



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.



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.

Position Title Or ↓	ADMINISTRATOR OF PARKS, OPEN LANDS AND HISTORIC PRESERVATION		
Exam Title (If applicable)		Exam #:	<i>Provisional</i>

Last Name	Anderson	First Name	Levi	MI	
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Police Officer & Firefighter Candidates <u>Only</u> - Enter Date of Birth	Month	Day	Year

Are you 18 years of age or older?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
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ADDRESS

Street Address	[REDACTED]				
Mailing Address (if different)					
City, Town or Village	[REDACTED]	State	NY	Zip	[REDACTED]
Phone Number	Home	[REDACTED]	Cell	[REDACTED]	
Email	[REDACTED]				
Are you currently a permanent resident of New York State?	YES <input checked="" type="radio"/>	NO <input type="radio"/>			

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.***

Jurisdiction	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 one-month residency requirement.
State			
Village/Town			
City			
County			

How did you learn about this employment or civil service exam opportunity?
<i>Glassdoor</i>

CIVIL SERVICE USE ONLY			
Examination Fee _____	Fee Waiver _____	Veteran Credit Application and DD214 _____	
Application Approved <i>✓</i>	Disapproved Because _____	Conditional Approval, Pending _____	
Sent to Department <i>4/5/23</i>	Comments _____		

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 ext. 2602. I need a special testing arrangements _____

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 other than active duty for training purposes).	<input type="radio"/>	<input type="radio"/>
Did you serve in the Armed Forces during any of the following periods:	<input type="radio"/>	<input type="radio"/>
February 28, 1961 – May 7, 1975	<input type="radio"/>	<input type="radio"/>
August 2, 1990 – end of hostilities	<input type="radio"/>	<input type="radio"/>
*Lebanon: June 1, 1983 – December 1, 1987	<input type="radio"/>	<input type="radio"/>
*Granada: October 23, 1983 – November 21, 1983	<input type="radio"/>	<input type="radio"/>
*Panama: December 20, 1989 – January 31, 1990	<input type="radio"/>	<input type="radio"/>
*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.	<input type="radio"/>	<input type="radio"/>
**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? **	<input type="radio"/>	<input type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>
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.?	<input type="radio"/>	<input type="radio"/>
Are you currently a resident of New York State?	<input type="radio"/>	<input type="radio"/>

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 re activated rather than duplicated)	Yes <input type="radio"/>	No <input checked="" type="radio"/>	If Yes, please explain:
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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?	<input type="radio"/>	<input checked="" type="radio"/>
b. Did you ever resign from any employment rather than face dismissal?	<input type="radio"/>	<input checked="" type="radio"/>
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?	<input type="radio"/>	<input checked="" type="radio"/>
d. Have you ever been convicted of any crime (felony or misdemeanor)?	<input type="radio"/>	<input checked="" type="radio"/>
e. Are you now under charges for any crime?	<input type="radio"/>	<input checked="" type="radio"/>

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: _____

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	NY Class D	Is this Driver's License Currently Valid?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
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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?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
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 <i>credential evaluation service</i> 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 Graduate?		Month/Year Degree Received or Expected
				YES	NO	
UAlbany	39	Masters of Science	Geographical Information Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SUNY Cortland	72	Bachelors of Science	Wildlife Recreation and Natural Resource Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SUNY Delhi	64	Bachelors of Science	Parks and Outdoor Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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	1/12/20 ^{11mo} ^{12/21} Month AND Year	Employers Name:	
From:		To:	
Employers Address:			
Circle one: Paid <input checked="" type="radio"/> or Intern <input type="radio"/> or Volunteer <input type="radio"/>	DESCRIPTION OF DUTIES		
Your Exact Title	GIS Carbon Assessment Analyst		
Name of Your Supervisor	GIS Data Engineering, Intergration and Digitization		
Hours worked per week. (exclusive of overtime)	50-60 [✓]	Carbon/Environmental Compliance towards Afforestation and Environmental Planning.	
Reason for Leaving	Oversee Data Tech team's GIS work, Property and Forest Assessment in regards to Carbon Analytics.		
	Meet/work with state and federal organizations to meet environmental needs.		

Length of Employment		Month AND Year	Employers Name:	[REDACTED]
From:	[REDACTED]	To:	[REDACTED]	Employers Address:
Circle one: <input checked="" type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> 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	[REDACTED]		Placed on GIS Product Build Team to merge [REDACTED]	
Hours worked per week. (exclusive of overtime)	40-45		Utilize professional software systems to create better accuracies.	
Reason for Leaving	[REDACTED]		Engineer newer forms of data acquisition.	

Length of Employment		Month AND Year	Employers Name:	[REDACTED]
From:	[REDACTED]	To:	[REDACTED]	Employers Address:
Circle one: <input type="radio"/> Paid or <input checked="" type="radio"/> Intern or <input type="radio"/> Volunteer			DESCRIPTION OF DUTIES	
Your Exact Title	Camp Caretaker		Lived onsite overseeing all operations at [REDACTED] 300-acre remote park.	
Name of Your Supervisor	[REDACTED]		Co-lead all Environmental/Park Planning on the property. Help develop new trail systems for hikers and cyclists.	
Hours worked / wk. (exclusive of overtime)	40-50 ✓		Assist Biology and Geography departments with classes.	
Reason for Leaving	[REDACTED]		<small>(Emergency call 24/7 to assist with any mechanical, electrical, and medical emergency needs. Employees 4/4/16/18/19/20/21/22/23/24/25/26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100)</small>	

Length of Employment		Month AND Year	Employers Name:	[REDACTED]
From:	[REDACTED]	To:	[REDACTED]	Employers Address:
Circle one: <input type="radio"/> Paid or <input type="radio"/> Intern or <input checked="" type="radio"/> Volunteer			DESCRIPTION OF DUTIES	
Your Exact Title	Conservation Steward		Worked with professionals to bring environmental awareness to the public	
Name of Your Supervisor	[REDACTED]		Conducted Nature Hikes for children every week	
Hours worked per week. (exclusive of overtime)	40		Assisted biologists with Hellbender tracking program using GIS	
Reason for Leaving	[REDACTED]		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



APPLICATION FOR EXAMINATION and/or EMPLOYMENT

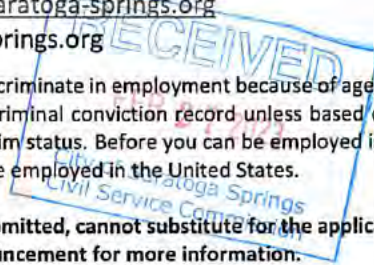
The City of Saratoga Springs Civil Service Commission

474 Broadway

Saratoga Springs, NY 12866-2366

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civilservice@saratoga-springs.org



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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.

Position Title or ↓	ADMINISTRATOR OF PARKS, OPEN LANDS AND HISTORIC PRESERVATION		
Exam Title (If applicable)		Exam #:	<i>Provisional</i>

Last Name	Campo	First Name	Christina	MI	M
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Police Officer & Firefighter Candidates <u>Only</u> - Enter Date of Birth	Month	Day	Year

Are you 18 years of age or older?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
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ADDRESS

Street Address	[REDACTED]				
Mailing Address (if different)	[REDACTED]				
City, Town or Village	[REDACTED]	State	NY	Zip	[REDACTED]
Phone Number	Home	[REDACTED]	Cell	[REDACTED]	[REDACTED]
Email	[REDACTED]				
Are you currently a permanent resident of New York State?	YES <input checked="" type="radio"/>	NO <input type="radio"/>			

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.***

Jurisdiction	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 one-month residency requirement.
State			
Village/Town			
City			
County			

How did you learn about this employment or civil service exam opportunity?
I'm on the Saratoga civil service announcements mailing list.

CIVIL SERVICE USE ONLY		
Examination Fee _____	Fee Waiver _____	Veteran Credit Application and DD214 _____
Application Approved <i>2/21/23</i>	Disapproved Because _____	Conditional Approval, Pending _____
Sent to Department _____	Comments _____	

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 ext. 2602. I need a special testing arrangements _____

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? <i>(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).</i>	<input type="radio"/>	<input type="radio"/>
Did you serve in the Armed Forces during any of the following periods:	<input type="radio"/>	<input type="radio"/>
February 28, 1961 – May 7, 1975	<input type="radio"/>	<input type="radio"/>
August 2, 1990 – end of hostilities	<input type="radio"/>	<input type="radio"/>
*Lebanon: June 1, 1983 – December 1, 1987	<input type="radio"/>	<input type="radio"/>
*Granada: October 23, 1983 – November 21, 1983	<input type="radio"/>	<input type="radio"/>
*Panama: December 20, 1989 – January 31, 1990	<input type="radio"/>	<input type="radio"/>
*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.	<input type="radio"/>	<input type="radio"/>
**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? **	<input type="radio"/>	<input type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>
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.?	<input type="radio"/>	<input type="radio"/>
Are you currently a resident of New York State?	<input type="radio"/>	<input type="radio"/>

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 re activated rather than duplicated)	Yes <input type="radio"/>	No <input checked="" type="radio"/>	If Yes, please explain:
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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?	<input type="radio"/>	<input checked="" type="radio"/>
b. Did you ever resign from any employment rather than face dismissal?	<input type="radio"/>	<input checked="" type="radio"/>
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?	<input type="radio"/>	<input checked="" type="radio"/>
d. Have you ever been convicted of any crime (felony or misdemeanor)?	<input type="radio"/>	<input checked="" type="radio"/>
e. Are you now under charges for any crime?	<input type="radio"/>	<input checked="" type="radio"/>

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: _____

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 <i>and</i> Class of Driver's License	NY class D	Is this Driver's License Currently Valid?	Yes <input type="radio"/>	No <input type="radio"/>
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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?		<input checked="" type="radio"/>	<input type="radio"/>
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 <i>credential evaluation service</i> 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 Graduate?		Month/Year Degree Received or Expected
				YES	NO	
Hudson Valley Community College	61		Environmental Studies	<input type="radio"/>	<input checked="" type="radio"/>	
Green Mountain College	122	B.S.	Natural Resources Management	<input checked="" type="radio"/>	<input type="radio"/>	
Green Mountain College	36	M.S.	Environmental Studies	<input checked="" type="radio"/>	<input type="radio"/>	

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	7415 WMB Month AND Year	Employers Name:	
From:		To:	
Employers Address:			
Circle one: <input checked="" type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> 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 initiatives	
Hours worked per week. (exclusive of overtime)	37.5	Research & database management for toxic chemical programs	
Reason for Leaving		Green procurement subcommittee member	

Length of Employment	Month <u>AND</u> Year	Employers Name:	
From:	To:	Employers Address:	
Circle one: <input type="radio"/> Paid or <input type="radio"/> Intern or <input checked="" type="radio"/> 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 & habitat	
Reason for Leaving		Use of game cameras, mammal winter tracking and habitat inventorying techniques	

Length of Employment	Month <u>AND</u> Year	Employers Name:	
From:	To:	Employers Address:	
Circle one: <input type="radio"/> Paid or <input checked="" type="radio"/> Intern or <input type="radio"/> Volunteer	DESCRIPTION OF DUTIES		
Your Exact Title	Environmental Interpreter	Environmental education and services of both the visitor contact stations	
Name of Your Supervisor		Educated visitors about ecology, recreational opportunities & educational programs; Prepared & conducted educational Lynx-Snowshoe Hare campfire 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 <u>AND</u> Year	Employers Name:	
From:	To:	Employers Address:	
Circle one: <input type="radio"/> Paid or <input checked="" type="radio"/> Intern or <input type="radio"/> 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 statistical reports	
Hours worked per week. (exclusive of overtime)	40	Used GIS and GPS to monitor butterfly habitat	
Reason for Leaving		Authored the 2008 Kameer Blue Butterfly Annual Report for USFWS, NYSDEC, The Town of Wilton and 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 Digitally signed by Christina 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 - [REDACTED]

Central Office [REDACTED]

- 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) - [REDACTED]

- Reviewed and prepared [REDACTED] 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 - [REDACTED]

- 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 - [REDACTED]

- 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) – [REDACTED]

- 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) - [REDACTED]

- 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) - [REDACTED]

- 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.

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 ↓	Administrator of Parks, Open Lands, and Historic Preservation		
Exam Title (If applicable)			Exam #:

Last Name	Dailey	First Name	Brendan	MI	C
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Police Officer & Firefighter Candidates <u>Only</u> - Enter Date of Birth	Month	Day	Year

Are you 18 years of age or older?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
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ADDRESS

Street Address	[REDACTED]		
Mailing Address (if different)	[REDACTED]		
City, Town or Village	State	NY	Zip
Phone Number	Home	Cell	[REDACTED]
Email	[REDACTED]		
Are you currently a permanent resident of New York State?	YES <input checked="" type="radio"/>	NO <input type="radio"/>	

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.

Jurisdiction	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 one-month residency requirement.
State			
Village/Town			
City			
County			

How did you learn about this employment or civil service exam opportunity?

Online posting

CIVIL SERVICE USE ONLY			
Examination Fee _____	Fee Waiver _____	Veteran Credit Application and DD214 _____	
Application Approved <input checked="" type="checkbox"/>	Disapproved Because _____	Conditional Approval, Pending _____	
Sent to Department _____	Comments _____		

~~Not Approved~~

Updated min quals
BACH + 2yrs ✓

✓

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 ext. 2602. I need a special testing arrangements _____

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? <i>(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).</i>	<input type="radio"/>	<input type="radio"/>
Did you serve in the Armed Forces during any of the following periods:	<input type="radio"/>	<input type="radio"/>
February 28, 1961 – May 7, 1975	<input type="radio"/>	<input type="radio"/>
August 2, 1990 – end of hostilities	<input type="radio"/>	<input type="radio"/>
*Lebanon: June 1, 1983 – December 1, 1987	<input type="radio"/>	<input type="radio"/>
*Granada: October 23, 1983 – November 21, 1983	<input type="radio"/>	<input type="radio"/>
*Panama: December 20, 1989 – January 31, 1990	<input type="radio"/>	<input type="radio"/>
*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.	<input type="radio"/>	<input type="radio"/>
**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? **	<input type="radio"/>	<input type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>
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.?	<input type="radio"/>	<input type="radio"/>
Are you currently a resident of New York State?	<input type="radio"/>	<input type="radio"/>

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 re activated rather than duplicated)	Yes <input type="radio"/>	No <input checked="" type="radio"/>	If Yes, please explain:
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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?	<input type="radio"/>	<input checked="" type="radio"/>
b. Did you ever resign from any employment rather than face dismissal?	<input type="radio"/>	<input checked="" type="radio"/>
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?	<input type="radio"/>	<input checked="" type="radio"/>
d. Have you ever been convicted of any crime (felony or misdemeanor)?	<input type="radio"/>	<input checked="" type="radio"/>
e. Are you now under charges for any crime?	<input type="radio"/>	<input checked="" type="radio"/>

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: _____

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 <input checked="" type="radio"/>	No <input type="radio"/>
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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?		<input checked="" type="radio"/>	<input type="radio"/>
If "Yes", City and State of High School:	Saratoga Springs, New York		
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 <i>credential evaluation service</i> 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 Graduate?		Month/Year Degree Received or Expected
				YES	NO	
American University	114	BA	Political Science	<input checked="" type="radio"/>	<input type="radio"/>	
American University			Sustainability Minor	<input checked="" type="radio"/>	<input type="radio"/>	
				<input type="radio"/>	<input type="radio"/>	

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 2 yrs 11 mo	Employers 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 managerial 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	

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		Chair of NextGen Committee	Organize the daily responsibilities of the NextGeneration Committee	
Name of Your Supervisor			Manage members/volunteers interested in forwarding goals	
Hours worked per week. (exclusive of overtime)		1	Collaborate with committee members and staff to spearhead environmental initiatives in Saratoga	
Reason for Leaving			Plan and execute fundraising events to further goals	

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		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:	
Circle one: Paid or Intern or Volunteer			DESCRIPTION OF DUTIES	
Your Exact Title		Board Member	Evaluate requests/proposals brought to the by members of the public and private enterprises	
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)  Date of Signature 1/9/23

EDUCATION

High School		YES	NO
Have you Graduated from High School or do you have possession of a High School Equivalency Diploma?		<input type="radio"/>	<input type="radio"/>
If "Yes", City and State of High 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 <i>credential evaluation service</i> 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 Graduate?		Month/Year Degree Received or Expected
				YES	NO	
				<input type="radio"/>	<input type="radio"/>	
				<input type="radio"/>	<input type="radio"/>	
				<input type="radio"/>	<input type="radio"/>	

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 <input type="radio"/> or Intern <input type="radio"/> or Volunteer <input checked="" type="radio"/>	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 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 [redacted] to attend	
Hours worked per week. (exclusive of overtime)		24	Updated municipal contacts resulting in improved, more 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	Maintained 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 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 team.

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.

: Managed legislative research and analysis on bills, existing laws, and regulatory policies in New York State. Identified essential events for the to attend. Updated municipal 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 [REDACTED]

[REDACTED] I 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 [REDACTED] where I collaborate with the board and citizens on crafting resolutions to maintain the health and well-being of the [REDACTED]. I am also a board member for [REDACTED] and the Chair of their [REDACTED] 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 [REDACTED] 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

RECEIVED
FEB 27 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 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.

Position Title or ↓	Administrator of Parks, Open Lands, & Historic Preservation		
Exam Title (if applicable)		Exam #:	Provisional

Last Name	Mungas	First Name	Jeannette	MI	K
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Police Officer & Firefighter Candidates <u>Only</u> - Enter Date of Birth	Month	Day	Year

Are you 18 years of age or older?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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ADDRESS

Street Address	[REDACTED]				
Mailing Address (if different)	[REDACTED]				
City, Town or Village	[REDACTED]	State	NY	Zip	[REDACTED]
Phone Number	Home	[REDACTED]	Cell	[REDACTED]	
Email	[REDACTED]				
Are you currently a permanent resident of New York State?	YES <input checked="" type="checkbox"/>	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.

Jurisdiction	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 one-month residency requirement.
State	NY	Yes	
Village/Town	Saratoga Springs		
City			
County	Saratoga		

How did you learn about this employment or civil service exam opportunity?
work

Examination Fee _____	Fee Waiver _____	Veteran Credit Application and DD214 _____
Application Approved _____	Disapproved Because _____	Conditional Approval, Pending _____
Sent to Department <u>2/27/23</u>	Comments _____	

EDUCATION

High School		YES	NO
Have you Graduated from High School or do you have possession of a High School Equivalency Diploma?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
If "Yes", City and State of High School:		Katterbach, Germany	
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 <i>credential evaluation service</i> 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 Graduate?		Month/Year Degree Received or Expected
				YES	NO	
Rouloke College		B.A. <input checked="" type="checkbox"/>	Sociology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
U of Oklahoma		M.A. <input checked="" type="checkbox"/>	Human Relations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[REDACTED]

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:	City of Saratoga Springs
From: 07 2022	To: Present	Employers Address:	474 Broadway Saratoga Springs
Circle one: <input checked="" type="radio"/> Paid	or Intern	or Volunteer	DESCRIPTION OF DUTIES
Your Exact Title	Executive Assistant to Mayor	Manage calendar; answer phones; respond to emails; assist in creating and publishing C.C. agenda; invoicing; purchasing; create and distribute press releases; assist in compiling & submitting materials for grant applications; administer Mayor's Non-profit grant program	
Name of Your Supervisor	Angela Rella	assigned staff to complete Streets Advisory Board; liaise with Mayor, CSAD, constituents & other stakeholders in achieving obligations & objectives of Complete Streets; administer Poet Laureate program.	
Hours worked per week (exclusive of overtime)	40		
Reason for Leaving	n/a		

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 ext. 2602. I need a special testing arrangements _____

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? <i>(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).</i>		
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?		

ADDITIONAL QUESTIONS

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:
	X		currently employed by City of Saratoga Springs

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?		X
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. Are you now under charges for any crime?		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 falsification of the employment application.**

REMARKS: _____

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	NY	Is this Driver's License Currently Valid?		Yes	No
				X	

Length of Employment		Month AND Year	Employers Name:	THICK Inc, DDA Lily and the Rose
From:	05 2021	To:	04 2022	Employers Address:
Circle one: <input checked="" type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> Volunteer		DESCRIPTION OF DUTIES		
Your Exact Title	Office Manager / Chef	Assisted in planning & administration of activities at Lily & the Rose, a catering company specializing in sustainable, organic, seasonal, farm-to-fork, regionally sourced food. Assisted in administering 100 Mile Makers market hub in Ballston Spa, facilitating opportunities for local producers to sell & distribute product. Planned & prepared menu items showcasing sourced ingredients & processes for culinary programs such as the Saratoga Food & Wine Festival & Culinary Arts at SPAC		
Name of Your Supervisor	[REDACTED]			
Hours worked per week. (exclusive of overtime)	20			
Reason for Leaving	wanted something new			

340 FF 11mo:

Length of Employment		Month AND Year	Employers Name:	Frog Hollow, Inc
From:	08 2018	To:	07 2022	Employers Address:
Circle one: <input checked="" type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> Volunteer		DESCRIPTION OF DUTIES		
Your Exact Title	Research coordinator / Grant writer	Worked closely with Lettuce Grow, a UK based vertical farm tech company in US manufacturing & operations launch strategy; administered grant application process funded research scientists at the Commonwealth Scientific & Industrial Research Organization in fields of environmental conservation and biomedical engineering		
Name of Your Supervisor	[REDACTED]			
Hours worked / wk. (exclusive of overtime)	varied 5-20			
Reason for Leaving	current position			

Length of Employment		Month AND Year	Employers Name:	Maypiary
From:	05 2016	To:	Present	Employers Address:
Circle one: <input checked="" type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> Volunteer		DESCRIPTION OF DUTIES		
Your Exact Title	owner / beekeeper	Manage apiary of up to 30 hives, using sustainable methods & practices; Planned and executed 8mo full season mentored beekeepering course at PMCF. Published content in American Bee Journal; taught & mentored local beekeeper; produce & manufacture sustainable products of the hive.		
Name of Your Supervisor	self			
Hours worked per week. (exclusive of overtime)	varies on season 10 May - Sept			
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) Seannette Dunn (Thompson) Date of Signature 02.27.2023

Length of Employment		Month AND Year	Employers Name:	Betterbee
From: 07	2016	To: 03	2021	Employers Address: 8 Meador Rd. Greensich, NY 12834
Circle one: Paid or Intern or Volunteer			DESCRIPTION OF DUTIES	
Your Exact Title	Beekeeper / CSR		Planned + administered efforts to cultivate bee-keeping community using social media content, community outreach, educational programming w/ emphasis on sustainability + environmental conservation. Taught + mentored beekeepers throughout the US. Assisted in administering a queen rearing program in effort to cultivate a genetic stock best suited for a northern climate	
Name of Your Supervisor	[REDACTED]			
Hours worked per week (exclusive of overtime)	20 hrs/week 07/16 to 11/17 * 1 yr 4 mo			
Reason for Leaving	new job			

* after 2017 I worked 8 hrs/week 06-08 2018 + 2019

Length of Employment		Month AND Year	Employers Name:	Greenpeace 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	Canvaser / Activist		Planned + delivered educational outreach programs to promote organizational mission of championing environmentally responsible solutions + advocating for the rights + well-being of all people. Assisted in planning action programs to include the 6 week blockade of the Torres-Martinez Indian Reservation to halt illegal dumping of human sludge.	
Name of Your Supervisor	[REDACTED]			
Hours worked / wk. (exclusive of overtime)	40			
Reason for Leaving	college was a gap year job			

Length of Employment		Month AND Year	Employers Name:	US Dept. of State
From: 11	?	To:	?	Employers Address: Kigali, Rwanda
Circle one: Paid or Intern or Volunteer			DESCRIPTION OF DUTIES	
Your Exact Title	Community Liaison Officer		Planned + administered educational programming covering social, economic, and environmental topics. Managed weekly Farmers market at embassy.	
Name of Your Supervisor	[REDACTED]			
Hours worked per week (exclusive of overtime)	40			
Reason for Leaving	Family emergency			

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 _____

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; planned 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

EMAIL

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
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 Saratoga Springs
2021 — Present

- Assist with tasks necessary for operation of successful catering company to include: staffing; internal and external communication; payroll; 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.

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

EDUCATION

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 Department of Defense Wuerzburg, Germany
2001 — 2002

Contractor, Child & Youth Services, US Department of Defense Wuerzburg, Germany
2002 — 2003

Parent Educator, Rappahannock Area Community Services Board Fredericksburg, VA
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 General Conditions and Instructions listed on the Examination Announcement for more information.

Position Title or ↓	ADMINISTRATOR OF PARKS, OPEN LANDS AND HISTORIC PRESERVATION		
Exam Title (If applicable)		Exam #:	Provisional

Last Name	Dutre	First Name	Michael	MI	D
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Police Officer & Firefighter Candidates <i>Only</i> - Enter Date of Birth	Month	Day	Year

Are you 18 years of age or older?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
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ADDRESS

Street Address	[REDACTED]				
Mailing Address (if different)	[REDACTED]				
City, Town or Village	[REDACTED]	State	NY	Zip	[REDACTED]
Phone Number	Home	[REDACTED]	Cell	[REDACTED]	
Email	[REDACTED]				
Are you currently a permanent resident of New York State?	YES <input checked="" type="radio"/>	NO <input type="radio"/>			

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.***

Jurisdiction	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 one-month residency requirement.
State			
Village/Town			
City			
County			

How did you learn about this employment or civil service exam opportunity? City of Saratoga Springs Website

CIVIL SERVICE USE ONLY		
Examination Fee _____	Fee Waiver _____	Veteran Credit Application and DD214 _____
Application Approved <i>2/22/23</i>	Disapproved Because _____	Conditional Approval, Pending _____
Sent to Department _____	Comments <i>w/updated min quals approved</i>	

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 ext. 2602. I need a special testing arrangements _____

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? <i>(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).</i>	<input type="radio"/>	<input checked="" type="radio"/>
Did you serve in the Armed Forces during any of the following periods:	<input type="radio"/>	<input checked="" type="radio"/>
February 28, 1961 – May 7, 1975	<input type="radio"/>	<input checked="" type="radio"/>
August 2, 1990 – end of hostilities	<input type="radio"/>	<input checked="" type="radio"/>
*Lebanon: June 1, 1983 – December 1, 1987	<input type="radio"/>	<input checked="" type="radio"/>
*Granada: October 23, 1983 – November 21, 1983	<input type="radio"/>	<input checked="" type="radio"/>
*Panama: December 20, 1989 – January 31, 1990	<input type="radio"/>	<input checked="" type="radio"/>
*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.	<input type="radio"/>	<input checked="" type="radio"/>
**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? **	<input type="radio"/>	<input checked="" type="radio"/>
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.	<input type="radio"/>	<input checked="" type="radio"/>
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.?	<input type="radio"/>	<input checked="" type="radio"/>
Are you currently a resident of New York State?	<input checked="" type="radio"/>	<input type="radio"/>

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 re activated rather than duplicated)	Yes <input checked="" type="radio"/>	No <input type="radio"/>	If Yes, please explain: I am currently a Grant Assistant for the City of Saratoga Springs.
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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?	<input type="radio"/>	<input checked="" type="radio"/>
b. Did you ever resign from any employment rather than face dismissal?	<input type="radio"/>	<input checked="" type="radio"/>
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?	<input type="radio"/>	<input checked="" type="radio"/>
d. Have you ever been convicted of any crime (felony or misdemeanor)?	<input type="radio"/>	<input checked="" type="radio"/>
e. Are you now under charges for any crime?	<input type="radio"/>	<input checked="" type="radio"/>

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: _____

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 <i>and</i> Class of Driver's License	NY Class D	Is this Driver's License Currently Valid?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
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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?		<input checked="" type="radio"/>	<input type="radio"/>
If "Yes", City and State of High School:	Burnt Hills Ballston Lakeb		
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 <i>credential evaluation service</i> 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 Graduate?		Month/Year Degree Received or Expected
				YES	NO	
SUNY Plattsburgh		Bachelors	Public Relations	<input checked="" type="radio"/>	<input type="radio"/>	
SUNY Empire		Masters	Public Admin	<input checked="" type="radio"/>	<input type="radio"/>	
				<input type="radio"/>	<input type="radio"/>	

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	5 mo	Month AND Year	Employers Name:	
From:	09/22	To:	Employers Address:	
Circle one:	<input checked="" type="radio"/> Paid	or	<input type="radio"/> Intern	or
	<input type="radio"/>		<input type="radio"/>	
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: <input checked="" type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> 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. (exclusive of overtime)	40	Researching land for future acquisitions	
Reason for Leaving			

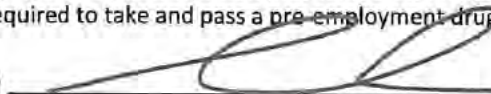
Length of Employment	Month AND Year	Employers Name:	
From:	To:	Employers Address:	
Circle one: <input checked="" type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> Volunteer	DESCRIPTION OF DUTIES		
Your Exact Title	Resource Development	Creating and implementing plans for donor engagement as well as equity.	
Name of Your Supervisor		Grant writing, proofreading, copywriting and long-term project management.	
Hours worked / wk. (exclusive of overtime)	40	Actively implements recycling and waste reduction programs	
Reason for Leaving			

Length of Employment	Month AND Year	Employers Name:	
From:	To:	Employers Address:	
Circle one: <input checked="" type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> Volunteer	DESCRIPTION OF DUTIES		
Your Exact Title	Client Analyst	Triaging high-net-worth clients with investment and operations teams.	
Name of Your Supervisor		Answering questions on accounts, portfolios and records.	
Hours worked per week. (exclusive of overtime)	40	Updating and maintaining internal databases	
Reason for Leaving		Coordinating for 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.

Applicant Signature (not a printed font)



Date of Signature

2/14/23

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



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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.

Position Title or ↓	ADMINISTRATOR OF PARKS, OPEN LANDS AND HISTORIC PRESERVATION		
Exam Title (If applicable)		Exam #:	<i>Provisional</i>

Last Name	Fredericksen	First Name	Macy	MI	R
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Police Officer & Firefighter Candidates <u>Only</u> - Enter Date of Birth	Month	Day	Year

Are you 18 years of age or older?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
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ADDRESS

Street Address	[REDACTED]				
Mailing Address (if different)	[REDACTED]				
City, Town or Village	[REDACTED]	State	NY	Zip	[REDACTED]
Phone Number	Home	[REDACTED]	Cell	[REDACTED]	[REDACTED]
Email	[REDACTED]				
Are you currently a permanent resident of New York State?	YES <input checked="" type="radio"/>	NO <input type="radio"/>			

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.

Jurisdiction	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 one-month residency requirement.
State			
Village/Town			
City			
County			

How did you learn about this employment or civil service exam opportunity? Job search on Monster.com
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CIVIL SERVICE USE ONLY			
Examination Fee _____	Fee Waiver _____	Veteran Credit Application and DD214 _____	
Application Approved <input checked="" type="checkbox"/>	Disapproved Because _____	Conditional Approval, Pending _____	
Sent to Department _____	Comments <i>Approved w/ updated min avats</i>		

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 ext. 2602. I need a special testing arrangements _____

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? <i>(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).</i>	<input type="radio"/>	<input type="radio"/>
Did you serve in the Armed Forces during any of the following periods:	<input type="radio"/>	<input type="radio"/>
February 28, 1961 – May 7, 1975	<input type="radio"/>	<input type="radio"/>
August 2, 1990 – end of hostilities	<input type="radio"/>	<input type="radio"/>
*Lebanon: June 1, 1983 – December 1, 1987	<input type="radio"/>	<input type="radio"/>
*Granada: October 23, 1983 – November 21, 1983	<input type="radio"/>	<input type="radio"/>
*Panama: December 20, 1989 – January 31, 1990	<input type="radio"/>	<input type="radio"/>
*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.	<input type="radio"/>	<input type="radio"/>
**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? **	<input type="radio"/>	<input type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>
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.?	<input type="radio"/>	<input type="radio"/>
Are you currently a resident of New York State?	<input type="radio"/>	<input type="radio"/>

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 re activated rather than duplicated)	Yes <input type="radio"/>	No <input checked="" type="radio"/>	If Yes, please explain:
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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?	<input type="radio"/>	<input checked="" type="radio"/>
b. Did you ever resign from any employment rather than face dismissal?	<input type="radio"/>	<input checked="" type="radio"/>
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?	<input type="radio"/>	<input checked="" type="radio"/>
d. Have you ever been convicted of any crime (felony or misdemeanor)?	<input type="radio"/>	<input checked="" type="radio"/>
e. Are you now under charges for any crime?	<input type="radio"/>	<input checked="" type="radio"/>

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: _____

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	NY Class D	Is this Driver's License Currently Valid?	Yes <input type="radio"/>	No <input type="radio"/>
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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?		<input checked="" type="radio"/>	<input type="radio"/>
If "Yes", City and State of High School:	Ballston Spa 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 <i>credential evaluation service</i> 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 Graduate?		Month/Year Degree Received or Expected
				YES	NO	
Massachusetts College of Liberal Arts	446.40	Bachelor's of Science	Environmental Studies	<input checked="" type="radio"/>	<input type="radio"/>	[REDACTED]
				<input type="radio"/>	<input type="radio"/>	
				<input type="radio"/>	<input type="radio"/>	

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 <input checked="" type="radio"/> or Intern <input type="radio"/> or Volunteer <input type="radio"/>	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 <input checked="" type="checkbox"/>	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 orders	

Length of Employment	Month <u>AND</u> Year	Employers Name:	
From:	To:	Employers Address:	
Circle one: Paid or Intern or Volunteer		DESCRIPTION OF DUTIES	
Your Exact Title	Cashier	Provided excellent customer service	
Name of Your Supervisor		Processed item purchases	
Hours worked per week. (exclusive of overtime)	Part time	Maintained a clean environment	
Reason for Leaving			

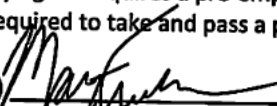
Length of Employment	Month <u>AND</u> Year	Employers Name:	
From:	To:	Employers Address:	
Circle one: Paid or Intern or Volunteer		DESCRIPTION OF DUTIES	
Your Exact Title	Customer Service Representative	Provided excellent customer service	
Name of Your Supervisor		Led gym tours, started or cancelled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

Length of Employment	Month <u>AND</u> Year	Employers Name:	
From:	To:	Employers Address:	
Circle one: Paid or Intern or Volunteer		DESCRIPTION OF DUTIES	
Your Exact Title	Tutor / Writing Associate	Read and edited 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)


Macy Fredericksen

Date of Signature 1/8/23

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

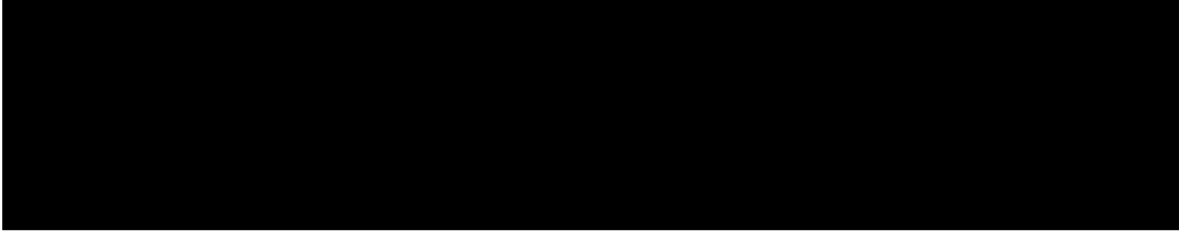
LANGUAGES

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 [REDACTED]. 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 shown 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.

Position Title Or ↓	Administrator of Parks, Open Lands and Historic Preservation	Exam #:
Exam Title (If applicable)		

Provisional

Last Name	French	First Name	Brendan	MI	P
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Police Officer & Firefighter Candidates <i>Only</i> - Enter Date of Birth	Month	Day	Year
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Are you 18 years of age or older?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
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ADDRESS

Street Address	[REDACTED]				
Mailing Address (if different)	[REDACTED]				
City, Town or Village	[REDACTED]	State	NY	Zip	[REDACTED]
Phone Number	Home	[REDACTED]	Cell	[REDACTED]	[REDACTED]
Email	[REDACTED]				
Are you currently a permanent resident of New York State?	YES <input checked="" type="radio"/>	NO <input type="radio"/>			

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.*

Jurisdiction	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 one-month residency requirement.
State			
Village/Town			
City			
County			

How did you learn about this employment or civil service exam opportunity?
I read about it on the Indeed.com website.

Examination Fee _____	Fee Waiver _____	Veteran Credit Application and DD214 _____
Application Approved _____	Disapproved Because _____	Conditional Approval, Pending _____
Sent to Department <i>4/28/25</i>	Comments _____	



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 ext. 2602. I need a special testing arrangements _____

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? <i>(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).</i>	<input type="radio"/>	<input type="radio"/>
Did you serve in the Armed Forces during any of the following periods:	<input type="radio"/>	<input type="radio"/>
February 28, 1961 – May 7, 1975	<input type="radio"/>	<input type="radio"/>
August 2, 1990 – end of hostilities	<input type="radio"/>	<input type="radio"/>
*Lebanon: June 1, 1983 – December 1, 1987	<input type="radio"/>	<input type="radio"/>
*Granada: October 23, 1983 – November 21, 1983	<input type="radio"/>	<input type="radio"/>
*Panama: December 20, 1989 – January 31, 1990	<input type="radio"/>	<input type="radio"/>
*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.	<input type="radio"/>	<input type="radio"/>
**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? **	<input type="radio"/>	<input type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>
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.?	<input type="radio"/>	<input type="radio"/>
Are you currently a resident of New York State?	<input type="radio"/>	<input type="radio"/>

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 re activated rather than duplicated)	Yes	No	If Yes, please explain:
	<input type="radio"/>	<input checked="" type="radio"/>	

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?	<input type="radio"/>	<input checked="" type="radio"/>
b. Did you ever resign from any employment rather than face dismissal?	<input type="radio"/>	<input checked="" type="radio"/>
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?	<input type="radio"/>	<input checked="" type="radio"/>
d. Have you ever been convicted of any crime (felony or misdemeanor)?	<input checked="" type="radio"/>	<input type="radio"/>
e. Are you now under charges for any crime?	<input type="radio"/>	<input checked="" type="radio"/>

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: Misdemeanor DWI - June 5th 2009 - White Plains, NY

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	NY DM	Is this Driver's License Currently Valid?	Yes	No
			<input checked="" type="radio"/>	<input type="radio"/>

EDUCATION

High School		YES	NO
Have you Graduated from High School or do you have possession of a High School Equivalency Diploma?		<input checked="" type="radio"/>	<input type="radio"/>
If "Yes", City and State of High School:	Ballston Spa, 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 <i>credential evaluation service</i> 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 Graduate?		Month/Year Degree Received or Expected
				YES	NO	
University of Massachusetts Amherst	120	BS	Plant, Soil, & Insect Sciences	<input checked="" type="radio"/>	<input type="radio"/>	
Stockbridge School of Agriculture	60	AS	Turf Management	<input checked="" type="radio"/>	<input type="radio"/>	
				<input type="radio"/>	<input type="radio"/>	

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:	<input checked="" type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> 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 maintain memorial garden	
Hours worked per week. (exclusive of overtime)	40	Works with sustainability department to execute initiatives	
Reason for Leaving	N/A	Helps manage ██████████ owned open lands	

Length of Employment	Month AND Year	Employers Name:	[REDACTED]
From:	To:	Employers Address:	[REDACTED]
Circle one: <input checked="" type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> Volunteer	DESCRIPTION OF DUTIES		
Your Exact Title	Golf Superintendent	Managed a staff of thirteen employees to complete landscape tasks	
Name of Your Supervisor	[REDACTED]	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	[REDACTED]	Worked with city officials to plan golf tournaments	

Length of Employment	Month AND Year	Employers Name:	[REDACTED]
From:	To:	Employers Address:	[REDACTED]
Circle one: <input checked="" type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> Volunteer	DESCRIPTION OF DUTIES		
Your Exact Title	Golf Superintendent	Managed NYS DEC bridge project at Brookhaven Park	
Name of Your Supervisor	[REDACTED]	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	[REDACTED]	Conserves natural resources within park	

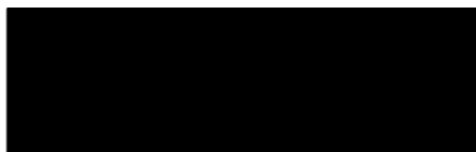
Length of Employment	Month AND Year	Employers Name:	[REDACTED]
From:	To:	Employers Address:	[REDACTED]
Circle one: <input checked="" type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> Volunteer	DESCRIPTION OF DUTIES		
Your Exact Title	Golf Superintendent	Regrassed dead greens post harsh 2014 winter	
Name of Your Supervisor	[REDACTED]	Maintenance of golf course for daily play	
Hours worked per week. (exclusive of overtime)	40	Made all pesticide and fertility applications	
Reason for Leaving	[REDACTED]	Irrigation system repair and golf course setup	

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) Brent J. [Signature] Date of Signature 4/12/23

Brendan P. French



EDUCATION:

University of Massachusetts Amherst

Bachelor of Science – Plant, Soil, & Insect Sciences, Business – [REDACTED]

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

Stockbridge School of Agriculture

Associate of Science – Turf Management – [REDACTED]

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



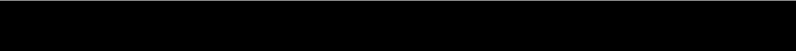
Superintendent

- [REDACTED] 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 – [REDACTED]

- Conservation of town parks
- Worked with [REDACTED] highway dept. on various projects
- 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

[REDACTED]

Assistant Superintendent

- Filled in as temporary assistant superintendent for summer

[REDACTED]

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

[REDACTED]

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

[REDACTED]

Staff/Volunteer Prepared course for PGA Tour Event [REDACTED]

EXPERIENCE:
(During School)

[REDACTED]

Intern

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

[REDACTED]

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 [REDACTED]. 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

RECEIVED

JAN 10 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 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.

Position Title or ↓	Administrator of Parks, Open Lands, and Historic Preservation	Exam #:	<i>Provisional</i>
Exam Title (if applicable)			

Last Name	Giorgio	First Name	Vincent	MI	L
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Police Officer & Firefighter Candidates <u>Only</u> - Enter Date of Birth	Month	Day	Year

Are you 18 years of age or older?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
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ADDRESS

Street Address	[REDACTED]				
Mailing Address (if different)	[REDACTED]				
City, Town or Village	[REDACTED]	State	NY	Zip	[REDACTED]
Phone Number	Home	[REDACTED]	Cell	[REDACTED]	[REDACTED]
Email	[REDACTED]				
Are you currently a permanent resident of New York State?	YES <input checked="" type="radio"/>	NO <input type="radio"/>			

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.

Jurisdiction	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 one-month residency requirement.
State			
Village/Town			
City			
County			

How did you learn about this employment or civil service exam opportunity?
City Employee - Rachel DeOliveira

CIVIL SERVICE USE ONLY		
Examination Fee _____	Fee Waiver _____	Veteran Credit Application and DD214 _____
Application Approved _____	Disapproved Because _____	Conditional Approval, Pending _____
Sent to Department <i>1/12/23</i>	Comments _____	

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 ext. 2602. I need a special testing arrangements _____

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? <i>(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).</i>	<input type="radio"/>	<input checked="" type="radio"/>
Did you serve in the Armed Forces during any of the following periods:	<input type="radio"/>	<input type="radio"/>
February 28, 1961 – May 7, 1975	<input type="radio"/>	<input type="radio"/>
August 2, 1990 – end of hostilities	<input type="radio"/>	<input type="radio"/>
*Lebanon: June 1, 1983 – December 1, 1987	<input type="radio"/>	<input type="radio"/>
*Granada: October 23, 1983 – November 21, 1983	<input type="radio"/>	<input type="radio"/>
*Panama: December 20, 1989 – January 31, 1990	<input type="radio"/>	<input type="radio"/>
*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.	<input type="radio"/>	<input type="radio"/>
**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? **	<input type="radio"/>	<input type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>
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.?	<input type="radio"/>	<input type="radio"/>
Are you currently a resident of New York State?	<input type="radio"/>	<input type="radio"/>

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 re activated rather than duplicated)	Yes <input type="radio"/>	No <input checked="" type="radio"/>	If Yes, please explain:
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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?	<input type="radio"/>	<input checked="" type="radio"/>
b. Did you ever resign from any employment rather than face dismissal?	<input type="radio"/>	<input checked="" type="radio"/>
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?	<input type="radio"/>	<input checked="" type="radio"/>
d. Have you ever been convicted of any crime (felony or misdemeanor)?	<input type="radio"/>	<input checked="" type="radio"/>
e. Are you now under charges for any crime?	<input type="radio"/>	<input checked="" type="radio"/>

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: _____

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	NY Class D	Is this Driver's License Currently Valid?	Yes <input type="radio"/>	No <input type="radio"/>
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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?		<input checked="" type="radio"/>	<input type="radio"/>
If "Yes", City and State of High School:	Yonkers, 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 <i>credential evaluation service</i> 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 Graduate?		Month/Year Degree Received or Expected
				YES	NO	
Syracuse Univ		MPA	MPA	<input checked="" type="radio"/>	<input type="radio"/>	
SUNY ESF		MPS	Natural Resource Mngmt	<input checked="" type="radio"/>	<input type="radio"/>	
SUNY Binghamton		BA	Envi. Studies	<input checked="" type="radio"/>	<input type="radio"/>	

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: present	
Employers Address:			
Circle one: <input checked="" type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> Volunteer	DESCRIPTION OF DUTIES		
Your Exact Title	Assoc. Proj. Manager	From	
Name of Your Supervisor		Work with senior staff to develop and implement	
Hours worked per week. (exclusive of overtime)	35	water quality protection programs to comply with NYS DOH and US EPA	
Reason for Leaving		mandates and NYC's Long-Term Watershed Protection Program for its	
		upstate drinking water supply.	

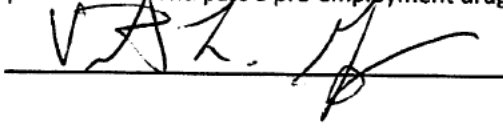
Length of Employment	Month <u>AND</u> Year	Employers Name:	
From:	To:	Employers Address:	
Circle one: Paid or Intern or Volunteer		DESCRIPTION OF DUTIES	
Your Exact Title	ZBA Member	From	Considered and ruled on petitions for use and area variances
Name of Your Supervisor		in accordance with NYS balancing criteria. Conducted site visits, interacted	
Hours worked per week. (exclusive of overtime)	5	with City staff, residents, applicants, engineers, architects, and others.	
Reason for Leaving		Wrote ZBA and SEQRA determinations for reading into public record and voting.	

Length of Employment	Month <u>AND</u> Year	Employers Name:	
From:	To:	Employers Address:	
Circle one: Paid or Intern or Volunteer		DESCRIPTION OF DUTIES	
Your Exact Title			
Name of Your Supervisor			
Hours worked / wk. (exclusive of overtime)			
Reason for Leaving			

Length of Employment	Month <u>AND</u> Year	Employers Name:	
From:	To:	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			

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

VINCENT GIORGIO

EDUCATION

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

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

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

PROFESSIONAL EXPERIENCE

Associate Project Manager

[REDACTED]

- 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 [REDACTED] tracked and monitored privately-sponsored development projects in the upstate [REDACTED] drinking water watershed; reviewed submitted materials to determine applicability of [REDACTED] 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)

[REDACTED]

- 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 to 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

Research Assistant

- 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.

Program Assistant

- 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.org



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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.

Position Title to #	Administrator of Parks, Open Lands, and Historic Preservation		
Exam Title (if applicable)	*Provisional	Exam #:	*Provisional

Last Name	Kokkinos	First Name	Jason	MI	M
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Police Officer & Firefighter Candidates <u>Only</u> - Enter Date of Birth	Month	Day	Year

Are you 18 years of age or older?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
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ADDRESS

Street Address	[REDACTED]				
Mailing Address (if different)	[REDACTED]				
City, Town or Village	[REDACTED]	State	NY	Zip	[REDACTED]
Phone Number	Home	[REDACTED]	Cell	[REDACTED]	
Email	[REDACTED]				
Are you currently a permanent resident of New York State?	YES <input checked="" type="radio"/>	NO <input type="radio"/>			

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.

Jurisdiction	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 one-month residency requirement.
State	New York	Yes	
Village/Town			
City	Saratoga Springs	Yes	
County	Saratoga	Yes	

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

Examination Fee _____	CIVIL SERVICE USE ONLY	
Application Approved _____	Fee Waiver _____	Veteran Credit Application and DD214 _____
Sent to Department <u>1/30/23</u>	Disapproved Because _____	Conditional Approval, Pending _____
	Comments _____	



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 ext. 2602. I need a special testing arrangements _____

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 other than active duty for training purposes).	<input type="radio"/>	<input checked="" type="radio"/>
Did you serve in the Armed Forces during any of the following periods:	<input type="radio"/>	<input type="radio"/>
February 28, 1961 - May 7, 1975	<input type="radio"/>	<input type="radio"/>
August 2, 1990 - end of hostilities	<input type="radio"/>	<input type="radio"/>
*Lebanon: June 1, 1983 - December 1, 1987	<input type="radio"/>	<input type="radio"/>
*Grenada: October 23, 1983 - November 21, 1983	<input type="radio"/>	<input type="radio"/>
*Panama: December 20, 1989 - January 31, 1990	<input type="radio"/>	<input type="radio"/>
*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.	<input type="radio"/>	<input type="radio"/>
**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 local divisions? **	<input type="radio"/>	<input type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>
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.?	<input type="radio"/>	<input type="radio"/>
Are you currently a resident of New York State?	<input type="radio"/>	<input type="radio"/>

ADDITIONAL QUESTIONS

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 history can be re-activated rather than duplicated)	Yes	No	If Yes, please explain:
	<input type="radio"/>	<input checked="" type="radio"/>	

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?	<input type="radio"/>	<input checked="" type="radio"/>
b. Did you ever resign from any employment rather than face dismissal?	<input type="radio"/>	<input checked="" type="radio"/>
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?	<input type="radio"/>	<input checked="" type="radio"/>
d. Have you ever been convicted of any crime (felony or misdemeanor)?	<input type="radio"/>	<input checked="" type="radio"/>
e. Are you now under charges for any crime?	<input type="radio"/>	<input checked="" type="radio"/>

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: _____

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	NY - Class D	Is this Driver's License Currently Valid?	Yes	No
			<input checked="" type="radio"/>	<input type="radio"/>

EDUCATION

High School		YES	NO
Have you Graduated from High School or do you have possession of a High School Equivalency Diploma?		<input checked="" type="radio"/>	<input type="radio"/>
If "Yes", City and State of High School:	Shenandoah Central School District - Dillon Park, NY		
Equivalency Diploma Number:	High School Diploma		

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 Graduate?		Month/Year Degree Received or Expected
				YES	NO	
University of Vermont	30	MS <input checked="" type="checkbox"/>	Plant and Soil Science	<input checked="" type="radio"/>	<input type="radio"/>	
University of Wisconsin	36	MS <input checked="" type="checkbox"/>	Landscape Architecture	<input checked="" type="radio"/>	<input type="radio"/>	
SUNY Albany	120	BS <input checked="" type="checkbox"/>	Biology	<input checked="" type="radio"/>	<input type="radio"/>	

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: Present 12/1-9/12	Employers Address:	
Circle one: Paid <input checked="" type="radio"/> or Intern <input type="radio"/> or Volunteer <input type="radio"/>		DESCRIPTION OF DUTIES	
Your Exact Title	Env. Analyst	<ul style="list-style-type: none"> 1 1/2 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, invasive 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 incompleteness, project summaries, and new regulation documents; Creation of maps, graphs, and figures in support of environmental programs and Park regulation changes. 	
Name of Your Supervisor			
Hours worked per week (exclusive of overtime)	37.5 <input checked="" type="checkbox"/>		
Reason for Leaving			

2
 1 yr 8 mo
 2 yr 3 mo
 1 yr 9 mo
 7 mo
 2

2 yrs 3 mo

Length of Employment	Month AND Year	Employers Name:	[REDACTED]
From:	To:	Employers Address:	[REDACTED]
Circle one: <input checked="" type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> Volunteer	DESCRIPTION OF DUTIES		
Your Exact Title	Env. Analyst (Temp)	<ul style="list-style-type: none"> • 2 1/2 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. 	
Name of Your Supervisor	[REDACTED]		
Hours worked per week (exclusive of overtime)	37.5		
Reason for Leaving	[REDACTED]		

1 yr 9 mo

Length of Employment	Month AND Year	Employers Name:	[REDACTED]
From:	To:	Employers Address:	[REDACTED]
Circle one: <input checked="" type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> Volunteer	DESCRIPTION OF DUTIES		
Your Exact Title	Ecologist	<ul style="list-style-type: none"> • 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. 	
Name of Your Supervisor	[REDACTED]		
Hours worked / wk. (exclusive of overtime)	40 ✓		
Reason for Leaving	[REDACTED]		

7 mo

Length of Employment	Month AND Year	Employers Name:	[REDACTED]
From:	To:	Employers Address:	[REDACTED]
Circle one: <input checked="" type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> Volunteer	DESCRIPTION OF DUTIES		
Your Exact Title	Eco. Resource Technician	<ul style="list-style-type: none"> • 1/2 year managing natural areas and open space in [REDACTED] • 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. 	
Name of Your Supervisor	[REDACTED]		
Hours worked per week (exclusive of overtime)	40 ✓		
Reason for Leaving	[REDACTED]		

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) *[Signature]* Date of Signature 1/23/23

Experience - Additional Sheet



- 1 ½ years' experience reviewing recreation activity plans, construction, and shoreline/open space land use in the [REDACTED]
- 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 [REDACTED] natural resources and ecological threats (i.e. septic tanks, invasive 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 incompleteness, project summaries, and new regulation documents;
- Creation of maps, graphs, and figures in support of environmental programs and Park regulation changes.



- 2 ½ 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 [REDACTED]
- 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 - [REDACTED]

[REDACTED]

-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 [REDACTED] 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 [REDACTED] research for regulation update; edit letters, editorials, and opinion pieces submitted to newspapers; pilot State vessel.

[REDACTED]

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 - [REDACTED]

[REDACTED]

-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 sub-contractors 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 – [REDACTED]

-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 – [REDACTED]

-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 – [REDACTED]

-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, [REDACTED] GPA: 3.7

Focus: Ecological Landscape Design / Green Stormwater Infrastructure

Thesis Title: 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, [REDACTED] GPA: 3.8

Focus: Restoration Ecology

Thesis Title: The Effects of Initial Seeding Rate on Biodiversity Development in a Dry-Mesic Wisconsin Prairie
Kurth Distinguished Fellow, Aldo Leopold Scholar

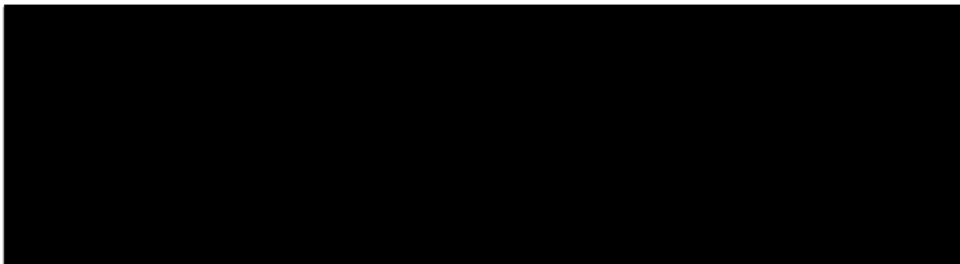
B.S. Biology – State University of New York at Albany, [REDACTED] GPA: 3.8

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 [REDACTED]. 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 [REDACTED] 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 [REDACTED] I worked as an Analyst for [REDACTED]. 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 [REDACTED] 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



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.

Position Title Or ↓	ADMINISTRATOR OF PARKS, OPEN LANDS AND HISTORIC PRESERVA		
Exam Title (If applicable)		Exam #:	Provisional

Last Name	Lombardo	First Name	Jeffrey	MI	A
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Police Officer & Firefighter Candidates <u>Only</u> - Enter Date of Birth	Month	Day	Year

Are you 18 years of age or older?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
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ADDRESS

Street Address	[REDACTED]				
Mailing Address (if different)	[REDACTED]				
City, Town or Village		State	MD	Zip	[REDACTED]
Phone Number	Home	[REDACTED]	Cell	[REDACTED]	
Email	[REDACTED]				
Are you currently a permanent resident of New York State?	YES <input type="radio"/>	NO <input checked="" type="radio"/>			

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.***

Jurisdiction	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 one-month residency requirement.
State			
Village/Town			
City			
County			

How did you learn about this employment or civil service exam opportunity?
Indeed

CIVIL SERVICE USE ONLY		
Examination Fee _____	Fee Waiver _____	Veteran Credit Application and DD214 _____
Application Approved _____	Disapproved Because _____	Conditional Approval, Pending _____
Sent to Department: 5/2/23	Comments _____	

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 ext. 2602. I need a special testing arrangements _____

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? <i>(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).</i>	<input type="radio"/>	<input type="radio"/>
Did you serve in the Armed Forces during any of the following periods:	<input type="radio"/>	<input type="radio"/>
February 28, 1961 – May 7, 1975	<input type="radio"/>	<input type="radio"/>
August 2, 1990 – end of hostilities	<input type="radio"/>	<input type="radio"/>
*Lebanon: June 1, 1983 – December 1, 1987	<input type="radio"/>	<input type="radio"/>
*Granada: October 23, 1983 – November 21, 1983	<input type="radio"/>	<input type="radio"/>
*Panama: December 20, 1989 – January 31, 1990	<input type="radio"/>	<input type="radio"/>
*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.	<input type="radio"/>	<input type="radio"/>
**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? **	<input type="radio"/>	<input type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>
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.?	<input type="radio"/>	<input type="radio"/>
Are you currently a resident of New York State?	<input type="radio"/>	<input type="radio"/>

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 re activated rather than duplicated)	Yes	No	If Yes, please explain:
	<input type="radio"/>	<input checked="" type="radio"/>	

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?	<input type="radio"/>	<input checked="" type="radio"/>
b. Did you ever resign from any employment rather than face dismissal?	<input type="radio"/>	<input checked="" type="radio"/>
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?	<input type="radio"/>	<input checked="" type="radio"/>
d. Have you ever been convicted of any crime (felony or misdemeanor)?	<input type="radio"/>	<input checked="" type="radio"/>
e. Are you now under charges for any crime?	<input type="radio"/>	<input checked="" type="radio"/>

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: _____

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 <i>and</i> Class of Driver's License	NYS class D	Is this Driver's License Currently Valid?	Yes	No
			<input type="radio"/>	<input type="radio"/>

EDUCATION

High School		YES	NO
Have you Graduated from High School or do you have possession of a High School Equivalency Diploma?		<input checked="" type="radio"/>	<input type="radio"/>
If "Yes", City and State of High School:	Hilton, New York		
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 <i>credential evaluation service</i> 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 Graduate?		Month/Year Degree Received or Expected
				YES	NO	
Dartmouth College		Ph.D.	and Evolutionary	<input checked="" type="radio"/>	<input type="radio"/>	
Ohio University		M.S.	mental and Plant	<input checked="" type="radio"/>	<input type="radio"/>	
Environmental Sc		B.S.	mental and Forest	<input checked="" type="radio"/>	<input type="radio"/>	

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: <input type="radio"/> Paid or <input checked="" type="radio"/> Intern or <input type="radio"/> Volunteer	DESCRIPTION OF DUTIES		
Your Exact Title	Assitant Profes and presented college courses in ecology, sustainability		
Name of Your Supervisor	onservation 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 <u>AND</u> Year		Employers Name:	
From:		To:		Employers Address:	
Circle one: <input checked="" type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> Volunteer				DESCRIPTION OF DUTIES	
Your Exact Title		Visiting Assistant and presented college courses in ecology, biostatistics			
Name of Your Supervisor		and conducted research in forest conservation and m			
Hours worked per week. (exclusive of overtime)		40 viewed publications and grant applications, and manage			
Reason for Leaving		[REDACTED] esented research at national and international conferenc			

Length of Employment		Month <u>AND</u> Year		Employers Name:	
From:		To:		Employers Address:	
Circle one: <input checked="" type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> Volunteer				DESCRIPTION OF DUTIES	
Your Exact Title		Visiting Assistant and presented college courses in ecology, biostatistics			
Name of Your Supervisor		ed peer-reviewed publications of forest conservation re			
Hours worked / wk. (exclusive of overtime)		40 search findings at scientific conference as well as the ge			
Reason for Leaving		[REDACTED]			

Length of Employment		Month <u>AND</u> Year		Employers Name:	
From:		To:		Employers Address:	
Circle one: <input type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> Volunteer				DESCRIPTION OF DUTIES	
Your Exact Title					
Name of Your Supervisor					
Hours worked per week. (exclusive of overtime)					
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) Jeffrey L. [Signature] Date of Signature 4/26/23

Jeffrey Lombardo

City of Saratoga Springs
474 Broadway
Saratoga Springs, NY 12866

Dear Hiring Official,

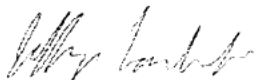
I am writing to apply for the **Administrator of Parks, Open lands, and Historic Preservation** position. I am a biologist specializing in forest conservation. I obtained my PhD in Ecology and Evolutionary Biology from Dartmouth College, and I was a post-doc (while ABD) in the forest entomology lab at the University of Massachusetts, Amherst. I currently work as an Assistant Professor in the Biology Department at [REDACTED]. 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 Reuters, 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

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

Visiting Assistant Professor of Biology

[REDACTED]

[REDACTED]
Full time: 40 Hrs. / week

Research Associate

[REDACTED]

[REDACTED]
Full time: 40 Hrs. / week

Graduate Assistant

[REDACTED]

[REDACTED]
Full time: 40 Hrs. / week

Research Technician

[REDACTED]

[REDACTED]
Full time: 40 Hrs. / week

Restoration Ecology Technician

[REDACTED]

[REDACTED]
Full time: 40 Hrs. / week

Graduate Assistant

[REDACTED]

[REDACTED]
Full time: 40 Hrs. / week

Peer-reviewed Publications

Clark, K. and J. A. Lombardo. (*In prep*). Assessment of a biocontrol predator population *Laricobius 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., Mayfield 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. Bebbler. 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.

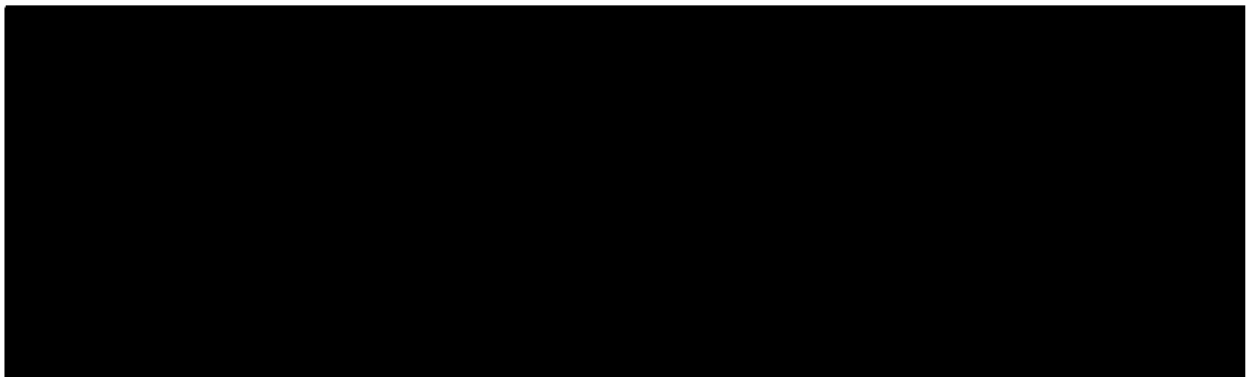
Lombardo, J. A. and B. C. McCarthy. 2005. Effects of silvicultural treatments on acorn weevil occurrence in mixed-oak forests. Fire in Eastern Oak Forests Conference: Delivering Science to Land Managers. Ohio State University, Columbus Ohio

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

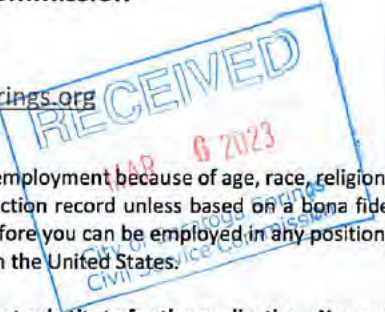
The City of Saratoga Springs Civil Service Commission

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 General Conditions and Instructions listed on the Examination Announcement for more information.

Position Title or ↓	Administrator of Parks, Open Land and Historic Preservation	<i>Provisional</i>
Exam Title (If applicable)		
Exam #:		

Last Name	Nadals	First Name	Catherine	MI	L
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Police Officer & Firefighter Candidates <u>Only</u> - Enter Date of Birth	Month	Day	Year

Are you 18 years of age or older?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
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ADDRESS

Street Address	[REDACTED]				
Mailing Address (if different)	[REDACTED]				
City, Town or Village		State	MD	Zip	[REDACTED]
Phone Number	Home	Cell	[REDACTED]		
Email	[REDACTED]				
Are you currently a permanent resident of New York State?	YES <input type="radio"/>	NO <input checked="" type="radio"/>			

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.

Jurisdiction	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 one-month residency requirement.
State			
Village/Town			
City			
County			

How did you learn about this employment or civil service exam opportunity?
Indeed.

CIVIL SERVICE USE ONLY	
Examination Fee _____	Fee Waiver _____
Application Approved _____	Disapproved Because _____
Sent to Department _____	Comments _____

Veteran Credit Application and DD214 DD214 ✓ will be used for exam
Conditional Approval, Pending Requisite a NYS DL to be appt

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 ext. 2602. I need a special testing arrangements _____

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? <i>(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).</i>	<input checked="" type="radio"/>	<input type="radio"/>
Did you serve in the Armed Forces during any of the following periods:	<input checked="" type="radio"/>	<input type="radio"/>
February 28, 1961 – May 7, 1975	<input type="radio"/>	<input checked="" type="radio"/>
August 2, 1990 – end of hostilities	<input type="radio"/>	<input checked="" type="radio"/>
*Lebanon: June 1, 1983 – December 1, 1987	<input checked="" type="radio"/>	<input type="radio"/>
*Granada: October 23, 1983 – November 21, 1983	<input type="radio"/>	<input checked="" type="radio"/>
*Panama: December 20, 1989 – January 31, 1990	<input type="radio"/>	<input checked="" type="radio"/>
<i>*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.</i>	<input type="radio"/>	<input checked="" type="radio"/>
**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? **	<input type="radio"/>	<input checked="" type="radio"/>
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.	<input type="radio"/>	<input checked="" type="radio"/>
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.?	<input type="radio"/>	<input checked="" type="radio"/>
Are you currently a resident of New York State?	<input type="radio"/>	<input checked="" type="radio"/>

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 re activated rather than duplicated)	Yes <input type="radio"/>	No <input checked="" type="radio"/>	If Yes, please explain:
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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?	<input type="radio"/>	<input checked="" type="radio"/>
b. Did you ever resign from any employment rather than face dismissal?	<input type="radio"/>	<input checked="" type="radio"/>
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?	<input type="radio"/>	<input checked="" type="radio"/>
d. Have you ever been convicted of any crime (felony or misdemeanor)?	<input type="radio"/>	<input checked="" type="radio"/>
e. Are you now under charges for any crime?	<input type="radio"/>	<input checked="" type="radio"/>

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: _____

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	Maryland CM Class	Is this Driver's License Currently Valid?	Yes <input type="radio"/>	No <input type="radio"/>
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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?		<input checked="" type="radio"/>	<input type="radio"/>
If "Yes", City and State of High School:	Vienna, Austria at the American International 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 <i>credential evaluation service</i> 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 Graduate?		Month/Year Degree Received or Expected
				YES	NO	
Northern Arizona University	33	MA	Anthropology	<input checked="" type="radio"/>	<input type="radio"/>	
University of Hawaii	151	BA	Anthropology	<input checked="" type="radio"/>	<input type="radio"/>	
				<input type="radio"/>	<input checked="" type="radio"/>	

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	bmc Month AND Year	Employers Name:	
From:		To:	
Employers Address:			
Circle one: <input checked="" type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> Volunteer	DESCRIPTION OF DUTIES		
Your Exact Title	Environmental Protection Specialist	Oversaw environmental and historic preservation legislation for [REDACTED]	
Name of Your Supervisor		Consulted with federal, state and local agencies to ensure compliance with federal and state laws.	
Hours worked per week. (exclusive of overtime)	32 <input checked="" type="checkbox"/>	Provided expertise to team of planners in determining potential impacts resulting from proposed transit projects (railroad, bus, commuter rail)	
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 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.	

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 Signature (not a printed font) Catherine Nadals Digitally signed by Catherine Nadals Date: 2023.03.03 08:09:58 -05'00' Date of Signature 3/3/23

Length of Employment	Month AND Year	Employers Name:	[REDACTED]
From:	To:	Employers Address:	[REDACTED]
Circle one: Paid <input checked="" type="radio"/> or Intern <input type="radio"/> or Volunteer <input type="radio"/>	DESCRIPTION OF DUTIES		
Your Exact Title	Environmental Protection Specialist	Acted as lead [REDACTED] in overseeing compliance with National Historic Preservation Act for helicopter tours at national parks.	
Name of Your Supervisor	[REDACTED]	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	[REDACTED]	See resume for additional details.	

Length of Employment	Month AND Year	Employers Name:	[REDACTED]
From:	To:	Employers Address:	[REDACTED]
Circle one: Paid <input type="radio"/> or Intern <input type="radio"/> or Volunteer <input checked="" type="radio"/>	DESCRIPTION OF DUTIES		
Your Exact Title	Environmental Specialist	Wrote environmental assessment (EA) or Federal Motor Carrier Safety Administration (FMCSA).	
Name of Your Supervisor	[REDACTED]	EA written to comply with federal environmental laws	
Hours worked / wk. (exclusive of overtime)	40		
Reason for Leaving	[REDACTED]	See resume for additional details.	

Length of Employment	Month AND Year	Employers Name:	[REDACTED]
From:	To:	Employers Address:	[REDACTED]
Circle one: Paid <input checked="" type="radio"/> or Intern <input type="radio"/> or Volunteer <input type="radio"/>	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	[REDACTED]		
Hours worked per week. (exclusive of overtime)	40		
Reason for Leaving	Took another position	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 Signature (not a printed font) [Signature] Date of Signature 3/3/23

CATHERINE NADALS, M.A.

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 ██████████ to ensure the region complied 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

[REDACTED]
(40 hours per week) [REDACTED]

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

[REDACTED]
(32 hours per week) [REDACTED]

Interpreted the history of Maryland parks through discussion of displays and artifacts housed at museums located at [REDACTED]. Interpreted civil war battles fought at the South Mountain Battlefield.

ENVIRONMENTAL PROTECTION SPECIALIST

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

Acted as sole environmental protection specialist for Region 6 of the [REDACTED]. While at [REDACTED] 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

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

Acted as the [REDACTED] 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)

[REDACTED]
(40 hours per week) [REDACTED]

I acted as an environmental protection specialist in the [REDACTED] Office of Project Development and Environmental Review. I advised, supported and provided training to [REDACTED] 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 [REDACTED] division offices. In 2003, I received the Secretary's, "Partnering for Excellence Award" for outstanding effort for my participation on the [REDACTED] Review Team for the Executive Order 13275 on Environmental Streamlining and Stewardship. Also in 2003, I received an [REDACTED] Cash Award for my development of the [REDACTED] Archaeology and Historic Preservation web site and for a high level 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 [redacted] 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 [redacted] division offices.

ARCHAEOLOGIST (GS-9/11/12)

(40 hours per week)

Specific Assignments [redacted]:

- *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 [redacted] Responsible for 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

[REDACTED]
(40 hours per week)

Lead project archaeologist for National Park Service in [REDACTED]

[REDACTED] 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 [REDACTED]

[REDACTED] Instructed and supervised volunteers in above parks.

PALEOETHNOBOTANY LABORATORY ARCHAEOLOGIST

[REDACTED]
(20 hours per week)

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

SUPERVISORY ARCHAEOLOGIST

[REDACTED]
(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

[REDACTED] Graduate Assistant for the [REDACTED] which conducts 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 [REDACTED]. 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: Completing Projects within the Regulatory Framework of NEPA and Section 106. 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 [REDACTED]
- Provided training to employees at the [REDACTED] through Resource Training Centers and to [REDACTED] 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 [REDACTED] while serving as Project Archaeologist from [REDACTED]
- 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 [REDACTED] Team for the Executive Order 13275 on Environmental Streamlining and Stewardship.
- 2003 - [REDACTED] Cash Award for development of [REDACTED] web site; and for high level of performance and achievement.
- 2002 – [REDACTED] Individual Day off Award for outstanding effort in participation in Review Team for the Executive Order 13275 on Environmental Streamlining and Stewardship.

PAGE: 1
DATE: [REDACTED]

NAME: GLIDDEN, CATHERINE LOUISE [REDACTED]

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

COURSE	TITLE	HOURS	GRADE
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COURSE	TITLE	HOURS	GRADE
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OTHER INSTITUTIONS ATTENDED:
UNIVERSITY OF HAWAII AT M HI
ATTENDED: [REDACTED]
DEGREE: B.A. [REDACTED]

MORRHEAD STATE UNIVERSITY MN
ATTENDED: [REDACTED]
TRANSFER HOURS: 0.0

FALL [REDACTED]	ANT 603 APPLIED ANTHRO	3.0	A
	ANT 651 FAUNAL ANALYSIS	3.0	A
	PSY 525 INTRO STATISTICS	3.0	A
SEM GPA	4.00 EARN 9.0 NET 9.0 PTS	36.0	

SPRING [REDACTED]	ANT 524 CULT RESOURCE MGT	3.0	A
	ANT 635 ARCHAEOLOG METH&THEORY	3.0	A
	ANT 652 CERAMIC ANALYSIS	3.0	A
	ART 130 INTRO TO SCULPTURE	3.0	A
SEM GPA	4.00 EARN 12.0 NET 12.0 PTS	48.0	

FALL [REDACTED]	ANT 408 FIELD WORK EXPER	3.0	P
	ANT 517 SOUTHWST ARCHAEOLOGY	3.0	A
	ANT 600 ANTHRO THEORY	3.0	A
	ENG 270 CREATIVE WR/FICTION	3.0	A
SEM GPA	4.00 EARN 12.0 NET 9.0 PTS	36.0	

SPRING [REDACTED]	ANT 660 LITHIC ANALYSIS	3.0	A
	ANT 699 THESIS	6.0	P
SEM GPA	4.00 EARN 9.0 NET 3.0 PTS	12.0	

FALL [REDACTED]	ANT 699 THESIS	1.0	P
SEM GPA	0.00 EARN 1.0 NET 0.0 PTS	0.0	

SPRING [REDACTED]	ANT 699 THESIS	1.0	P
SEM GPA	0.00 EARN 1.0 NET 0.0 PTS	0.0	

FALL [REDACTED]	ANT 699 THESIS	1.0	P
SEM GPA	0.00 EARN 1.0 NET 0.0 PTS	0.0	

SPRING [REDACTED]	ANT 699 THESIS	1.0	P
SEM GPA	0.00 EARN 1.0 NET 0.0 PTS	0.0	

FALL [REDACTED]	ANT 699 THESIS	1.0	P
SEM GPA	0.00 EARN 1.0 NET 0.0 PTS	0.0	

SPRING [REDACTED]	ANT 699 THESIS	1.0	P
SEM GPA	0.00 EARN 1.0 NET 0.0 PTS	0.0	
CUM GPA	4.00 EARN 48.0 NET 33.0 PTS	132.0	

MASTER OF ARTS
ANTHROPOLOGY
WITH DISTINCTION

===== END OF ACADEMIC RECORD =====

SEP 13 1997

[Signature]
REGISTRAR

02228 U6718 0269

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD SAFEGUARD IT

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

DD FORM 214 1 JUL 79 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE. CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, first, middle) GLIDDEN, CATHERINE LOUISE 2. DEPARTMENT, COMPONENT AND BRANCH NAVY-USN

4a. GRADE, RATE OR RANK OTA3 4b. PAY GRADE E-4 5. DATE OF BIRTH [REDACTED] 6. PLACE OF ENTRY INTO ACTIVE DUTY MOOREHEAD MN

7. LAST DUTY ASSIGNMENT AND MAJOR COMMAND NAVOCEANPROFAC PEARL HARBOR HI 8. STATION WHERE SEPARATED NAVOCEANPROFAC PEARL HARBOR HI

9. COMMAND TO WHICH TRANSFERRED NAVAL RESERVE PERSONNEL CENTER NEW ORLEANS LA 70149 10. SGU COVERAGE AMOUNTS 50,000 NONE

Table with 11 columns: 11. PRIMARY SPECIALTY NUMBER, TITLE AND YEARS AND MONTHS IN SPECIALTY; 12. RECORD OF SERVICE (a-l); 13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED.

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) FIRST GOOD CONDUCT AWARD FOR PERIOD ENDING [REDACTED]

14. MILITARY EDUCATION (Course title, number weeks, and month, and year completed) OT "A" SCHOOL (14WKS) [REDACTED] OCEAN SYSTEMS OPERATIONAL PROCEDURES TRNG (5WKS) [REDACTED]

15. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM YES NO 16. HIGH SCHOOL GRADUATE OR EQUIVALENT YES NO 17. DAYS ACCRUED LEAVE PAID

18. REMARKS MEMBER WAS PROVIDED A COMPLETE DENTAL EXAM AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO RELACDU.

19. MAILING ADDRESS AFTER SEPARATION [REDACTED] 20. MEMBER REQUESTS COPY & BE SENT TO DIR. OF VET AFFAIRS YES NO

21. SIGNATURE OF MEMBER BEING SEPARATED [Signature] 22. TYPE, GRADE, TITLE AND SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN E.A.D. - CRUZ, PNC (AW) USN SEP SUPV BY DIR

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only) 23. TYPE OF SEPARATION RELEASED FROM ACTIVE DUTY AND TRANSFERRED TO NAVAL RESERVE 24. CHARACTER OF SERVICE (includes upgrades) HONORABLE 25. SEPARATION AUTHORITY MILPERSMAN 3620150.1C 26. SEPARATION CODE LBK 27. REENLISTMENT CODE RE-R1 28. NARRATIVE REASON FOR SEPARATION USN - RELEASED FROM ACTIVE DUTY AND TRANSFER NAVAL RESERVE 29. DATES OF TIME LOST DURING THIS PERIOD TL: NONE 30. MEMBER REQUESTS COPY & INITIALS



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.

Position Title Or ↓	ADMINISTRATOR OF PARKS, OPEN LANDS AND HISTORIC PRESERVATION		
Exam Title (If applicable)		Exam #:	<i>Provisional</i>

Last Name	Royal	First Name	Scott	MI	M
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Police Officer & Firefighter Candidates <u>Only</u> - Enter Date of Birth	Month	Day	Year

Are you 18 years of age or older?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
-----------------------------------	--------------------------------------	--------------------------

ADDRESS

Street Address	[REDACTED]		
Mailing Address (if different)	[REDACTED]		
City, Town or Village	State	NY	Zip [REDACTED]
Phone Number	Home [REDACTED]	Cell	
Email	[REDACTED]		
Are you currently a permanent resident of New York State?	YES <input checked="" type="radio"/>	NO <input type="radio"/>	

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.***

Jurisdiction	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 one-month residency requirement.
State			
Village/Town			
City			
County			

How did you learn about this employment or civil service exam opportunity?

Friend

CIVIL SERVICE USE ONLY		
Examination Fee _____	Fee Waiver _____	Veteran Credit Application and DD214 _____
Application Approved _____	Disapproved Because _____	Conditional Approval, Pending _____
Sent to Department <i>3/1/23</i>	Comments _____	

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 ext. 2602. I need a special testing arrangements _____

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? <i>(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).</i>	<input type="radio"/>	<input checked="" type="radio"/>
Did you serve in the Armed Forces during any of the following periods:	<input type="radio"/>	<input checked="" type="radio"/>
February 28, 1961 – May 7, 1975	<input type="radio"/>	<input checked="" type="radio"/>
August 2, 1990 – end of hostilities	<input type="radio"/>	<input checked="" type="radio"/>
*Lebanon: June 1, 1983 – December 1, 1987	<input type="radio"/>	<input checked="" type="radio"/>
*Granada: October 23, 1983 – November 21, 1983	<input type="radio"/>	<input checked="" type="radio"/>
*Panama: December 20, 1989 – January 31, 1990	<input type="radio"/>	<input checked="" type="radio"/>
*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.	<input type="radio"/>	<input checked="" type="radio"/>
**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? **	<input type="radio"/>	<input checked="" type="radio"/>
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.	<input type="radio"/>	<input checked="" type="radio"/>
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.?	<input type="radio"/>	<input checked="" type="radio"/>
Are you currently a resident of New York State?	<input checked="" type="radio"/>	<input type="radio"/>

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 re activated rather than duplicated)	Yes <input type="radio"/>	No <input checked="" type="radio"/>	If Yes, please explain:
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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?	<input type="radio"/>	<input checked="" type="radio"/>
b. Did you ever resign from any employment rather than face dismissal?	<input type="radio"/>	<input checked="" type="radio"/>
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?	<input type="radio"/>	<input checked="" type="radio"/>
d. Have you ever been convicted of any crime (felony or misdemeanor)?	<input type="radio"/>	<input checked="" type="radio"/>
e. Are you now under charges for any crime?	<input type="radio"/>	<input checked="" type="radio"/>

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: _____

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 <input checked="" type="radio"/>	No <input type="radio"/>
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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?		<input type="radio"/>	<input type="radio"/>
If "Yes", City and State of High School:	Saratoga Springs, NY - Graduated June [REDACTED]		
Equivalency Diploma Number:	[REDACTED]		

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 <i>credential evaluation service</i> 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 Graduate?		Month/Year Degree Received or Expected
				YES	NO	
SUNY Plattsburgh	128	BA	Psychology	<input checked="" type="radio"/>	<input type="radio"/>	[REDACTED]
University of New Hampshire	32	MA	Environmental Education	<input checked="" type="radio"/>	<input type="radio"/>	[REDACTED]
Antioch University	32	MBA	Sustainability	<input checked="" type="radio"/>	<input type="radio"/>	[REDACTED]

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 <u>AND</u> Year	Employers Name:	[REDACTED]
From:	To:	Employers Address:	[REDACTED]
Circle one: Paid <input type="radio"/> or Intern <input type="radio"/> or Volunteer <input type="radio"/>	DESCRIPTION OF DUTIES		
Your Exact Title	Director of SUNY ADK Saratoga and College Academy	Oversee	[REDACTED] operations
Name of Your Supervisor	[REDACTED]	Coordinate College 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	[REDACTED]	Work with vendors, public safety, facilities, and management	

Length of Employment		Month <u>AND</u> Year	Employers Name:			
From:		To:	Employers Address:			
Circle one:	<input checked="" type="radio"/> Paid	or	<input type="radio"/> Intern	or	<input type="radio"/> Volunteer	DESCRIPTION OF DUTIES
Your Exact Title	Academic Success Coach (PT Sustainability coordinator)		Monitor progress of first-year, Pell eligible students with data, check-ins, & proactive outreach			
Name of Your Supervisor			Coach students in developing self-efficacy and overcoming self-perceived limitations			
Hours worked per week. (exclusive of overtime)	37.5		Provide and encourage career/transfer pathway exploration			
Reason for Leaving			✓ Serve as chair of sustainability committee ✓			

Length of Employment		Month <u>AND</u> Year	Employers Name:			
From:		To:	Employers Address:			
Circle one:	<input checked="" type="radio"/> Paid	or	<input type="radio"/> Intern	or	<input type="radio"/> 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. (exclusive of overtime)	37.5		Review and implement strategies to address environmental, social, and economic health			
Reason for Leaving			Create communication strategies and campus wide presentations			

Length of Employment		Month <u>AND</u> Year	Employers Name:			
From:		To:	Employers Address:			
Circle one:	<input checked="" type="radio"/> Paid	or	<input type="radio"/> Intern	or	<input type="radio"/> 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 advising 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 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 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 www.saratoga-springs.org

civilservice@saratoga-springs.org

RECEIVED

MAY 13 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.

Position Title or ↓	Administrator of Parks, Open Lands and Historic Preservation	<i>Provisional</i>
Exam Title (if applicable)	Exam #:	

Last Name	Sammons	First Name	Jeffrey	MI	R
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Police Officer & Firefighter Candidates <u>Only</u> - Enter Date of Birth	Month	Day	Year

Are you 18 years of age or older?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
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ADDRESS

Street Address	[REDACTED]				
Mailing Address (if different)	[REDACTED]				
City, Town or Village	[REDACTED]	State	NY	Zip	[REDACTED]
Phone Number	Home	[REDACTED]	Cell	[REDACTED]	
Email	[REDACTED]				
Are you currently a permanent resident of New York State?	YES <input checked="" type="radio"/>	NO <input type="radio"/>			

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.***

Jurisdiction	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 one-month residency requirement.
State			
Village/Town			
City			
County			

How did you learn about this employment or civil service exam opportunity?

Indeed.com

CIVIL SERVICE USE ONLY

Examination Fee _____	Fee Waiver _____	Veteran Credit Application and DD214 _____
Application Approved _____	Disapproved Because _____	Conditional Approval, Pending _____
Sent to Department <i>5/13/23</i>	Comments _____	

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 ext. 2602. I need a special testing arrangements _____

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? <i>(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).</i>	<input type="radio"/>	<input type="radio"/>
Did you serve in the Armed Forces during any of the following periods:	<input type="radio"/>	<input type="radio"/>
February 28, 1961 – May 7, 1975	<input type="radio"/>	<input type="radio"/>
August 2, 1990 – end of hostilities	<input type="radio"/>	<input type="radio"/>
*Lebanon: June 1, 1983 – December 1, 1987	<input type="radio"/>	<input type="radio"/>
*Granada: October 23, 1983 – November 21, 1983	<input type="radio"/>	<input type="radio"/>
*Panama: December 20, 1989 – January 31, 1990	<input type="radio"/>	<input type="radio"/>
<i>*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.</i>	<input type="radio"/>	<input type="radio"/>
**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? **	<input type="radio"/>	<input type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>
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.?	<input type="radio"/>	<input type="radio"/>
Are you currently a resident of New York State?	<input type="radio"/>	<input type="radio"/>

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 re activated rather than duplicated)	Yes <input type="radio"/>	No <input checked="" type="radio"/>	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?	<input type="radio"/>	<input checked="" type="radio"/>
b. Did you ever resign from any employment rather than face dismissal?	<input type="radio"/>	<input checked="" type="radio"/>
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?	<input type="radio"/>	<input checked="" type="radio"/>
d. Have you ever been convicted of any crime (felony or misdemeanor)?	<input type="radio"/>	<input checked="" type="radio"/>
e. Are you now under charges for any crime?	<input type="radio"/>	<input checked="" type="radio"/>

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: _____

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 <input type="radio"/>	No <input type="radio"/>
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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?		<input checked="" type="radio"/>	<input type="radio"/>
If "Yes", City and State of High School:	Burnt Hills, 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 Earned	Major Subject or Type of Course	Did You Graduate?		Month/Year Degree Received or Expected
				YES	NO	
Paul Smiths College	32	M.S.	Natural Resources Conservation	<input checked="" type="radio"/>	<input type="radio"/>	
SUNY Potsdam	120	B.S.	Environmental Studies	<input checked="" type="radio"/>	<input type="radio"/>	
Hudson Valley Community College	61	A.S.	Criminal Justice	<input checked="" type="radio"/>	<input type="radio"/>	

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/internship 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 <u>AND</u> Year	Employers Name:	
From:	To:	Employers Address:	
Circle one: <input type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> 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 <u>AND</u> Year	Employers Name:	
From:		To:	Employers Address:	
Circle one: <input checked="" type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> 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)	40		Document, organize and analyze data from sample testing for review	
Reason for Leaving				

Length of Employment		Month <u>AND</u> Year	Employers Name:	
From:		To:	Employers Address:	
Circle one: <input checked="" type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> 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 scheduling	
Reason for Leaving			Completed data collection and analysis	

Length of Employment		Month <u>AND</u> Year	Employers Name:	
From:		To:	Employers Address:	
Circle one: <input type="radio"/> Paid or <input type="radio"/> Intern or <input type="radio"/> Volunteer			DESCRIPTION OF DUTIES	
Your Exact Title				
Name of Your Supervisor				
Hours worked per week. (exclusive of overtime)				
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 a 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 I apply 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 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 encouraged to read the General Conditions and Instructions listed on the Examination Announcement for more information.

Position Title or ↓	Administrator of Parks, Open Lands and Historic Preservation.
Exam Title (if applicable)	Exam #: <i>Provisional</i>

Last Name	Shappy	First Name	Tristan	MI	G
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Police Officer & Firefighter Candidates <i>Only</i> - Enter Date of Birth	Month	Day	Year

Are you 18 years of age or older?	Yes	No
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ADDRESS

Street Address	[REDACTED]				
Mailing Address (if different)	[REDACTED]				
City, Town or Village	[REDACTED]	State	NY	Zip	[REDACTED]
Phone Number	Home	[REDACTED]	Cell	[REDACTED]	[REDACTED]
Email	[REDACTED]				
Are you currently a permanent 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.

Approved



Jurisdiction	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 one-month residency requirement.
State			
Village/Town			
City			
County			

How did you learn about this employment or civil service exam opportunity?
Indeed

CIVIL SERVICE USE ONLY			
Examination Fee _____	Fee Waiver _____	Veteran Credit Application and DD214 _____	Application Sent to _____
Approved _____	Disapproved Because _____	Conditional Approval, Pending _____	
Department _____	Comments _____		

Page 1 of 4

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 ext. 2602. I need a special testing arrangements _____

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? <i>(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).</i>		
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		
<i>*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.</i>		
**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?		

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)	Yes	No	If Yes, please explain:
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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: _____

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 <i>and</i> Class of Driver's License	New York State, Class D	Is this Driver's License Currently Valid?	Yes	No
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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?		Yes	
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 College Credits Received	Type of Degree Earned	Major Subject or Type of Course	Did You Graduate?		Month/Year Degree Received or Expected
				YES	NO	
Plattsburgh State	120	Bachelors	Business Administration, Legal Studies	Yes		
Chattanooga State	60	Associates	Pre-Med	Yes		

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	8 yrs 4 mos	Employers Name:	
From:		To:	
		Employers Address:	
Circle one: Paid or Intern or Volunteer		DESCRIPTION OF DUTIES	
Your Exact Title	PRA-2, PRA-3, PRA-4, PRA-5, CSW, ACRFS, CRFS III.	<p>Supervisor of the newest [redacted] which was awarded "Best Customer Experience 2022" for a medium sized campground.</p> <p>Manager of the second largest [redacted] which has 332 sites, 30+ buildings, 3 islands and 18 staff members for the 2021 camping season.</p> <p>Maintain daily, weekly, and monthly reports, also employee evaluations, water reports, plans, inventory and financials, etc..</p> <p>Administrator of various State conservation preservation and sustainability initiatives such</p>	

		<p>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, recycle centers, waste reduction programs, etc..</p> <p>Worked closely with the Lake George Park Commission at [REDACTED] to administer general preservation awareness about invasive aquatic species to the public and staff.</p> <p>Planner of the Pollinator Garden with open land space at [REDACTED] Administrator of planned and unexpected maintenance at facilities and open lands around them.</p> <p>Performed vast complex conflict resolutions in campgrounds for numerous situations involving the general public, employees and supervisors.</p> <p>Trained 40+ plus staff members on the operations of facilities and the conservation and on preservation programs and initiatives.</p> <p>Enforced numerous rules and regulations that pertain to the conservation and preservation of the campgrounds.</p>
Name of Your Supervisor	[REDACTED]	
Hours worked per week. (exclusive of overtime)	40	
Reason for Leaving	[REDACTED]	[REDACTED]

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

Length of Employment Month <u>AND</u> Year			Employers Name:	[REDACTED]
From:	[REDACTED]	To:	[REDACTED]	Employers Address:

Circle one: Paid or Intern 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 <i>PT</i>	
Reason for Leaving		

Length of Employment Month <u>AND</u> Year			Employers Name:	
From:		To:	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				

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 [REDACTED]. Exceptional versatility and 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

[REDACTED]
PRA 3/ PRA 4/ PRA 5/ CSW / ACRES/ CRES III

- Supervisor of the newest [REDACTED] which was awarded "Best Customer Experience 2022" for a medium-sized campground.
- Manager of the second largest [REDACTED] 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 [REDACTED]

[REDACTED]
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 [REDACTED] SERC In Asheville, North Carolina.
- Participated at the [REDACTED] IDEAthlon in Chattanooga, Tennessee.
- Awarded the honors distinction and special recognition at graduation.