYMENT

The City of Saratoga Springs Civil Service Commission

474 Broadway

Saratoga Springs, NY 12866-2366

(518) 587-3550 ext. 2602 www.saratoga-springs.org

civilservice@saratoga-springs.org



The City of Saratoga Springs is an Equal Opportunity Employer. The City does not unlawfully discriminate in employment because of age, race, religion, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status. Before you can be employed in any position, you will be required to produce documents that establish your identity and your eligibility to be employed in the United States.

| Position Title or↓ | Administ | rator of | Parks, Op | en Land | ds, and F | listori | c Preserva | | ovisi | iona/ |
|--|--|--|--|---------------|--------------|--|---|-------------|----------|-------------|
| Exam Title (If applicable) | | | | | | | Exam #: | | | |
| Last Name | Giorgio | | | First Name | Vincen | t | | | MI | L |
| Police Officer of Candidates <u>Or</u> Date of Birth | The second secon | Month | Day | Year | | | | | | |
| Are you 18 yea | rs of age or old | der? Y | es No | | | | | | | |
| | | | | ADDRE | SS | | | | | |
| Street Address | | | | | | | | | | |
| Mailing Addres | SS (if different) | | | | | | | 1 | | |
| City, Town or \ | /illage | | | | | State | NY | Zip | | |
| Phone Numbe | r I | Home | | | | Cell | | | | |
| Email | | | | | | | | | | |
| Are you currer | itly a permane | nt resident o | f New York St | ate? | YES 💿 | | NOO | | _ | |
| andidates must letermine if you n his section. Jurisdiction | meet the Reside | ency Requirem ency Requiren Name of Ju | ents as stated on nents. <u>If there is</u> | n the examin | As of the da | ncy announced in the of this for one (| uncement. You n the announcement s application, h 1) month or mo | ave you leg | gally re | sided in th |
| | | | | | YES or NO | | '- list the date cy requirement. | you will m | eet th | s one-mon |
| State | | | | | | | | | | |
| Village/Town | | | | | | | | | | |
| City | 1 | | | | | | | | | |
| County | | | | | | | | | | |
| ноw did you l City Em | earn about this | | | | portunity? | | | | | |
| Examination Fee _ Application Appro | ared L | | Fee Waiver | CIVIL SERVIC | | | edit Application and Il Approval, Pending | | | |

| Special Testing Arrangements (Refer to General Conditions and Instructions listed on the Examination Announcement). I a special arrangement or accommodation to take the examination, check below and contact the Civil Service Office at (518 ext. 2602. I need a special testing arrangements | f you ne) 587-35 | ed 50 |
|--|----------------------------|--|
| | | |
| VETERANS CREDITS | | |
| (For civil service examinations only) | | |
| If you wish to apply for Veterans Credits, complete the following and attach a copy of your DD Form 214 Member 4. | Yes | No |
| (Refer to General Conditions and Instructions). If "No" SKIP this section. | | <u> </u> |
| Have you ever served in the Armed Forces of the United States? | | |
| (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof | 0 | 0 |
| and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes). | | |
| Did you serve in the Armed Forces during any of the following periods: | | |
| February 28, 1961 – May 7, 1975 | $+$ \times | $+ \times -$ |
| August 2, 1990 – end of hostilities | $\vdash X$ | $+ \times$ |
| *Lebanon: June 1, 1983 – December 1, 1987 | $\vdash \times \vdash$ | $+ \times -$ |
| *Granada: October 23, 1983 – November 21, 1983 | $\vdash \times \vdash$ | $+ \times -$ |
| *Panama: December 20, 1989 – January 31, 1990 | $\vdash X$ | $+ \times -$ |
| *Credit for Lebanon, Grenada and Panama is limited to those who received the Armed Forces Expeditionary Medal, the | | 1 |
| Navy Expeditionary Medal, or the Marine Corps Expeditionary Medal. | O | |
| **Have you ever used additional credits as a disabled or non-disabled veteran for appointment to any position in the | | |
| public employment of New York State or any of its civil divisions? ** | 0 | |
| Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs? This | | |
| disability must have been incurred during a Time of War period listed above. | О | O |
| After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a | 0 | 0 |
| service connected disability rated at 10% or more by the Veterans Affairs Dept.? | | |
| Are you currently a resident of New York State? | | |
| Have you ever been employed by the City of Saratoga Springs, the Saratoga Springs School District, Saratoga Springs Public Library or the Saratoga Springs Housing Authority. (This is asked so if you are hired, your previous personnel file and employment roster card can be re activated rather than duplicated) ADDITIONAL QUESTIONS If Yes, please explain: O O | | |
| | | |
| Check the appropriate box to the right of each question. | Yes | No |
| a. Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical reasons? | 0 | 0 |
| b. Did you ever resign from any employment rather than face dismissal? | \overline{O} | 0 |
| c. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances? | 0 | 0 |
| d. Have you ever been convicted of any crime (felony or misdemeanor)? | $\overline{}$ | |
| e. Are you now under charges for any crime? | $\boldsymbol{\mathcal{L}}$ | 9 |
| If you answered "Yes" to any of the above questions (a – e), you may give specifics under Remarks below. If you elect not to go or if such explanation is insufficient, you may be required to submit further information. None of the above circumstance automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position(s) for applying. Failure to disclose a prior conviction may result in denial of employment or subsequent termination of employ falsification of the employment application. REMARKS: | es repres | ents an |
| DRIVERS LICENSE Complete the following only if a license to operate a motor vehicle is required/preferred for the position that you are applying the state of the position of the position that you are applying the state of the position that you are applying the position that you ar | ng. | |
| State Issued and Class of Driver's License D Is this Driver's License Currently Valid? | Yes |)o _Z |
| | | |

High School Have you Graduated from High School or do you have possession of a High School Equivalency Diploma? If "Yes", City and State of High School: Equivalency Diploma Number:

| If educational requirer received outside of the of your credits to civil s | United States of Am | e minimum qual | sity, Professional or Techn ifications stated on the ar required to contact a crede | nnounceme | nt, and yo | ur qualifying education wa e and submit their evaluation |
|--|---------------------|----------------|---|------------|------------|---|
| Name of School | Number of College | Type of Degree | Major Subject or Type of Course | Did You Gr | aduate? | Month/Year Degree Received or Expected |
| | Credits Received | carneu | Course | YES | NO | |
| Syracuse Univ | | MPA | MPA | 0 | 0 | 7 |
| SUNY ESF | | MPS | Matural Resource Mngmt | 0/ | 0 | |
| SUNY Binghamton | | BA 🗸 | Envi. Studies | 0 | 0 | |

| LICENSE OR CERTIFICATION Complete the following if a License, Certification or other authorization to practice a trade or profession is required or preferred on the vacancy announcement and/or examination announcement for which you are applying. | | | | | | | |
|--|------------------|------------|----------------|--|--|--|--|
| Name of Trade or Profession: | | Specialty | | | | | |
| License Number: | | | | | | | |
| Granted by (Licensing Agency): | | City/State | | | | | |
| Date License First Issued: | Registered From: | | Registered To: | | | | |

EXPERIENCE

All sections must be filled out completely even if you attach a resume. Approval of your application is dependent upon the information provided on this application only. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under Description of Duties clearly and in detail describe the nature of work which you personally performed. Verified and documented volunteer/internship experience will only be credited when specifically stated on the examination or vacancy announcement. You may attach additional sheets if you need more space.

| Length of Employment | Month AND Year | Employers Name: | | | |
|---|----------------------|--------------------------------|--|--|--|
| From: | Present | Employers Address: | | | |
| Circle one: Paid or | Intern or Volunteer | | DESCRIPTION OF DUTIES | | |
| Your Exact Title | Assoc. Proj. Manager | From | Work with senior staff to develop and implement | | |
| Name of Your Supervisor | | water quality protect | tion programs to comply with NYS DOH and US EPA | | |
| Hours worked per week. (exclusive of overtime) | 35 | mandates and NY | C's Long-Term Watershed Protection Program for its | | |
| Reason for Leaving | | upstate drinking water supply. | | | |

| Length of Em | ployment | Month A | ND Year | Employers Name: | |
|---------------------------------|----------------------------|------------------------------|--------------------------------|--|--|
| From: | | To: | | Employers Addres | S: |
| Circle one: | Paid or | Intern or | Volunteer • | | DESCRIPTION OF DUTIES |
| Your Exact Tit | tle | ZBA M | ember | From | Considered and ruled on petitions for use and area variances |
| Name of You | | | | in accordance | wtih NYS balancing criteria. Conducted site visits, interacted |
| Hours worked (exclusive of | overtime) | 5 | | with City sta | ff, residents, applicants, engineers, architects, and others. |
| Reason for Le | aving | 1 | | Wrote ZBA and | SEQRA determinations for reading into public record and voting. |
| | | | | | |
| Length of Emp | ployment | Month A | ND Year | Employers Name: | |
| From: | | То: | | Employers Address | : |
| Circle one: | Paid or | intern or | Volunteer | | DESCRIPTION OF DUTIES |
| Your Exact Tit | | | | | |
| Name of Your | - | | | | |
| Hours worked | - | | | | |
| Reason for Le | | | | | |
| | | 1 | | I | |
| Length of Emp | oloyment | Month Al | <u>VD</u> Year | Employers Name: | |
| From: | | To: | | Employers Address | |
| Circle one: | Paid or I | Intern or V | Volunteer | | DESCRIPTION OF DUTIES |
| Your Exact Tit | le | | | | |
| Name of Your | | | | | |
| Hours worked (exclusive of o | vertime) | | | | |
| Reason for Lea | oving | | | | |
| AFFIRMATION | : I affirm, su | ubject to the | penalties of p | PLEASE READ | AND SIGN tements made in this application, including statements made in any |
| accompanying and verificatio | papers, are on and that | true. I unde : a material | rstand that all misstatemen | l statements made l t or fraud may di | by me in connection with this application are subject to investigation equalify me from appointment and/or lead to revocation of my and to secure additional job related information about me. If applying |
| for a Recreatio | n position, | a DCJS backg | round check | will be ran to ensur | e that I am not on the Sex Offender Registry. I hereby release from n and all other persons, corporations or organizations for furnishing |
| such information | on. If the po | osition I am a | pplying for re | quires a pre-emplo | ment drug test (ex: Police and Fire) I understand that as a condition |
| of appointmen | t to this pos | sition, I will b | e required to | take and pass a pre | employment drug test. |
| Applicant Sig | nature (no | t a printed fo | ont) | 717 | Date of Signature 1823 |
| | | | | | <i>T</i> 1 1 |

VINCENT GIORGIO

| EDI | _ | 777 | $\boldsymbol{\alpha}$ | NΤ |
|---------|-----|-----|-----------------------|----|
| M. I PI | . А | | | |

Master of Public Administration, Summa cum Laude, Syracuse University, Maxwell School of Citizenship and Public Affairs, Syracuse, NY

Master of Professional Studies, Natural Resource Management, Summa cum Laude, State University of New York, College of Environmental Science and Forestry, Syracuse, NY

Bachelor of Arts, Environmental Studies, Biology Minor, Summa cum Laude,
State University of New York at Binghamton, Binghamton, NY

PROFESSIONAL EXPERIENCE

Associate Project Manager

- Work with senior staff to develop and implement regional grant programs, capital projects, and education/outreach initiatives to comply with NYS Department of Health mandates and the City's Long-Term Watershed Protection Plan for its upstate drinking water supply.
- Currently manage a portfolio of watershed protection projects with total value of approximately \$48M million. Responsibilities include researching, planning, and developing watershed protection programs pursuant to regulatory directives; developing project specifications and estimating costs and timetables; paying invoices, tracking budgets, and overseeing contractors; ensuring compliance with City, Departmental, and Bureau requirements during contract development and implementation; communicating with other agency personnel, watershed partners, and municipalities as needed to register and administer contracts; representing the Bureau at meetings with local, state, and federal agencies, contractors, and other stakeholder groups; manage and direct subordinate staff, contractors, and subcontractors as required.
- While previously working in the SEQRA Coordination Section privately-sponsored development projects in the upstate drinking water watershed; reviewed submitted materials to determine applicability of the watershed Regulations to a proposed action. Coordinated Departmental SEQRA reviews among applicable Divisions in the Bureau of Water Supply, Bureau of Environmental Planning, and Legal Department. Served as liaison between the Department and local municipal boards and officers. Prepared and submitted official correspondence to private, local, state, and federal entities. Drafted SEQRA determinations. Attended meetings of local regulatory Boards as necessary.

Member (Volunteer)

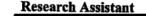
As a member of the ZBA, heard appeals of individuals aggrieved by an order, requirement, decision or
determination of the Director of the Bureau of Housing and Buildings. Along with other members,
considered and voted on motions of approve or deny use and area variances based on the appropriate
balancing test(s). Routinely interacted with City planning and legal staff, applicants, consultants, and
members of the public, conducted site visits, and drafted ZBA and SEQRA determinations for public
record.

VINCENT GIORGIO

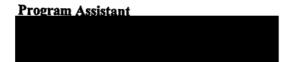
Associate Environmental Scientist

Served as project manager for Phase I and II environmental audits. Responsibilities included onsite field
inspections and review of applicable historical information. Conducted follow up sampling and
assessment related to asbestos, lead paint, radon, and lead in drinking water. Developed reports,
recommendations and remedial cost estimates for clients based on inspection findings. Developed
project proposals and cost schedules for senior staff. Coordinated subcontractors as needed for project
implementation. Provided onsite supervision of subcontractors. Developed status reports and closure
documents for clients and state regulatory agencies.

GRADUATE ASSISTANTSHIPS



 Led sampling efforts for an international urban soils research project in Baltimore, MD and Budapest, Hungary; developed research design, selected sampling locations, and established project cost and time schedules; coordinated, trained, and supervised undergraduate field crews during project implementation, conducted sampling, laboratory testing, and data analysis; developed progress reports for senior staff.



Collaborated with internal and external team members to develop educational workshops for local public
officials; met with local officials and citizens to determine community needs and interests; developed and
analyzed client surveys to focus Center activities and determine program effectiveness; served as liaison
between the Center and local government officials, citizen groups, and technical assistance providers.

PUBLICATIONS

- Pouyat, R.V, Yesilonis, I.D., Szlavecz, K., Csuzdi, C., Hornung, E., Korsos, Z., Russell-Anelli, J.R., and Giorgio, V. (2008). Response of forest soil properties to urbanization gradients in three metropolitan areas. Landscape Ecol. 23:1187-1203
- Yesilonis, I., Giorgio, V., Hu, Y., Pouyat, R., Szlavecz, K. (2022). Changes in soil chemistry after 17 years in urban and rural forest patches. Front. Ecol. Evol. https://doi.org/10.3389/fevo.2022.786809

VOLUNTEER WORK

- Coach, 10U Soccer, Bryn Mawr Boys and Girls Club
- Den Leader, Boy Scouts of America, Pack 47 Yonkers
- College Coach, Yonkers Partners in Education
- Volunteer, Yonkers Humane Society

COMPUTER SKILLS

- Proficient with MS Word, Excel, Powerpoint
- Experience with ESRI ArcGIS 10



APPLICATION FOR EXAMINATION and/or EMPLOYMENT

The City of Saratoga Springs Civil Service Commission

474 Broadway

Saratoga Springs, NY 12866-2366

(518) 587-3550 ext. 2602 www.saratoga/springs.org

civilservice@saratoga-springs.prg

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The City of Saratops Springs is an Equal Opportunity Employer. The City does not unlawfully discriminate beginning at the case of age, rate, religion, creed, color, national origin, sex, sexual prientation, disability, manual status, arrest and/or criminal chief the production or other exception, genetic predispation, or domestic violence section status. Before yes per posterior, you sell be required to produce documents that establish your identity and your eligibility to be employed in the Links.

This application will be part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the General Conditions and Instructions listed on the Examination Announcement for more information.

| Position Title | Administ | Administrator of Parks, Open Lands, and Historic Preservation | | | | | | | |
|---|--|---|--------|---------------|----------|------------------|--|--|--|
| Exam Title (If applicable) | *Provisio | *Provisional | | | | *****Provisional | | | |
| Last Name | Kokkino | S | | First Name | Jason | MI M | | | |
| Police Officer Candidates <u>Or</u> Date of Birth | The second secon | Month | Day | Year | | | | | |
| Are you 18 yea | ars of age or ob | Ser? | Yes No |) | | | | | |
| | | | | ADDRE | SS | | | | |
| Street Address | | | | | | | | | |
| Mailing Addre | \$5 jut abbrevent | | | 4 | State NY | Zio | | | |

RESIDENCY REQUIREMENT

NO (

Candidates must meet the flexidancy flequerements as stated on the examination or vacancy amountement. You must complete the following to determine if you meet these Residency Requirements. If there is no Residency Requirement fleted on the amountement, you do not have to complete. Whis section

| Jurisdiction | Name of Jurisdiction | As of the date of this application, have you legally resided in the jurisdiction for one (1) month or more? | | | | |
|--------------|----------------------|--|---|--|--|--|
| | | YES OF NO | If "No"- list the state you will meet this one-month residency requirement. | | | |
| State | New York | Yee | | | | |
| Village/Town | | | | | | |
| City | Sandaga Springs | Yes | | | | |
| County | Saratiga | 7 Yes | | | | |

| How did you learn about this employment or civil service exam opportunity? | |
|--|--|
| Visit the City Website | |

| | CHYTE SERVICE USE ON | LY |
|------------------------------|--|---|
| Application Approved 1/30/23 | Fee Weiver Disapproved Securics Comments | Veteran Eredit Application and 20214 Conditional Approvel, Pending |
| 1/3010) | | |

Phone Number

Email

Home

Are you currently a permanent resident of New York State?

| | | | * | | | |
|--|-----------|-------------|---|------------|--------|--|
| Special Vesting Arrangements (Restor to General Conditions and) | lanta et | ilona P | and an the Examination Income asset & | filmi isa | - | |
| a special arrangement or accommodation to take other examination | | | | | | |
| oct. 2602. I need a special testing arrangements | No PROPER | | t was traces and the Subara Culta at \$219 | 1304.33 | AD | |
| | | | | | | |
| VETERAL | NS CA | EDIT | S 12 | | | |
| For civil service | dmeze : | nations | (grino | | | |
| If you wish to apply for Veteraus Credits, complete the follows | ig and : | attach | a copy of year DD Form 214 Member 4. | Yes | 162a | |
| (Refer to General Conditions and Instructions). If "No" SEP th | | | | l ` | | |
| Havo you over served to the Asmed Forces of the United States? | | | | | † | |
| (The Armed Forces means the Army, Mary, Merine Corps, Air For | ca, and | Coast | found, including oil companents thereof | P . | | |
| and the Matienal Guard when in the service of the US perseent t | | | | O | 9 | |
| asher than active duty for training psyposes). | | | | ļ | | |
| Distyou serve in the Armed Focces during any of the following p | erlods: | | | \circ | | |
| February 28, 1961 - May 7, 1975 | | | | \Box | \Box | |
| August 2, 1990 - end of hostilities | | | | () | 15 | |
| "Lebanon: June 1, 1983 - December 1, 1987 | | | | | 63 | |
| *Granada: October P1, 1983 - Newsmitter F1, 1983 | | | | | | |
| *Fanazas: Dacambor 20, 1989 = January 31, 1980 | | | | | | |
| *Credit for Letanon, Grenado and Ponama is Brothed to those who received the Armed Forces Expeditionary Medal, the | | | | | | |
| Many Expeditionary Medial, or the Marine Corps Expeditionary Medial. | | | | | | |
| ** Have you ever used additional credits as a disabled or non-disabled veteran for appearament to any position in the | | | | | | |
| public amployment of New York State or any of its civil division | | | | | 0 | |
| Oo you have a service connected disability rated at 10% or more | by the | U.S. D | epartment of Voterans Affairs? This | ~ | | |
| disability must been been becurred during a Time of Way period | | | | 0 | 0 | |
| After you were permanently appointed using non-disabled votes | ran crot | lita ere | ne you subsequently certified as having a | | | |
| service connected disability rated at 10% or more by the Votera | ns Affair | s Den | L.F | 0 | 0 | |
| And you currently a resident of from York State? | | | | (7) | 73 | |
| | - | | | <u> </u> | 1 2 | |
| ADDITIONA | L QU | ESTI | ON5 | | | |
| Have you over been employed by the City of Saratoga Springs. | Yes | Ma | If Yes, please exercis: | | | |
| the Saratoga Springs School District, Saratoga Springs Public | | | 1 | | | |
| Library or the Saratoga Springs Housing Authority. (The is also | | (| | | | |
| क वी प्रथम का केंग्र में प्रथम क्षांत्र क्षांत्र केंग्र केंग्र केंग्र केंग्र केंग्र केंग्र केंग्र केंग्र केंग्र | | _ | 1 | | | |
| resignant per experimental representatives establicated | <u> </u> | | | | | |
| Chack the appropriate how to the right of each question. | | · · · · · · | | Yas. | No | |
| a. Were you dismissed or discharged from any employment fo | r nameny | ns cathe | than lark of work or hinds or markens | 25-50 | - | |
| 7aneseen | | | COMMENT OF SELECT STREET, ST. 1815-1915 ST. 1815-1915 | | 0 | |
| b. Deb sou over resign from any employment rather dan face (| lismiss | 45 | | \bigcirc | (1) | |
| First the second of the second | | | | | | |

| Chock the appropriate her to the right of each question. | | | | | | |
|---|--|-----|-----|--|--|--|
| Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical reasons? | | | | | | |
| <u>13.</u> | Did you over resign from any employment rather than face dismissal? | (5) | (a) | | | |
| C | Did you ever receive a discharge from the Armed Forces of the distant States which was other than "Henorable" or | | | | | |
| | which was issued under the other than becorable circumstances? | | | | | |
| d. | Have you ever been convicted of any crimo (followy or missignoseanor)? | 0 | (1) | | | |
| c. | Are year new under charges for any crime? | 15 | | | | |

If you answered "You" to any of the above questions (a - o), you may give specifics under Remarks before, of you elect not to provide apacifics or it such explanation is insufficient, you may be required to extend turner information. Mone of the above extendesces represents on automatic har to employment. Each case is considered and evaluated on individual ments in relation to the position(s) for which you are applying. Fallure to disclore a prior condition may result in decisi of employment or subsequent termination of employment based on festification of the employment application. REMARKS:

ORIVERS LICENSE

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EDUCATION

| | YES | NO | | | | |
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| Have you Graduated from High School or do yo | (1) | 0 | | | | |
| If "Yes", City and State of High School: | L. Stansceletowa Captral School District - Calher Park, 177 | | | | | |
| Equivalency Diploma Number: | High School Deplima | | | | | |

College, University, Professional or Technical School

If educational requirements are part of the minimum qualifications stated on the announcement, and your qualifying education was received outside of the United States of America, you will be required to contact a credential evaluation service and submit their evaluation of your credits to civil service.

| Name of School | Number of College Credits Received | Type of Degree Earned | Major Subject or Type of Course | Did You Gr | aduste? | Month/Year Degree Received or Expected | |
|-------------------------|---------------------------------------|--------------------------|------------------------------------|------------|---------|---|--|
| | Court Hereight | / | Caral Se | YES | NO | _ ivenerved or Experient | |
| University of Vermont | 30 | MS | Premiarid Soil Science | 0 | 0 | | |
| Directory of Washington | 36 | MS | Lundscape Architecture | 01 | 0 | | |
| SUNY Albany | 120 | BS | Biology | @/ | 0 | | |

LICENSE OR CERTIFICATION.

Complete the following if a License, Certification or other authorization to practice a trade or profession is required or preferred on the vacancy announcement and/or examination announcement for which you are applying.

| Name of Trade or Profession: | | Specialty | |
|--------------------------------|------------------|---|----------------|
| License Number: | | | |
| Granted by (Licensing Agency): | | City/State | |
| Date License First Issued: | Registered From: | 300000000000000000000000000000000000000 | Registered To: |

EXPERIENCE

All sections must be filled out completely even if you attach a resume. Approval of your application is dependent upon the information provided on this application only. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under Description of Duties clearly and in detail describe the nature of work which you personally performed. Verified and documented volunteer/internship experience will only be credited when specifically stated on the examination or vacancy announcement. You may attach additional sheets if you need more space.

| Longth of Employment | Month AND Year | Employers Name: |
|---|---------------------|--|
| Promi | TE DUSTIN | Employers Address |
| Circle one: Paid or ! | Intern or Volunteer | • |
| Your Exact Title | Env. Analyst | 1 ½ years' expe |
| Name of Your Supervisor | | space land use Public educatio Presentation of |
| Hours worked per week. (exclusive of overtime) | 37.5 | staff, and fellow Inventory |
| Reason for Leaving | | species) using (Scheduling and |

 1 ½ years' experience reviewing recreation activity plans, construction, and shoreline/open space land use in the

DESCRIPTION OF DUTIES

- Public education about shoreline development, lake ecology, and recreation regulations;
- Presentation of major projects and variances to the general public, commissioners, municipal staff, and fellow agencies;
- Inventory natural resources and ecological threats (i.e. septic tanks, invaise species) using GPS and geospatial software
- Scheduling and logistics of septic tank inspection program and including oversight of staff, billing, and plan review;
- Technical writing experience including SEQR memos, notices of incompletion, project summaries, and new regulation documents;
- Creation of maps, graphs, and figures in support of environmental programs and Park regulation changes.

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|--|---------------------------|---|
| Length of Employment | Month (NIX) Year | Employees Name |
| From | Ter | Employera Address |
| Circle one: / Fold = | O Valureser | DESCRIPTION OF DUTIES |
| Your Exact Title | Env. Analyst (Temp) | 2 ½ years' experience administering NY State soil & water conservation contracts with local conservation districts: |
| Name of Your Supervisor | | Review and scoring of proposed environmental cost-share projects; GIS mapping and numerical analyses of budgets and funding spent on programs across NY state; |
| Hours worked per week. (audusive of overtime) | 37.5 | Creation and management of internal database locating areas of sensitive construction and implemented conservation efforts. |
| Beston for Lowing | | |
| | ret and Month AND Year | |
| Length of Employment | Month AND Year | Employers Name: |
| From) | To | Employers Address |
| Circle one: Paid or | or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Ecologist | 2 years' experience delineating, permitting, and monitoring the restoration of natural areas disturbed by construction; |
| Name of Your Supervisor | | Develop maps and sampling protocols using GIS and Google Earth; Sample environmental media (water, sediment/soils, vegetation tissue) and submit for lab |
| Hours worked / wk. (exclusive of overtime) | 40 | analysis; Author technical reports, scope of work reports, restoration and management plans; |
| Reason for Leaving | | Analyze environmental data and summarize in figures and graphs. |
| | on o | |
| Length of Employment | Month ANO Year | Employers Name: |
| From: | To: | Erratoyerk Address: |
| Circle one: Paid in | O O | DESCRIPTION OF DUTIES |
| Your Exact Title | Eco. Resources Technician | ½ year managing natural areas and open space in |
| Name of Your Sepervisor | | Install trees and shrubs in parks and seed native vegetation; Survey native and endangered plant communities; |

PLEASE READ AND SIGN

Oversee sub-contractor landscapers.

AFFIRMATION: I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any occompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqually me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. If applying for a flactuation position, a DCIS background check will be run to ensure that I am not on the Sex Offender Registry. I hereby release from sability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for requires a pre-employment artigities (ex: Police and Fire) I understand that as a condition of appointment to this position, I will be required to take and page a pre-employment drug test.

Applicant Signature (not a printed font)

Hours worked per week.

(exclusive of overtime)

Reason for soming

40

Date of Signature

Remove invasive species with mechanical and chemical methods;

General park maintenance and replacement of trails and signs;

Experience - Additional Sheet



- 1 ½ years' experience reviewing recreation activity plans, construction, and shoreline/open space land use in the
- Public education about shoreline development, lake ecology, and recreation regulations;
- Presentation of major projects and variances to the general public, commissioners, municipal staff, and fellow agencies;
- Inventory natural resources and ecological threats (i.e. septic tanks, invaise species) using GPS and geospatial software
- Scheduling and logistics of septic tank inspection program and including oversight of staff, billing, and plan review;
- Technical writing experience including SEQR memos, notices of incompletion, project summaries, and new regulation documents;
- Creation of maps, graphs, and figures in support of environmental programs and Park regulation changes.

- 2½ years' experience administering NY State soil & water conservation contracts with local conservation districts;
- Review and scoring of proposed environmental cost-share projects;
- GIS mapping and numerical analyses of budgets and funding spent on programs across NY state;
- Creation and management of internal database locating areas of sensitive construction and implemented conservation efforts.

- 2 years' experience delineating, permitting, and monitoring the restoration of natural areas disturbed by construction;
- Develop maps and sampling protocols using GIS and Google Earth;
- Sample environmental media (water, sediment/soils, vegetation tissue) and submit for lab analysis;
- Author technical reports, scope of work reports, restoration and management plans;
- Analyze environmental data and summarize in figures and graphs.

- ½ year managing natural areas and open space in
- Install trees and shrubs in parks and seed native vegetation;
- Survey native and endangered plant communities;
- Remove invasive species with mechanical and chemical methods;
- General park maintenance and replacement of trails and signs;
- Oversee sub-contractor landscapers.

Jason M. Kokkinos

Experience and Skills

- Four (4) years of full-time experience in regulating park land use and administering NY State soil & water cost-share conservation programs (Ecologist/Analyst).
- Leadership and teaching experience working with diverse groups of people including public volunteers, and subcontractors.
- Excellent MS Excel ability and experience working with large data sets, budgets, and environmental data.
- Strong technical writing ability and experience authoring impact review statements, natural resource inventory reports, and site management plans.
- Database management including regular data imports, geospatial analysis, and public user updates (i.e., MS Access, CitizenServe).
- Experience in both reviewing and applying for government grants climate change mitigation and research projects.
- Advanced GIS, GPS, and spatial analysis software skills applied to natural resources projects, including extensive work on the Lake George watershed (i.e., ArcPro, QGIS, Google Earth).
- Experience creating educational posters, exhibits, and brochures with design software (i.e., Adobe, MS Office Suite, QCAD).
- Strong working relationships across the environmental industry, colleges, and state and local governments.
- Excellent preparation and attitude in outdoor working conditions; seasoned naturalist.

Work Experience

Environmental Analyst -

-Review permit applications for dock construction and recreation activities; educate public and contractors on siting regulations; present data to Commissioners and public; create maps and inventory natural resources in visit sites and inspect to verify compliance to regulations or potential pollution sources; update and manage permits database; present variances and special projects to the research for regulation update; edit letters, editorials, and opinion pieces submitted to newspapers; pilot State vessel.

Manage database of agricultural water quality cost-share programs; review applications for water quality grants; summarize data and quantify water quality benefits for reports and meetings; FOIL requests; GIS mapping and geospatial analysis of BMP implementation; represent SWCC at watershed group meetings; present data at State Committee and DEC partnership meetings.

Environmental Scientist/Ecologist 2 —

-Delineate, permit, and monitor wetlands; develop maps and sampling protocols using ArcMap and Google Earth; author technical reports and sampling scope of work; map sampling points with cartography software; analyze environmental data and summarize in figures and graphs; oversee subcontractors and monitor construction; author planting and restoration plans; sample environmental media (water, sediment/soils, vegetation tissue); launch and maintain sampling boats.

Work Experience (Continued)

Teaching and Research Assistant -

-Teaching: grade assignments, lecture and assist with studio work, organize field trips, manage design computer lab, and hold tutoring sessions; Research: Analytical chemistry of soil and water samples for researchers; establish research site and collect initial project data; author future management plans; and assist in publication of journal articles.

Ecological Restoration Technician -

-Invasive plant species removal by mechanical, chemical and fire prescription; oversight of subcontractor landscapers and junior coworkers; general upkeep and trail maintenance for Chicago Parks; construction of park signs; landscaping tools, vehicle, and shop maintenance.

Natural Areas Intern -

-Lead public volunteer days to organically remove invasive species, write prairie and forest management plans, lead nature and plant identification walks, support community days and events.

Education

M.S. Plant and Soil Science – University of Vermont,

GPA: 3.7

Focus: Ecological Landscape Design / Green Stormwater Infrastructure

<u>Thesis Title:</u> Bioretention in a Mixed-Use Agricultural Landscape: Lessons Learned from Low-Phosphorus Compost and *Panicum virgatum*

1st Place Green Stormwater Infrastructure Student Poster Competition, USDA Northeast SARE Graduate Research Grant Recipient

M.S. Landscape Architecture - University of Wisconsin-Madison,

GPA: 3.8

Focus: Restoration Ecology

<u>Thesis Title:</u> The Effects of Initial Seeding Rate on Biodiversity Development in a Dry-Mesic Wisconsin Prairie

Kurth Distinguished Fellow, Aldo Leopold Scholar

B.S. Biology – State University of New York at Albany,

GPA: 3.8

Research: Ecological Benefits of Sustainable Sheep and Goat Grazing

Presidential Scholar, Summa cum Laude

Coursework

General Biology, General Chemistry, Organic Chemistry, Biochemistry, Calculus, Statistics, Environmental Analysis, Water Resources Planning, Intro to GIS, Plant Community Restoration, Wetland Restoration, Forestry, Ecology, Hydrology, Pollution Remediation, Wastewater Science

References

Dear City of Saratoga Springs Hiring Team,

My name is Jason Kokkinos, an Environmental Analyst for I am reaching out regarding the open position for Administrator of Parks, Open Lands, and Historic Preservation; I believe that I have the experience, training, and confidence needed to excel in this role. Please see my attached resume for relevant skills and below for a brief summary of my professional experience:

- In the past year and a half for the my primary responsibilities have been permitting for dock construction and recreation activities. I have developed good experience in site assessment and desktop analysis of proposed construction. I have also enjoyed my public interaction in this role; my position has me teaching and working with residents to meet regulations or minimize environmental impacts. I have also supported water quality programs including management of the diver-assisted suction harvesting of milfoil and a septic inspection program. These programs have allowed me to utilize my advanced GIS and data management skills, as well as network with stewards of the Lake.
- Prior to transfer to I worked as an Analyst for this role was heavy in spatial analysis and overview of budgets. I managed databases of state-funded water quality and construction projects that were heavily scrutinized for fiscal accuracy. I developed online interactive maps directed at educating the land stewards and construction managers. Every month, I would present detailed data analyses to Board members, natural resource managers, and the public. Finally, I supported Conservation Districts through education and development of GIS tools to assist project implementation.
- As a wetland ecologist for the consulting firm I was proud to lead field teams on delineations, threatened species surveys, and environmental media sample collection. These projects allowed me to practice leadership skills and teach junior scientists. I also learned important technical writing and communication skills when applying for grants and contracts or when submitting technical reports. Our team also worked with many subcontractors to implement restoration or construction plans. It was an exciting position that had me travel far, experience new ecosystems, and network with many great practitioners.

Saratoga Springs is unique for its beauty, history, and regional identity; it is priceless to thousands of visitors and residents. I personally take a great amount of pride in the open spaces that I enjoy with my family. The opportunity to dedicate my career to making the department work well for my fellow community would be an exciting responsibility. It would be a privilege to work for the City of Saratoga Springs as Administrator of Parks, Open Lands, and Historic Preservation; I know would be an excellent leader and make a true positive impact.

Thank you for your time and consideration of this application, please do not hesitate to contact me if you have any questions.

Sincerely,

Jason Kokkinos



Position Title

APPLICATION FOR EXAMINATION and/or EMPLOYMENT

The City of Saratoga Springs Civil Service Commission

ADMINISTRATOR OF PARKS, OPEN LANDS AND HISTORIC PRESERVAL

Saratoga Springs, NY 12866-2366
(518) 587-3550 ext. 2602 www.saratoga-springs.org civilservice@saratoga-springs.org The City of Saratoga Springs is an Equal Opportunity Employer. The City does not unlawfully discriminate in employment because of age, race, religion, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status. Before you can be employed in any position, you will be required to produce documents that establish your identity and your eligibility to be employed in the United States.

This application will be part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the General Conditions and Instructions listed on the Examination Announcement for more information.

| Exam Title | | 2.22 | | | | | | Exa | n#: // | | |
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| Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs? This disability must have been incurred during a Time of War period listed above. After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a service connected disability rated at 10% or more by the Veterans Affairs Dept.? Are you currently a resident of New York State? ADDITIONAL QUESTIONS Have you ever been employed by the City of Saratoga Springs, Public Library or the Saratoga Springs Public Library or the Saratoga Springs Housing Authority. (This is asked so if you are hired, your previous personnel file and employment roster card can be re activated rather than duplicated) Check the appropriate box to the right of each question. a. Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical reasons? b. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances? d. Have you ever been convicted of any crime (felony or misdemeanor)? e. Are you now under charges for any crime? If you answered "Yes" to any of the above questions (a - e), you may give specifics under Remarks below. If you elect not to provide specific or if such explanation is insufficient, you may be required to submit further information. None of the above circumstances represents automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position(s) for which you applying. Failure to disclose a prior conviction may result in denial of employment or subsequent termination of employment based falsification of the employment application. Complete the following only if a license to operate a motor vehicle is required/preferred for the position that you are applying. State Issued and Class of https: DRIVERS LICENSE Complete the following only if a license to opera | a special arrangement or a ext. 2602. I need a special | ents (Refer to General Conditions and I ccommodation to take the examination I testing arrangements | nstructi n, check | ons lis below | sted on t and cor | he Examinati ntact the Civil | on Announcement). Service Office at (518 | If you ne 3) 587-35 | ed 50 |
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| If you wish to apply for Veterans Credits, complete the following and attach a copy of your DD Form 214 Member 4. Yes No (Refer to General Conditions and instructions.) If "No" StUP this section. Have you ever served in the Armed Forces of the United States? The Armed Forces means the Army, Now, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes. Did you serve in the Armed Forces during any of the following periods: February 28, 1961 – May 7, 1975 August 2, 1990 – end of hostilities Tebanon: June 1, 1983 – December 1, 1987 Tebanon: June 1, 1983 – November 21, 1983 Tebanon: June 1, 1983 – December 1, 1987 Tebanon: June 1, 1988 – January 31, 1990 Tebanon: June | | VETERAN | NS CRI | EDIT | 'S | | | | |
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| State issued and Class of NVC class D Is this Driver's License Currently Valid? Yes No. | | | | | | | | | |
| State issued and Class of NVC class D Is this Driver's License Currently Valid? Yes No. | Complete the following onl | y if a license to operate a motor vehicle | is requ | ired/p | referred | for the posit | ion that you are apply | ing. | |
| | State Issued and Class of Driver's License | | Is this | s Drive | er's Licer | se Currently | Valid? | | No |

EDUCATION

| | YES | NO | |
|--|------------------|----|--|
| Have you Graduated from High School or do yo | 0 | 0 | |
| If "Yes", City and State of High School: | Hilton, New York | | |
| Equivalency Diploma Number: | | | |

| | United States of Am | ne minimum qual | | nnounceme | | our qualifying education was e and submit their evaluation | |
|------------------|---------------------------------------|--------------------------|---------------------------------|-------------|---------|---|--|
| Name of School | Number of College Credits Received | Type of Degree Earned | Major Subject or Type of Course | Did You Gra | aduate? | Month/Year Degree Received or Expected | |
| 45 | Cicalia neceived | / | Course | YES / | NO | _ Received of Expected | |
| artmouth College | | Ph.D. | and Evolutionary | 0 / | 0 | | |
| Ohio University | | M.S. | mental and Plant | 0 | 0 | | |
| Environmental Sc | | B.S. / | mental and Forest | • | 0 | | |

| Complete the following if a License, Certificativacancy announcement and/or examination a | | a trade or profe | ession is required or preferred on the |
|---|------------------|------------------|--|
| Name of Trade or Profession: | | Specialty | |
| License Number: | | | |
| Granted by (Licensing Agency): | | City/State | |
| Date License First Issued: | Registered From: | | Registered To: |

EXPERIENCE

All sections must be filled out completely even if you attach a resume. Approval of your application is dependent upon the information provided on this application only. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under Description of Duties clearly and in detail describe the nature of work which you personally performed. Verified and documented volunteer/internship experience will only be credited when specifically stated on the examination or vacancy announcement. You may attach additional sheets if you need more space.

| Length of Employment | Month AND Year | Employers Name: |
|---|---------------------|--|
| From: | To: | Employers Address: |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Assitant Profe | es ind presented college courses in ecology, sustainabilty |
| Name of Your Supervisor | | nservation research with state agencies, and oversaw |
| Hours worked per week. (exclusive of overtime) | 40 | Authored grant applications and managed project budgets |
| Reason for Leaving | | Served on ad-hoc forest health management committees |

| Length of Employment | Month AND |) Year | Employers Name: | |
|--|-----------------------|---------------|---------------------------------|--|
| From: | To: | | Employers Address: | |
| Circle one: Paid or | Intern or Vo | olunteer | | DESCRIPTION OF DUTIES |
| Your Exact Title | Visiting | Assista | and presented | d college courses in ecology, biostatistics |
| Name of Your Supervisor | | | and conducte | ed research in forest conservation and m |
| Hours worked per week. (exclusive of overtime) | 40 | | viewed public | ations and grant applications, and manage |
| Reason for Leaving | · | | esented resea | arch at national and international conferenc |
| | | | | |
| Length of Employment | Month AND | <u>O</u> Year | Employers Name: | |
| From: | To: | | Employers Address: | |
| | | | | |
| Circle one: Paid or | Intern or Vo | Olunteer | | DESCRIPTION OF DUTIES |
| | 0 | 0 | and presente | DESCRIPTION OF DUTIES d college courses in ecology, biostatistics |
| <u> </u> | 0 | O Assista | <u> </u> | |
| Your Exact Title | 0 | O Assista | ed peer-revie | d college courses in ecology, biostatistics |
| Your Exact Title Name of Your Supervisor Hours worked / wk. | Visiting | O Assista | ed peer-revie | d college courses in ecology, biostatistics wed publications of forest conservation re |
| Your Exact Title Name of Your Supervisor Hours worked / wk. (exclusive of overtime) | Visiting | O Assista | ed peer-revie | d college courses in ecology, biostatistics wed publications of forest conservation re |
| Your Exact Title Name of Your Supervisor Hours worked / wk. (exclusive of overtime) | Visiting | O Assista | ed peer-revie | d college courses in ecology, biostatistics wed publications of forest conservation re |
| Your Exact Title Name of Your Supervisor Hours worked / wk. (exclusive of overtime) Reason for Leaving | Visiting 40 | O Assista | ed peer-revie search finding | d college courses in ecology, biostatistics wed publications of forest conservation re |
| Your Exact Title Name of Your Supervisor Hours worked / wk. (exclusive of overtime) Reason for Leaving Length of Employment From: | Visiting 40 Month ANI | O Assista | ed peer-revie search finding | d college courses in ecology, biostatistics wed publications of forest conservation re |
| Your Exact Title Name of Your Supervisor Hours worked / wk. (exclusive of overtime) Reason for Leaving Length of Employment From: | Visiting 40 Month ANI | O Assista | ed peer-revie search finding | d college courses in ecology, biostatistics wed publications of forest conservation re gs at scientific conference as well as the ge |

PLEASE READ AND SIGN

AFFIRMATION: I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment; and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. If applying for a Recreation position, a DCJS background check will be ran to ensure that I am not on the Sex Offender Registry. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for requires a pre-employment drug test (ex: Police and Fire) I understand that as a condition of appointment to this position, I will be required to take and pass a pre-employment drug test.

| Applicant Signature (not a printed font) _ | Mar | Low Lord | - D | Date of Signature | 4/26/23 |
|--|-----|----------|------------|-------------------|---------|
| | | | | | |

Hours worked per week. (exclusive of overtime) Reason for Leaving

Jeffrey Lombardo

City of Saratoga Springs 474 Broadway Saratoga Springs, NY 12866

Dear Hiring Official,

I am writing to apply for the **Administrator of Parks, Open lands, and Historic Preservation** position. I am a biologist specializing in forest conservation. I obtained my PhD in Ecology and Evolutionary Biology from Dartmouth College, and I was a post-doc (while ABD) in the forest entomology lab at the University of Massachusetts, Amherst. I currently work as an Assistant Professor in the Biology Department at At this point of my career I am looking to transition from academia to a more applied position where I can utilize my skills directly in the management and conservation of public land.

As a biologist I have extensive experience planning, conducting, and coordinating research in support of conservation, particularly of forested land. This includes supervising field crews, as well as working with various collaborators from federal and state agencies to develop management recommendations. Through the course of my work I have authored numerous peer-reviewed publications, presented my research at scientific conferences, and served on ad-hoc advisory committees for managing forest pest outbreaks. Moreover, I have authored numerous grants for funding in support of my research, managed funding budgets, and written annual reports to grant agencies.

In my current position, I have also gained extensive experience interpreting and presenting scientific work, and conveying fundamental scientific concepts, to a variety of audiences. This includes developing and presenting educational materials, media, and activities for non-scientists, as well as more advanced materials for graduate-level courses. I have also assisted in the development of science-related press releases targeted for news wire-services such as Routers, and the Associated Press.

Thank you very much for considering my application. This would be an exceptional opportunity for me, and I believe that my experience is an excellent fit for the position. A copy of my CV is included in this application. If there is any additional information I can provide, please do not hesitate to contact me.

Sincerely,

Jeffrey Lombardo

Why land to

Jeffrey Lombardo

Citizenship: United States

Objective:

Obtain a position in an agency where my skills and training can be directly applied to the conservation and management of public land.

Skills Summary:

Planning, coordinating and conducting scientific research · supervising field crews · data management and analysis · public presentation of scientific results · authoring annual reports, grant applications, and peer-reviewed publications

Software skills:

R · LaTEX · MS Office · ArcGIS · QGIS · SPSS · JMP · FileMaker · and others

Education and Training

Ph.D. Ecology and Evolutionary Biology

Dartmouth College, Hanover, NH

M.S. Environmental and Plant Biology

Ohio University, Athens, OH

B.S. Environmental and Forest Biology

SUNY College of Environmental Science and Forestry

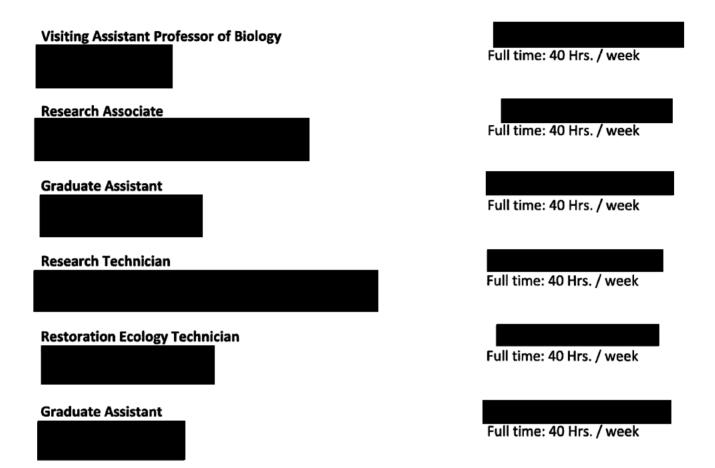
Professional Experience

Assistant Professor of Biology

Full time: 40 Hrs. / week

Visiting Assistant Professor of Biology

Full time: 40 Hrs. / week



Peer-reviewed Publications

Clark, K. and J. A. Lombardo. (*In prep*). Assessment of a biocontrol predator population *Laricobiius nigrinus* in western Maryland. In prep for Natural Areas Journal.

Crandell, R. S., Lombardo, J. A., and J. S. Elkinton. 2022. Top-down regulation of hemlock woolly adelgid (*Adelges tsugae*) in its native range in the Pacific northwest of North America. Oecologia 199:599–609

Lombardo, J. A., Sullivan, B. T., Myers, S. W., and M. P. Ayres. 2022. Are southern pine forests becoming too warm for the southern pine beetle? Agricultural and Forest Meteorology 315:108813.

Jubb, C. S., Heminger, A., Mayfeild III, A. E., Elkinton, J. E., Wiggins, G. J., Grant, J. F., **Lombardo**, **J. A.**, McAvoy, T., Tait, A., Mudder, B., Crandall, R., and S. Salom. 2020. Impact of the introduced predator, *Laricobius nigrinus*, on ovisacs of the overwintering generation of hemlock woolly adelgid in the eastern United States. Biological Control 143:104180.

Lombardo, J. A., Weed, A. S., Aoki, C. A., Sullivan, B. T., and M. P. Ayres. 2018. Temperature affects phenological synchrony in a tree-killing bark beetle. Oecologia 188:117–127.

Lombardo, J. A. and J. S. Elkinton. 2017. Environmental Adaptation in an asexual invasive insect. Ecology and Evolution 7: 1523–1530.

Elkinton, J. S., **Lombardo, J. A.**, Roehrig, A, McAvoy, T., Mayfield, A., and M. Whitmore. 2017. Induction of cold-hardiness in an invasive herbivore: the case of the hemlock woolly adelgid. Environmental Entomology 46: 118–124.

Ayres, M. P., Perez, R. P., **Lombardo, J. A.**, and M. J. Lombardero. 2014. Host use patterns by the European woodwasp *Sirex noctilio* in its native and invaded range. PLoS One, 9(3) e90321

Lombardo, J. A. and B. C. McCarthy. 2009. Seed germination and seedling vigor of weevil damaged acorns of red oak. Canadian Journal of Forest Research 39: 1600–1605.

Lombardo, J. A. and B. C. McCarthy. 2008. Forest management and Curculionid weevil diversity in mixed oak forests of southeastern Ohio. Natural Areas Journal 28: 363–369.

Lombardo, J. A. and B. C. McCarthy. 2008. Silvicultural treatment effects on oak seed production and predation by acorn weevils in southeastern Ohio. Forest Ecology and Management 255: 2566–2576.

Grant Submissions

Lombardo, J. A., and T. M. Evans. 2022. Size spectrum analysis and the interconnection of stream and terrestrial systems. Black Rock Forest. \$5,866 not awarded

Lombardo, J. A. 2021. Influence of climate change on fitness of an invasive forest plant. Maryland Native Plant Society. \$1,500 awarded

Lombardo, J. A. 2018. St. Mary's Faculty Development Grant. \$1,100 awarded

Lombardo, J. A. 2017. Utica College Faculty Research Grant. \$1,000 awarded

Lombardo, J. A., and J.S. Elkinton. 2015. Ecology of eastern and western populations of the hemlock woolly adelgid. USDA Agricultural and Forest Research Initiative Grant. \$140,070 not awarded

Lombardo, J. A., and M.P. Ayres. 2013. Incorporating Portable Canopy LiDAR in Mitigating Risk from Southern Pine Beetle Outbreak. USDA Forest Health Protection—Special Technology Development Program. \$19,000. Not funded

Professional Presentations

Invited Talks and Guest Lectures

Maryland Forest Service, Managing Forest Pests Workshop. Keedysville, MD. Spring 2023 Drew University, Dept of Biology, Madison, NJ. Spring 2022 Asa Gray Seminar Series, Utica College, Utica, NY. Fall 2017 Annual Pinelands Short Course, Stockton University, Galloway, NJ. Summer 2014 Field Ecology, Bio 430, Rutgers University, Camden, NJ. Summer 2013

Conference Presentations

Lombardo, J. A., Weed, A. S., Aoki, C. A., Sullivan, B. T., and M. P. Ayres. 2018. Effects of temperature on the population life stage structure and phenological synchrony of a tree–killing bark beetle. Annual Meeting of the Entomological Society of America, Vancouver, CA

Lombardo, J. A., Sullivan, B. T. and M. P. Ayres. 2015. Climate extremes and the geographic distribution of southern pine beetle. Northeastern Forest Pest Council, Hanover, NH

Lombardo, J. A., Sullivan, B. T. and M. P. Ayres. 2014. Climate change and upper lethal temperature effects: consequences for the distribution of southern pine beetle. 62nd Annual National Meeting of the Entomological Society of America, Portland, OR

Lombardo, J. A., Weed, A. S., Aoki, C. A., and M. P. Ayres. 2014. Populations at the limits of their distribution: climate change, range expansion, and forest insect pests. The 56th Annual Southern Forest Insect Work Conference. Charleston, SC.

Lombardo, J. A., Weed, A. S., Aoki, C. A., and M. P. Ayres. 2014. Temperature dependent development thresholds and adult emergence synchrony in the southern pine beetle: Consequences for population dynamics. 85th Annual meeting of the Eastern Branch of the Entomological Society of America, Williamsburg, VA.

Lombardo, J. A., Weed, A. S., Aoki, C. A., and M. P. Ayres. 2013. Immature stage thermal environment and emergence synchrony in the southern pine beetle. 61st Annual National Meeting of the Entomological Society of America. Austin, TX.

Lombardo, J. A., Perez, R. P., Ayres, M. P, and M. J. Lombardero. 2011. Attack patterns by *Sirex noctilio* in its native and introduced range. 22nd USDA Interagency Research Forum on Invasive Species, Annapolis, MD.

Lombardo, J. A., Parker, G. G., Khan, N. A., and D. Bebber. 2010. Microclimatic and canopy structural indicators of ecosystem function in a regenerating forest. 1st meeting of the HSBC Climate Partnership. Smithsonian Tropical Research Institute, Republic of Panama.

Lombardo, J. A. and B. C. McCarthy. 2006. Silvicultural treatment effects on oak seed production and acorn weevil diversity in southeastern Ohio. 91st Annual Meeting of the Ecological Society of America. Memphis, TN.

Lombardo, J. A. and B. C. McCarthy. 2006. Effects of silvicultural treatments on oak mast production in two southeastern Ohio forests. 15th Central hardwood Forest Conference. University of Tennessee, Knoxville, TN.

Lombardo, J. A. and B. C. McCarthy. 2005. Effects of silvicultural treatments on acorn weevil occurrence in mixed-oak forests. Fire in Eastern Oak Forests Conference: Delivering Science to Land Managers. Ohio State University, Columbus Ohio

Teaching Experience

| Principles of Ecology | ENV 502 | |
|------------------------------------|----------|--|
| Ecology and Evolution | BIOL 201 | |
| Introduction to Sustainability | SUS 101 | |
| Plant and Animal Physiology | BIOL 202 | |
| Secret Lives of Plants | BIOL 111 | |
| Ecological Monitoring | EFB 202 | |
| Field Entomology | EFB 496 | |
| Plant Physiology | BIOL 435 | |
| Biostatistics | BIOL 311 | |
| Principles of Biology II | BIOL 106 | |
| Thermal Ecology and Adaptation | BIOL 381 | |
| Topics in Biology (Forest Ecology) | BIOL 101 | |
| Research Methods I (Biostatistics) | BIO 232 | |
| Research Methods II (Sci writing) | BIO 232 | |
| | _ | |

Professional References





APPLICATION FOR EXAMINATION and/or EMPLOYMENT

The City of Saratoga Springs Civil Service Commission

474 Broadway

Saratoga Springs, NY 12866-2366

(518) 587-3550 ext. 2602 www.saratoga-springs.org

civilservice@saratoga-springs.org

The City of Saratoga Springs is an Equal Opportunity Employer. The City does not unlawfully discriminate in employment because of age, race, religion, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status. Before you can be employed in any position, you will be required to produce documents that establish your identity and your eligibility to be employed in the United States.

This application will be part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the <u>General Conditions and Instructions</u> listed on the Examination Announcement for more information.

| Position Title or ↓ | Adminis | dministrator of Parks, Open Land and Historic Preservation Provisional | | | | | | | | |
|---|-------------------|--|--|---|---|--|--|--|-----------|--------------|
| Exam Title (If applicable) | Exam #: | | | | | | | | | Origi |
| Last Name | Nadals | | | First Name | (athorino | | | | MI | L |
| Police Officer (Candidates <u>Or</u> Date of Birth | | Month | Day | Year | | | | | | |
| Are you 18 yea | rs of age or o | | es No | | | | | | | |
| | | | | ADDRE | SS | | | | | |
| Street Address | | | | | | | | | | |
| Mailing Addres | SS (If different) | | | | | re Familia | | | | |
| City, Town or V | /illage | | | | | State | MD | Zip | | |
| -1 | | Home | | | | Cell | | 10.00 | | |
| Phone Number | | 101110 | | | | | | | | |
| | | nome | | | | - | | | | |
| Email | | | | no Am | YES () | | NO ① | | | 1 |
| Email Are you curren andidates must retermine if you mais section. | itly a permane | ent resident o | RESID ents as stated o nents. <u>If there is</u> | ENCY REQ n the examina no Residency | UIREMEN ation or vaca Requirement | T ncy annou listed on t | uncement. You the announce | ment, you do no | t have to | complete |
| Email Are you curren andidates must retermine if you mais section. | itly a permane | ent resident o ency Requirem dency Requiren | RESID ents as stated o nents. <u>If there is</u> | ENCY REQ n the examina no Residency | UIREMEN ation or vaca Requirement | T ncy annou listed on to the of this for one (| uncement. You the announce s application 1) month or 1- list the d | ment, you do no n, have you le more? ate you will n | gally res | ided in this |
| Email Are you curren andidates must retermine if you m is section. Iurisdiction | itly a permane | ent resident o ency Requirem dency Requiren | RESID ents as stated o nents. <u>If there is</u> | ENCY REQ n the examina no Residency | UIREMEN ation or vaca Requirement As of the da surisdiction | T ncy annou listed on to the of this for one (| uncement. You the announce s application 1) month or | ment, you do no n, have you le more? ate you will n | gally res | complete |
| Email Are you curren andidates must retermine if you mais section. Jurisdiction | itly a permane | ent resident o ency Requirem dency Requiren | RESID ents as stated o nents. <u>If there is</u> | ENCY REQ n the examina no Residency | UIREMEN ation or vaca Requirement As of the da surisdiction | T ncy annou listed on to the of this for one (| uncement. You the announce s application 1) month or 1- list the d | ment, you do no n, have you le more? ate you will n | gally res | complete |
| Phone Number Email Are you curren andidates must retermine if you mais section. Jurisdiction State Village/Town City | itly a permane | ent resident o ency Requirem dency Requiren | RESID ents as stated o nents. <u>If there is</u> | ENCY REQ n the examina no Residency | UIREMEN ation or vaca Requirement As of the da surisdiction | T ncy annou listed on to the of this for one (| uncement. You the announce s application 1) month or 1- list the d | ment, you do no n, have you le more? ate you will n | gally res | complete |

CIVIL SERVICE USE ONLY

Fee Waiver

Comments

Disapproved Because

Veteran Credit Application and DD214 DD214

Conditional Approval, Pending

Examination Fee

Application Approved

Sent to Department

| ext. 2602. I need a special testing arrangements | 518) 587-35 | | | |
|---|---------------|--------|--|--|
| VETERANS CREDITS | | | | |
| (For civil service examinations only) | | | | |
| If you wish to apply for Veterans Credits, complete the following and attach a copy of your DD Form 214 Member 4 | . Yes | No | | |
| (Refer to General Conditions and Instructions). If "No" SKIP this section. | 100 | | | |
| Have you ever served in the Armed Forces of the United States? | | | | |
| (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes). | | | | |
| Did you serve in the Armed Forces during any of the following periods: | | | | |
| February 28, 1961 – May 7, 1975 | 8 | 6 | | |
| August 2, 1990 – end of hostilities | | | | |
| *Lebanon: June 1, 1983 – December 1, 1987 | 8 | 18 | | |
| *Granada: October 23, 1983 – November 21, 1983 | 8 | 6 | | |
| *Panama: December 20, 1989 – January 31, 1990 | - X | 6 | | |
| *Credit for Lebanon, Grenada and Panama is limited to those who received the Armed Forces Expeditionary Medal, the | , 0 | 1 | | |
| Navy Expeditionary Medal, or the Marine Corps Expeditionary Medal. | | 0 | | |
| **Have you ever used additional credits as a disabled or non-disabled veteran for appointment to any position in the public employment of New York State or any of its civil divisions? ** | | | | |
| Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs? This | | | | |
| disability must have been incurred during a Time of War period listed above. | | | | |
| After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a | | | | |
| service connected disability rated at 10% or more by the Veterans Affairs Dept.? | | | | |
| Are you currently a resident of New York State? | 0 | 0 | | |
| | | | | |
| ADDITIONAL QUESTIONS | | | | |
| Have you ever been employed by the City of Saratoga Springs, Yes No If Yes, please explain: | | | | |
| the Saratoga Springs School District, Saratoga Springs Public | | | | |
| ibrary or the Saratoga Springs Housing Authority. (This is asked | | | | |
| to if you are hired, your previous personnel file and employment roster | | | | |
| card can be re activated rather than duplicated) | | | | |
| Check the appropriate box to the right of each question. | Yes | No | | |
| a. Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical | | | | |
| reasons? | | | | |
| b. Did you ever resign from any employment rather than face dismissal? | | | | |
| c. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or | | | | |
| which was issued under the other than honorable circumstances? | | | | |
| . Have you ever been convicted of any crime (felony or misdemeanor)? | 0 | 0 | | |
| Are you now under charges for any crime? | 1 X | | | |
| | | | | |
| | t to provide | cnocif | | |
| you answered "Yes" to any of the above questions (a - e), you may give specifics under Remarks below. If you elect no | ances renre | specii | | |
| you answered "Yes" to any of the above questions (a – e), you may give specifics under Remarks below. If you elect no if such explanation is insufficient, you may be required to submit further information. None of the above circumst | unces repre | . vou | | |
| if such explanation is insufficient, you may be required to submit further information. None of the above circumst | 's for which | you | | |
| if such explanation is insufficient, you may be required to submit further information. None of the above circumst Itomatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position | (s) for which | hazad | | |
| if such explanation is insufficient, you may be required to submit further information. None of the above circumst Itomatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position Oplying. Failure to disclose a prior conviction may result in denial of employment or subsequent termination of en | (s) for which | based | | |
| if such explanation is insufficient, you may be required to submit further information. None of the above circumst Itomatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position It popying. Failure to disclose a prior conviction may result in denial of employment or subsequent termination of en Isification of the employment application. | (s) for which | based | | |
| you answered "Yes" to any of the above questions (a – e), you may give specifics under Remarks below. If you elect not if such explanation is insufficient, you may be required to submit further information. None of the above circumst atomatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position applying. Failure to disclose a prior conviction may result in denial of employment or subsequent termination of ends is in a subsequent application. EMARKS: | (s) for which | based | | |
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| if such explanation is insufficient, you may be required to submit further information. None of the above circumst atomatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position applying. Failure to disclose a prior conviction may result in denial of employment or subsequent termination of endisfication of the employment application. EMARKS: | (s) for which | No | | |

EDUCATION

| | High School | YES | NO | |
|--|--|------|----|--|
| Have you Graduated from High School or do yo | ou have possession of a High School Equivalency Diploma? | · (O | 0 | |
| If "Yes", City and State of High School: | Vienna, Austria at the American International School | | | |
| Equivalency Diploma Number: | | | | |

| | United States of Am | ne minimum qual | | nnounceme | nt, and yo | our qualifying education verandsubmit their evaluation |
|-----------------------------|---------------------------------------|--------------------------|---------------------------------|------------|------------|--|
| Name of School | Number of College Credits Received | Type of Degree Earned | Major Subject or Type of Course | Did You Gr | aduate? | Month/Year Degree Received or Expected |
| | | | | YES | NO | |
| Northern Arizona University | 33 | MA | Anthropology | 0 | 0 | Tacille 1 |
| University of Hawaii | 151 | BA | Anthropology | 0 | 0 | |
| | | | | 0 | 0 | |

| Complete the following if a License, Certificati vacancy announcement and/or examination a | | a trade or profe | ession is required or preferred on the |
|--|------------------|------------------|--|
| Name of Trade or Profession: | | Specialty | |
| License Number: | | | |
| Granted by (Licensing Agency): | | City/State | |
| Date License First Issued: | Registered From: | | Registered To: |

EXPERIENCE

All sections must be filled out completely even if you attach a resume. Approval of your application is dependent upon the information provided on this application only. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under Description of Duties clearly and in detail describe the nature of work which you personally performed. Verified and documented volunteer/internship experience will only be credited when specifically stated on the examination or vacancy announcement. You may attach additional sheets if you need more space.

| Length of Employment | Month AND Year | Employers Name: | |
|---|-------------------------------------|---|--|
| From: | To: | Employers Address: | The state of the s |
| Circle one: Paid or | Intern or Volunteer | | DESCRIPTION OF DUTIES |
| Your Exact Title | Environmental Protection Specialist | Oversaw environmenta | and historic preservation legislation for |
| Name of Your Supervisor | | Consulted with federal, state | and local agencies to ensure compliance with federal and sate laws. |
| Hours worked per week. (exclusive of overtime) | 32 | Provided expertise to team of planners in | determining potential impacts resulting from proposed transit projects (railroad, bus, commuter rail) |
| Reason for Leaving | | See r | esume for additional details. |

| Length of Employment | Month AND Year | Employers Name: |
|---|-------------------------------------|--|
| From: | To: | Employers Address: |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Environmental Protection Specialist | Acted as lead in overseeing compliance with National Historic Preservation Act for helicopter tours at national parks. |
| Name of Your Supervisor | | Managed historic review process for air tour management plans developed for 23 national parks. |
| Hours worked per week. (exclusive of overtime) | 40 | Consulted with over 50 federally recognized tribes, NPS park supervisors and State Historic Preservation Officers. |
| Reason for Leaving | End of project | See resume for additional details. |
| 14 | l ano | |
| Length of Employment | Month AND Year | Employers Name: |
| From: | To: | Employers Address: |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Environmental Specialist | Wrote environmental assessment (EA) or Federal Motor Carrier Safety Administration (FMCSA). |
| Name of Your Supervisor | | EA written to comply with federal environmental laws |
| Hours worked / wk. (exclusive of overtime) | 40 | |
| Reason for Leaving | | See resume for additional details |

| Length of Employment | Month AND Year | Employers Name: |
|---|-------------------------------------|---|
| From: | To: | Employers Address: |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Environmental protection Specialist | Acted as agency expert and national authority on archaeology, environmental and historic preservation laws. |
| Name of Your Supervisor | | |
| Hours worked per week. (exclusive of overtime) | 40 | |
| Reason for Leaving | | See resume for additional details. |

PLEASE READ AND SIGN

AFFIRMATION: I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. If applying for a Recreation position, a DCJS background check will be ran to ensure that I am not on the Sex Offender Registry. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for requires a pre-employment drug test (ex: Police and Fire) I understand that as a condition of appointment to this position, I will be required to take and pass a pre-employment drug test.

| Applicant Clausers | Othorino Madale | Digitally signed by Catherine Nadels | 2/2/22 | |
|--|-----------------|---|--------|--|
| Applicant Signature (not a printed font) | | Date: 2023.03.03 08:09:58 -05'00' Date of Signature | 3/3/23 | |

| Length of Employment | Month AND Year | Employers Name: |
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| From: | To: | Employers Address: |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Environmental Protection Specialist | Acted as lead in overseeing compliance with National Historic Preservation Act for helicopter tours at national parks. |
| Name of Your Supervisor | | Managed historic review process for air tour management plans developed for 23 national parks. |
| Hours worked per week. (exclusive of overtime) | 40 | Consulted with over 50 federally recognized tribes, NPS park supervisors and State Historic Preservation Officers. |
| Reason for Leaving | | See resume for additional details. |
| | | |
| Length of Employment | Month AND Year | Employers Name: |
| From: | To: | Employers Address: |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Environmental Specialist | Wrote environmental assessment (EA) or Federal Motor Carrier Safety Administration (FMCSA). |
| Name of Your Supervisor | | EA written to comply with federal environmental laws |
| Hours worked / wk. | 40 | |
| (exclusive of overtime) Reason for Leaving | | Can recurse for additional datails |
| | | See resume for additional details. |
| Length of Employment | Month AND Year | Employers Name: |
| From: | To: | Employers Address: |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Environmental protection Specialist | Acted as agency expert and national authority on archaeology, environmental and historic preservation laws. |
| Name of Your Supervisor | | The state of the s |
| Hours worked per week. | 40 | |
| (exclusive of overtime) Reason for Leaving | | |
| | Took another position | See resume for additional details. |
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EDUCATION

M.A. ANTHROPOLOGY
Northern Arizona University, 4.0 GPA

Flagstaff, AZ

B.A. ANTHROPOLOGY

University of Hawai'i at Manoa, 3.59 GPA

Honolulu. HI

RECENT PROFESSIONAL EXPERIENCE

ENVIRONMENTAL PROTECTION SPECIALIST

(40 hours per week)

Serve as an associate and project manager for a small business focused on federal environmental oversight. Oversee projects requiring compliance with federal legislation including the National Environmental Policy Act and other umbrella legislation including the National Historic Preservation Act. Act as company historic preservation expert in compliance with Section 106 of the National Historic in evaluating impacts to prehistoric and historic sites from proposed federal projects. Support Phase I and Phase II historic and archaeological surveys and proposal development activities; facilitate meetings and prepare guidance documents.

ENVIRONMENTAL PROTECTION SPECIALIST

(GS-0028-13, Step 10)

Supported Region 3 of the with all federal environmental and historic preservation legislation required for transportation grants awarded by to local and state transportation organizations located in Pennsylvania, Delaware, West Virginia, Virginia and the District of Columbia. In specific, supported staff of planners in providing environmental and historic preservation documentation for categorical exclusions for multiple grant projects they manage in compliance with historic preservation and environmental legislation and all environmental legal requirements pursuant to the National Environmental Policy Act, the National Historic Preservation Act, and applicable state and local laws. Coordinated with Region 3 state transportation agencies, State Historic Preservation Officers, historic preservation specialists, and other federal agencies including local and state planning agencies. Worked closely with planners to ensure grants were approved in a timely manner. Full time telecommuting position.

ENVIRONMENTAL PROTECTION SPECIALIST

(40 hours per week), FV-J (Level 4)

Served as an environmental protection specialist in the Environmental Policy and Operations
Division at the federal aviation administration Oversaw the Section 106 review process
for the fast-tracked development of Air Tour Management Plans (ATMPs) being develop in 23

federal parks in compliance with a court order. The development of the ATMPs required frequent coordination with upper-level national park service staff including individual park Superintendents and park environmental and cultural resources staff. I lead multiple tribal consultation meetings to ensure the inclusion of over a hundred affected federally recognized tribes affiliated with the federal parks along with dozens of state historic preservation officers. Full time telecommuting position.

ENVIRONMENTAL SPECIALIST

(40 hours per week)

Provided national-level expertise to the Federal Motor Carrier Safety Administration (FMCSA) in researching and writing an environmental assessment (EA) to support the revised FMCSA Hours-of-Service (HOS) regulations that apply to short and long-haul truckers pursuant to the National Environmental Policy Act (NEPA), the Council for Environmental Quality (CEQ) implementing regulations (40 CFR 1500 – 1518), and U.S. DOT order 5610.C (September 18, 1979, as amended on July 13, 1982, and July 30, 1985). Primary impacts assessed in the EA included direct, indirect and cumulative impacts that would result from implementing the new HOS rule. Air quality and clean air act impacts were evaluated under the Clean Air Act (CAA) of 1970 (as amended in 1977 and 1990) (42 U.S.C. 7401 et seq). The CAA establishes a set of National Ambient Air Quality Standards for "criteria" pollutants; those assessed in the EA included: carbon monoxide (CO), nitrogen dioxide (NO2), ozone (O3), particulate matter (PM) less than 10 micrometers in diameter (PM10), PM less than 2.5 micrometers in diameter (PM2.5), sulfur dioxide (SO2), and lead (Pb). All potential air toxics were assessed under the EPA General Conformity Rule. Finally, greenhouse gas emissions were analyzed to evaluate the impact of the new HOS regulations on climate change and global warming.

| CIVIL WAR HISTORIAN | |
|---|--|
| | |
| (32 hours per week) | |
| | |
| Interpreted the history of Maryland parks | through discussion of displays and artifacts housed at |
| museums located at | Interpreted civil |
| war battles fought at the South Mountain | Battlefield. |

ENVIRONMENTAL PROTECTION SPECIALIST

(40 hours per week), GS-13, Step 10

Acted as sole environmental protection specialist for Region 6 of the While at ensured Region 6 complied with all federal environmental and historic preservation legislation required for multiple grants awarded for transportation projects (railroads, bus terminals, airports and ferries) in Texas, Oklahoma, Arkansas, Louisiana and New Mexico. Supported staff of planners to ensure projects they managed complied with historic preservation and environmental legislation and all environmental legal requirements pursuant to the National Environmental Policy Act, the National Historic Preservation Act, applicable state and local laws and all umbrella legislation. I coordinated with Region 6 state transportation agencies, State Historic Preservation Officers, historic preservation specialists, tribes, archaeologists, and other federal agencies including the Federal Aviation Administration, Federal Highway Administration, Federal Railroad Administration, Army Corps of Engineers, Coast Guard and the Fish and Wildlife Service. I reviewed, edited and rewrote cultural resources

reports and memoranda of understanding developed by grantees and their consultants to ensure their accuracy for submission to State Historic Preservation Officers (SHPOs) and cooperating agencies in the above-named states. Developed letter boilerplates, processes and other documents for region. Worked specifically with the Fort Worth Airport, FRA and regional transportation agencies to develop commuter train network from Fort Worth to the airport. Outlined and assessed overarching environmental concerns and considerations in planning process.

ENVIRONMENTAL PROTECTION SPECIALIST

(40 hours per week), GS-14, Step 7

Acted as the agency expert and national authority on archaeology, tribes, tribal consultation and historic preservation legislation including the National Historic Preservation Act, the National Environmental Policy Act, Council on Environmental Quality regulations (40 CFR 1500-1508) and all other related environmental and historic preservation laws, regulations and executive orders. Coordinated nationally with State Historic Preservation Officers, Tribal Historic Preservation Officers, federally recognized tribes, the Advisory Council on Historic Preservation, local preservation groups, the National Trust on Historic Preservation, the Army Corps of Engineers, the Coast Guard, Environmental Protection Agency, Natural Resources and Conservation Service, and other federal and state agencies, and federally recognized tribes, to ensure compliance with historic and environmental laws for major rail construction and rail abandonment projects. Assessed National Register of Historic Places eligibility of historic resources including buildings, structures, linear resources, archaeological and tribal sites, rural historic landscapes and historic districts and transportation networks. Applied National Register of Historic Places criteria to cultural resources; drafted multiple agreement documents that stipulated measures to mitigate adverse effects to historic properties. I managed third-party consultants in the development of cultural resources reports (architectural and archaeological field reports, archival work, scopes of work and determinations of eligibility for the National Register Historic Places). Oversaw HABS and HAER documentation. Held large tribal consultation meetings in Montana, South Dakota and Minnesota and coordinated regularly with tribal representatives. Maintained multiple complex databases; wrote and updated historic preservation website. Provide training and guidance to staff and consultants.

ENVIRONMENTAL PROTECTION SPECIALIST (GS-12)

(40 hours per week)

Office of Project Development and I acted as an environmental protection specialist in the Environmental Review. I advised, supported and provided training to division offices on archaeological principles and the full range of environmental laws, statutes, and executive orders subject to Federal-aid highway projects including the National Environmental Policy Act, Council on Environmental Quality regulations (40 CFR 1500-1508), the National Historic Preservation Act and 4(f) of the Department of Transportation Act and Presidential Executive Orders. I also provided training, guidance, and policy updates to division offices. In 2003, I received the Secretary's, "Partnering for Excellence Award" for outstanding effort for my Review Team for the Executive Order 13275 on Environmental participation on the wardship. Also in 2003, I received an Cash Award for my Archaeology and Historic Preservation web site and for a high level Streamlining and Stewardship. Also in 2003, I received an development of the of performance and achievement. I developed all the text, design and layout for the website including, "Questions and Answers on Tribal Consultation."

ARCHAEOLOGIST (GS-12)

(40 hours per week)

Acted as headquarters national expert on archaeology and the National Historic Preservation Act and applicable state and federal environmental historic preservation laws that apply to federal-aid highway projects including the National Environmental Policy Act, the Native American Graves and Repatriation Act, the Archaeological Resources Protection Act, the Historic Sites Act, and the Antiquities Act of 1906. I provided training, guidance, and policy updates to division offices.

ARCHAEOLOGIST (GS-9/11/12)

(40 nours per week)

Specific Assignments (

- Advisory Council on Historic Preservation (ACHP) (3 months) -Supported ACHP staff in the Section 106 review of Federal-aid highway projects. Developed guidance document on Section 106 Programmatic agreements.
- Vermont Agency of Transportation (VTrans)(3 months)— Developed video footage and VTrans web pages on environmental outreach initiatives at a site along the Circumferential Highway Project in Colchester, Vermont. Completed historic building assessments and educational outreach initiatives. Worked closely with Vtrans Archaeology Officer, Jeannine Russell-Pinkham
- Pennsylvania Division of the Federal Highway Administration (4 months) Developed guidance document on tribal legislation, historic preservation regulations and policies, and assisted the division in building tribal consultation procedures. Developed hands-on knowledge of FHWA policies, procedures, oversight responsibilities and working relationships with resource agencies, the State DOT, State Historic Preservation Officer (SHPO), the public and federally recognized tribes. Worked closely with current FHWA PA Division Program Management Analyst, Karyn Vandervoort, karyn.vandervoort@dot.gov.

PROJECT ARCHAEOLOGIST

(40 hours per week)

Primary investigator and supervisory archaeologist at the assessing impacts to prehistoric and historic sites from planned road projects by the Vermont Agency of Transportation (VAOT); planned and conducted Phase I and II historical and archaeological surveys and field projects of potential impact areas within project Areas of Potential Effects; prepared technical reports for submission to Dr. Duncan Wilkie, Transportation Archaeologist at VAOT. Supervised crews conducting archaeological excavations and surveys in Vermont; conducted background and archival research in Montpelier, Vermont. Worked with engineers; studied plans and assessed the potential impacts of construction projects on cultural resources; prepared cultural resource assessments and field inspections to comply with Section 106 of the National Historic Preservation Act and the National Environmental Policy Act; conducted photographic inventories of associated historic properties. Also oversaw archaeological projects in New Jersey and Puerto Rico.

PROJECT ARCHAEOLOGIST

(40 hours per week)

Lead project archaeologist for National Park Service in

Directed and oversaw archaeological field, survey, and monitoring projects; developed cultural resources programs which included the formation of policies, the development of short and long-term objectives, and the integration of resource activities at national parks in Hawaii. Responsible for the inventory, National Register evaluation, interpretation, and protection of historic and prehistoric archaeological sites, including cave sites, within lava threatened areas of

Instructed and supervised volunteers in above parks.

PALEOETHNOBOTANY LABORATORY ARCHAEOLOGIST

(20 hours per week)

Identified faunal material via sorting, microscopic scanning, and flotation of pollen samples.

SUPERVISORY ARCHAEOLOGIST

(40 hours per week)

Supervised field projects Hawaiian Islands of O'ahu, Kauai, and on Midway. Duties included Section 106 compliance surveys, excavations, monitoring projects, and report writing.

GRADUATE ASSISTANT/ARCHAEOLOGIST

Graduate Assistant for the surveys in the Four Corners region. Led multiple archaeological surveys in Arizona and New Mexico. Managed a large archaeological collection of funerary and burial items housed at Responsible for locating the respective tribes for the eventual repatriation of remains as required under the then newly published Native American Graves Protection and Repatriation Act, Pub. L. 101-601, 25 U.S.C. 3001 et seq., 104 Stat. 3048, a United States federal law enacted on 16 November 1990. Supervised 12 graduate assistants in this endeavor; interfaced with the Museum of Northern Arizona for the eventual repatriation of remains to appropriate tribe/tribes.

SELECTED PRESENTATIONS AND PAPERS

"Hours of Service (HOS) of Drivers." Primary Preparer of Final Environmental Assessment for the US Department of Transportation, Federal Motor Carrier Safety Administration, Washington DC. February 2020.

Developed, organized and presided over Lectern Session 337 at the Transportation Research Board (TRB) Conference in Washington, DC: <u>Completing Projects within the Regulatory Framework of NEPA and Section 106</u>. Session sponsored by TRB Committee: Historic and Archeological Preservation in Transportation (ADC50), Washington, DC; January 12, 2015.

TRB Panel Discussant on Tribal Consultation. Summer meeting in San Antonio, TX. 2013.

"Rethinking the National Register Criteria for Tribal Sites." Paper presented at the 2011 Society for American Archaeology Conference in Sacramento, CA with Ben Rhodd of the Rosebud Sioux Tribe.

"Listening to All Concerns: The Dakota, Minnesota and Eastern Railroad Project." Invited presenter at the American Cultural Resources Association in Providence, Rhode Island. 2009.

"On Curating Artifacts from Federal-Aid Funded Transportation Projects"
Presented at the Transportation Board Meetings on January 13, 2004, Washington, DC

"Expanding Our Use of Remote Sensing as an Additional Mitigation Strategy." Paper presented at the Summer Session of the Transportation Research Board Committee on Archaeology and Historic Preservation: Vancouver, WA. August 29, 2003.

"From California to the New York Island: A Look at Exemplary Preservation Efforts at the Federal Highway Administration." Paper presented at the World Archaeology Congress 5: Washington, DC, June 26, 2003.

"FHWA Tribal Consultation Requirements." Presentation given at the 2002 FHWA Resource Center Environmental Conferences in Santa Fe, New Mexico.

"FHWA Supports Historic Bridges." Presentation given at the 2002 American Engineering Conference. Houston, Texas.

Habitat Use and Limiting Factors in a Population of Hawaiian Dark-Rumped Petrels on Mauna Loa, Hawai'i. Second author with Darcy Hu, Jill S. Lippert, Lena Schnell, James S. MacIvir, and Julian Meisler. Studies in Avian Biology No. 22:234-242. Cooper Society Papers. 2001

Results of Fieldwork Conducted at the Pulu Processing Center in Hawai'i Volcanoes National Park. Paper Presented at the Society for Hawaiian Archaeology Conference. June 1998.

Evidence of Human-Induced Impacts on Dark-Rumped Petrel Breeding Populations of the Island of Hawai'i. With Darcy Hu. Paper presented at the Society for Hawaiian Archaeology Conference. June 1997.

Petroglyphs of Pu'uloa. Presentation and discussion at "After Dark in the Park" lecture series at Hawai'i Volcanoes National Park. 1996

Lines of Descent: Of Umbilical Cords, Ancestors, and Ahupua'a. Rapa Nui Journal 9(2). 1995.

Hawaiian Ingenuity: Living on a'a'. Paper presented at the Society for Hawaiian Archaeology Conference. June 1995.

PANEL MEMBER

Panel member for the Transportation Research Board NCHRP Synthesis 347, "Managing Archaeological Investigations" (2005)

TEACHING EXPERIENCE

- Developed web site and training modules for consultants and employees at the
- Provided training to employees at the through Resource Training Centers and to employees at Headquarters and Division Offices on Archaeology, Historic Preservation, and Tribal Consultation issues
- Wrote and developed web pages on educational outreach efforts (Middle School age student excavation experience) at Vermont Agency of Transportation.
- Provided hands-on-training to volunteers at while serving as Project Archaeologist from
- One of 12 workshop leaders in "Girls Engaged in Math and Science" (GEMS) program in Hawai'i. Participated in program three times.
- Worked with "Youth of Hamakua" program teaching students about archaeology on the Big Island of Hawai'i.

THESIS

Jesse Walter Fewkes: His Influence on the Archaeology of the Southwest (unpublished thesis).

PROFESSIONAL MEMBERSHIPS

Society for American Archaeology Society for Historical Archaeology National Academy of Science

SELECTED SKILLS

- Highly skilled in archaeological field techniques including survey, excavation, and mapping of archaeological sites;
- Skilled in pollen analysis, infrared aerial photographic analysis, topographic map reading, archaeological site mapping, artifact analysis and curation;
- Skilled in use of Trimble Pathfinder, Transit, and other archaeological surveying techniques;
- Skilled in MSWord, PowerPoint, Google Earth, Excel, Microsoft Project, Access, Binder, Internet Search Engines, Arc View, GPS, GIS, Teams, Zoom, Outlook.
- Knowledge of archaeological prospective techniques such as remote sensing;
- Skilled and published photographer;
- Knowledge of web design, web coding.

SPECIALIZED TRAINING/SKILLS

- 2012 Project Management Team Building
- 2005 Cumulative Impact Assessments EPA course
- 2005 The Section 106 Essentials -Advisory Council on Historic Preservation
- 2004 Section 309 of the Clean Water Act EPA course

- 2003 Fundamentals and Abatement of Highway Traffic Noise Workshop
- 2003 Six -week Leadership Training Course (sponsored by the Office of the Secretary of Transportation)
- 2002 Recent Advances in Archaeological Prospecting Techniques Workshop. Course offered by the Midwestern Archaeological Center, National Park Service.
- 2002 Instructor Development Course for National Highway Institute (NHI) C
- 2001 Advanced 4(f) Training FHWA course 200
- 2000 NEPA and the Transportation Decision Making Process

Protection Act (ARPA), 1997

AWARDS

2021 - FAA individual cash award 2016 - STB individual cash award and days off

- 2015 STB individual cash award and days off
- 2014 STB individual cash award and days off
- 2013 STB individual cash award and days off
- 2012 STB individual cash award and days off
- 2011 STB individual cash award and days off
- 2010 STB Chairman's Award for Excellence for tribal consultation work at the STB.
- 2010 STB individual cash award
- 2009 STB individual cash award
- 2008 STB individual cash award
- 2007 STB individual cash award
- 2005 STB Certificate of Achievement with a day off
- 2003 DOT Secretary's "Partnering for Excellence Award" for outstanding effort in

Participation in Team for the Executive Order 13275 on

Environmental Streamlining and Stewardship.

2003 -Cash Award for development of

web site; and for high level of performance and achievement.

Individual Day off Award for outstanding effort in participation in Review Team for the Executive Order 13275 on Environmental Streamlining and Stewardship.

PAGE:

NAME: GLIDDEN, CATHERINE LOUISE

OFFICE OF THE REGISTRAR PO BOX 4103 FLAGSTAFF, AZ 86011-4103 (520) 523-2108

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APPLICATION FOR EXAMINATION and/or EMPLOYMENT

The City of Saratoga Springs Civil Service Commission

474 Broadway

Saratoga Springs, NY 12866-2366

(518) 587-3550 ext. 2602 www.saratoga-springs.org

civilservice@saratoga-springs.org

The City of Saratoga Springs is an Equal Opportunity Employer. The City does not unlawfully discriminate in employment because of age, race, religion, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status. Before you can be employed in any position, you will be required to produce documents that establish your identity and your eligibility to be employed in the United States.

| Position Title or ↓ | ADMINIST | TRATOR | OF PARK | KS, OPEN L | ANDS A | ND HIS | STORIC F | PRESER | VATI | ON |
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| Exam Title (If applicable) | | | | | | | Exa | m#: // | ovis | ional |
| Last Name | Royael | | | First Name | Scott | | | | 3 | MI M |
| Police Officer Candidates <u>Or</u> Date of Birth | | Month | Day | Year | | | | | | |
| Are you 18 yea | ars of age or old | ler? Y | res No | | | | | | | |
| | | | | ADDRE | SS | | | | | |
| Street Address | s | | | | | | | | | |
| Mailing Addres | SS (if different) | | | | | | | | | |
| City, Town or \ | Village | | | 7 | | State | NY | Zip | | |
| ALCOHOLD STREET | | _ | | | | | - | | | |
| Phone Numbe | r I | lome | | | | Cell | | | | |
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| | (For civil service | | | | | |
| If you wish to apply for | Veterans Credits, complete the following | ing and att | ach a | copy of your DD Form 214 Member 4. | Lv | Tax |
| (Refer to General Condi | tions and Instructions). If "No" SKIP th | is section. | acii a | copy of your DD Form 214 Member 4. | Yes | No |
| Have you ever served in | the Armed Forces of the United States? | ? | | | | |
| (The Armed Forces mean | ns the Army, Navy, Marine Corps, Air Fo | rce, and Co | ast G | Guard, including all components thereof | _ | |
| and the National Guard | when in the service of the US pursuant t | to call as pr | rovide | ed by Law on a full-time active duty basis | 0 | • |
| other than active duty fo | or training purposes). | | | | | |
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| Navy Expeditionary Med | al, or the Marine Corps Expeditionary M | no receivea Indal | the. | Armed Forces Expeditionary Medal, the | 0 | 0 |
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| Are you currently a resid | ent of New York State? | | | | 0 | C |
| the Saratoga Springs Sc Library or the Saratoga S | ployed by the City of Saratoga Springs, shool District, Saratoga Springs Public Springs Housing Authority. (This is asked | Yes N | | If Yes, please explain: | | |
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EDUCATION

| | High School | YES | NO | |
|---|---|-----|----|--|
| Have you Graduated from High School or do | you have possession of a High School Equivalency Diploma? | 0 | 0 | |
| If "Yes", City and State of High School: | Saratoga Springs, NY - Graduated June | | | |
| Equivalency Diploma Number: | | | | |

| If educational requirer received outside of the of your credits to civil s | United States of Am | e minimum qual | sity, Professional or Techn ifications stated on the ar required to contact a <i>crede</i> | nnouncem | ent, and yo | ur qualifying education of and submit their evaluate |
|--|--|----------------|--|-----------|-------------|--|
| Name of School | Number of College Type of Credits Received Earned | | Major Subject or Type of Course | Did You G | raduate? | Month/Year Degree Received or Expected |
| | Credits Received | Earned | Course | YES | NO | |
| SUNY Plattsburgh | 128 | BA | Psychology | 0 | 0 | |
| University of New Hampshire | 32 | MA | Environmental Education | 0 | 0 | |
| Antioch University | 32 | MBA / | Sustainability | 0 | 0 | |

| LICENSE OR CERTIFICATION Complete the following if a License, Certification or other authorization to practice a trade or profession is required or preferred or vacancy announcement and/or examination announcement for which you are applying. | | | | | | |
|--|------------------|------------|----------------|--|--|--|
| Name of Trade or Profession: | | Specialty | | | | |
| License Number: | | | | | | |
| Granted by (Licensing Agency): | | City/State | | | | |
| Date License First Issued: | Registered From: | | Registered To: | | | |

EXPERIENCE

All sections must be filled out completely even if you attach a resume. Approval of your application is dependent upon the information provided on this application only. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under Description of Duties clearly and in detail describe the nature of work which you personally performed. Verified and documented volunteer/internship experience will only be credited when specifically stated on the examination or vacancy announcement. You may attach additional sheets if you need more space.

| Length of Employment | Month AND Year | Employers Name: | 4.00 |
|---|--|--|---|
| From: | To: | Employers Address: | |
| Circle one: Paid or | Intern or Volunteer | DESCR | RIPTION OF DUTIES |
| Your Exact Title | Director of SUNY ADK Sentoga and College Academy | Oversee | operations |
| Name of Your Supervisor | | Coodinate Colleg | e Academy programs |
| Hours worked per week. (exclusive of overtime) | 37.5 | Establish positive relationships with K-12 | partners to develop and implement programming |
| Reason for Leaving | | Work with vendors, public sa | afety, facilities, and management |

| Month AND Year | Employers Name: |
|--|---|
| To: | Employers Address: |
| Intern or Volunteer | DESCRIPTION OF DUTIES |
| Academic Successa Coach (PT Sustainability coordinator | Monitor progress of first-year, Pell eligible students with data, check-ins, & proactive outreach |
| | Coach students in developing self-efficacy and overcoming self-perceived limitations |
| 37.5 | Provide and encourage career/transfer pathway exploration |
| | Serve as chair of sustainabiltiy committee |
| | To: Intern or Volunteer Acrosimic Success Couch (PT Sustainability coordinator |

Length of Employment Month AND Year **Employers Name:** From: To: **Employers Address:** Circle one: Paid Intern Volunteer **DESCRIPTION OF DUTIES** (•) Your Exact Title Sustainability Coordinator Oversee execution of energy audit and energy master plan Name of Your Supervisor Coordinate with campus stakeholders to organize campus events Hours worked / wk. 37.5 Review and implement strategies to address environmental, social, and economic health (exclusive of overtime) Reason for Leaving Create communication strategies and campus wide presentations

| Length of Employment | Month AND Year | Employers Name: |
|---|---------------------|--|
| From: | To: | Employers Address: |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Academic Advisor | Provide advising to students from matriculation to degree completion |
| Name of Your Supervisor | | Create and present workshops related to advisement, transfer and career planning |
| Hours worked per week. (exclusive of overtime) | 37.5 | Coordinate and implement new and returning student advisement and registration initiatives |
| Reason for Leaving | | Train staff and troubleshoot campus advsing technology |

PLEASE READ AND SIGN

AFFIRMATION: I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. If applying for a Recreation position, a DCJS background check will be ran to ensure that I am not on the Sex Offender Registry. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for requires a pre-employment drug test (ex: Police and Fire) I understand that as a condition of appointment to this position, I will be required to take and pass a pre-employment drug test.

Applicant Signature (not a printed font)

Date of Signature 2/28/23



APPLICATION FOR EXAMINATION and/or EMPLOYMENT

The City of Saratoga Springs Civil Service Commission

474 Broadway

Saratoga Springs, NY 12866-2366

(518) 587-3550 ext. 2602 <u>www.saratoga-springs.org</u>

civilservice@saratoga-springs.org



MAY 1 3 2023

City of Saratoga Springs Civil Service Commission

The City of Saratoga Springs is an Equal Opportunity Employer. The City does not unlawfully discriminate in employment because of age, race, religion, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status. Before you can be employed in any position, you will be required to produce documents that establish your identity and your eligibility to be employed in the United States.

This application will be part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the General Conditions and Instructions listed on the Examination Announcement for more information.

| Or ↓ | Adminis | trator o | of Par | ks, Ope | en Land | ds and F | Historic | Preserv | ation | Prov | isiona |
|---|--|-------------|----------|---------------------------------------|-------------------------|--|---|--|--------------------------------------|------------|-------------|
| Exam Title (if applicable) | | | | | | | | Exam | #: | | |
| Last Name | Sammo | ns | | | First Name | Jeffrey | / | | | MI | R |
| Police Officer (Candidates <u>Or</u> Date of Birth | the state of the s | Month | | Day | Year | | | | | | |
| Are you 18 yea | ers of age or ol | der? | Yes | No O | | | | | | | |
| | | | | | ADDRE | SS | | | | | |
| Street Address | | | | | | | | | | | |
| Mailing Addres | SS (if different) | | | | | | | | | | |
| City, Town or V | | | | | | | State | NY | Zip | | |
| Phone Number | r I | Home | | | | | Cell | | | | |
| Email | | | | | | | | 1 | | | |
| Are you curren | tly a permane | nt residen | t of Nev | v York State | e? | YES (| | NOO | | | |
| | | | | DECIDE | NCV DEC | HIDENAEN | т | | | | |
| etermine if you m uis section. | | | rements. | s stated on If there is no | the examin Residency | Requirement As of the da | ncy annou listed on t | the announcem s application, | have you le | ot have t | o complete |
| etermine if you m uis section. | | ency Requir | rements. | s stated on If there is no | the examin Residency | ation or vaca Requirement As of the da | incy announce listed on the of this for one (2) | s application, month or many list the dat | have you le nore? e you will n | ot have to | o complete |
| etermine if you m is section. Jurisdiction | | ency Requir | rements. | s stated on If there is no | the examin Residency | ation or vaca Requirement As of the da jurisdiction | incy announce listed on the of this for one (2) | the announcem s application, 1) month or m | have you le nore? e you will n | ot have to | o complete |
| etermine if you m nis section. Jurisdiction State | | ency Requir | rements. | s stated on If there is no | the examin Residency | ation or vaca Requirement As of the da jurisdiction | incy announce listed on the of this for one (2) | s application, month or many list the dat | have you le nore? e you will n | ot have to | o complete |
| andidates must retermine if you made section. Jurisdiction State Village/Town City | | ency Requir | rements. | s stated on If there is no | the examin Residency | ation or vaca Requirement As of the da jurisdiction | incy announce listed on the of this for one (2) | s application, month or many list the dat | have you le nore? e you will n | ot have to | o complete |
| etermine if you m nis section. Jurisdiction State Village/Town City | | ency Requir | rements. | s stated on If there is no | the examin Residency | ation or vaca Requirement As of the da jurisdiction | incy announce listed on the of this for one (2) | s application, month or many list the dat | have you le nore? e you will n | ot have to | o complete |
| etermine if you m nis section. Jurisdiction State | earn about this | Name of | Jurisdic | s stated on If there is no tion | the examin | ation or vaca Requirement As of the da jurisdiction YES or NO | incy announce listed on the of this for one (2) | s application, month or many list the dat | have you le nore? e you will n | ot have to | sided in th |

| (For civil service examinations only) If you wish to apply for Veterans Credits, complete the following and attach a copy of your DD Form 214 Member 4. (Refer to General Conditions and Instructions). If "No" SKIP this section. Have you ever served in the Armed Forces of the United States? (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes). Did you serve in the Armed Forces during any of the following periods: February 28, 1961 – May 7, 1975 | Yes | No |
|--|--|-------------|
| (Refer to General Conditions and Instructions). If "No" SKIP this section. Have you ever served in the Armed Forces of the United States? (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes). Did you serve in the Armed Forces during any of the following periods: | | No |
| Have you ever served in the Armed Forces of the United States? (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes). Did you serve in the Armed Forces during any of the following periods: | 0 | |
| (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes). Did you serve in the Armed Forces during any of the following periods: | 0 | |
| and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes). Did you serve in the Armed Forces during any of the following periods: | 0 | |
| other than active duty for training purposes). Did you serve in the Armed Forces during any of the following periods: | | 10 |
| Did you serve in the Armed Forces during any of the following periods: | | ~ |
| | _ _ | + |
| February 28. 1961 – May 7. 1975 | $+ \mathcal{L}$ | +->- |
| | $+ \times -$ | ┿ |
| August 2, 1990 – end of hostilities | $+ \times$ | $+ \succ$ |
| *Lebanon: June 1, 1983 – December 1, 1987 *Granada: October 23, 1983 – November 21, 1983 | $+ \varkappa$ | + |
| *Panama: December 20, 1989 – January 31, 1990 | $+ \varkappa$ | $+ \succ$ |
| *Credit for Lebanon, Grenada and Panama is limited to those who received the Armed Forces Expeditionary Medal, the | | |
| Navy Expeditionary Medal, or the Marine Corps Expeditionary Medal. | | |
| **Have you ever used additional credits as a disabled or non-disabled veteran for appointment to any position in the | | |
| public employment of New York State or any of its civil divisions? ** | | C |
| Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs? This | | |
| disability must have been incurred during a Time of War period listed above. | | |
| After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a | | |
| service connected disability rated at 10% or more by the Veterans Affairs Dept.? | | C |
| Are you currently a resident of New York State? | 0 | |
| the Saratoga Springs School District, Saratoga Springs Public Library or the Saratoga Springs Housing Authority. (This is asked so if you are hired, your previous personnel file and employment roster card can be re activated rather than duplicated) | | |
| | l v | T at |
| Check the appropriate box to the right of each question. . Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical | Yes | No |
| Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical reasons? | | C |
| b. Did you ever resign from any employment rather than face dismissal? | 0 | C |
| Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or | | |
| which was issued under the other than honorable circumstances? | | E |
| d. Have you ever been convicted of any crime (felony or misdemeanor)? | O | 16 |
| | | 0 |

EDUCATION

| | High School | / | YES | NO |
|---|--|---|-----|-----|
| Have you Graduated from High School or do y | ou have possession of a High School Equivalency Diploma? | / | 0 | 0 |
| If "Yes", City and State of High School: | Burnt Hills, NY | 1 | | - 1 |
| Equivalency Diploma Number: | | | | |

College, University, Professional or Technical School

If educational requirements are part of the minimum qualifications stated on the announcement, and your qualifying education wa received outside of the United States of America, you will be required to contact a *credential evaluation service* and submit their evaluation of your credits to civil service.

| Name of School | Number of College Credits Received | | | Did You Gr | aduate? | Month/Year Degree Received or Expected | |
|---------------------------------|---------------------------------------|--------|--------------------------------|------------|---------|--|--|
| | credits Received | carned | Course | YES | NO | | |
| Paul Smiths College | 32 | M.S. | Natural Resources Conservation | 10 | 0 | | |
| SUNY Potsdam | 120 | B.S. | Environmental Studies | 0/ | 0 | | |
| Hudson Valley Community College | 61 | A.S. | Criminal Justice | 0 | 0 | 11-0 | |

LICENSE OR CERTIFICATION

Complete the following if a License, Certification or other authorization to practice a trade or profession is required or preferred on the vacancy announcement and/or examination announcement for which you are applying.

| Name of Trade or Profession: | | Specialty | |
|--------------------------------|------------------|------------|----------------|
| License Number: | | | |
| Granted by (Licensing Agency): | | City/State | |
| Date License First Issued: | Registered From: | | Registered To: |

EXPERIENCE

All sections must be filled out completely even if you attach a resume. Approval of your application is dependent upon the information provided on this application only. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under Description Duties clearly and in detail describe the nature of work which you personally performed. Verified and documented volunteer/internsh experience will only be credited when specifically stated on the examination or vacancy announcement. You may attach additional sheets you need more space.

| Length of Employment | Month AND Year | Employers Name: |
|---|---------------------|--|
| From: | То: | Employers Address: |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Office Assistant I | Answering and directing phone calls, taking detailed messages, answering programmatic and system questions |
| Name of Your Supervisor | | Assisting in reconciling accounts |
| Hours worked per week. (exclusive of overtime) | 40 | Performing clerical work |
| Reason for Leaving | | Entering customer information into system |

| Length of Employment | Month AND Year | Employers Name: |
|---|----------------------|---|
| From: | To: | Employers Address: |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Laboratory Analyst I | Organize and prepare samples for lab testing |
| Name of Your Supervisor | | Perform tests on samples using HPLC and ICPMS |
| Hours worked per week. (exclusive of overtime) Reason for Leaving | 40 | Document, organize and analyze data from sample testing for review |
| | (long) | |
| Length of Employment | Month AND Year | Employers Name: |
| From: | To: | Employers Address: |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | Regional Supervisor | Public education on preventing the spread of aquatic invasive species |
| Name of Your Supervisor | | Assigned and delegated tasks among staff |
| Hours worked / wk. (exclusive of overtime) | 40 🗸 | Organized and directed weekly meetings and scheduli |
| Reason for Leaving | | Completed data collection and analysis |
| | | |
| Length of Employment | Month AND Year | Employers Name: |
| From: | То: | Employers Address: |
| Circle one: Paid or | Intern or Volunteer | DESCRIPTION OF DUTIES |
| Your Exact Title | | |
| Name of Your Supervisor | | |
| Hours worked per week. (exclusive of overtime) | | |
| Reason for Leaving | | |
| | - | 4 |

AFFIRMATION: I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in a accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigate and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of n appointment. I give the employer the right to investigate all references and to secure additional job related information about me. If applyi for a Recreation position, a DCJS background check will be ran to ensure that I am not on the Sex Offender Registry. I hereby release fro liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for requires a pre-employment drug test (ex: Police and Fire) I understand that as a condition of appointment to this position, I will be required to take and pass a pre-employment drug test.

Applicant Signature (not a printed font) Yellok Date of Signature 5/5/23



APPLICATION FOR EXAMINATION and/or EMPLOYMENT

The City of Saratoga Springs Civil Service Commission

474 Broadway

Saratoga Springs, NY 12866-2366

(518) 587-3550 ext. 2602 www.saratoga-springs.org

civilservice@saratoga-springs.org

The City of Saratoga Springs is an Equal Opportunity Employer. The City does not unlawfully discriminate in employment because of age, race, religion, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status. Before you can be employed in any position, you will be required to produce documents that establish your identity and your eligibility to be employed in the United States.

This application will be part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are

| Position Title or | Administrato | Administrator of Parks, Open Lands and Historic Preservation. Provisional | | | | | |
|----------------------------------|--------------|--|-----|-------------------|-------------------|----|---|
| Exam Title (If applicable) | Exam #: | | | | | | |
| V. K | Factor | | | 1 | TE and the second | 1 | |
| Last Name | Shappy | | | First Nam e | Tristan | МІ | G |
| | | | | | | | |
| A BUCKLARY | | 100.00 | 200 | 7.00 | | | |
| Police Officer Firefighter Ca | | Month | Day | Year | | | |

ADDDECC

| | ADDI | (LJJ | | |
|--------------------------------|------------------------------------|-----------|----|-----|
| Street Address | | | | |
| Mailing Address (if different) | | | | |
| City, Town or Village | | Stat e | NY | Zip |
| Phone Number | Home | Cell | | |
| Email | | | | |
| Are you currently a perm | nanent resident of New York State? | YES | NO | |

RESIDENCY REQUIREMENT

Candidates must meet the Residency Requirements as stated on the examination or vacancy announcement. You must complete the following to determine if you meet these Residency Requirements. If there is no Residency Requirement listed on the announcement, you do not have to complete this section.

Approve N

| Jurisdiction | diction Name of Jurisdiction | | | As of the date of this application, have you legally resided in this jurisdiction for one (1) month or more? | | |
|------------------|------------------------------|------------------------|--------------------------|--|-------------|--|
| | | | YES or NO | If "No"- list the date you will meet this residency requirement. | s one-month | |
| State | | | | | | |
| Village/Town | | | | | | |
| City | | | | | | |
| County | | | | | | |
| | | | | | | |
| How did you lear | n about this emp | ployment or civil serv | ice exam opportunity? | | | |
| | | | | | | |
| Fire-deadles Res | | | CIVIL SERVICE USE ONLY | | | |
| Examination Fee | | DCC003C | Veteran Credit Approval, | plication and DD214 Pending | Application | |
| Department | | | | | | |

VETERANS CREDITS

ext. 2602. I need a special testing arrangements ___

Special Testing Arrangements (Refer to General Conditions and Instructions listed on the Examination Announcement). If you need a special arrangement or accommodation to take the examination, check below and contact the Civil Service Office at (518) 587-3550

(For civil service examinations only)

| If you wish to apply for Veterans Credits, complete the following and attach a copy of your DD Form 214 Member 4. (Refer to General Conditions and Instructions). If "No" SKIP this section. | Yes | No |
|--|-----|----|
| Have you ever served in the Armed Forces of the United States? (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes). | | |
| Did you serve in the Armed Forces during any of the following periods: | | |
| February 28, 1961 – May 7, 1975 | | |
| August 2, 1990 – end of hostilities | | |
| *Lebanon: June 1, 1983 – December 1, 1987 | | |
| *Granada: October 23, 1983 – November 21, 1983 | | |
| *Panama: December 20, 1989 – January 31, 1990 | | |
| *Credit for Lebanon, Grenada and Panama is limited to those who received the Armed Forces Expeditionary Medal, the Navy Expeditionary Medal, or the Marine Corps Expeditionary Medal. | | |
| **Have you ever used additional credits as a disabled or non-disabled veteran for appointment to any position in the public employment of New York State or any of its civil divisions? ** | | |

| Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs? This disability must have been incurred during a Time of War period listed above. | |
|---|-----|
| After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a service connected disability rated at 10% or more by the Veterans Affairs Dept.? | |
| Are you currently a resident of New York State? | - 4 |

ADDITIONAL QUESTIONS

| Have you <u>ever</u> been employed by the City of Saratoga Springs, the Saratoga Springs School District, Saratoga Springs Public Library or the Saratoga Springs Housing Authority. (This is asked so if you are hired, your previous personnel file and employment roster card can be reactivated rather than duplicated) | Ye s | No | If Yes, please explain: |
|---|---------|----|-------------------------|
|---|---------|----|-------------------------|

| Check the appropriate box to the right of each question. | Yes | No |
|---|-----|----|
| a. Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical reasons? | | No |
| b. Did you ever resign from any employment rather than face dismissal? | | No |
| c. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances? | | No |
| d. Have you ever been convicted of any crime (felony or misdemeanor)? | | No |
| e. Are you now under charges for any crime? | | No |

If you answered "Yes" to any of the above questions (a – e), you may give specifics under Remarks below. If you elect not to provide specifics or if such explanation is insufficient, you may be required to submit further information. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position(s) for which you are applying. Failure to disclose a prior conviction may result in denial of employment or subsequent termination of employment based on falsification of the employment application.

| REMARKS. | | | | |
|----------|--------|-----|--|--|
| | DEMAAD | VC. | | |

DRIVERS LICENSE

Complete the following only if a license to operate a motor vehicle is required/preferred for the position that you are applying.

| | 1 | Indice is required, preferred for the position that you are t | 11. | |
|--|------------------------|---|-----|----|
| State Issued and Class North Of Driver's License | ew York State, Class D | Is this Driver's License Currently Valid? | Yes | No |

Page 2 of 4

EDUCATION

| High School | | YES | NO |
|--|---|-----|----|
| Have you Graduated from High School or do yo | u have possession of a High School Equivalency Diploma? | Yes | 1 |
| If "Yes", City and State of High School: Moriah, NY, Moriah Central School | | | |
| Equivalency Diploma Number: | | | |

College, University, Professional or Technical School If educational requirements are part of the minimum qualifications stated on the announcement, and your qualifying education was received outside of the United States of America, you will be required to contact a credential evaluation service and submit their evaluation of your credits to civil service. Name of School Number of Type of Major Subject or Type Did You Graduate? Month/Year Degree College Credits Degree of Course Received or Expected Received Earned YES NO **Plattsburgh State** 120 Bachelors **Business Administration**, Yes **Legal Studies** 60 Chattanooga State Associates Pre-Med Yes

| Complete the following if a License, Certification the vacancy announcement and/or examination | LICENSE OR CERTIFICATION on or other authorization to practice on announcement for which you are | a trade or profe | ession is required o | or preferred on |
|--|--|------------------|----------------------|-----------------|
| Name of Trade or Profession: | | Specialty | | |
| License Number: | | | | |
| Granted by (Licensing Agency): | | City/State | | |
| Date License First Issued: | Registered From: | | Registered To: | |

EXPERIENCE

All sections must be filled out completely even if you attach a resume. Approval of your application is dependent upon the information provided on this application only. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under Description of Duties clearly and in detail describe the nature of work which you personally performed. Verified and documented volunteer/internship experience will only be credited when specifically stated on the examination or vacancy announcement. You may attach additional sheets if you need more space.

| Length of Employmen | nt Month AND Year | Employers Name: | |
|--------------------------|---|--|---|
| From: | То: | Employers Address: | |
| Circle one: Paid or Into | ern or Volunteer | DESCRIPTION OF DUTIES | |
| Your Exact Title | PRA-2, PRA-3, PRA-4, PRA-5, CSW, ACRFS, CRFS III. | Supervisor of the newest Customer Experience 2022" for a medium sized campground. Manager of the second largest which has 332 sites, 30+ buildings, 3 islands and 18 staff members for the 2021 camping season. Maintain daily, weekly, and monthly reports, also employee evaluations, water reports, plans, inventory and financials, etc Administrator of various State conservation preservation and sustainability initiatives successive. | h |

| | | as: I Love My Park Days, Emerald Ash Borer Firewood Quarantine, Invasive species awareness and prevention, site restoration projects, site inventory, site attributions, junior naturalist progam, recycle centers, waste reduction programs, etc Worked closely with the Lake George Park Commision at preservation awarness about invasive aquatic species to the public and staff. Planner of the Pollinator Garden with open land space at Administrator of planned and unexpected maintenance at facilities and open lands around them. Performed vast complex conflict resultions in campgrounds for numerous situations involving the general public, employees and supervisors. Trained 40+ plus staff members on the operations of facilities and the conservation and on preservation programs and initiatives. Enforced numerous rules and regulations that pertain to the conservation and preservation of the camprounds. |
|--|----|---|
| Name of Your Supervisor | | |
| Hours worked per week. (exclusive of overtime) | 40 | |
| Reason for Leaving | | |

Page 3 of 4

| Length of Employm | ent Mo | onth <u>AND</u> Year | • | Employers Name: |
|--|----------|---|---|--|
| From: | | То: | | Employers Address: |
| Circle one: Pald or I | ntern or | Volunteer | | DESCRIPTION OF DUTIES |
| Your Exact Title | | MDR Server, Assistant Manager, Event Server, Busser, Dishwasher | | Took on many different roles as an Assistant Manager, Server, Busser and Dishwasher in this high-end resort. Presented food, alcohol, and soft beverages at 100+ special events, weddings, and outdoor celebrations. Aided the manager in making schedules, doing end of day reports, and delegating duties to other staff. Served lunch and dinner to many high-end clients, such as Abercrombie and Fitch week 2017 Assisted with the setup, break down and clean-up of numerous banquet events. |
| Name of Your Super | visor | | | |
| Hours worked per week. (exclusive of overtime) | | 40 | | |
| Reason for Leaving | | | | |

| Length of En | ployment Mo | onth <u>AND</u> Yea | r | Employers Name: | | | |
|--------------|-------------|---------------------|---|--------------------|--|--|--|
| From: | | То: | | Employers Address: | | | |

| Circle one: Paid or Intern o | or Volunteer | DESCRIPTION OF DUTIES | | |
|---|---|---|--|--|
| Your Exact Title | Assistant to the Director of the Global Scholars Program/ Community Leader | Assistant to the Director of Global Scholars Program. Student Team leader at academic institutions for the promotion and recruitment of our program. Processed financial and statistical reports with the Director and applied them accordingly. Led a team of students to organize various panels, events, and fundraisers at college and in community. Planner of the open land campus community garden and tree preservation on campus. | | |
| Name of Your Supervisor | | | | |
| Hours worked / wk. (exclusive of overtime) | 20 | | | |
| Reason for Leaving | | | | |

| Length of Employ | ment Month AND Year | Employers Name: | |
|---|---------------------|-----------------------|--|
| From: | To: | Employers Address: | |
| Circle one: Paid or Intern or Volunteer | | DESCRIPTION OF DUTIES | |
| Your Exact Title | | | |
| Name of Your Supe | ervisor | | |
| Hours worked per week. (exclusive o overtime) | | | |
| Reason for Leavin | ng | | |

PLEASE READ AND SIGN

AFFIRMATION: I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. If applying for a Recreation position, a DCJS background check will be ran to ensure that I am not on the Sex Offender Registry. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for requires a pre-employment drug test (ex: Police and Fire) I understand that as a condition of appointment to this position, I will be required to take and pass a pre-employment drug test.

| Applicant Signature (not a printed font) | Tristan Shappy | Date of Signature |
|--|----------------|-------------------|
| 3/04/2023 | | |

Tristan Shappy

PROFILE

Results-oriented professional with 3+ years of progressive administrator and managerial experience. Nine years of conservation and preservation work through the adaptability, with a strong passion for the preservation of parks, open lands, and campgrounds through directing maintenance and administering NYS conservation, sustainability, and preservation programs. Excels in a fast-paced environment, as well as supervising and motivating a diverse group of employees. Committed to providing excellent public and superior relations and planning maintenance of lands, inventories, drafting proposals, new initiatives, and more.

EDUCATION

Plattsburgh State University, Plattsburgh, NY Bachelor of Business Administration, minor in Legal Studies GPA; 3.54, Cum Laude Chattanooga State Community College, Chattanooga, TN

WORK EXPERIENCE

PRA 3/ PRA 4/ PRA 5/ CSW / ACRES/ CRES III

- Supervisor of the newest which was awarded "Best Customer Experience 2022" for a medium-sized campground.
- Manager of the second largest which has 332 sites, 30+ buildings, 3 islands and 18 staff members for the 2021 camping season.
- Maintain daily, weekly, and monthly reports, also employee evaluations, water reports, inventory and financials, etc.
- Administrator of various State conservation preservation and sustainability initiatives such as: I Love My Park
 Days, Emerald Ash Borer Firewood Quarantine, Invasive species awareness and prevention, site restoration
 projects, site inventory, site attributions, junior naturalist program, recycling centers, waste reduction programs, etc.
- Coordinator of the Pollinator Garden with open land space at

MDR Server/Assistant Manager / Event Server / Busser / Dishwasher

- Took on many different roles as an Assistant Manager, Server, Busser and Dishwasher in this high-end resort.
- Presented food, alcohol, and soft beverages at 100+ special events, weddings, and outdoor celebrations.
- Aided the manager in making schedules, doing end-of-day reports, and delegating duties to other staff.
- Served lunch and dinner to many high-end clients, such as Abercrombie and Fitch week 2017
- Assisted with the setup, breakdown, and clean-up of numerous banquet events.

Chattanooga State Community College, Chattanooga, TN

- Assistant to the Director of the Global Scholars Program.
- Student Team leader at academic institutions for the promotion and recruitment of our program.
- Processed financial and statistical reports with the Director and applied them accordingly.
- Led a team of students to organize various panels, events, and fundraisers at college and in the community.
- Planner of the open land campus community garden and tree preservation on campus.

LEADERSHIP AND CAMPUS INVOLVEMENT

Global Scholar Honors Programs, Chattanooga, TN

- One of only three members elected to the e-board to help make crucial decisions about the organization.
- Organized, led, and participated in various campus events, functions, and panel board discussions.
- Attended the SERC In Asheville, North Carolina.
- Participated at the IDEAthon in Chattanooga, Tennessee.
- Awarded the honors distinction and special recognition at graduation.

