

AGENDA
PERSONNEL COMMITTEE
JUNE 6, 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 Criminal Justice Committee:**

District Attorney:

- A) Request to fill the vacant position of Fifth Assistant District Attorney, Annual Base Salary of \$45,500, due to resignation. This is a non-Union position that is not mandated and does not receive any reimbursement. A copy of the Notice of Intent to Fill Vacant Position form is attached.
- B) Request to fill the vacant position of Sixth Assistant District Attorney, Annual Base Salary of \$42,423, due to promotion. This is a non-Union position that is not mandated and does not receive any reimbursement. A copy of the Notice of Intent to Fill Vacant Position form is attached.

2) **Referrals from the Health Services Committee:**

Health Services:

- A) Request to fill the vacant position of WIC Nutrition Aide #1, Grade 6, Annual Base Salary of \$27,496, due to resignation. This is a Union position that is non-mandated, but receives 100% Federal reimbursement. A copy of the Notice of Intent to Fill Vacant Position form is attached.

Westmount Health Facility:

- B) Request to amend the Departmental Table of Organization and Salary Schedule to establish the salary for the position of MDS Coordinator at \$47,000 for new employee Jennifer Rainville effective June 7, 2012; a previous resolution set a salary range of \$40,000 - \$50,000 for the position.
- C) Request to amend the Departmental Table of Organization to transfer the Nursing Administration Clerk Part-Time position, Annual Base Salary of \$11,448, from Code EF.60100.100 to EF.60100.600, as requested by the County Treasurer's Office.

3) **Referrals from the Human Services Committee:**

Office for the Aging:

- A) Request to amend the Departmental Table of Organization and Salary Schedule to change the hours of the vacant Mealsite Manager #2 position, Grade 2, from 35 hours per week (*Base Annual Salary of \$20,743*) to 30 hours per week (*Base Annual Salary of \$17,768*).

Veterans' Services:

- B) Request to fill the vacant position of Van Driver #2, Grade 2, Annual Base Salary of \$23,706 (*pro-rated to not exceed 24 hours per week*), due to termination

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

- A) Creation of the position of Deputy Insurance Administrator.
- B) Resolution generally addressing hourly wages for per diem and temporary positions not specifically identified in the wage study.

IV. **Pending Items:**

- 1) 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)
- 2) 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)

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. 5.0
Title of Position Fifth Asst Dist Atty Annual Salary \$45,500 Grade
Budget code and title A. 1165 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11540
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: 0

Personnel Officer has approved this form when initialed. RB

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Criminal Justice - DA Date 5/30/12

- 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 Criminal Justice - DA Date May 29, 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 June 6, 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

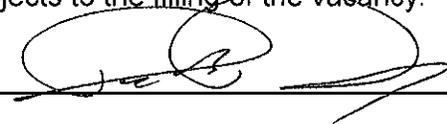
Department District Attorney Payroll Dept. No. 5.0
Title of Position Sixth Asst Dist Atty Annual Salary \$42,423 Grade
Budget code and title A. 1165 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11991
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: 0

Personnel Officer has approved this form when initialed. 

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Criminal Justice - DA Date 5/30/12

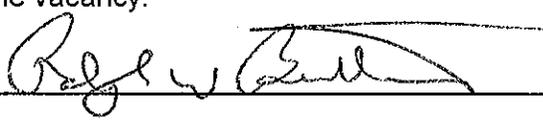
- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice - DA Date May 29, 2012

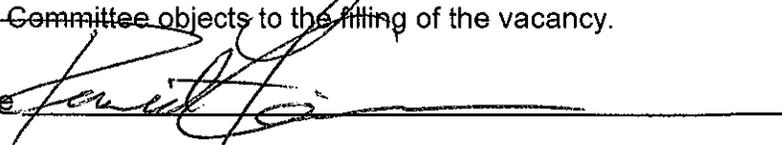
- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature 

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date June 6, 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

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department Health Services Payroll Dept. No. A4013-110 wic regular full time salary
Title of Position wic professor Annual Salary 27,490 Grade 6
Budget code and title A4013-110 Union Non-Union

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

Employee No. 10245

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

Source of reimbursement: Federal % State % Other 100 %

Impact to Budget:

Personnel Officer has approved this form when initialed. [Signature]

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services Date May 25, 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 Health Services Date May 25, 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 June 6, 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. 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: WESTMOUNT HEALTH FACILITY

DATE: June 1, 2012

- (a) Purpose of Request: Amend Table of Organization and Salary Schedule to establish the salary for position of MDS Coordinator

- (b) Details: To set the salary for MDS Coordinator at \$47,000.00 for new employee Jennifer Rainville effective June 7th, 2012. Previous resolution set a salary range of \$40,000.00 to \$50,000.00. EF.60100.100 110 Westmount/Nursing Administration/Management and Supervision Salaries - Regular \$113,840.00.

- (c) Previous Resolution Number:

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: WESTMOUNT HEALTH FACILITY

DATE: May 25, 2012

- (a) Purpose of Request: Amend Table of Organization

- (b) Details: Amend Table of Organization to transfer Westmount/Nursing Administration Clerk Part Time position code EF.60100.100 \$11,448.00 to Westmount/Nursing Administration Clerk Part Time position code EF.60100.600 \$11,448.

- (c) Previous Resolution Number:

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: OFA

DATE: 5/25/12

- (a) Purpose of Request: To amend OFA salary schedule and table of organization and change hours of vacant Mealsite Manger #2 (grade level 2) from 35 hours per week (\$20,743) to 30 hours per week (\$17,768)

- (b) Details: OFA has an open position that I feel can be handled by a 30 hour a week position as opposed to the 35 currently approved by resolution 480 of 2011 resulting in a savings of \$2,975 in salary plus health benefits.

- (c) Previous Resolution Number: 480 of 2011

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A6773 130 Nutrit for Elderly Warren Cty- Salaries- Part time

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

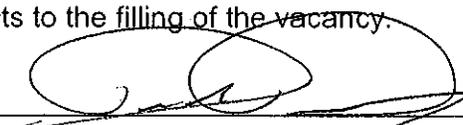
NOTICE OF INTENT TO FILL VACANT POSITION

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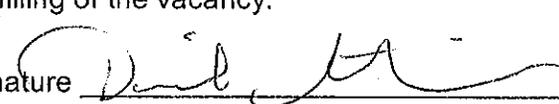
DEPARTMENT HEAD COMPLETES THIS SECTION

Department Veterans' Services Payroll Dept. No. 55.00
Title of Position Van Driver #2 Annual Salary 23,706.00*
*Pro-rated to up to 24 hrs/week Grade 2
Budget code and title A.6510 130 Salaries-Part Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11707
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: (837.00)
Personnel Officer has approved this form when initialed. _____

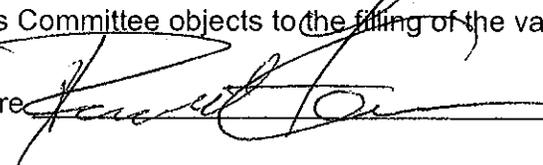
COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Human Services - Veterans Date May 30, 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 Human Services - Veterans Date May 25, 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 June 6, 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:

DATE:

- (a) Title of Requested Position: Deputy Insurance Administrator
- (b) Annual Base Salary (and Grade if Applicable): \$ 36,000 - \$ 40,000
- (c) Effective Date for New Position:* 6/15/12
*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):
None
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: Self-Insurance Fund
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) *llh*
- (g) Is this a mandated position? If so, please explain:
No
- (h) Is there expected revenue from this position? If so, please explain:
Revenue into Self-Insurance Fund from plan participants

Proposed:

DEPUTY INSURANCE ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Assists in the administration of a self insurance plan providing worker's compensation for all participating civil divisions within Warren County. This is high level clerical and administrative work involving assisting with the processing and maintenance of all records and transactions of the self-insurance plan in accordance with provisions of the Worker's Compensation Law. General direction is received from the Insurance Administrator. In the absence of the Insurance Administrator, this position will act for and in place of the Administrator. Does related work as required

TYPICAL WORK ACTIVITIES: (Illustrative only)

Receives and processes claims for Worker's Compensation against the County;

Receives and processes New York State Disability benefits;

Assists in the preparation and filing with the Board of Supervisors an estimate of expenditures necessary for liability payments, operating expenses, repayment of sums advanced to the plan and contributions to the reserve fund;

Computes share of amounts chargeable to each participant and notifies each;

Notifies County Treasurer as to amounts due;

Reviews complaints and files a variety of reports, forms and checks;

Keeps various records, rosters, and other materials;

Consults with participants on various problems regarding the insurance program;

Assists in the investigation of claims and in the compilation of evidence necessary to reach decisions;

Assists the Insurance Administrator in all aspects as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the Worker's Compensation Law and of the rules and regulations of its insuring provisions; good knowledge of the local laws and ordinances governing the insurance program; ability to effectively secure the cooperation of others; ability to follow complex oral and written directions; ability to make arithmetical computations; tact and courtesy; integrity; initiative; good judgment; physical condition commensurate with the demands of the position.

(cont.)

MINIMUM QUALIFICATIONS:

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

- (a) An Associates Degree in business administration or related field and two years of experience in worker's compensation, disability benefits, or insurance claims work; or
- (b) Four years of experience described in (a) above; or
- (c) An equivalent combination of experience and training as described in (a) and (b) above

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. 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