

AGENDA
PERSONNEL COMMITTEE
JULY 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 Health Services Committee:**

Health Services:

- A) Request to fill two (2) vacant Public Health Nurse positions in the Certified Home Health Aide Division (PHN #15 and #35), Grade 21, each with a Base Annual Salary of \$43,905, due to resignation. These are Union positions which are not mandated, but receive 100% reimbursement. Copies of the Notice of Intent to Fill Vacant Position Forms are attached. Please note that the Health Services Committee approved the filling of both positions, but asked that one position be filled immediately and filling of the second be delayed until a necessity was identified, at which time the County Administrator should be consulted to seek approval to proceed.
- B) Request to create and fill the new position of Senior Public Health Educator, annual salary to be determined following completion of a salary study, effective September 1, 2012 and delete the position of Public Health Educator #2, Base Annual Salary of \$35,385, thereby amending the Department's Table of Organization. The position is considered to be mandated as the Department must maintain a designated Emergency Response Program Coordinator who is tasked with overseeing and assuring that Emergency Response Program Grant deliverables are achieved; it is anticipated that this position will generate a revenue source through State funded Emergency Preparedness grants.

Westmount Health Facility:

- C) Request to fill the vacant position of Leisure Time Activities Director, Grade 9, Base Annual Salary of \$31,289, due to retirement. This is a 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.

2) **Referrals from the Public Works Committee:**

DPW/Airport:

- A) Request to amend the Table of Organization and Salary Schedule to set the Annual Salary of the Airport Manager position at \$66,000. Prior Resolution No. 605 of 2011 authorized the position to be filled within a salary range of \$60,000 - \$70,000.

Parks, Recreation & Railroad:

- B) Request to amend the Table of Organization and Salary Schedule to set the Annual Salary of the Fish Management Specialist position at \$42,000. Prior Resolution No. 155 of 2012 authorized the position to be filled within a salary range of \$37,000 - \$42,000.

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

Countyside Adult Home:

- A) Request to abolish the part-time Laundry Worker #2 position, Annual Salary of \$13,667. Countyside Adult Home will be contracting with an outside provider for laundry services in an effort to save money; due to this change, there will no longer be a need for the Laundry Worker position at the facility.
- B) Request to fill the vacant position of Institutional Aide #5 (*part-time, not to exceed 24 hours per week*), Grade 3, Base Annual Salary of \$14,529, due to termination. This is a Union position which is mandated and receives 50% State reimbursement.

Department of Social Services:

- C) Request to fill the vacant position of Account Clerk #2, Grade 4, Base Annual Salary of \$25,344, due to resignation. This Union position is mandated and receives 87% State and Federal reimbursement.

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

A) Employee Sick Leave Payout.

IV. **Pending Items:**

- 1) Following further review, Mr. Dusek to discuss proposed resolution to address hourly wages for per diem and temporary positions not specifically identified in the wage study. (06.06.12)
- 2) The Deputy Insurance Administrator position was established to include a salary range of \$36,000 - \$40,000; a firm salary figure will need to be identified and the Departmental Table of Organization amended accordingly. (06.06.12)

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 Health Services Payroll Dept. No. CHHA
Title of Position PHN#15 Annual Salary \$43,905 Grade 21
Budget code and title A4010-110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11385

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

Source of reimbursement: Federal % State % Other 100 %

Impact to Budget: current position is budgeted * see below
Personnel Officer has approved this form when initialed. [Signature]

nursing services are reimbursed services Medicare Medicaid private insurance

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services Date 6/26/12

- 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 Health Services Date 6/26/12

- 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 _____

* The employee who has resigned is a nurse at Gr 21 - the highest grade in the bargaining unit based on educational qualifications. As has been the past practice, we will look to recruit a nurse at the same grade but if not able, would hire at Grade 20 (experienced nurse but no Bachelor's Degree)

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. CHHA
Title of Position: PHN#35 Annual Salary \$43,905 Grade 21
Budget code and title A 4010.110 CHHA - All other salaries Health Services
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 8415
Is this position mandated? Yes No Is the position reimbursable? Yes No nursing services are reimbursable
Source of reimbursement: Federal % State % Other 100 %
Impact to Budget: current position is budgeted * see below
Personnel Officer has approved this form when initialed. It medicare medicaid private insurance

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health 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 Health Services Date 6/26/12
 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 _____
 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 _____

* The employee who has resigned was nurse at 6e 21 - the highest grade in the bargaining unit based on educational qualifications. As has been the past practice, we will look to recruit a nurse at the same grade but if not able, would hire a grade 20 (experienced nurse but no Bachelor's Degree)

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Health Services

DATE: June 26, 2012

- (a) Title of Requested Position: Senior Public Health Educator
- (b) Annual **Base** Salary (and Grade if Applicable): To be determined, salary study being conducted.
- (c) Effective Date for New Position:* September 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): Public Health Educator #2 Grade 14 - \$43,032 (current employee salary). Grade 14 - Base Salary \$35,385.
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
Health Education - A4018.0040.110 Health Ed. - Reg. Salaries
Bio-Terrorism - A4189.130 - Part-Time Salaries
Amounts to be determined after salary study.
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title?: Yes
(This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain: Department must have designated Emergency Response Program Coordinator who is tasked with overseeing and assuring that Emergency Response Program Grant deliverables are achieved.
- (h) Is there expected revenue from this position? If so, please explain:
Yes - Emergency Preparedness Grant Funds - State Aid Funds.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department Westmount Health Facility Payroll Dept. No. 4105
Title of Position Leisure Time Activities Director Annual Salary base 31289 Grade 09
Budget code and title EF.72600.100 110 Activities Program, Mgm & Supervision, Salaries-Regular
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: Salary to be determined by Salary Study

Personnel Officer has approved this form when initialed. AB

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services Date July 2, 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 July 2, 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 _____

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. 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: 7-3-12

- (a) Purpose of Request: Amend Salary Schedule to set Salary of the Airport Manager Position to \$66,000/yr

- (b) Details: Resolution 605 of 2011 authorized salary range of \$60k-\$70k. Hired employee demonstrated exemplary experience and qualifications.

- (c) Previous Resolution Number: 605 of 2011

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Warren County Board of Supervisors

RESOLUTION NO. 605 OF 2011

Resolution introduced by Supervisors Belden and Bentley

AUTHORIZING THE FILLING OF THE VACANT POSITION OF AIRPORT MANAGER

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Superintendent of the Department of Public Works to fill the vacant position of Airport Manager, with a set salary range of \$60,000 to \$70,000.

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: 7-3-12

- (a) Purpose of Request: Amend Salary Schedule to set Salary of the Fish Management Specialist position to \$42,000/yr.

- (b) Details: Resolution 155 of 2012 authorized salary range of \$37k-\$42k. Hired employee demonstrated exemplary experience and qualifications.

- (c) Previous Resolution Number: 155 of 2012

Warren County Board of Supervisors

RESOLUTION NO. 155 OF 2012

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

AUTHORIZING THE SUPERINTENDENT OF PUBLIC WORKS TO FILL THE VACANT POSITION OF FISH MANAGEMENT SPECIALIST DUE TO RESIGNATION

RESOLVED, that by a 2/3 majority vote, the Warren County Board of Supervisors hereby authorizes the Superintendent of Public Works to fill the vacant position of Fish Management Specialist, at an annual base salary in a range between \$37,000 and \$42,000 with a final salary to be determined, due to resignation, and to backfill any vacancies created as a result of promotion. This position is not mandated and there is no reimbursement.

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: COUNTRYSIDE ADULT HOME

DATE: 7/2/12

- (a) Purpose of Request: ABOLISH PART TIME LAUNDRY WORKER POSITION ^{#2}
Annual Salary of \$13,167
- (b) Details: COUNTRYSIDE ADULT HOME WILL BE CONTRACTING WITH AN OUTSIDE PROVIDER FOR LAUNDRY SERVICES IN AN EFFORT TO SAVE MONEY. DUE TO THIS, THERE WILL NO LONGER BE A NEED FOR THE LAUNDRY WORKER POSITION AT OUR FACILITY.
- (c) Previous Resolution Number: N/A
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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 COUNTRYSIDE ADULT HOME

Payroll Dept. No. 6030

Title of Position INSTITUTIONAL AIDE #5

Annual Salary \$ 14,529

Grade 3

Budget code and title A.6030.130

Union

Non-Union

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

Employee No. 11113

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

Source of reimbursement: Federal % State 50% Other %

Impact to Budget: Savings of \$2,000.00 (Salaries)

Personnel Officer has approved this form when initialed. DA

Part Time
Not to exceed 24 hrs/wk.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date July 2, 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 Social Services Date July 2, 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 William Loh

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

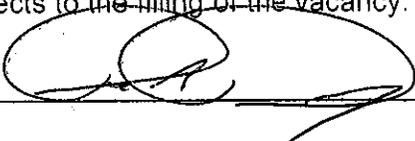
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DEPARTMENT HEAD COMPLETES THIS SECTION

Department SOCIAL SERVICES Payroll Dept. No. 40.07
Title of Position ACCOUNT CLERK #2 Annual Salary \$25,344 Grade 4
Budget code and title A.6010 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11867
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 75% State 12% Other LOCAL 13%
Impact to Budget: (\$895.00)
Personnel Officer has approved this form when initialed. Rh

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date July 2, 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 Social Services Date July 2, 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 William Lovel

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 _____

ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves the application of standardized account keeping practices in the routine maintenance and review of financial accounts and records, or assisting in performing more difficult and responsible account keeping functions either manually or using a computer. Work is performed under direct supervision allowing for some exercise or independent judgment in carrying out assignments in accordance with well-defined procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records, and other original entry media;

Records remittances after computing interest and penalties;

Assists in maintaining labor, material and operational cost records;

Assists in verifying and reconciling account balances;

Reviews account keeping records and reports for arithmetical and clerical accuracy, completeness, and proper extension;

Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;

Compiles data for and assists in the preparation of simple financial and statistical reports;

Issues receipts for monies received;

Files requisitions, vouchers, ledger cards, and other material;

Compiles payroll data, prepares and checks payroll;

Operates computing, calculating, validating, check writing, and other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of business arithmetic and English; ability to understand and follow oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to write legibly; clerical aptitude; mental alertness; courtesy; physical condition suitable to the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma including or supplemented by Bookkeeping courses; or
- (B) Two years of experience in a clerical position involving the maintenance of financial accounts and records; or
- (C) An equivalent combination of training and experience as defined by the limits of (a) and (b).

SUPPORT/COLLECTION UNIT

ACCOUNT CLERK POSITION DUTIES

- ❖ The Account Clerk is responsible for the reconciliation of the daily Account Adjustment and Distribution Report. All payments received by the State Processing Center are reviewed daily to insure they are disbursed and applied correctly. In the event the payments are not applied correctly, the Account Clerk must make manual adjustments to correct the account(s). This task usually takes 3-4 hours and is essential to insure that custodial parents receive their child support timely and in the correct amount.
- ❖ The Account Clerk is responsible for Income Executions. Income executions are sent directly to non custodial parents' employers for child support payment garnishee. The Account Clerk monitors both payments and employer compliance. In the event that employers are not complying or are sending incorrect payment amounts, the Account Clerk follows up by either telephone call or letter for corrective action. This task is also essential, and can take several hours a day.
- ❖ The Account Clerk acts as the Unit liaison to the State Child Support Hotline in instances referrals are sent requesting employer contact. These referrals can be initiated by either the noncustodial parent or the employer, and volume varies on a day to day basis.
- ❖ The Account Clerk is responsible for responding to all correspondence received from employers. These letters cover a broad spectrum of circumstances regarding to non custodial parents terms of employment and wage and benefit information. The amount of correspondence varies on a daily basis.
- ❖ The Account Clerk is responsible for providing information requested from other agencies (Social Security, HUD, etc.) and requests for payment information made by Social Services eligibility staff. The information provided is essential to determine eligibility for various programs, and to insure that the benefits received are calculated based on accurate child support information.

❖ The Account Clerk is responsible for record retention maintenance. Files are categorized for either storage or destruction. Stored records information must be kept for easy access and subcategorized for appropriate destruction when the time is appropriate.

❖ The Account Clerk is responsible for clerical tasks required by the Unit. This includes distribution of the mail to the Support and Fraud Units, case file maintenance, the mailing and tracking of applications for Child Support services, and the Unit's filing, which is extensive.