

AGENDA
PERSONNEL COMMITTEE
AUGUST 8, 2012

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of the July 11th Committee meeting.
- III. **Action Agenda**
 - 1) **Referrals from the Criminal Justice Committee:**

District Attorney:
Request to delete the part-time position of Grant Administrator, Annual Salary of ~~\$5,510~~^{\$5,150}, Employee No. 10774, and amend the Departmental Table of Organization accordingly.
 - 2) **Referrals from the Health Services Committee:**

Public Health:
A) Request for Dorothy Muessig, Registered Nurse, to enroll in a job related course entitled "Theoretical Foundations of Nursing" at SUNY Plattsburgh in pursuit of her Bachelor's Degree in Nursing. The course will extend from August 27 - December 17, 2012 at a total cost of \$725; upon course completion with a grade of C or better, 50% reimbursement of \$362.50 will be provided.

Westmount Health Facility:
B) Request to fill the vacant position of Director of Nursing, Annual Salary of \$65,139, due to resignation; the final salary for this position is to be determined based on a completed salary study. This is a non-Union position which is not mandated and receives 53% State reimbursement.
 - 3) **Referrals from the Public Works Committee:**

DPW:
Request to fill the vacant position of Assistant Engineer #2, Annual Salary of \$48,000, due to retirement; a salary range of \$43,000 - \$48,000 has been approved with a final salary to be determined based on qualifications and experience, subject to final review and approval by the County Administrator. This is a non-Union, non-mandated position which receives no reimbursement.
 - 4) **Referrals from the Social Services Committee:**

Social Services:
Request to fill the vacant position of Caseworker #23 in the Child Protective Services Unit, Grade 14, Annual Base Salary of \$35,385, due to resignation. This is a Union position which is mandated and receives 50% Federal and 25% State reimbursements.
 - 5) **Referrals from the Support Services Committee:**

Self-Insurance:
Request to amend the Departmental Table of Organization to set a salary of \$36,000 for the Deputy Insurance Administrator position effective August 6, 2012. Prior Resolution No. 361 of 2012 authorized the creation of the Deputy Insurance Administrator position with a salary range of \$36,000 - \$40,000.
 - 6) **Referral from the Clerk of the Board:**
Request to amend Resolution No. 358 of 2012 to correct the Annual Salary indicated for Mealsite Manager #2 for the Office for the Aging which should be \$17,780, rather than \$17,768.
 - 7) **Items to be Discussed by the County Administrator:**
Proposed adoption of an employment policy providing for standard background checks on newly hired Department Heads and Deputies.

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) Mr. Dusek to discuss employee sick leave payout. (07.11.12)

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

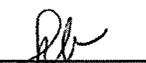
Department Westmount Health Facility Payroll Dept. No. 41.00
Title of Position Director of Nursing Annual Salary 65,139.00 ✓ Grade
Budget code and title EF.60100.100 110 Nursing Administration, Mgm & Supervision, Salaries-Regular
Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 1872

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

Source of reimbursement: Federal % State 53% Other %

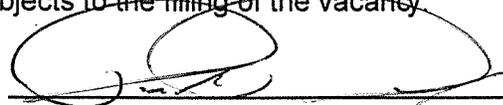
Impact to Budget: Salary to be determined by Salary Study

Personnel Officer has approved this form when initialed. 

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services-Westmount Date 7/27/12

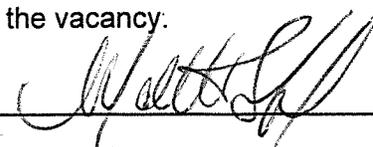
- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services-Westmount Date 7/27/12

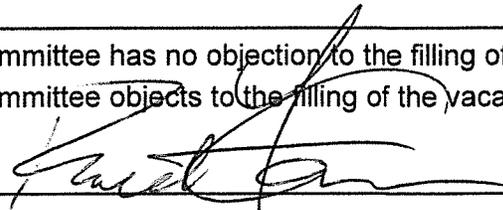
- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature 

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date Aug 8, 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

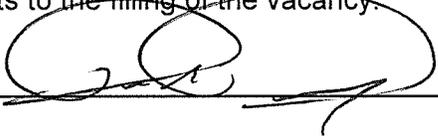
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DEPARTMENT HEAD COMPLETES THIS SECTION

Department DPW Payroll Dept. No. 19.62
 Title of Position ASST. ENGINEER# 2 Annual Salary \$43,000 - \$48,000 Grade
 Budget code and title D5020 ENGINEERING Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No. 8466
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal % State % Other %
 Impact to Budget: Position is budgeted for \$48,000
 Personnel Officer has approved this form when initialed. _____

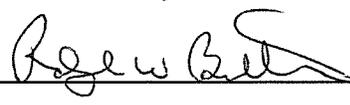
COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Works Date 7/31/2012
 The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature 

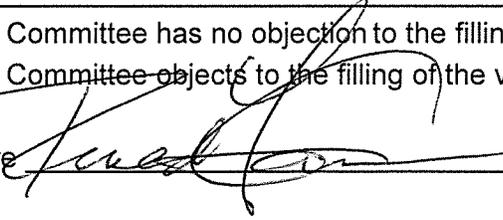
SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works Date 7/31/2012
 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 August 8, 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 SOCIAL SERVICES Payroll Dept. No. 40.01
Title of Position (CPS) CASEWORKER #23 Annual Salary \$35,385 Grade 14
Budget code and title A.6010 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11285
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: (5,415)
Personnel Officer has approved this form when initialed. pk

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 7/25/12
 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 Social Services Date 7/27/12
 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 August 8, 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: District Attorney

DATE: 7-30-12

- (a) Purpose of Request: To amend salary schedule and table of organization to delete the position of Grant Administrator Gary Schreivogl Employee # 10774.

effective 8/20/12

- (b) Details: Delete position from table of organization and salary schedule for District Attorney's Office of Grant Administrator Gary Schreivogl Employee # 10774.

- (c) Previous Resolution Number: N/A

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: No funds required.

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 19

Application for Approval to Enroll in Job-Related Courses by Employee

1. Employee's Name: DOROTHY MUESSIG
2. Position: Registered Nurse 3. Department: Warren County Home Care
4. Course Title: NUR 350 Theoretical Foundations of Nursing
5. Institution or School: Plattsburgh-SUNY
6. How Course Relates to Current Position: Bachelor in Nursing
7. Starting Date: 8/27/12 8. Completion Date: 12/17/13
9. Cost: 725.00
10. Employee's Signature: Dorothy Muesig RN Date: 7/23/12
11. Supervisor's Comments (Approval/Denial): Pursuing her BSN (Bachelor Degree in Nursing)
Supervisor's Signature: Aileen Schallone Date: 7/23/2012
12. Department Head's Comments (Approval/Denial):
Department Head's Signature: Patricia Date: 7/23/12
13. Committee's Recommendation:
Committee Chairman's Signature: Matthew Date: 7/27/12
Signature: _____ Date: _____
Chairman of the Board of Supervisors

If approved by Committee, and resolution approving the course if adopted by the Board of Supervisors, candidate may enroll and be eligible for 50% reimbursement for costs as itemized in Item #9. Employee must complete the course with at least a "C", its equivalent, or better. Employee then submits a voucher with receipts verifying costs as listed and a copy of their final grade.

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: Self-Insurance

DATE: 7/30/12

- (a) Purpose of Request: Amending the Salary schedule and Table of Organization

- (b) Details: Amending the Salary schedule and Table of Organization to set the salary of Deputy Insurance Administrator at \$36,000 annually effective 8/6/12.

- (c) Previous Resolution Number: N/A

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: S1710 110 Self-Insurance Salaries

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 358 OF 2012

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

AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2012

RESOLVED, that the Table of Organization and the Warren County Salary and Compensation Plan for 2012 are hereby amended as follows:

OFFICE FOR THE AGING

Decreasing Hours From:

A.6773 Dept. No. 57.01

TITLE:

Mealsite Manager #2

35 hours per week

EFFECTIVE DATE

June 18, 2012

ANNUAL

SALARY

\$20,743

Decreasing Position To:

A.6773 Dept. No. 57.01

TITLE:

Mealsite Manager #2

30 hours per week

EFFECTIVE DATE

June 18, 2012

ANNUAL

SALARY

~~\$17,768~~

\$ 17,780.

WESTMOUNT HEALTH

FACILITY

Transferring Position From:

EF.60100.100 Dept. No. 41.00

TITLE:

Clerk

(part time)

EFFECTIVE DATE

June 18, 2012

ANNUAL

SALARY

\$11,853

Grade 2

Transferring Position To:

EF.60100.600 Dept. No. 41.00

TITLE:

Clerk

(part time)

EFFECTIVE DATE

June 18, 2012

ANNUAL

SALARY

\$11,853

Grade 2