

A G E N D A
PERSONNEL COMMITTEE
FEBRUARY 8, 2012

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meeting.

III. Action Agenda

1) Referrals from the Health Services Committee:

Westmount Health Facility:

- A)** Creating and filling the position of Part-time Clerk, 20 hours per week, Grade 2, pro-rated salary of \$11,449 and deleting the position of CNA Part-time #1, 24 hours per week, Grade 4, pro-rated salary of \$13,120; thereby amending the Department's Table of Organization. The Notice of Intent to Fill Vacant Position is attached.
- B)** Deleting the position of Cleaner #4, Grade 2, annual salary of \$23,706 (plus longevity \$29,773), Employee No. 9971; thereby amending the Department's Table of Organization.

Health Services:

- C)** Request for a Registered Nurse to enroll in a job related course entitled "English 295" at SUNY Plattsburgh, commencing January 30, 2012 through May 14, 2012, for a 50% reimbursement cost of \$462.14 (total cost of the course is \$924.29).

2) Referrals from the Human Services Committee:

Office for the Aging:

- A)** Request to fill the vacant position of Nutrition Services Coordinator, annual salary of \$40,209 (plus longevity \$43,909), Employee No. 8626, due to retirement. This position is non-Union, mandated and is 60% reimbursed. The Notice of Intent to Fill Vacant Position is attached.
- B)** Requesting to retain the services of Deborah Coalts on a consulting basis for the Nutrition Program, at a cost of \$21 per hour, not to exceed 20 hours per week, until the the position of Nutrition Services Coordinator is filled.

3) Referrals from the Real Property Tax Services Committee:

- A)** Request to fill the vacant position of Deputy Director of Real Property Tax Services, annual salary of \$40,707 (plus longevity \$41,807), due to promotion. This position is non-Union and is not mandated or reimbursed. The Notice of Intent to Fill Vacant Position is attached.
- B)** Request to fill the vacant position of Real Property Clerk, Grade 4, annual salary of \$25,344, due to promotion. This position is Union and is not mandated or reimbursed. The Notice of Intent to Fill Vacant Position is attached.

4) Referrals from the Public Safety Committee:

Office of Emergency Services:

- A)** Request for the Emergency Services Coordinator to enroll in job related courses at Frederick Community College commencing March 1, 2012 for a 50% reimbursement cost of \$1,540 (total cost of the course is \$3,080).

Sheriff & Communications:

- B)** Reclassifying the position of Corrections Sergeant, annual salary of \$49,130 to the position of Corrections Inspector, annual salary of \$50,000, effective February 23, 2012; thereby amending the Department's Table of Organization.

5) Referral from the Social Services Committee:

Social Services:

Request to fill the vacant position of Caseworker #10, Grade 14, annual salary of \$35,385, Employee No. 11419, due to resignation. This position is Union, mandated and 75% reimbursed. The Notice of Intent to Fill Vacant Position is attached.

6) Referral from the Support Services Committee:

Clerk of the Board:

Amending the Department's Table of Organization and Salary Schedule to reflect a reorganization of the Department as a result of a retirement, effective March 1, 2012, as per the attached.