

AGENDA
PERSONNEL COMMITTEE
MAY 9, 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 Clerk of the Board:**
Request to amend Resolution No. 424 of 2011, Approving Standard Workday and Time Reporting Resolution for all Elected and Appointed Officials for Retirement Purposes, to reflect updated information as required by the Office of the NYS Comptroller.
- 2) **Referrals from the County Clerk - Motor Vehicles Committee:**
Request to fill the vacant position of Senior Motor Vehicle Examiner, Grade 8, Employee No. 10372, Annual Base Salary of \$30,230, due to retirement, and backfill any vacancies created due to promotion. This is a Union position that is not mandated and receives no reimbursement. A copy of the Notice of Intent to Fill Vacant Position form is attached.
- 3) **Referral from the County Treasurer:**
Request to create and fill the position of Account Clerk PT #1, Grade 4, Annual Base Salary of \$12,033, and delete the position of Principal Account Clerk #1 (part-time), thereby amending the Department's Table of Organization. This is a non-mandated position that receives no reimbursement.
- 4) **Referral from the Criminal Justice Committee:**
Request to appoint Joy A. LaFountain as Assigned Counsel Administrator effective May 21, 2012, Annual Base Salary of \$40,404. This is to be a permanent appointment, following completion of probationary period by reason of Civil Service Law, subject to waiver by the County Administrator.
- 5) **Referral from the Economic Growth & Development Committee:**
- A) Request to create the position of County Planner, Annual Base Salary of \$69,000, effective May 21, 2012 and delete the position of Assistant Planning Director, thereby amending the Department's Table of Organization. This is a non-Union position that is not mandated and does not receive any reimbursement.
 - B) Request to create the position of Associate Planner (part-time not to exceed 20 hours per week), Annual Base Salary of \$30,000, thereby amending the Department's Table of Organization. This is a non-Union position which is not mandated and does not receive any reimbursement.
 - C) Request to appoint Wayne LaMothe as County Planner effective May 21, 2012, to serve at the pleasure of the Board.
- 6) **Referrals from the Social Services Committee:**
Department of Social Services:
- A) Request to create and fill the position of Principal Social Welfare Examiner #3, Grade 15, Annual Base Salary of \$36,410, thereby amending the Department's Table of Organization, as well as to backfill any vacancies created by promotion. This position is mandated and will receive 100% State reimbursement.
 - B) Request to create and fill the position of Senior Social Welfare Examiner #4, Grade 11, Annual Base Salary of \$33,026, thereby amending the Department's Table of Organization, as well as to backfill any vacancies created by promotion. This position is mandated and will receive 100% State reimbursement.

7) **Items to be Discussed by the County Administrator:**

- A) Request for JoAnn McKinstry, Assistant to the County Administrator, to enroll in a Managerial Leadership Course at Empire State College at a cost to the County of \$547.33.
- B) Amendments to Resolution Nos. 236, 238 and 241, approved at the April 20th Board meeting, to reflect 2012 Wage Adjustments.
- C) Clarification/amendment to wage adjustment schedule.
- D) Recommended purchase of full service time clock for the Sheriff's Jail.
- E) Employee Assistance Program RFP results.

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 tabled discussion on request from the Civil Service Department to increase the annual salary for the Personnel Technician from \$45,198 to \$46,000 and remove the position from the bargaining unit, pending Union review and approval. (04.11.12)
- 3) Committee tabled discussion on request from the County Clerk 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, pending Union review and approval. (04.11.12)