

A G E N D A
PERSONNEL COMMITTEE
MARCH 11, 2009

1) Referral from the Criminal Justice Committee:

Public Defender:

Request to fill the vacant position of part-time Investigator, base salary of \$20,028, Employee No. 1482, due to resignation. The Notice of Intent to Fill Vacant Position is attached.

2) Referrals from the Health Services Committee:

Westmount Health Facility:

A) Requesting a waiver of the hiring freeze policy, regarding vacant CNA's, LPN's and RN positions in order to maintain staffing levels.

B) Reclassifying the position of Physical Therapy Assistant, base salary of \$34,178, Grade 14, to the position of Rehabilitation Aide, base salary of \$24,480, Grade 4, Employee No. 11415 and deleting the position of Physical Therapy Assistant; thereby amending the Department's Table of Organization.

3) Referral from the Human Services Committee:

Veterans Services:

Request to fill the vacant position of Director of Veterans Services, base salary of \$41,476, Employee No. 7822, due to retirement. The Notice of Intent to Fill Vacant Position is attached.

4) Referrals from the Public Safety Committee:

Fire Prevention & Building Code Enforcement:

A) Request to fill the vacant position of Fire Prevention & Building Code Officer, base salary of \$37,934, employee No. 11215, due to failure to complete probationary period. The Notice of Intent to Fill Vacant Position is attached.

Sheriff & Communications:

B) Request to fill the vacant position of Correction Officer, base salary of \$32,400, Employee No. 10655, due to resignation. The Notice of Intent to Fill Vacant Position is attached.

5) Referrals from the Public Works Committee:

DPW:

A) Creating the position of Senior Building Maintenance Worker, base salary of \$28,041, Grade 7 and deleting the position of Cabinet Maker/Grounds Keeper, base salary of \$29,199, Grade 8; thereby amending the Department's Table of Organization.

B) Request to fill the vacant position of Senior Building Maintenance Worker, base salary of \$28,041, due to creation. The Notice of Intent to Fill Vacant Position is attached.

- C) Creating the position of Engineer I, base salary of \$55,303 and deleting the position of General Highway Supervisor #2, base salary of \$60,503; thereby amending the Department's Table of Organization.
 - D) Request to fill the vacant position of Engineer I, base salary of \$55,303, due to creation. The Notice of Intent to Fill Vacant Position is attached.
 - E) Request to fill the vacant position of Fiscal Manager, base salary of \$47,935, Employee No. 5447, due to retirement. The Notice of Intent to Fill Vacant Position is attached.
 - F) The request to fill the vacant position of Administrative Assistant has been withdrawn by the Superintendent of Public Works and will be referred back to the Public Works Committee.
 - G) Request to fill the vacant position of Highway Construction Supervisor II #2, base salary of \$36,210, Employee No. 257, due to retirement. The Notice of Intent to Fill Vacant Position is attached.
 - H) Request to fill the vacant position of Heavy Equipment Operator, base salary of \$29,199, due to promotion. The Notice of Intent to Fill Vacant Position is attached.
 - I) Request to fill the vacant position of Motor Equipment Operator-Medium, base salary of \$28,041, due to promotion. The Notice of Intent to Fill Vacant Position is attached.
 - J) Request to fill the vacant position of Motor Equipment Operator-Light, base salary of \$25,470, due to promotion. The Notice of Intent to Fill Vacant Position is attached.
 - K) The request to increase the base salary of the Deputy Superintendent/ Administration has been withdrawn by the Superintendent of Public Works and will be referred back to the Public Works Committee.
- 6) **Referral from the Social Services Committee:**
Amending Resolution No. 111 of 2009, to correct the base salaries of Community Services Assistant, Account Clerk and Senior Account Clerk, to remove the included longevity from the base salaries and to delete the created Temporary positions from the Table of Organization.
- 7) Chairman Monroe has requested permission to address the Committee regarding established standard workday for elected and appointed positions under the Retirement and Social Security Law with regard to Resolution No. 474 of 1989.

- 8) Todd Lunt, Director of Human Resources, has a request for in-State travel to attend the Capital Region Human Resource Association 2009 Annual Conference in Albany, NY on March 19, 2009. A copy of the Authorization to Attend Meeting or Convention is attached.

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department PUBLIC DEFENDER'S OFFICE
Title of Position INVESTIGATOR Base salary \$ 20,028
Budget code and title 6.01 PUBLIC DEFENDER
This position is vacate due to: Retirement Resignation Termination
Employee No. 1482

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Criminal Justice Date 2/11/09

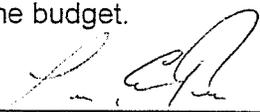
- The Commissioner has no objection to the filling of the vacancy.
 The Commissioner objects to the filling of the vacancy.

Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice Date 2/26/09

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature 

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date _____

- The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

~~RESOLUTION REQUEST FORM NO. 20~~

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE: February 27, 2009

- (a) Purpose of Request: Authorizing waiver of hiring freeze policy, regarding vacant CNA's, LPN's, and RN positions.

- (b) Details: Westmount shall be allowed to hire for current vacant positions stated above to maintain staffing levels.

- (c) Previous Resolution Number: 58 of 2003.

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE: FEBRUARY 2, 2009

A. Title of Reclassified Position: Rehabilitation Aide – Grade ~~14~~ ¹⁴ \$ 24,480

B. Annual Salary of Reclassified Position (and Grade if Applicable):* ~~\$34,178.00~~
*(This should be the Base Salary for the position if it is being filled by a new employee, or the salary, including longevities, for any existing employee who is filling the position.

C. Title and Employee Number of Position to be Deleted:
Westmount Physical Therapy Aide – Employee #11415- \$34,178.00

Both have been here working at Westmount more than 3 years.

D. Annual Salary of Position to be Deleted (and Grade if Applicable)*
Grade 14 - \$34,178.00.
*(This should be the Base Salary for the position if it is being filled by a new employee, or the salary, including longevities, for any existing employee who is filling the position.

E. Effective Date: February 27, 2009.

F. Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: EF.73300.500 110. Title: Rehabilitation Aide – Salary Regular.
Westmount, Rehab Therapy, Aides, Ordeilies – Salary – Regular \$24,480.00.

G. Has Personnel Officer Reviewed and Approved of the New Position Title? YES

He

Adopted, Warren County Civil Service, February 12, 2009

REHABILITATION AIDE

DISTINGUISHING FEATURES OF THE CLASS: The Rehabilitation Aide is assigned to assist residents to achieve the most independent level of functioning and well being. Supervision is received from the applicable therapist with direct reporting to the Clinical Nurse Supervisor.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Serves as the support services representative to the assigned therapist to provide resident care;
- Observes and notes changes with a resident's range of motion, mobility and ADL ability and keeps Clinical Nurse Supervisor apprised of changes;
- Observes residents' positioning needs, ensures recommendation for walk programs, assistive devices and/or additional mobility interventions are carried out by unit staff, keeps Clinical Nurse Supervisor apprised;
- Assists in restorative care recommended by the Clinical Nurse Supervisor, Physical Therapist, Occupational Therapist, and/ or Speech Language Therapist;
- Observes units to check the use/operation/condition of adaptive and durable medical equipment;
- Observes that clean adaptive devices are used on the units, replacing and locating equipment as needed;
- Notifies Charge Nurse or Clinical Nurse Supervisor regarding need for equipment repair or replacement and may arrange for the repair;
- Attends and participates in team conferences as assigned by the Clinical Nurse Supervisor;
- Provides input on interventions for use of least restrictive devices;
- Maintains order of treatment area for resident care by ensuring cleanliness and safety;
- At the request of supervisor, submits verbal and written reports regarding observations;
- Participates in the in-service program on proper use and application of adaptive equipment, proper transfer and positioning techniques to West Mount Nursing Facility staff;
- May transport residents with or without special equipment.

(cont.)

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Ability to observe and recognize changes in physical condition and behavior; ability to learn basic principals and terminology of rehabilitative services in a long term care facility; ability to observe residents' responses to treatment and programs; ability to learn to prepare and maintain basic non-medical forms; ability to accept and follow oral and written instruction; ability to lift and reposition residents without restrictions; ability to get along with others; ability to communicate, listen, and explain procedures to residents; ability to learn to motivate and encourage residents to continue restorative interventions; interest in learning about the elderly and the needs, problems and attitudes of aged, infirm, and disabled persons; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS:

Graduation from High School or possession of a high school equivalency diploma and one year of experience working with the elderly and possession of a valid Nurse Aide Certification issued by New York State.

Note: Possession of a valid New York State Drivers License is required

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Veterans Services
Title of Position Director, Veterans Services Base salary \$41,476.
Budget code and title A.6510 110
This position is vacated due to: Retirement Resignation Termination
Employee No. 7822

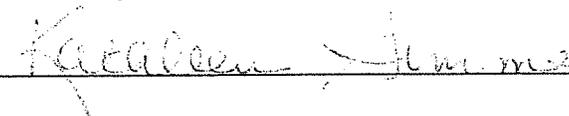
COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Human Services Date 3/6/09
 The Commissioner has no objection to the filling of the vacancy.
 The Commissioner objects to the filling of the vacancy.

Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services Date 3/6/09
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature 

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date _____
 The Personnel Committee has no objection to the filling of the vacancy.
 The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department FIRE PREV. & BLDG. CODE ENF.

Title of Position FIRE PREVENTION & BUILDING CODE OFFICER

Base salary \$37,934

Budget code and title A.3620 BUILDING & FIRE CODE

This position is vacated due to: Retirement Resignation Termination Promotion

Other FAILURE TO COMPLETE PROBATIONARY PERIOD

Employee No. 11215

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Public Safety Date 2/26/09

The Commissioner has no objection to the filling of the vacancy.

The Commissioner objects to the filling of the vacancy.

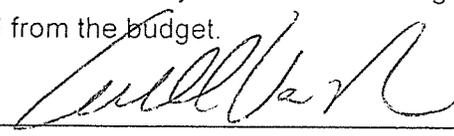
Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety Date 2/26/09

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature 

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date _____

The Personnel Committee has no objection to the filling of the vacancy.

The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

NOTICE OF INTENT TO FILL VACANT POSITION

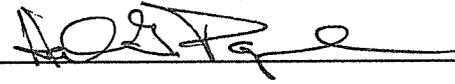
This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacate due to a retirement, resignation or termination. This notice may not be used for requests to create a *new* position.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Sheriff's Correction Division
Title of Position Correction Officer Base salary ^{32,400} \$32,399.64
Budget code and title A.3150 110 Salaries-Regular
This position is vacate due to: Retirement Resignation Termination
Employee No. 10655

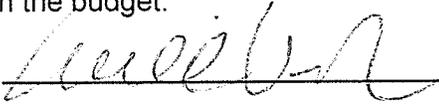
COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Public Safety Date 2/26/09
 The commissioner has no objection to the filling of the vacancy.
 The commissioner objects to the filling of the vacancy.

Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety Date 2/26/09
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature 

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date _____
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 11

Request to Create *New Position*

DEPARTMENT NAME: PUBLIC WORKS

DATE: 3-Mar-09

(a) Title of Requested Position: Senior Building Maintenance Building Worker

(b) Annual Base Salary (and Grade if Applicable) \$28,041 Grade 7

(c) Effective Date for New Position:* 20-Mar-09
*Please do not backdate unless the purpose is to correct an error.

(d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): _____
Cabinet Maker/Grounds Keeper (Grade 8) \$29,199

(e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A1620.110 Salaries Regular Buildings and Grounds

(f) Has Personnel Officer Reviewed and Approved of the New Position Ti YES
(This is necessary **BEFORE** bringing the request to committees.)

(g) Is this a mandated position? If so, please explain NO

(h) Is there expected revenue from this position? If so, please explain NO

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department **19**

Title of Position **SENIOR BUILDING MAINTENANCE WORKER** Base salary **\$28,041**

Budget code and title **A 1620 – BUILDINGS & GROUNDS**

This position is vacated due to: Retirement Resignation Termination Promotion

Employee No.

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Public Works Date 3/3/09

The Commissioner has no objection to the filling of the vacancy.

The Commissioner objects to the filling of the vacancy.

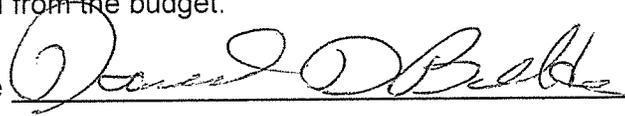
Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works Date 3/3/09

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature 

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date

The Personnel Committee has no objection to the filling of the vacancy.

The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 11

Request to Create *New Position*

DEPARTMENT NAME: PUBLIC WORKS

DATE: 3-Mar-09

(a) Title of Requested Position: Engineer I

(b) Annual Base Salary (and Grade if Applicable) \$55,303

(c) Effective Date for New Position:* 20-Mar-09
*Please do not backdate unless the purpose is to correct an error.

(d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
General Highway Supervisor #2 (\$60,503)

(e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: D.5020 Engineering

(f) Has Personnel Officer Reviewed and Approved of the New Position Ti YES
(This is necessary **BEFORE** bringing the request to committees.)

(g) Is this a mandated position? If so, please explai NO

(h) Is there expected revenue from this position? If so, please expl Primary Duties will include fuel operation (see attached list), road projects, solid waste, recycling coordination and DPW safety Officer

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department **19**

Title of Position **ENGINEER I** Base salary **\$55,303**

Budget code and title **D 5020 - ENGINEERING**

This position is vacated due to: Retirement Resignation Termination Promotion

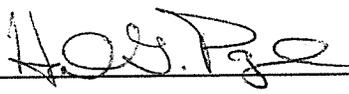
Employee No.

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Public Works Date 3/3/09

The Commissioner has no objection to the filling of the vacancy.

The Commissioner objects to the filling of the vacancy.

Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works Date 3/3/09

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature 

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date

The Personnel Committee has no objection to the filling of the vacancy.

The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department 19

Title of Position **FISCAL MANAGER** Base salary **\$47,935**

Budget code and title **D 5010 – HIGHWAY ADMINISTRATION**

This position is vacated due to: Retirement Resignation Termination Promotion

Employee No. **5447**

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Public Works Date 3/3/09

The Commissioner has no objection to the filling of the vacancy.

The Commissioner objects to the filling of the vacancy.

Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works Date 3/3/09

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature 

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date

The Personnel Committee has no objection to the filling of the vacancy.

The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department 19

Title of Position HIGHWAY CONSTRUCTION SUPV II #2 Base salary \$36,210

Budget code and title D 5110 - MAINTENANCE

This position is vacated due to: Retirement Resignation Termination Promotion

Employee No. 257

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Public Works Date 3/3/09

The Commissioner has no objection to the filling of the vacancy.

The Commissioner objects to the filling of the vacancy.

Commissioner Signature H. O. Page

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works Date 3/3/09

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature Dave J. DeBeck

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date

The Personnel Committee has no objection to the filling of the vacancy.

The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department **19**

Title of Position **HEAVY EQUIPMENT OPERATOR** Base salary **\$29,199**

Budget code and title **D 5110 MAINTENANCE**

This position is vacated due to: Retirement Resignation Termination Promotion

Employee No. **TO BE DETERMINED**

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Public Works Date 3/3/09

The Commissioner has no objection to the filling of the vacancy.

The Commissioner objects to the filling of the vacancy.

Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works Date 3/3/09

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature 

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date

The Personnel Committee has no objection to the filling of the vacancy.

The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department **19**

Title of Position **MEO - MEDIUM** Base salary **\$28,041**

Budget code and title **D 5110 MAINTENANCE**

This position is vacated due to: Retirement Resignation Termination Promotion

Employee No. **TO BE DETERMINED**

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Public Works Date 3/3/09

The Commissioner has no objection to the filling of the vacancy.

The Commissioner objects to the filling of the vacancy.

Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works Date 3/3/09

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature 

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date

The Personnel Committee has no objection to the filling of the vacancy.

The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department **19**

Title of Position **MEO - LIGHT** Base salary **\$25,470**

Budget code and title **D 5110 MAINTENANCE**

This position is vacated due to: Retirement Resignation Termination Promotion

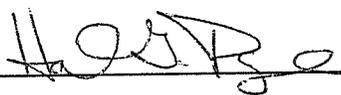
Employee No. **TO BE DETERMINED**

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee **Public Works** Date **3/3/09**

The Commissioner has no objection to the filling of the vacancy.

The Commissioner objects to the filling of the vacancy.

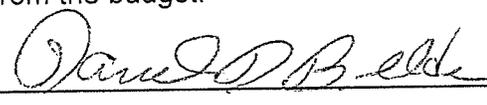
Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee **Public Works** Date **3/3/09**

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature 

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date

The Personnel Committee has no objection to the filling of the vacancy.

The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

Warren County Board of Supervisors

RESOLUTION NO. 111 OF 2009

Resolution introduced by Supervisors Thomas, Kenny, VanNess, Belden, Stec, Sokol and Tessier

AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2009

RESOLVED, that the Table of Organization and the Warren County Salary and Compensation Plan for 2009 are hereby amended as follows:

SOCIAL SERVICES

Reclassifying From:

A.6010 Dept. No. 40.06

TITLE

Keyboard Specialist

EFFECTIVE DATE

ANNUAL

BASE SALARY

\$23,390

Reclassified To:

A.6010 Dept. No. 40.06

TITLE

Community Services Assistant February 13, 2009

EFFECTIVE DATE

ANNUAL

BASE SALARY

~~\$33,912~~ 29,199

Grade 8

Reclassifying From:

A.6010 Dept. No. 40.07

TITLE

Senior Account Clerk # 2

~~11282~~

EFFECTIVE DATE

ANNUAL

BASE SALARY

~~\$29,031~~ 28,091

Grade 7

Reclassified To:

A.6010 Dept. No. 40.07

TITLE

Account Clerk

~~11282~~

EFFECTIVE DATE

February 13, 2009

ANNUAL

BASE SALARY

~~\$25,344~~ 24,480

Grade 4

Reclassifying From:

A.6010 Dept. No. 40.02

TITLE

Senior Account Clerk # 3

~~10936~~

EFFECTIVE DATE

ANNUAL

BASE SALARY

~~\$31,250~~ 28,041

Grade 7

Reclassified To:

A.6010 Dept. No. 40.07

TITLE

Account Clerk

~~10936~~

EFFECTIVE DATE

February 13, 2009

ANNUAL

BASE SALARY

~~\$27,281~~ 24,480

Grade 4

RESOLUTION NO. 111 OF 2009

Page 2, Continued

Creating Position:

A.6010 Dept. No. 40.01

TITLE

Clerk (Temp)

HEAP Administration

EFFECTIVE DATE

February 23, 2009

ANNUAL

BASE SALARY

\$22,897

Creating Position:

A.6010 Dept. No. 40.01

TITLE

Social Welfare Examiner (Temp)

HEAP Administration

EFFECTIVE DATE

February 23, 2009

ANNUAL

BASE SALARY

\$29,199

*Temp -
Should not
be Ann'd in
Table of
-REG.*

Post-it* Fax Note 7671 Date 2/24/99 # of pages 2

To Todd Mairle
 Co/Dept AIR BOS
 Phone #
 Fax # 6509

and be
 County
 Brooks
 Suite 2,
 by Moth
 need Two

... Hundred Dollars (\$200.00) per day plus expenses, per Forrester, for a total upset amount not to exceed Fifteen Thousand Dollars (\$15,000.00), for a term commencing December 1, 1989, and terminating August 1, 1990, and in the form approved by the County Attorney.

Adopted by unanimous vote.

RESOLUTION NO. 476 OF 1989
 Resolution introduced by Supervisors Grant, Hogan and O'Neill
**INTRODUCING PROPOSED LOCAL LAW NO. 2 OF 1990 AND
 AUTHORIZING PUBLIC HEARING THEREON**

RESOLVED, that proposed Local Law No. 2 of 1990, attached hereto and made a part hereof, be, and the same hereby is, introduced before the Warren County Board of Supervisors, and the Board of Supervisors shall hold a public hearing at the Supervisors' Rooms in the Warren County Municipal Center on the 12th day of January, 1990, at 10:00 A.M., on the matter of the adoption of proposed Local Law No. 2 of 1990, entitled "A Local Law Amending Local Law No. 4 of 1981, Increasing the Reserve Fund Under the Warren County Self-Insurance Plan", and at such time and place interested members of the public will be given the opportunity to be heard thereon, and be it further

RESOLVED, that the Clerk of the Board of Supervisors be, and he hereby is, authorized and directed to give notice of such public hearing in the manner provided by law.

Adopted by unanimous vote.

COUNTY OF WARREN, NEW YORK
PROPOSED LOCAL LAW NO. 2 OF 1990
**A LOCAL LAW AMENDING LOCAL LAW NO. 4 OF 1981,
 INCREASING THE RESERVE FUND UNDER THE
 WARREN COUNTY SELF-INSURANCE PLAN**

BE IT ENACTED by the Board of Supervisors of the County of Warren, New York, as follows:

Section 1. Section One E(1) of Local Law No. 4 of 1981 of the County of Warren, New York, promulgating the Rules and Regulations for the administration of the Warren County Self-Insurance Plan, adopted by the Board of Supervisors on March 13, 1981, as amended, be, and the same hereby is, further amended to increase the maximum amount of the Self-Insurance Reserve Fund for the Plan to Three Million Dollars (\$3,000,000.00). Section One, Paragraph E(1) of Local Law No. 4 of 1981, as amended, shall read as follows:

"G. RESERVE FUND

1. There is hereby established for the Plan a Reserve Fund in an amount not to exceed Three Million Dollars (\$3,000,000.00). Such amount shall be accumulated by including in the annual estimate of expenses a sum

December 15, 1989

the Warren County Employment and Training Administration with Adirondack Community College, whereby the College shall fully reimburse ETA for rental of classroom space and related expenses incurred through JTPA funds for classes operated at ETA, for a term commencing January 1, 1990, and terminating December 31, 1990, subject to availability of JTPA funds and in the form approved by the County Attorney.

Roll Call Vote:
 Ayes: 929
 Noes: 0
 Absent: 0
 Abstain: 69 Supervisor Borges
 Adopted.

RESOLUTION NO. 474 OF 1989
 Resolution introduced by Supervisors Demboski, Barton, Bolton, Murphy, Hogan, Martin and Tessier

ESTABLISHING STANDARD WORKDAY FOR ALL ELECTED AND APPOINTED POSITIONS IN WARREN COUNTY GOVERNMENT UNDER THE RETIREMENT AND SOCIAL SECURITY LAW

WHEREAS, the New York State Retirement System requires that the County establish a standard number of days worked for each elected and appointed position, now, therefore, be it

RESOLVED, that the standard workday for elected Warren County Officials shall be as follows:

POSITION	WORKDAY	WORKWEEK
County Clerk	8 Hours	5 Days/week
County Treasurer	8 Hours	5 Days/week
District Attorney	8 Hours	5 Days/week
Sheriff	8 Hours	5 Days/week
Coroner	8 Hours	1.5 Days/week
Supervisor	8 Hours	2.5 Days/week
Budget Officer	8 Hours	3 Days/week
Chairman of the Board	8 Hours	5 Days/week

and be it further

RESOLVED, that the standard workday and workweek for all appointed positions shall be eight (8) hours per day, consisting of five (5) workdays per week.

Adopted by unanimous vote.

RESOLUTION NO. 475 OF 1989
 Resolution introduced by Supervisors E. Baker, Little, Martin, Tessier, O'Neill, Montfort and O'Connor

AUTHORIZING AGREEMENT WITH ART BROOKS D/B/A BROOKS FORESTRY AND RESOURCE MANAGEMENT FOR GYPSY MOTH SUPPRESSION ACCORDING TO STATE AND COUNTY

WHEREAS, Gypsy Moths have defoliated approximately fifty thousand (50,000) acres of land within Warren County over the last year causing extensive tree damage and possible long-term change in forest cover, and WHEREAS, such defoliation does not only damage the forests within the Adirondacks but also dampens tourism with the County, and WHEREAS, to prevent any further damage, action must be taken to suppress the Gypsy Moth population, now, therefore, be it

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Personnel Committee hereby authorizes Todd Lunt
(Supervisory Committee) (Employee Name)

to attend CRHRA Annual Conference
(Name of meeting or organization)

at Holiday Inn, Wolf Rd, Albany
(Address)

on 3/19/2009. Mode of transportation to be used County Vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ _____ GSA* Rate \$ _____
- Meal costs - GSA*per diem rate \$ _____

*www.gsa.gov

Date: 3/19/09



Department Head Signature

Date: _____

Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

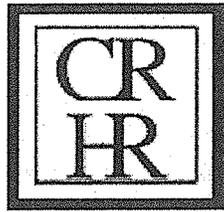
Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.

Capital Region
JSEC INC.
Job Service Employer Committee
Breakfast Co-Sponsor



AFFILIATE OF
SHRM
SOCIETY FOR HUMAN
RESOURCE MANAGEMENT

The Capital Region Human Resource Association 2009 Annual Conference and Marketplace

Sustainable Human Resources: Supporting Our Organizations And Our World



Program
submitted to
HRCI for pre-
approval of
10.0
recertification
credits

**Breakfast & Lunch Keynote Speakers
HR Vendor Marketplace
A.M. & P.M. Concurrent Sessions
Cocktails and Networking
Door Prizes & The Grand Prize**

CONFERENCE SCHEDULE

7:30 – 8:00 AM – Registration and
Breakfast

8:00 – 9:30 AM – Welcome and
Keynote Speakers

9:30 – 10:30 AM – Break and Exhibitor
Marketplace

10:30 – 11:30 AM – First Concurrent
Session

11:30 – 12:15 PM – Lunch

12:15 – 1:30 PM – Keynote Speaker

1:30 – 2:30 PM – Second Concurrent
Session

2:00 – 4:00 PM – Master Series

2:30 – 3:15 PM – Break and Exhibitor
Marketplace

3:15 – 4:15 PM – Third Concurrent
Session

4:15 – 5:30 PM – Final Exhibitor
Marketplace, Cocktail Party and
Networking

**Holiday Inn Albany on
Wolf Road
March 19, 2009
7:30 AM – 5:30 PM**



SHRM chapter #105

Capital Region Human Resource Association (CRHRA)

90 State Street, Suite 1009
Albany, N.Y. 12207-1710
Phone: (518) 463-8687
Fax: (518) 463-8656
crhra@caphill.com

Bill for Payment Due

Todd Lunt
Warren County
1340 State Rt 9
Lake George, NY 12845

Printed Date/Time: 2/23/2009 at 7:10 AM
Transaction Date/Time: 2/23/2009 at 7:09 AM

Transaction #: 320718640

Description: CONFERENCE - 2009 Annual Conference & Marketplace

Payment Type:

Status: Receivable

Notes:

AMOUNT DUE: \$160.00

Details:

Registration Date: Early Bird by 02/25/2009
Registration Type: Conference Registration
Registration Classification: CRHRA, SHRM or JSEC Member
Amount: \$160.00

: Additional Registration Information

Name & Certification for Badge: Todd Lunt PHR
SHRM National Membership #: 00949774
Local SHRM Chapter Name: Capital Region HR Association

Please indicate any special dietary needs you may have:
Will you be attending the Cocktail Reception & Marketplace No, I will not be attending.
from 4:45 - 5:30 p.m.?:
Amount: \$0.00

: Choose Your Sessions

Concurrent Session I (10:30-11:30 a.m.): Future Trends in Human Resources In Today's Global (and Depressed) Economy
Concurrent Session II (1:30-2:30 p.m.): Growing Your Own Through Training - Making the Most Out of Training Dollars
Concurrent Session III (3:15-4:15 p.m.): CHA's Climb Towards Sustainability
Amount: \$0.00

Discount: \$0.00

**PUBLIC WORKS
PERSONNEL REORGANIZATION 2009**

JOB TITLE	STATUS	BASE SALARY	STEPS & LONGEVITY	BASE SALARY OF NEW POSITION	STEPS & LONGEVITY	
Fiscal Manager	Retiring 7/31/09	47,935	4,700	47935	1000	
Administrative Assistant	Retiring 5/29/09	29,199	7509	29199	5200	
Dept Supt of Admin	Retiring 5/29/09	853		4000		INCREASE
Information Systems	Vacated 1/29/09	41698	4200			Hold Vacant
General Foreman	Retiring 3/27/09	55303	5200			Delete
Engineer I				55,303		ADD
Airport Maint Wkr	Retired 2/27/09	29,199	7009	10,000		Hold Vacant Part Time
Construction Supv II	Retired 1/31/09	36,210	8190	36,210	6190	
Heavy Equip Operator	Promote to CSII	29,199	6190	29,199	3340	
Medium Equip Operator	Promote to HEO	28,041	3340	28,041	491	
Light Equip Operator	Promote to MEO	25,470	491	25,470	0	New Hire
Bridge Maintenance						
Construction Supv II	Retiring 3/30/09	36,210	8190	36,210	6190	Out of Title
Cabinet Maker/Grounds	Retired 1/16/09	29,199	5509			DELETE
Senior Buiding Maintenance Worker				28,041	2914	ADD
Title in B&G to vacate	Promote to SBMW	25,470	2914			Hold Vacant
Laborer (B&G)	Resigned 2/27/09	22,897	401			Hold Vacant
SUB TOTAL		436,883	63,843	329608	25325	
		63,843		25,325		
Total		500,726		354933		
Reduction in Salary				145,793		
Reduction in Fringe 35%				51,028		
Total Reduction				196,821		

**PUBLIC WORKS
PERSONNEL THRU 2008**

JOB TITLE	STATUS	SALARY	SALARY
		DELETED	NEW POSITIONS
Civil Defense Director	Transferred to OES		
Senior Account Clerk	Transferred to OES		
Assistant Shop Supervisor		38690	32732
Automotive Parts Clerk	DELETED	26037	
Automotive Mechanic	ESTABLISHED		29191
Working Supervisor	DELETED	26101	
Assistant Engineer	DELETED	40417	
Laborer Hwy	DELETED	22897	
Senior Civil Engineer	ESTABLISHED		68000
Laborer- B & G	DELETED	22503	
Laborer-B & G	DELETED	23298	
MEO Light	DELETED	27424	
Working Supervisor Hwy	DELETED	25652	
Director Parks,Rec		71,965	63700
Rec Facilities Manager		49,643	43900
Senior Build Maint		40,081	34,975
Fish Management Spec		35,065	34,016
Hatchery Aide		24,215	22,988
Sr Account Clerk		32,808	32,308
Building Maint WK P&R		27,496	26,101
Building Maint WK P&R	DELETED	30734	
Laborer P&R	DELETED	22,503	
Laborer P&R	DELETED	22,503	
		\$ 610,032.00	\$ 387,911.00
Salary Savings			\$ 222,121
Fringe Savings			77,742
Total Savings			\$ 299,863

The following shall be applicable for voluntary sick leave donations:

- 1. A voluntary sick leave donation drive for Alliance employees will be allowed, and such drive will be administered by the Alliance.**
- 2. The sick leave donation drive will allow the Alliance to obtain a voluntary contribution of not more than one sick leave day from any full time bargaining unit employee desiring to donate a sick leave day to the recipient employee, up to a maximum total of 50 sick leave days from all voluntary contributors. In order to be eligible to donate a sick leave day, the donating employee must have at least 10 accumulated sick leave days. The maximum number of days to be contributed for all recipient employees shall be 450 per year. The recipient employee of the donated sick leave days must have exhausted all accumulated sick leave and all other types of leaves and has been out of work for more than 30 days in any calendar year due to a chronic, prolonged, catastrophic and/or disabling illness or injury.**
- 3. The Alliance will notify the County of the names of the individuals who have voluntarily donated a sick leave day to the employee, up to a maximum of 50 names for each recipient, and provide the County with a signed voluntary sick leave donation form, a copy of which is attached hereto and made a part hereof, for each contributor. The donated sick leave day will then be deducted from the sick leave accrual of the contributor, and credited to the recipient employee's sick leave accrual.**
- 4. The Alliance agrees to indemnify and hold the County harmless from and against any and all demands, claims, suits or other form of liability, including reasonable attorney's fees, that may arise out of, or by reason of, any action resulting from the implementation or administration of this voluntary sick leave donation program.**
- 5. The parties may adjust this sick leave donation program by mutual agreement.**

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Social Services

DATE: 2/2/09

- (a) Title of Requested Position: Point of Entry Coordinator
- (b) Annual **Base** Salary (and Grade if Applicable): \$35,169.00, Grade 15
- (c) Effective Date for New Position:* 3/23/09
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): None
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: OFA's budget for POE A.6785 and A.6787, Contracts.
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain: OFA revenue