

**WARREN COUNTY
EMPLOYMENT & TRAINING ADMINISTRATION**

Chris A. Hunsinger
Director

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**Human Services Committee
Employment and Training Administration
Agenda**

June 8, 2011 – 8:30 AM

1. Request to Fill Vacant Position – see attached Resolution Request Form 12
2. Any Other Business

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 Employment & Training Administration

Title of Position Employment & Training Account Manager

Base salary \$34,564

Budget code and title 40 6293 0313 Employment & Training-WIA Admin

This position is vacated due to: Retirement Resignation Termination Promotion
 Other

Employee No. 11168

Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal 90% State 10% Other %

Impact to Budget: none

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date _____

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

Administrator Signature _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____ Date _____

- 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 _____

Adopted, Warren County Civil service, November 17, 2010

EMPLOYMENT AND TRAINING ACCOUNT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Oversees, coordinates, and has charge of the accounting functions of a local Employment and Training Program. These duties involve responsibility for the performance of moderately complex professional accounting and related tasks in development, examination, review or analysis activities related to the accounting functions of Employment and Training Agency funds and expenditures. The work is performed under administrative direction of the Employment and Training Director or other high-level agency administrator. The work entails responsibility for maintaining all Employment and Training accounts in proper balance and for furnishing periodic financial statements. In addition, depending upon whether the Employment and Training Agency subcontracts portions of the program, the position may involve auditing accounts of sub-grantees for compliance with applicable laws, rules and regulations. Supervision may be exercised over the work of subordinate employees engaged in account keeping and financial administration activities. An incumbent of this position does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Devises and oversees accounting and auditing systems and procedures to provide complete and accurate records of Employment and Training Agency financial transactions;
Contacts various Federal, State, and local representatives regarding Program funding and fiscal affairs;
May oversee and supervise subordinate staff engaged in a variety of financial operations;
Advises agency employees and sub-contractors of current fiscal requirements and reporting;
Keeps ledger and journal accounts, takes trial balances and reconciles bank statements and accounts;
Oversees and coordinates the agency payroll functions for staff and/or clients;
Oversees the administration of rules on vacation and sick leave and keeps appropriate records;
Performs cost analyses to aid in program effectiveness and efficiency;

(cont.)

Implements and oversees Employment and Training accounting and financial transactions to ensure compliance with Federal and State fiscal regulations;
May audit program agent or sub-contract accounts to ensure proper expenditures control of programs funds;
Prepares required fiscal records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern general and governmental accounting, fiscal and auditing procedures and techniques, including budgeting and appropriation practices; good knowledge of methods used in keeping financial accounts and records; good knowledge of modern fiscal terminology, practices and procedures; ability to acquire a working knowledge of agency affairs related to accounting; ability to prepare complete and accurate financial reports and statements; ability to plan and supervise the work of others; ability to get along well with others. Physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and:

A. A Bachelor's Degree in accounting, business administration, economics or other directly related field specifically structured to prepare individuals for work involving accounting, auditing, budgeting and other fiscal related responsibilities;
or

B. An Associate's Degree as defined by (A) above and two years of progressively responsible accounting experience; or

C. Four years of progressively responsible accounting experience.

Warren County Request to Host Meeting or Conference

Name of Department: Employment & Training

Name of Meeting/Conference: Summer Youth Employment Program Orientation

Date: late June

Location: ETA Office

Purpose: Summer youth employment program orientation with youth (pizza & soda)

Contact Person: (If other than Department Head) Sharon Sano

Phone No.: 824-8867

Number of People attending:

3 County Employees

State Employees

Volunteers

30 - 60 Others (specify) youth employees/participants

Cost to County (please include amounts):

Room rental \$

Food/beverage \$ 300 est.

Supplies \$ 100 est.

Other (specify) \$

Total Cost: \$ 400 est. – all grant funds

Dept Head Approval:

Committee Chairman Approval:

Signature

Signature

Date:

Date

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

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

The Human Services Committee hereby authorizes Denise A. Di Resta
(Supervisory Committee) (Employee Name)

to attend 2011 Department of NY VFW Officer Training Institute (OTI)
(Name of meeting or organization)

at The Mohawk Section of the State University, Binghamton NY
(Address)

on July 29 - 30, 2011. 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:
N/A

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- [X] Notice of meeting or convention including cost.

For Overnight Travel

- [X] Room rate \$ N/A GSA* Rate \$ 0.00 (being covered by VFW Post 6196)
[X] Meal costs - GSA* per diem rate \$ 0.00 (being covered by VFW Post 6196)

*www.gsa.gov

Date: June 7, 2011

Denise A. Di Resta
Department Head Signature

Date: 6/7/2011

Paul J. ...
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.

[X] REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

- 1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

CHARTERED BY CONGRESS
An association of men and women
who fought America's foreign wars on
land, sea, and in the air.

FOUNDED 1899
"To care for him who has borne the
battle and those dependent upon him."

VETERANS OF FOREIGN WARS
OF THE UNITED STATES

DEPARTMENT OF NEW YORK, Inc.



1044 BROADWAY
ALBANY, NY 12204

TEL: (518) 463-7427
FAX: (518) 426-8904

January 21, 2011

TO: All Post, County Council, District Commanders & State Officers
SUBJECT: Officer Training Institute

Dear Comrades,

We welcome you to the 2011 Department of New York Veterans of Foreign Wars OTI. The school will be conducted on the campus in the Mohawk Section of the State University, Binghamton, New York, July 29 & 30, 2011.

Use of Bell Jar Funds is appropriate for student fees.

When you arrive report to the Mohawk Building for registration and room assignments. Parking will be in the designated parking lot. NO personal vehicles are allowed in any unauthorized area unless permitted. **CAMPUS SECURITY** will ticket all unauthorized vehicles.

The registration desk will be open in the Mohawk Building on Friday July 29th from 4:00 PM until 8:00 PM (if you will be arriving after 8:00 PM) please notify us in advance if possible.

To help cut your overall cost, bring your own linen, towels and all other personal needs.

We will be housed in air conditioned dorms, so you may want to bring a blanket for comfort.

A campus map is included to aid you in locations, directions, a schedule of classes, & class rooms. There will be a brief orientation on Friday commencing at 5:30 PM followed by the Membership Program.

DUE TO LIQUOR LICENSE LAWS NO TAILGATE PARTIES ARE ALLOWED AND NO ALCOHOLIC BEVERAGES

**DEPARTMENT OF NEW YORK
OFFICERS TRAINING INSTITUTE**

July 29, 30, 2011

TENATIVE SCHEDULE

FRIDAY **NO DINNER WILL BE SERVED ON CAMPUS**
Everyone is on their own for the Dinner Meal at local Restaurants

07/29/2011 4:00 - 8:00pm Arrival, Check In, and Registration
6:30 pm Orientation - Staff
7:00 pm Membership Program- Membership Chairman

SATURDAY 6:00-7:30 am **Breakfast**
7/30/2011

8:00am - 4:30pm **Service Officers Training**

10:00 -10:15am *Break*
12:00 -12:30pm Lunch -- Box Lunch
2:00 - 2:15pm *Break*
3:30 - 4:30pm Questions & Answers, and Critique
4:30pm Go Home

8:00am - 4:30pm **Quartermaster Training**

10:00 -10:15am *Break*
12:30 -12:45pm Lunch -- Box Lunch
2:00 -2:15pm *Break*
3:30 - 4:30pm Questions & Answers, and Critique
4:30 Go Home

8:00- 4:30 pm **Officers Training**

8:00- 9:15am **Duties of Officers**
9:15 -10:15 am **Meeting Procedures**
10:15 -10:30 am *Break*
10:30 -11:30 am **Incorporation and Control of Units**
11:15 -12:15 pm **Parliamentary Law**
12:15 -12:45 pm **Lunch -- Box Lunch**
12:45 -1:15pm **Programs and Public Relations**
1:15 - 2:15 pm **Committee Analysis, Special Events and Protocol**
2:15 - 2:30 pm *Break*
2:30 - 3:30pm **Post Inspections**
3:30 - 4:30pm **Questions & Answers, and Critique**
4:30pm **Depart for Home**