

AGENDA
PERSONNEL COMMITTEE
APRIL 11, 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 Civil Service Department:

- A) Request to extend the agreement with National Employers Council, Inc. for unemployment insurance consulting services for the term commencing January 1, 2012 and terminating December 31, 2012 at a cost of \$2,433.40.
- B) Request to approve the proposed reorganization of the Civil Service/Personnel Office to include the following:
 - i) Request to create and fill the part-time position of Personnel Aide, Grade 3, Annual Base Salary of \$23,390 (pro-rated to \$11,695) and amend the Department's Table of Organization accordingly.
 - ii) Request to create and fill the position of Personnel Generalist, Annual Salary of \$36,000, (pro-rated to approximately \$18,000 for six months) and delete the position of HR Generalist under Administrative & Fiscal Services, A.1011, thereby amending both Department's Tables of Organization.
 - iii) Request to increase the annual salary for Employee No. 5372, Personnel Technician, from \$45,198 to \$46,000. This position is requested to be removed from the bargaining unit pending CSEA approval. Note: The current annual salary of \$45,198 is representative of a Grade 15 position with 23 years service.

2) Referrals from the County Clerk - Motor Vehicles Committee:

- A) Request to fill the vacant position of Records Manager, Grade 15, Employee No. 9381 Annual Base Salary of \$36,410, due to retirement. A copy of the Notice of Intent to Fill Vacant Position form is attached.
- B) Request to create and fill the position of Recording Clerk Part-Time, Grade 7 Annual Base Salary of \$28,041 (pro-rated to \$13,480 based on working nineteen hours per week) and delete the position of Sr. Recording Clerk (A.1665), thereby amending the Department's Table of Organization.
- C) Request to reallocate the Sr. Legal Recording Clerk (A.1410) position from a Grade 10, Annual Base Salary of \$32,516, to a Grade 12, Annual Base Salary of \$33,540, thereby amending the Department's Table of Organization. The request for a grade increase is being made to compensate for an increase in duties associated with e-recording requirements imposed by the State of New York. *Note: the incumbent salary for this position will increase from \$40,275 to \$41,437, due to longevity allowances; the actual annual salary differential associated with the Grade change will be \$1,162.*
- D) Request to fill the vacant position of Recording Clerk #3, Employee No. 11356 Annual Base Salary of \$28,041, due to resignation. A copy of the Notice of Intent to Fill Vacant Position form is attached.

3) Referrals from the Health Services Committee:

Westmount Health Facility

- A) Request to fill the vacant position of MDS Coordinator, Employee No. 11740 with a salary range of \$40,000 - \$50,000 depending upon qualifications and experience. This is a non-Union position which is not mandated, but receives 53% State reimbursement. A copy of the Notice of Intent to Fill Vacant Position form is attached.
- B) Request to fill the vacant position of Leisure Time Activity Director, Employee No. 1668, Grade 9, Annual Base Salary of \$31,289, due to retirement. This is a non-mandated Union position which receives 53% State reimbursement. A copy of the Notice of Intent to Fill Vacant Position form is attached.

4) Referral from the Public Works Committee:**DPW:**

- A) Request to fill the vacant position of Sign Maintenance Worker #2, Employee No. 8642, Grade 9, Annual Base Salary of \$31,289, due to termination and authorize backfilling of any vacancies created due to promotion. This is a non-mandated Union position which does not receive any reimbursement. A copy of the Notice of Intent to Fill Vacant Position form is attached.

5) Referrals from the Social Services Committee:**Countryside Adult Home:**

- A) Request to create and fill the position of Institutional Aide (part-time), Grade 3 Annual Base Salary of \$24,215 (pro-rated to 32 hours per week), and delete the full-time position of Institutional Aide, due to retirement, thereby amending the Department's Table of Organization, and authorizing the backfilling of any vacancies created by promotion. The Part-Time Institutional Aide position is a mandated Union position that will receive 50% State reimbursement. A copy of the Notice of Intent to Fill Vacant Position form is attached.

Department of Social Services:

- B) Request to fill the vacant position of Social Welfare Examiner #24, Employee No. 11446, Grade 8, Annual Base Salary of \$30,230, due to resignation. This is a mandated Union position which receives 50% Federal and 25% State reimbursement. A copy of the Notice of Intent to Fill Vacant Position form is attached.

IV. Pending Items:

- 1) Mr. Dusek to research the vacation policy, and possible flexibility for Department Heads, and report back to the Committee (07.07.10)
- 2) Committee to further review and deliberate on the Salary Study presented by Mr. Dusek. (03.07.12)

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Civil Service

DATE: 4/2/12

- (a) **Purpose of Contract Change:** To Continue the contractual relationship (the previous contract authorized by Resolution No. ~~755 of 2009~~ 255 of 2011)
- (b) **Resolution Number, or Numbers if Amended, which Authorized the Original Contract:**
- (c) **Name of Contractor:** National Employers Council, Inc.
- (d) **Address of Contractor:** P.O. Box 4816, Syracuse, NY 13221-4816
- (e) **Contractor's Contact Person and Telephone Number:** Russ Keller 800-492-4357 xt250
- (f) **Commencement Date of Extension:** 1/1/12
- (g) **Termination Date of Extension:** 12/31/12
- (h) **Payment Provisions:** i) lump sum amount \$2,433.40
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) **Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:** A.9050 469 Unemployment Insurance - Other Payments/ Contributions

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS

Warren County Board of Supervisors

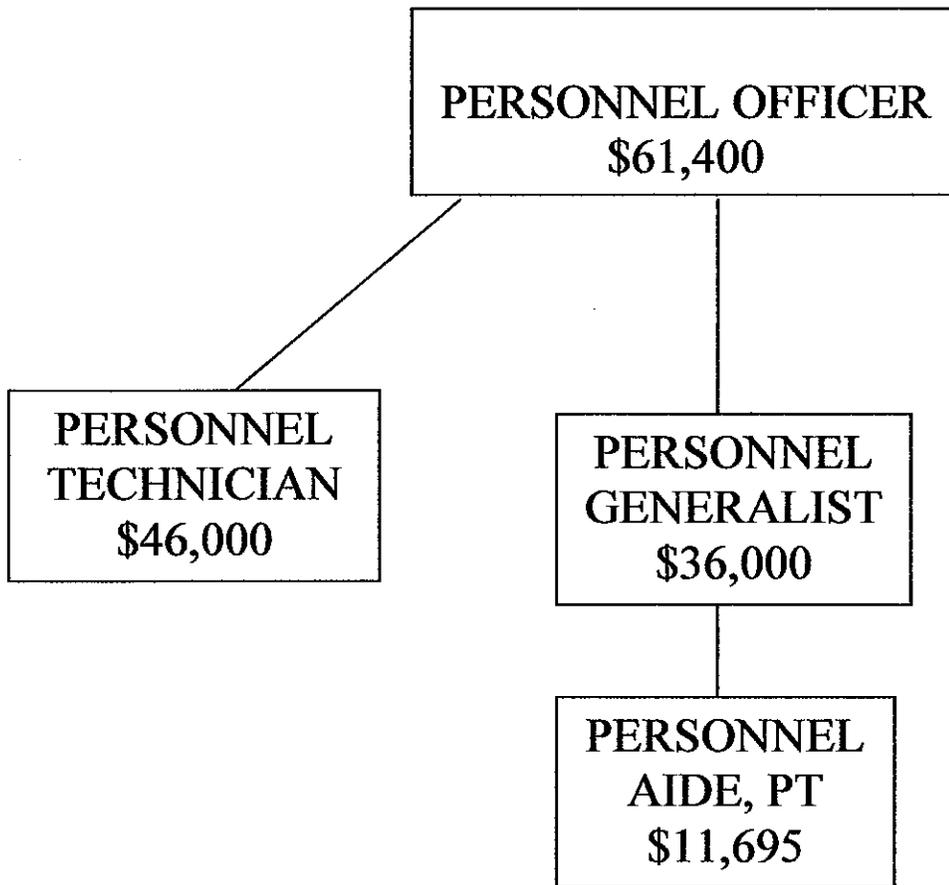
RESOLUTION NO. 255 OF 2011

Resolution introduced by Supervisors Conover, Kenny, VanNess, Belden, Goodspeed, Sokol, Merlino, Taylor and Strainer

AUTHORIZING AGREEMENT WITH NATIONAL EMPLOYERS COUNCIL, INC. FOR UNEMPLOYMENT INSURANCE CONSULTING SERVICE

RESOLVED, that Warren County continue the contractual relationship (the previous contract being authorized by Resolution No. 755 of 2009), with National Employers Council, Inc., P.O. Box 4816, Syracuse, New York 13221-4816, to assist in administration of the unemployment insurance program and to represent Warren County for all claim hearings for 2011, for an amount of Two Thousand Four Hundred Forty-Three Dollars and Forty Cents (\$2,443.40), said funds to be expended from A.9050 469 - Unemployment Insurance - Other Payments/Contributions, for a term commencing January 1, 2011 and terminating December 31, 2011, and the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement in the form approved by the County Attorney.

PROPOSED ORGANIZATIONAL STRUCTURE OF THE CIVIL SERVICE/PERSONNEL OFFICE



March 30, 2012

In 2007 the Civil Service/Personnel Office consisted of the Personnel Officer, two full time Personnel Technicians and a full time Keyboard Specialist. The office was responsible for all Human Resource functions for Warren County and 2081 employees in the classified Civil Service. Our jurisdiction included Warren County, all Warren County Towns and Schools, the Village of Lake George, Adirondack Community College, and the Soil and Water Conservation District.

In January of 2007 the Human Resources Department was created and the duties were divided. The Keyboard Specialist position was eliminated from the Personnel/Civil Service and moved to the Human Resources Department. At this time there were still five full time employees between the two departments.

On January 1, 2009 Warren County Civil Service assumed Civil Service jurisdiction of the City Glens Falls, Crandall Library and the Glens Falls Housing Authority which increased the number of employees we were responsible for to 2,355. In January of 2010 Rich Kelly retired and I became the Personnel Officer but my previous position of Personnel Technician was eliminated. The total number of full time positions between the two departments went from five to four and when the Human Resources Department was eliminated the number was reduced to three.

My proposal for the reorganization of the combined Human Resources, Civil Service/Personnel Department is to retain the current Personnel Technician and replace the Administrative Assistant position with a Personnel Generalist, and add a part time Personnel Aide position. All positions in this office except for the Personnel Aide would be out of the bargaining unit.

I believe with this staffing all goals can be accomplished.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Personnel

DATE: 4/3/12

- (a) Title of Requested Position: Personnel Aide
- (b) Annual Base Salary (and Grade if Applicable): \$23,390 Grade 3
(1/2 = \$11,695)
- (c) Effective Date for New Position:* 4/23/12
*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):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.1011.100 HR Generalist \$5,847 (6 months)
- (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. 11

Request to Create New Position

DEPARTMENT NAME: Personnel

DATE: 4/5/12

- (a) Title of Requested Position: Personnel Generalist
- (b) Annual Base Salary (and Grade if Applicable): \$36,000
- (c) Effective Date for New Position:* 4/20/12
*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):
HR Generalist, A.1011 110, Administrative & Fiscal Services, \$25,000
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.1011.110 HR Generalist \$18,000 (6 months)
A.
- (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: No

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Personnel

DATE: 4/6/12

- (a) Employee Name, Title and Employee No.: Margit Lawrence, Personnel Technician
5372
- (b) Current Annual **Base** Salary (and Grade if Applicable): \$45,198
This is the current salary of a Grade 15 with 23 years of service.
- (c) Former Annual **Base** Salary (and Grade if Applicable):
- (d) Effective Date for Salary Change:* 7/1/12
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A.1430.120 \$802 Salaries - Overtime
- (f) Justification of Request: Position is requested to be out of the bargaining unit pending C.S.E.A. approval.

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 Public Records

Title of Position Records Manager

Base salary \$ 36,410.

Budget code and title A1665110

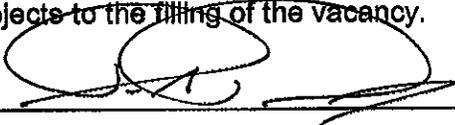
This position is vacated due to: Retirement Resignation Termination Promotion
 Other

Employee No. 9381

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee County Clerk Date 3/20/12

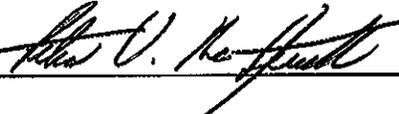
- The Commissioner has no objection to the filling of the vacancy.
 The Commissioner objects to the filling of the vacancy.

Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____ 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 _____

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: County Clerk/DMV

DATE: 3/16/2016

- (a) Title of Requested Position: Recording Clerk Part-time PT
- (b) Annual Base Salary (and Grade if Applicable): This is not a full time position, if F/T Gr 7 \$ 28,041 (2009) -or \$ 13.48 per hr/1000 hrs. \$ 13,480
- (c) Effective Date for New Position:* May 1, 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): Sr. Recording Clerk will not be filled as a part of office restructuring.
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A. 1665 110 Full Time Salaries
- (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: The County Clerk is a Constitutional Office, with all duties for the recording process set forth in statute.
- (h) Is there expected revenue from this position? If so, please explain: The County Clerk generates revenue (approximately \$ 3 million per year) when performing the duties of the office; duties are performed by the office staff including Recording Clerk PT.

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: COUNTY CLERK

DATE: March 22, 2012

- (a) Purpose of Request: To request reallocation of the Sr. Legal Recording Clerk position from a Grade 10, annual base salary \$32,516, to a Grade 12, annual base salary \$33,540, and amend the Departmental Table of Organization accordingly (Note: Incumbent salary will increase from \$40,275 to \$41,437 due to longevity allowances based on a 1994 hire date.)

- (b) Details: Grade change requested to compensate for increase in duties associated with e-recording requirements imposed by the State of New York; the actual annual salary differential for the grade change is \$1,162.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.1410 110; Dept. No. 15.00

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

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 Public Records

Title of Position Recording Clerk

Budget code and title A1665110

\$ 28,041

Base salary ~~\$ 20,034~~

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

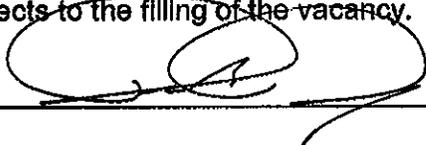
Employee No. 11356

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Council Clerk Date 3/20/12

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

The Commissioner objects to the filling of the vacancy.

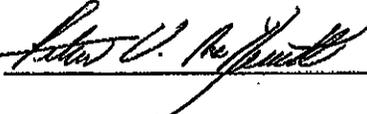
Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____ 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 

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 WESTMOUNT HEALTH FACILITY Payroll Dept. No. 4100
 Title of Position MDS Coordinator Annual Salary ~~\$40,701.00~~ Grade
 Budget code and title EF.60100.100 110 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other

Salary range of \$40,000 - \$50,000; to be determined based upon qualifications

Employee No. 11740
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal % State 53% Other %
 Impact to Budget:

Personnel Officer has approved this form when initialed. dh

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 [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services Date 3/23/12
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature [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.

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 WESTMOUNT HEALTH FACILITY

Payroll Dept. No. 4105

Title of Position Leisure Time Activity Director

Annual Salary \$31,289.00

Grade 9

Budget code and title EF.72600.100 110

Union

Non-Union

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

Employee No. 1668

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

Source of reimbursement: Federal % State 53% Other %

Impact to Budget:

Personnel Officer has approved this form when initialed. Sh

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 [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services Date 3/23/12

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

The committee objects to the filling of the vacancy.

Ranking Committee Member Signature [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.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

6

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

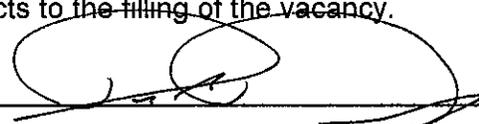
This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Public Works - Traffic Payroll Dept. No. 19.60
 Title of Position Sign Maint. Worker Annual Salary 31,289 Grade 9 *and to backfill any vacancies created by Promotion*
 Budget code and title D.3310 Traffic Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No. 8642
 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
 Personnel Officer has approved this form when initialed. _____

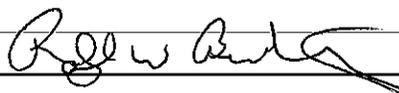
COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Works - Date 3/27/2012
 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 Public Works-DPW Date 3/27/2012
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature 

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.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Countryside Adult Home

DATE: 03/23/2012

- (a) Title of Requested Position: Institutional Aide Part Time
- (b) Annual **Base** Salary (and Grade if Applicable): \$24,215.00 Grade 3, not to exceed 32 hours a week
- (c) Effective Date for New Position:* 04/27//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): Full Time Insitutional Aide, Grade 3, \$24,215.00
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A.6030.110
- (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: YES
- (h) Is there expected revenue from this position? If so, please explain: NO

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

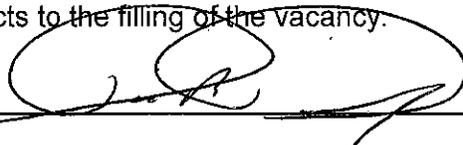
NOTICE OF INTENT TO FILL VACANT POSITION

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, 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 Countryside Adult Home Payroll Dept. No. 6030
Title of Position Institutional Aide Part Time Annual Salary \$24,215.00 Grade3
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
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 50% Other %
Impact to Budget: Savings of \$10,367.80 (Salaries)
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 Social Services Date 3/23/12
 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 Lamb _____

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.
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 SOCIAL SERVICES Payroll Dept. No. 40.11
Title of Position SWE #24 Annual ^{base} Salary \$30,230 Grade 8
Budget code and title A.6010 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11446
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50% State 25% Other LOCAL 25%
Impact to Budget: (4,098)

Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services 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 Social Services Date _____
 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 _____
 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 _____