

AGENDA
PERSONNEL COMMITTEE
MARCH 7, 2012

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meeting.
- III. **Action Agenda**
 - 1) **Referral from the Criminal Justice Committee:**
District Attorney:

Creating and filling the position of Investigator (part-time), annual salary not to exceed \$15,000, effective March 19, 2012; thereby amending the Department's Table of Organization. This position is not mandated, but receives 100% State reimbursement through the BYRNE JAG grant. The Notice of Intent to Fill Vacant Position form is attached.
 - 2) **Referral from the Public Safety Committee:**
Sheriff & Communications:

Request to fill the vacant position of Cook Manager, base salary (first year) of \$34,648, due to retirement and authorize backfilling of any vacancies created as a result of promotion. This position is not mandated and receives no reimbursement. The Notice of Intent to Fill Vacant Position form is attached.
 - 3) **Referrals from the Public Works Committee:**
DPW:
 - A) Request to fill the vacant position of Fish Management Specialist, annual salary to be determined subsequent to Administrative review of non-union position salaries, due to resignation, and authorize backfilling of any vacancies created as a result of promotion. This position is not mandated and receives no reimbursement. The Notice of Intent to Fill Vacant Position form is attached.
 - B) Request to fill the vacant position of Motor Equipment Operator (MEO) Medium #21, base salary (first year) of \$29,031, Grade 7, due to retirement and authorize backfilling of any vacancies created as a result of promotion. This position is not mandated and receives no reimbursement. The Notice of Intent to Fill Vacant Position form is attached.
 - C) Request to create and fill the position of MEO Medium #24, base salary (first year) of \$29,031, Grade 7, and delete the position of Heavy Equipment Operator (HEO) #10, grade 8, effective March 19, 2012, as well as to authorize backfilling of any vacancies created as a result of promotion; thereby amending the Department's Table of Organization.
 - D) Request to reallocate the position of Sign Maintenance Supervisor from a Grade 10 to a Grade 15 and increase the attached salary from \$40,775 to \$45,198; thereby amending the Department's Table of Organization.
 - 4) **Referral from the Social Services Committee:**
Countryside Adult Home:

Request to fill the vacant position of Cleaner Full-Time, annual salary of \$23,706, Grade 2, due to retirement, as well as to backfill any vacancies created as a result of the retirement. This is a Union position which is mandated and will receive 50% State reimbursement. The Notice of Intent to Fill Vacant Position form is attached.
 - 5) **Referral from the County Administrator:**
 - A) Request to amend Local Law No. 3 of 1971, Establishing the Department of Personnel and Personnel Officer in the County of Warren.
 - B) Request to repeal Local Law No. 12 of 2006, Establishing a Department of Human Resources in Warren County.
 - C) Discussion on non-union wage adjustments.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: District Attorney

DATE: 2-13-12

- (a) Title of Requested Position: Narcotic Control Part Time Investigator
- (b) Annual **Base** Salary (and Grade if Applicable): not to exceed \$15,000.00
- (c) Effective Date for New Position:* 3-16-12
*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): N/A
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A. 4220 130 Narcotic Control DA Salary Part Time not to exceed \$15,000.00 from BYRNE grant.
- (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: No
- (h) Is there expected revenue from this position? If so, please explain: This position will be paid by the BYRNE JAG grant not to exceed \$15,000.00

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

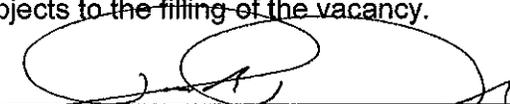
NOTICE OF INTENT TO FILL VACANT POSITION

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, termination or promotion. 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.

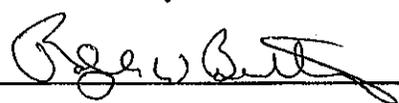
DEPARTMENT HEAD COMPLETES THIS SECTION

Department District Attorney Payroll Dept. No.
Title of Position ~~Narcotic Control DA Part-time~~ investigator (P/T) Annual Salary not to exceed \$15,000.00
Grade N/S
Budget code and title A. 4220 130 Narcotic Control Part Time Salary Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other new position
Employee No. 7502
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 100% Other %
Impact to Budget: 0
Human Resources Director has approved this form when initialed. _____

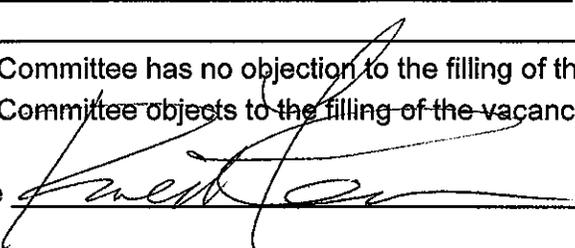
COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Criminal Justice - D.A. Date Feb. 23, 2012
 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 Criminal Justice - D.A. Date Feb. 23, 2012
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
Ranking Committee Member Signature 

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date March 7, 2012
 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.
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, termination or promotion. 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 Sheriff-Correction Division Payroll Dept. No. 31.00
Title of Position Cook Manager Annual Salary \$ 40,218.07 Grade
Budget code and title A 3150-110 Salary-Regular BASE SALARY Union \$34,647.70 Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 9426
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: \$ 0.00

Human Resources Director has approved this form when initialed. _____

and any backfills
resulting from
Promotion

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety-Sheriff Date March 5, 2012

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

Administrator Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety-Sheriff Date Feb. 27, 2012

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

Ranking Committee Member Signature [Signature]

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date March 7, 2012

- 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.

Ranking Committee Member Signature [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

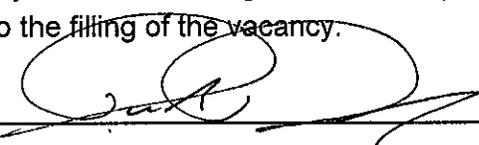
NOTICE OF INTENT TO FILL VACANT POSITION

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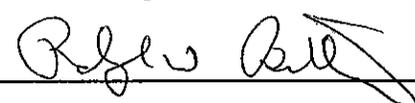
DEPARTMENT HEAD COMPLETES THIS SECTION

Department 19.40
 Title of Position DPW - Parks & Recreation Base salary TBD *Range of \$32,000 - 42,000.*
 Budget code and title A7110 Fish Management Specialist
 This position is vacated due to: Retirement Resignation Termination Promotion
 Other
 Employee No. 11528
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal % State % Other %
 Impact to Budget: Included in 2012 budget

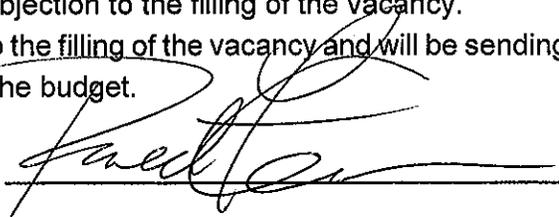
COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee _____ Date _____
 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~~ Public Works Date 2-28-12
 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 March 7, 2012
 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

23

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

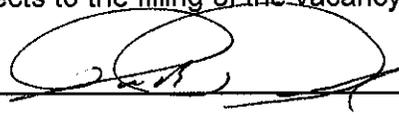
This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Public Works Payroll Dept. No. 19.63
 Title of Position MEO Medium #21 Annual Salary \$29,031 Grade 7
 Budget code and title D.5110 Maintenance Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No. 7439
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal % State % Other %
 Impact to Budget: Included in 2012 budget
 Human Resources Director has approved this form when initialed. _____

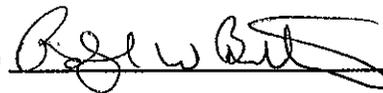
COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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  _____

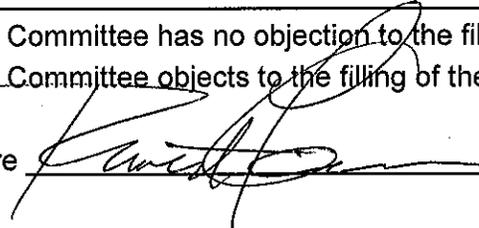
SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works Date 2/28/12
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature  _____

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date March 7, 2012
 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.

Ranking Committee Member Signature  _____

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Warren County Public Works

DATE: 12/07/2011

- (a) Title of Requested Position: Medium Motor Equipment Operator #24
- (b) Annual **Base** Salary (and Grade if Applicable): Grade 7 \$29,031
- (c) Effective Date for New Position:* 03/19/2012
*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): Heavy Equipment Operator #10
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: D.5110.110 HEO #10 \$37,180
- (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: no
- (h) Is there expected revenue from this position? If so, please explain: no

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: DPW

DATE: 2/28/12

- (a) Purpose of Request: To request Reallocation of the Sign Maintenance Supervisor Position from Grade 10 to Grade 15.

- (b) Details: The Sign Maintenance Supervisor in the Highway Divison (Traffic) had historically been a Grade 16 position. At some point in 2006, the position was filled at a lower Grade 10 due to a retirement. The Superintendent of PW has reviewed the position and determined that due to the supervisory role and technical expertise required, the position should be a Grade 15. This reallocation has been reviewed with the County Administrator and Personnel Officer, who both concured.

This request is to Amend the DPW Table of Organization to reallocate the Sign Maintenance Supervisor position to Grade 15. Salary schedule for the reallocation will change from \$40,775 to \$45,198. This salary change is funded within the current 2012 budget.

- (c) Previous Resolution Number: None

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

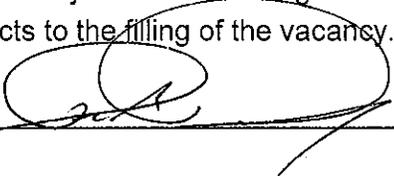
Department Countryside Adult Home Payroll Dept. No. 6030
Title of Position Cleaner Full Time Annual Salary \$23,706 Grade2
Budget code and title A.6030.130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Creation
Employee No. To Be Determined and to backfill any positions resulting from promotion from
Is this position mandated? Yes No Is the position reimbursable? Yes No within
Source of reimbursement: Federal % State 50% Other %
Impact to Budget: Savings of \$6,566 (Salaries)

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services - Countryside Date 2/24/12

- 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 Social Services - Countryside Date 2/24/12

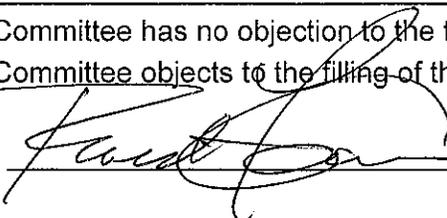
- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature William Loh _____

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date March 7, 2012

- 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.

Ranking Committee Member Signature  _____

Warren County Board of Supervisors

RESOLUTION NO. ___ OF 2012

Resolution introduced by Supervisors Conover, Kenny, Sokol, Merlino, Taylor, Strainer, Dickinson, Girard and Mason

INTRODUCING LOCAL LAW NO. 5 OF 2012 AND AUTHORIZING PUBLIC HEARING THEREON

RESOLVED, that proposed Local Law No. 5 of 2012 entitled "A Local Law Amending Local Law No. 3 of 1971 entitled A Local Law Establishing the Department of Personnel and Personnel Officer in the County of Warren", attached hereto and made a part hereof, be, and the same hereby is, introduced before the Warren County Board of Supervisors, and in order to give interested members of the public the opportunity to be heard thereon, the Board of Supervisors shall hold a public hearing at the Supervisors' Room in the Warren County Municipal Center on the 20th day of April, 2012, at 10:00 a.m., on the matter of the adoption of said proposed Local Law No. 5 of 2012, and be it further

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

opportunity programs, and agreements with recognized employee representatives concerning conditions of employment, wages, employee sick leave, vacation, health insurance, retirement plans and such other matters as may come before him the personnel officer, and recommend necessary action to the Board of Supervisors; Warren County Administrator;

~~(i) Assist in staff capacity the special negotiating committee of County government;~~

(h) Supervise assigned and departmental staff;

(i) Provide advice and recommendation to the Board of Supervisors and the Warren County Administrator with respect to the adoption of human resources policies and programs, compliance with employment law mandates, disposition of matters relating to the Board of Supervisors role as the appointment authority (such as employee discipline);

(j) Oversee administration of employee compensation and benefit programs, and retirees employee services;

(k) Direct development and implementation of employee orientation programs;

(l) Be the resource department to other departments for purposes of providing initial and basic guidance to department heads and supervisors within those departments with regard to the handling of routine daily workplace employee related questions as well as employee performance issues, including initial department response to union grievances, and to further advise and assist in matters of employee corrective action and initial disciplinary action as necessary and/or requested by the Warren County Administrator.

(j)(m) Perform such other and related duties and tasks as may be required by the Board of Supervisors and/or the Warren County Administrator.

SECTION 7. Certifications of Payrolls. No payroll, estimate or account providing for the payment of wages or salaries shall be approved for payment unless it bears the certificate of the personnel officer and

RESOLUTION NO. OF 2012

Page 5 of 6

the persons named therein have been, during the period specified, employed in their respective positions in accordance with law and rules made pursuant thereto.

SECTION 8. Cooperation with administrative department heads. It shall be the duty of the head of each **department head** unit to furnish the personnel officer with such information and aid as may be necessary for the performance of his **the personnel officer** duties.

SECTION 9. Impact of Local Law No. 5 of 2012 on other Local Laws. **Insofar as the provisions of this Local Law are inconsistent with the provisions of any previously enacted Local Law, including Local Law No. 3 of 1971 as originally adopted, this Local Law shall be controlling.** **However, nothing in this Local Law shall be deemed to modify or expand the appointed term of the personnel officer prior to the enactment of this Local Law.**

SECTION 10. Severability. **In the event that any provision of this Local Law shall be determined by a Court of Law to be illegal and/or unenforceable, the Local Law, to the extent the Courts have determined practical shall continue in full force and effect as if the said illegal or unenforceable provision were not contained a part thereof.**

SECTION 7. SECTION 11. This Local Law shall take effect immediately **upon filing with the Secretary of State.**

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that the Board of Supervisors of the County of Warren, New York, is considering the adoption of proposed Local Law No. 5 for the year 2012, entitled "A Local Law Amending Local Law No. 3 of 1971 entitled A Local Law Establishing the Department of Personnel and Personnel Officer in the County of Warren". As proposed, Local Law No.5 of 2012 continues Local Law No. 3 of 1971 but refines and expands certain provisions of Local Law No. 3 of 1971, and more particularly proposed Section 6 thereof to expand the powers and duties of the Personnel Officer to include, but not limited to, such matters as development and implementation of employee orientation programs, oversee administration of employee compensation and benefit programs and retirees employee services and to provided advice and recommendation to the Board of Supervisors and the Warren County Administrator for compliance with employment law mandates and adoption of human resources polices and programs.

NOTICE IS FURTHER GIVEN that, pursuant to a resolution adopted by the Board of Supervisors on March 16, 2012, a public hearing will be held by the Board of Supervisors at the Supervisors' Room in the Warren County Municipal Center, 1340 State Route 9, Queensbury, New York, on April 20, 2012, at 10:00 a.m., at which time and place all persons interested in the matter of such proposed Local Law No. 5 for the year 2012 will be heard concerning the same. A copy of said Local Law is available for inspection during regular business hours by contacting the Clerk of the Board of Supervisors at the above-stated address and copies will be available at the public hearing.

By Order of the Board of Supervisors.

DATED: March 16, 2012

JOAN SADY, CLERK
Warren County Board of Supervisors

COUNTY OF WARREN
LOCAL LAW NO. 3 OF 1971

A local law establishing the Department of Personnel and Personnel Officer in the County of Warren.

Be It Enacted by the Board of Supervisors of the County of Warren as follows:

Section 1. The County of Warren hereby elects that the provisions of the Civil Service Law be administered in the County of Warren under and by a personnel officer as provided in paragraph (b) of subdivision one of section fifteen of the Civil Service Law.

Section 2. Effective January 1, 1973 the office of personnel officer in and for the County of Warren is hereby created and established. The term of office of the personnel officer shall be six years unless otherwise required by law.

Section 3. Department of Personnel. There shall be a Department of Personnel under the direction of a personnel officer, who shall be appointed by the Board of Supervisors. He shall be appointed on the basis of his administrative experience and other qualifications for the responsibilities of his office. He shall be directly responsible to such Board.

Section 4. Powers and duties of Personnel Officer. Except as may otherwise be provided in this Local Law the personnel officer shall:

(a) Have all the powers and perform all the duties of a municipal civil service commission as provided by the Civil Service Law;

(b) Maintain and administer a salary plan for County employees and periodically resurvey prevailing salaries and recommend amendments to the Board of Supervisors to eliminate inequities, recruiting difficulties and employee turnover problems;

(c) Establish, in cooperation with the other heads of units of County government, a program of employee recruitment designed to acquaint interested persons with the opportunities for employment in County government, and to provide County government with a steady influx of qualified em-

ployees to fill vacancies in established positions;

(d) Maintain, in cooperation with the other heads of units of County government, a central file of job opportunities in County government, and make provisions for the dissemination of such information to the public;

(e) Establish and maintain a roster of all County officers and employees. Such roster shall show for each County officer and employee the date of appointment or election, the title of the position, the rate of pay and rate changes, promotions, demotions, transfers, the time and cause of separations from County employment and any other information the personnel officer considers necessary for a proper personnel record;

(f) Institute programs to insure that each incoming County employee is properly advised of the characteristics and practices of County employment and receives necessary orientation and pre-work-assignment training;

(g) Determine those aspects of employment, working conditions, benefit programs and employee activities which would be conducive to improving employee morale and performance as a basis for recommending action to the Board of Supervisors;

(h) Administer on behalf of the County, agreements with recognized employee representatives concerning conditions of employment, wages, employee sick leave, vacation, health insurance, retirement plans and such other matters as may come before him, and recommend necessary action to the Board of Supervisors;

(i) Assist in a staff capacity the special negotiating committee of County government;

(j) Perform such other and related duties as may be required by the Board of Supervisors.

Section 5. Certification of payrolls. No payroll, estimate or account providing for the payment of wages or salaries shall be approved for payment unless it bears the certificate of the personnel officer that the persons named therein

Warren County Board of Supervisors

RESOLUTION NO. ___ OF 2012

Resolution introduced by Supervisors Conover, Kenny, Sokol, Merlino, Taylor, Strainer, Dickinson, Girard and Mason

INTRODUCING LOCAL LAW NO. 4 OF 2012 AND AUTHORIZING PUBLIC HEARING THEREON

RESOLVED, that proposed Local Law No. 4 of 2012 entitled "A Local Law Repealing Local Law No. 12 of 2006 - "A Local Law Establishing A Department of Human Resources in Warren County", attached hereto and made a part hereof, be, and the same hereby is, introduced before the Warren County Board of Supervisors, and in order to give interested members of the public the opportunity to be heard thereon, the Board of Supervisors shall hold a public hearing at the Supervisors' Room in the Warren County Municipal Center on the 20th day of April, 2012, at 10:00 a.m., on the matter of the adoption of said proposed Local Law No. 4 of 2012, and be it further

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

RESOLUTION NO. OF 2012

Page 2 of 2

PROPOSED COUNTY OF WARREN LOCAL LAW NO. 4 OF 2012

“A LOCAL LAW REPEALING LOCAL LAW NO. 12 OF 2006 - “A LOCAL LAW ESTABLISHING A DEPARTMENT OF HUMAN RESOURCES IN WARREN COUNTY”“

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

SECTION 1. Purpose. The purpose of this Local Law is to repeal in its entirety Warren County Local Law No. 12 of 2006 - “A Local Law Establishing a Department of Human Resources in Warren County.” The position of Warren County Director of Human Resources has been defunded and many of the duties and responsibilities of the former Department of Human Resources will be transferred to and/or consolidated into the Warren County Civil Service Department or transferred to other Warren County Departments.

SECTION 2. Local Law No. 12 of 2006 Repealed. Local Law No. 12 of 2006 - “A Local Law Establishing a Department of Human Resources in Warren County” is hereby repealed in its entirety.

SECTION 3. Effective Date. This Local Law shall take effect immediately upon filing with the Secretary of State.

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that the Board of Supervisors of the County of Warren, New York, is considering the adoption of proposed Local Law No. 4 for the year 2012, entitled "A Local Law Repealing Local Law No. 12 of 2006 - "A Local Law Establishing A Department of Human Resources in Warren County". As proposed, Local Law No.4 of 2012 will repeal in its entirety Warren County Local Law No. 12 of 2006 - "A Local Law Establishing a Department of Human Resources in Warren County." The position of Warren County Director of Human Resources has been defunded and many of the duties and responsibilities of the former Department of Human Resources will be transferred to and/or consolidated into the Warren County Civil Service Department or transferred to other Warren County Departments.

NOTICE IS FURTHER GIVEN that, pursuant to a resolution adopted by the Board of Supervisors on March 16, 2012, a public hearing will be held by the Board of Supervisors at the Supervisors' Room in the Warren County Municipal Center, 1340 State Route 9, Queensbury, New York, on April 20, 2012, at 10:00 a.m., at which time and place all persons interested in the matter of such proposed Local Law No. 4 for the year 2012 will be heard concerning the same. A copy of said Local Law is available for inspection during regular business hours by contacting the Clerk of the Board of Supervisors at the above-stated address and copies will be available at the public hearing.

By Order of the Board of Supervisors.

DATED: March 16, 2012

JOAN SADY, CLERK
Warren County Board of Supervisors

**COUNTY OF WARREN
LOCAL LAW NO. 12 of 2006**

**A LOCAL LAW ESTABLISHING A DEPARTMENT OF HUMAN
RESOURCES IN WARREN COUNTY**

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

Section 1. Human Resources Department.

There is hereby established in Warren County the Human Resources Department.

Section 2. Director.

The administrative head of the Human Resources Department shall be the Director of the Human Resources Department, who shall be appointed by the Board of Supervisors. The Director shall serve at the pleasure of the Board of Supervisors. The qualifications of such Director shall be defined and determined by the Board of Supervisors.

Section 3. Powers and Duties of the Director.

- (a) To oversee and direct the development and implementation of organization-wide policies and programs encompassing all aspects of human resource management, including labor relations, employee benefits, compensation, employee training, organizational development, safety, drug testing, ADA, EEO, violence in the workplace training, and all Federal and State labor-employment Law compliance and employee assistance;
- (b) To supervise assigned and departmental staff;
- (c) To direct the development and implementation of all human resources policies and procedures;
- (d) To provide advice and recommendation to the County Board with respect to adoption of human resources policies and programs, compliance with employment law mandates, disposition of matters relating to the Board's role as the appointing authority (such as employee discipline);
- (e) To develop, maintain and administer program for determination of non-union employee compensation;
- (f) To represent the County in union contract negotiations;

- (g) To oversee administration and interpretation of negotiated contracts;
- (h) To develop, maintain and enhance productive working relationships with union leaders;
- (i) To oversee administration of employee compensation and benefit programs, retirees employee services;
- (j) To direct development and implementation of employee orientation and training programs;
- (k) To oversee development and implementation of the County's safety program;
- (l) To direct the coordination and development of programs to enhance employee morale, productivity, health and well-being;
- (m) To provide guidance to department heads and supervisors in the handling of daily workplace performance issues, including initial departmental response to union grievances, advise and assist in matters of employee corrective action and formal disciplinary proceedings;
- (n) To establish, in cooperation with the other heads of units of County government, a program of employee recruitment designed to acquaint interested persons with the opportunities for employment in County government, and to provide County government with a steady influx of qualified employees to fill vacancies in established positions; and
- (o) To perform such other and related duties as may be required and/or assigned by the Board of Supervisors.

Section 4. Staff.

In addition to the Director, the Human Resources Department shall have such additional staff and personnel as the Board of Supervisors shall, from time to time, determine. The Director shall have the power of appointment for the positions created by the Board of Supervisors.

Section 5. Effective Date.

This Local Law shall take effect immediately upon filing with the Secretary of State.

STATE OF NEW YORK

COUNTY OF WARREN