

AGENDA
PERSONNEL COMMITTEE
DECEMBER 12, 2012

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of the December 5th Committee meeting.
- III. **Action Agenda**
 - 1) **Requests from the Civil Service/Personnel Office:**
 - A) Request to extend the contract with National Employers Council (PeopleSystems) to administer the unemployment insurance program for the term commencing January 1, 2013 and terminating December 31, 2013 at a cost of \$2,614.40.
 - B) Request for a transfer of funds totaling \$810 between various codes within the Civil Service Budget to balance funds for the end of the year.
 - C) Request for a transfer of funds totaling \$2,026 between various codes within the Human Resources Budget to balance funds for the end of the year.
 - 2) **Request from the Clerk of the Board:**

Request to amend Resolution No. 333 of 2012, "Approving Standard Workday and Time Reporting Resolution for all Elected and Appointed Officials for Retirement Purposes" to include updated information, as well as verbiage allowing the Clerk of the Board to make changes to the Schedule A list of appointed officials as necessitated by changes in personnel and civil service status without the need for a resolution. Any changes made to the Schedule A will be included in subsequent Standard Workday and Reporting resolutions.
 - 3) **Referral from the Economic Growth & Development Committee:**

Planning & Community Development:
Request to amend the Departmental Table of Organization to increase the hours of the part-time Construction Cost Coordinator, Annual Base Salary of \$47,053, from 24 hours per week to 32 hours per week effective retroactive to November 30, 2012, in order to assume the E911 addressing responsibilities.
 - 4) **Referrals from the Health Services Committee:**

Public Health:
 - A) Authorizing Dorothy Muessig, RN, Community Health Nurse, to enroll in a job related course, NUR304 - Health Assessment, at SUNY Plattsburgh for the course term beginning January 28, 2013 and completing on June 9, 2013. This course is required for Ms. Muessig to obtain a bachelor's degree in nursing which will allow her to better perform the duties associated with her position. If the authorization is provided, Ms. Muessig will be due reimbursement in the amount of \$425.10 for 50% of the total course cost (\$850.20), as well as for 50% of the text books associated with the course, upon completion of the course with a final grade of "C" or better.
 - B) The Public Health Department is suffering a lack of nurses due to the hiring freeze; at the December 5th Health Services Committee meeting, a referral was unanimously approved to advise the Personnel Committee of the lack of staffing and the need to fill vacant positions as soon as possible once the hiring freeze expires.

Westmount Health Facility:
 - C) Request to increase the salaries for the Nurse Manager #1 and Nurse Manger #2 positions from a Grade 21 Annual Base Salary of \$43,905 to a Grade 21 fifth year differential Annual Base Salary of \$50,580 effective January 1, 2013, due to the level of expertise held by the persons hired to fill the positions. The additional amount of \$6,675 per position will be funded by a reduction in the budget code for per diem CNA positions.

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DECEMBER 12, 2012*

- D) Request to create and fill the position of LPN (Floating Shift) Full Time, Grade 10, Annual Base Salary of \$32,516, effective January 1, 2013. The intention of this position is to cover vacant positions that contracted nursing agency services are currently filling and it will be funded by a reduction in CNA per diem budget code.
 - E) Request to create and fill the position of RN (Floating Shift) Full Time, Grade 20, Annual Base Salary of \$42,818, effective January 1, 2013. The intention of this position is to cover vacant positions that contracted nursing agency services are currently filling and it will be funded by a reduction in CNA per diem budget code.
- 5) **Referrals from the Public Works Committee:**
DPW:
- A) Request to delete the position of MEO Light #16, Grade 5 Annual Base Salary of \$26,370, and create and fill the position of Laborer #47, Grade 2 Annual Base Salary of \$23,706, effective January 1, 2013, thereby amending the Departmental Table of Organization. This position is not mandated or reimbursed; it will be used to sustain employment for a person cited for layoff through the 2013 Budget process.
 - B) Request to create and fill the position of Laborer #48, Grade 2 Annual Base Salary of \$23,706, effective January 1, 2013, thereby amending the Departmental Table of Organization. This position is to be funded using monies identified for a vacant MEO Med #23 position in order to avoid any increase to the 2013 Budget. This position is not mandated or reimbursed; it will be used to sustain employment for a person cited for layoff through the 2013 Budget process.
- 6) **Referrals from the Social Services Committee:**
Social Services:
- A) Request to authorize Christina Mastrianni, Foster Care Caseworker, to enroll in two job related courses at Sage Graduate School entitled "Family Law" and "Substance Abuse: Vulnerabilities, Prevention & Treatment", both commencing January 22, 2013 and completing May 13, 2013. If the authorization is provided, Ms. Mastrianni will be due reimbursement in the amount of \$1,980 for 50% of the total course costs (\$1,980 per course), as well as for 50% of the text book costs, upon completion of the course with a final grade of "C" or better.
 - B) Appointing Suzanne Wheeler as Commissioner of the Department of Social Services at an annual salary of \$80,000 with four weeks of vacation.
- 7) **Referrals from the Support Services Committee:**
Information Technology:
- A) Authorizing reimbursements to Jeremy Scrimme, Senior Programmer/Analyst, for costs relating to job related courses taken online through the Florida Institute of Technology as follows:
 - i) Web Programming
Term: May 2012 - July 2012 Cost: \$1,650
 - ii) Information Systems
Term: August 2012 - December 2012 Cost: \$1,650
 - iii) Operating Systems
Term: August, 2012 - December 2012 Cost: \$1,650These courses have been completed and a grade of "C" or better achieved. If the aforementioned request is approved, employee will receive reimbursement for 50% of the course costs at a total of \$2,475.

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8) **Referrals from the Tourism Committee:**

Request to create and fill the position of Clerk (part-time), Grade 2 pro-rated salary of \$10,878, effective January 2, 2013 to work at the satellite Tourism location in the Adirondack Outlet Mall. A copy of the Notice of Intent to Fill Vacant Position form is also attached.

IV. **Pending Items:**

- 1) Filling of the vacant Director of Nursing position at the Westmount Health Facility was authorized with a salary range of \$65,000 - \$80,000 with the final salary to be determined dependent upon qualifications and experience, contingent upon final review and approval by the County Administrator. A firm salary figure will need to be identified and the Departmental Table of Organization amended accordingly. (11.07.12)
- 2) Requests to fill vacant positions tabled at the October 19th Board meeting:
 1. Probation - Part Time Senior Typist (R586/2012);
 2. Public Health/Patient Services - Community Health Nurse #25 (R587/2012);
 3. Social Services - Keyboard Specialist #1 (R588/2012); and
 4. Social Services - Caseworker #27 (R589/2012).
- 3) Filling of the vacant positions of Mealsite Manager #7 (Office for the Aging) and Leisure Time Activity Aide #1 (Westmount Health Facility) were tabled at the Personnel Committee meeting due to the hiring freeze. (11.07.12)

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Personnel

DATE: 12/6/12

- (a) Purpose of Contract Change: Extending Contract with National Employers Council (PeopleSystems) to administer the unemployment insurance program
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:
- (c) Name of Contractor: National Employers Council
- (d) Address of Contractor: 241 West Fayette St., Syracuse, NY 13202
- (e) Contractor's Contact Person and Telephone Number: Russell J. Keller (315) 471- 2627 ext .250
- (f) Commencement Date of Extension: 1/1/13
- (g) Termination Date of Extension: 12/31/13
- (h) Payment Provisions:
 - i) lump sum amount X
 - 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.One annual payment.
- (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.1430 470 Civil Service - Contract \$2,614.40

Sample: A.1010 470 Legislative Board – Contract Sxx.xx

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: Kathleen Barrie, Personnel Officer
Name of Department
Civil Service

SIGNED: *Kathleen Barrie*

DATE: December 6, 2012

| <u>FROM CODE</u> | <u>TITLE</u> | <u>TO CODE</u> | <u>TITLE</u> | <u>AMOUNT</u> |
|------------------|---------------------|----------------|---------------------|---------------|
| A. 1430 130 | Salaries, Part Time | A.1430 120 | Salaries – Overtime | \$ 350 |
| A. 1430 435 | Medical Fees | A. 1430 865 | Dental Insurance | \$ 460 |

Please state reason for transfers requested: To balance funds for end of year.

*Please note: All amounts must be in whole dollars – no cents.

CONTINGENT FUND TRANSFER REQUESTS

| <u>FROM CODE</u> | <u>TITLE</u> | <u>TO CODE</u> | <u>TITLE</u> | <u>AMOUNT</u> |
|------------------|--------------|----------------|--------------|---------------|
|------------------|--------------|----------------|--------------|---------------|

Please state reason for transfer request: 2010 budget underfunded the Personnel Officer position and the final payout upon retirement of Personnel Officer

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: Kathleen Barrie, Personnel Officer
Name of Department
Human Resources

SIGNED:

DATE: December 6, 2012

| <u>FROM CODE</u> | <u>TITLE</u> | <u>TO CODE</u> | <u>TITLE</u> | <u>AMOUNT</u> |
|------------------|------------------|----------------|------------------|---------------|
| A. 1435 110 | Salaries Regular | A. 1435 810 | Retirement | \$ 452 |
| A. 1435 410 | Medical Fees | A. 1435 810 | Retirement | \$ 736 |
| A. 1435 423 | Telephone | A. 1435 810 | Retirement | \$ 178 |
| A. 1435 427 | Membership/Dues | A. 1435 810 | Retirement | \$ 180 |
| A. 1435 444 | Trav/Educ/Conf | A. 1435 810 | Retirement | \$ 130 |
| A. 1435 444 | Trav/Educ/Conf | A. 1435424 | Postage | \$ 10 |
| A. 1435 444 | Trav/Educ/Conf | A.1435 865 | Dental Insurance | \$ 24 |
| A. 1435 444 | Trav/Educ/Conf | A.1435 860 | Hospitalization | \$ 316 |

Please state reason for transfers requested: To balance funds for end of year.

*Please note: All amounts must be in whole dollars – no cents.

CONTINGENT FUND TRANSFER REQUESTS

| <u>FROM CODE</u> | <u>TITLE</u> | <u>TO CODE</u> | <u>TITLE</u> | <u>AMOUNT</u> |
|------------------|--------------|----------------|--------------|---------------|
|------------------|--------------|----------------|--------------|---------------|

Please state reason for transfer request: 2010 budget underfunded the Personnel Officer position and the final payout upon retirement of Personnel Officer

Please file original request with Clerk of the Board and retain copy for your records.

Warren County Board of Supervisors

RESOLUTION NO. OF 2012

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

AMENDING RESOLUTION NO. 333 OF 2012; APPROVING STANDARD WORK DAY AND TIME REPORTING RESOLUTION FOR ALL ELECTED AND APPOINTED OFFICIALS FOR RETIREMENT PURPOSES

RESOLVED, that Resolution No. 333 of 2012 be, and hereby is, amended accordingly regarding the standard workday and time reporting resolution for all elected and appointed officials in Warren County government as set forth in "Schedule A" attached, is hereby approved by the Warren County Board of Supervisors, and be it further

RESOLVED, that the Clerk of the Board of Supervisors shall be authorized to make changes to the "Schedule A" list of appointed officials as necessitated by changes in personnel and civil service status, with any changes made being included in subsequent Standard Workday and reporting resolutions.

“Schedule A”

| NAME | TITLE | SS# (LAST 4) | RETIREMENT REG. NO. | STANDARD WORK DAY (HRS/DAY) | TERM | PARTICIPATES IN EMPLOYER'S TIME KEEPING SYSTEM (Y/N) | AVG. DAYS PER MONTH (BASED ON RECORD OF ACTIVITIES) | TIER 1 | NO SUBMISSION |
|--------------------------|---|-----------------|------------------------|-----------------------------------|---------------------|--|---|-----------|------------------|
| ELECTED OFFICIALS | | | | | | | | | |
| Bachman, Paul M.D. | Coroner | XXXX | XXXXXXXXXX | 7 | 01.01.10 - 12.31.13 | N | 2.69 | | |
| Bentley, Ralph | Supervisor - Horicon | XXXX | XXXXXXXXXX | 6 | 01.01.12 - 12.31.13 | N | 9.03 | | |
| Dickinson, Dennis | Supervisor - Lake George | XXXX | XXXXXXXXXX | 6 | 01.01.12 - 12.31.13 | N | 5.2 | ✓ | |
| Geraghty, Kevin | Supervisor - Warrensburg Budget Officer | XXXX | XXXXXXXXXX | 6 | 01.01.10 - 12.31.13 | N | 11.78 | | |
| Hogan, Kate | District Attorney | XXXX | XXXXXXXXXX | 7 | 01.01.10 - 12.31.13 | N | 29.03 | | |
| Kenny, William | Supervisor - Glens Falls | XXXX | XXXXXXXXXX | 6 | 01.01.12 - 12.31.13 | N | 11.16 | | |
| Loeb, William | Supervisor - Glens Falls | XXXX | XXXXXXXXXX | 6 | 01.01.12 - 12.31.13 | N | 10.18 | | |
| Mason, William | Supervisor - Queensbury | XXXX | XXXXXXXXXX | 6 | 01.01.12 - 12.31.13 | N | 5.08 | | |
| McDevitt, Peter | Supervisor - Glens Falls | XXXX | XXXXXXXXXX | 6 | 01.01.12 - 12.31.13 | N | 5.25 | | |
| Merlino, Eugene | Supervisor - Lake Luzerne | XXXX | XXXXXXXXXX | 6 | 01.01.12 - 12.31.13 | N | 9.38 | | |
| Orluk, William | Coroner | XXXX | XXXXXXXXXX | 7 | 01.01.11 - 12.31.14 | N | -- | | ✓ |
| Scidmore, Gary | Coroner | XXXX | XXXXXXXXXX | 7 | 01.01.11 - 12.31.14 | N | 1.52 | | |
| Sokol, Matthew | Supervisor - Queensbury | XXXX | XXXXXXXXXX | 6 | 01.01.12 - 12.31.13 | N | 15.26 | | |
| Stec, Daniel | Supervisor - Queensbury Chairman of the Board | XXXX | XXXXXXXXXX | 6 | 01.01.12 - 12.31.13 | N | 13.00 | | |
| Strainer, David | Supervisor - Queensbury | XXXX | XXXXXXXXXX | 6 | 01.01.12 - 12.31.13 | N | 12.86 | | |
| Swan, Mike | County Treasurer | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.15 | N | 23.07 | | |
| Taylor, Harold "Bud" | Supervisor - Glens Falls | XXXX | XXXXXXXXXX | 6 | 01.01.12 - 12.31.13 | N | 16.46 | | |
| Thomas, Frank | Supervisor - Stony Creek Vice-Chairman of the Board | XXXX | XXXXXXXXXX | 6 | 01.01.12 - 12.31.13 | N | 13.16 | | |
| Vanselow, Ronald | Supervisor - Johnsburg | XXXX | XXXXXXXXXX | 6 | 01.01.12 - 12.31.13 | N | 4.02 | | |

| NAME | TITLE | SS# (LAST 4) | RETIREMENT REG. NO. | STANDARD WORK DAY (HRS/DAY) | TERM | PARTICIPATES IN EMPLOYER'S TIME KEEPING SYSTEM (Y/N) | AVG. DAYS PER MONTH (BASED ON RECORD OF ACTIVITIES) | TIER 1 | NO SUBMISSION |
|-------------------------------------|---|--------------|---------------------|-----------------------------|---------------------|--|---|--------|---------------|
| ELECTED OFFICIALS, continued | | | | | | | | | |
| Vogel, Pamela | County Clerk | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.15 | N | 28.81 | | |
| Westcott, Mark | Supervisor - Queensbury | XXXX | XXXXXXXXXX | 6 | 01.01.12 - 12.31.13 | N | -- | | ✓ |
| Wood, Evelyn | Supervisor - Thurman | XXXX | XXXXXXXXXX | 6 | 01.01.12 - 12.31.13 | N | 8.83 | | |
| NAME | TITLE | SS# (LAST 4) | RETIREMENT REG. NO. | STANDARD WORK DAY (HRS/DAY) | TERM EXPIRATION | PARTICIPATES IN EMPLOYER'S TIME KEEPING SYSTEM (Y/N) | | TIER 1 | NO SUBMISSION |
| APPOINTED OFFICIALS | | | | | | | | | |
| Allen, Amanda | Deputy Clerk of the Board | XXXX | XXXXXXXXXX | 7 | 03.01.12 - 12.31.13 | Y | | | |
| Auer, Patricia | Director, Public Health | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | ✓ | |
| Auffredou, Martin | County Attorney | XXXX | XXXXXXXXXX | 7 | 09.26.11 - 12.31.13 | Y | | | |
| Barrie, Kathy | Personnel Officer | XXXX | XXXXXXXXXX | 7 | 02.01.10 - 12.31.16 | Y | | | |
| Bartlett, Amy | 1 st Assistant County Attorney | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | | |
| Brown, Travis | 6 th Assistant District Attorney | XXXX | XXXXXXXXXX | 7 | 07.30.12 - 12.31.13 | Y | | | |
| Burin, Matt | 3 rd Assistant District Attorney | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | | |
| Carusone, Jason | 1 st Assistant District Attorney | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | | |
| Casey, Mary Beth | Commissioner, Board of Elections | XXXX | XXXXXXXXXX | 7 | 01.01.11 - 12.31.14 | Y | | | |
| Clute, Amy | Self-Insurance Administrator | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | | |
| Combs, Jeffrey | Second Deputy Fire Coordinator | XXXX | XXXXXXXXXX | 2.6 | 01.01.12 - 12.31.13 | N | | | |
| Davenport, Emilee | 4 th Assistant District Attorney | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | | |
| Delurey, Lexie | Director, Real Property Tax Services | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | | |
| DiResta, Denise | Director, Veterans' Services | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | | |

| NAME | TITLE | SS# (LAST 4) | RETIREMENT REG. NO. | STANDARD WORK DAY (HRS/DAY) | TERM EXPIRATION | PARTICIPATES IN EMPLOYER'S TIME KEEPING SYSTEM (Y/N) | TIER I | NO SUBMISSION |
|---------------------------------------|--|-----------------|------------------------|-----------------------------------|---------------------|---|-----------|------------------|
| APPOINTED OFFICIALS, continued | | | | | | | | |
| Donlon, Kevin | 2 nd Assistant District Attorney | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | |
| Dubarry, Ross | Airport Manager | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | |
| Dusek, Paul | County Administrator | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | |
| Flores, Marcy | 1 st Assistant Public Defender | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | |
| Gallagher, Mary | County Auditor | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | |
| Halloran, Nellie | 3 rd Assistant Public Defender | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | |
| Hajos, Kevin | Deputy Superintendent of Public Works | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | |
| Hunsinger, Chris | Director, Employment & Training Administration | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | |
| Kokosa, Marc | 5 th Assistant District Attorney | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | |
| LaFlure, Brian | Fire Coordinator/Director, Office of Emergency Services | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | |
| LaMothe, Wayne | County Planner | XXXX | XXXXXXXXXX | 7 | 05.21.12 - 12.31.13 | Y | ✓ | |
| Lamouree, C. Shawn | Undersheriff | XXXX | XXXXXXXXXX | 7 | 10.31.12 - 12.31.15 | Y | | |
| Liebert, Glenn | 5 th Assistant Public Defender | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | |
| Livingston, Nicole | 2 nd Deputy Clerk of the Board | XXXX | XXXXXXXXXX | 7 | 03.01.12 - 12.31.13 | Y | | |
| Lynch, Robert | Deputy County Treasurer / Fiscal Assistant to the County Administrator | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | |
| McCabe, Emily | Deputy Commissioner, Board of Elections | XXXX | XXXXXXXXXX | 7 | 01.28.11 - 12.31.14 | Y | | |
| McKinstry, JoAnn | Assistant to the County Administrator | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | |
| McLaughlin, Beth | Deputy Commissioner, Board of Elections | XXXX | XXXXXXXXXX | 7 | 09.13.10 - 12.31.14 | Y | | |
| Mellon Jr., Charles | Third Deputy Fire Coordinator | XXXX | XXXXXXXXXX | 2.62 | 01.01.12 - 12.31.13 | N | | |

| NAME | TITLE | SS# (LAST 4) | RETIREMENT REG. NO. | STANDARD WORK DAY (HRS/DAY) | TERM EXPIRATION | PARTICIPATES IN EMPLOYER'S TIME KEEPING SYSTEM (Y/N) | TIER 1 | NO SUBMISSION |
|---------------------------------------|--|-----------------|------------------------|-----------------------------------|---------------------|---|-----------|------------------|
| APPOINTED OFFICIALS, continued | | | | | | | | |
| Metthe, Robert | Director, Information Technology | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | |
| Montfort, William | Commissioner, Board of Elections | XXXX | XXXXXXXXXX | 7 | 01.01.11 - 12.31.14 | Y | | |
| Putney, Karen | Administrator, Fire Prevention & Building Code Enforcement | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | |
| Racino, Bryan | 4 th Assistant Public Defender | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | |
| Sady, Joan | Clerk of the Board | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | |
| Scidmore, Gary | EMS Coordinator | XXXX | XXXXXXXXXX | -- | 01.01.12 - 12.31.13 | N | | ✓ |
| Tennyson, Jeffery | Superintendent of Public Works | XXXX | XXXXXXXXXX | 7 | 08.01.10 - 07.31.14 | Y | | |
| Trombley, Marie | Deputy County Clerk | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.15 | Y | | |
| Tyree, Tim | 2 nd Assistant Public Defender | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | |
| Villajuan, Bernardo | Physician, Westmount Health Facility | XXXX | XXXXXXXXXX | 1.90 | 01.01.12 - 12.31.13 | N | | |
| Wappett, John | Public Defender | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | |
| Wheeler, Suzanne | Acting Commissioner, Department of Social Services | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.12 | Y | | |
| Wolfe, Joan | Confidential Assistant/ Superintendent of Public Works | XXXX | XXXXXXXXXX | 7 | 01.01.12 - 12.31.13 | Y | | |

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME:

DATE:

- (a) Title of Reclassified Position: Construction Cost Coordinator

- (b) Annual Salary of Reclassified Position (and Grade if Applicable):* \$47,053
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, **including longevities**, for any **existing** employee who is filling the position.

- (c) Title and Employee Number of Position to be Deleted:

- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):*
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, **including longevities**, for any **existing** employee who is filling the position.

- (e) Effective Date:* 30 November 2012
*Please do not backdate unless the purpose is to correct an error.

- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:

A.8021.130

- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*
*This is necessary **BEFORE** bringing the request to committees.

Yes

To increase the position to part time of 32 hours per week to assume E911 addressing responsibilities.

RESOLUTION REQUEST FORM NO. 19

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

- 1. Employee's Name: DOROTHY MUESSIG
- 2. Position: RN
- 3. Department: Home Care
- 4. Course Title: NUR304- Health Assessment (3 credits)
- 5. Institution or School: SUNY Plattsburgh
- 6. How Course Relates to Current Position: Required to obtain Bachelors in Nursing which will allow me to better perform my duties
- 7. Starting Date: Jan 28, 2013
- 8. Completion Date: June 9, 2013
- 9. Cost: \$283.40 per credit hour x 3 credit hours = \$850.20 ^{50%}
\$425.10 county share
plus 50% book/course fee
- 10. Employee's Signature: Dorothy Mueessig RN Date: 11/7/12
- 11. Supervisor's Comments (Approval/Denial):
Supervisor's Signature: Mary Lambert RN Date: 11/7/12
- 12. Department Head's Comments (Approval/Denial):
Department Head's Signature: Patricia J Date: 11/7/12
- 13. Committee's Recommendation:
Committee Chairman's Signature: Matt Date: December 6, 2012
- Signature: _____ Date: _____
Chairman of the Board of Supervisors

(see back of page for course description)

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: WESTMOUNT HEALTH FACILITY

DATE: December 6, 2012

- (a) Purpose of Request: Increase of Salary for Nurse Manager #1

- (b) Details: Increase of Salary for Nurse Manager #1, Grade 21 base \$43,905 to Grade 21 Fifth year \$50,580.00 Effective January 1, 2013.

- (c) Previous Resolution Number: N?A

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: EF.60200.100 110 Westmount/Nursing-Nurses' Stations, Management & Supervision, Salaries - Regular \$299,656.00.
- (e) Reduce \$6,675.00 from EF.60200.500 130 Westmount/Nursing Nurses' Station, Aides, Salaries - Part Time.

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

* as listed in budget and LOGOS

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: December 6, 2012

- (a) Purpose of Request: Increase of Salary for Nurse Manager #2, Employee #12256

- (b) Details: Increase of Salary for Nurse Manager #2, Grade 21 base \$43,905 to Grade 21 Fifth year \$50,580.00. Effective January 1, 2013.

- (c) Previous Resolution Number: N?A

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: EF.60200.100 110 Westmount/Nursing-Nurses' Stations, Management & Supervision, Salaries - Regular \$299,656.00.
- (e) Reduce \$6,675.00 from EF.60200.500 130 Westmount/Nursing Nurses' Station, Aides, Salaries - Part Time.

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: WESTMOUNT HEALT FACILITY

DATE: DECEMBER 6, 2012

- (a) Title of Requested Position: LPN (Floating Shift) Full Time
- (b) Annual Base Salary (and Grade if Applicable): Grade 10 base \$32,516.00
- (c) Effective Date for New Position:* January 1, 2013
*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): Amend (reduce 32,516.00) EF.60200.500 130 Westmount, Nursing-Nurses' Station, Aides, Salaries- Part time.
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: EF.60200.400 110 \$369,799.00 Westmount, Nursing-Nurses' Station, LPN & Activity Director Wages, Salaries - regular.
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE: DECEMBER 6, 2012

- (a) Title of Requested Position: RN (Floating Shift) Full Time
- (b) Annual **Base** Salary (and Grade if Applicable): Grade 20, base \$42,818.00
- (c) Effective Date for New Position:* January 1, 2013
*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): Amend (Reduce 42,818.00) EF.60200.500 130 Westmount, Nursing-Nurses Stations', Aides, Salaries Part time.
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: EF.60200.300 110 \$90,555.00 Westmount, Nursing-Nurses' Station, Register Nurses Wages, Salary - regular.
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: PUBLIC WORKS

DATE: December 3, 2012

- (a) Title of Requested Position: LABORER #47
- (b) Annual Base Salary (and Grade if Applicable): \$23,706 (Grade 2)
- (c) Effective Date for New Position:* January 1, 2013
*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): MEO Light #16 - \$26,370 (Grade 5)
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: D5110.110 - Currently in 2013 Budget
- (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:

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: PUBLIC WORKS

DATE: December 3, 2012

- (a) Title of Requested Position: LABORER #48
- (b) Annual Base Salary (and Grade if Applicable): \$23,706 (Grade 2)
- (c) Effective Date for New Position:* January 1, 2013
*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: D5110.110 - Reduce Funding for MEO Med #23(No increase in Budget)
- (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:

RESOLUTION REQUEST FORM NO. 19

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

1. Employee's Name: Christina Mastrianni

2. Position: Caseworker

3. Department: Foster Care/DSS

4. Course Title: Family Law FMH 527-25

5. Institution or School: Sage Graduate School

6. How Course Relates to Current Position:

My job in foster care involves a great deal of legal work based on family laws. The course will strengthen my foundation and understanding with the legal aspects of my job. This will assist me in achieving permanency outcomes for children in care.

7. Starting Date: 1/22/2013

8. Completion Date: 5/13/13

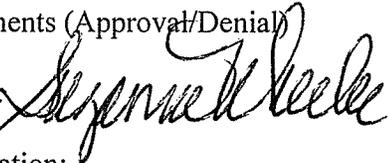
9. Cost: \$660 per credit: \$1980.00, Textbook: \$39.00

10. Employee's Signature:  Date: 11/6/12

11. Supervisor's Comments (Approval/Denial)

Supervisor's Signature:  Date: 11/6/12

12. Department Head's Comments (Approval/Denial)

Department Head's Signature:  Date: 11/26/12

13. Committee's Recommendation:

Committee Chairman Signature:  Date: 11/28/12

If approved by Committee, and resolution approving the course is 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 AC@, 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. 19

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

1. Employee's Name: Christina Mastrianni

2. Position: Caseworker

3. Department: Foster Care/DSS

4. Course Title: FMH 592-90 Substance Abuse: Vulnerabilities, Prevention & Treatment

5. Institution or School: Sage Graduate School

6. How Course Relates to Current Position:

Substance Abuse plays a major role in my caseload. Families as well as youth and adolescents have a major hurdle overcoming the struggles of substance abuse. This course will provide further insight into substance abuse and the population. After completion of the course I will be able to provide families with better case planning skills, provide further information regarding treatment and making referrals.

7. Starting Date: 1/22/2013

8. Completion Date: 5/13/13

9. Cost: \$660 per credit: \$1980.00 Textbooks: Course material selections are under review by the Department.

10: Employee's Signature: 

Date: 11/6/12

11. Supervisor's Comments (Approval/Denial)

Supervisor's Signature: 

Date: 11/6/12

12. Department Head's Comments (Approval/Denial)

Department Head's Signature: 

Date: 11/26/12

13. Committee's Recommendation.

Committee Chairman Signature:  Date: 11/28/12

If approved by Committee, and resolution approving the course is 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. 2

Request to Appoint or Reappoint County Department Head

DEPARTMENT NAME: Department of Social Services

DATE: 11.28.2012

- (a) Name of Employee: Suzanne Wheeler
- (b) If this is a Reappointment, list Employee No.: 11716
- (c) If this is a Reappointment, please list the Resolution No. of the last appointment of this individual: R056/2012 - Appointed as Acting Commissioner
- (d) Address of Employee: 88 Ash Drive
Lake George, NY 12845
- (e) Title of Appointment: Commissioner of Social Services
- (f) Effective Date of Appointment: 12.21.2012
- (g) Termination Date of Appointment: 12.31.2017
- (h) Annual **Base** Salary: \$80,000 with four weeks of vacation
- (i) If this is a New Appointment, Name of Person Being Replaced:
- (j) If this is a New Appointment, Reason for Replacement:

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: TOURISM

DATE: 11/28/12

- (a) Title of Requested Position: Clerk
- (b) Annual **Base** Salary (and Grade if Applicable): Grade 2 (\$11.01/hr.; 19 hrs per week) for a part-time employee- \$10,878
- (c) Effective Date for New Position:* for 1-2-13
*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: A.6417 130 Salaries-Part-Time \$10,878
- (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. 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 Tourism Payroll Dept. No. _____
Title of Position Clerk Annual Salary \$10,818 Grade 2 (11.01/hr / 19 hrs. week)
Budget code and title A.64.130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. _____
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: _____

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

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 Tourism Date 11/28/12

- 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]* 11/28/12

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 _____

| Name | Title | Type of Supervision |
|------|-------|---------------------|
| | | |
| | | |

4. Names and Titles of Persons Supervised by Employee in this position

| Name | Title | Type of Supervision |
|------------------|---------------------------|---------------------|
| Joanne Canley | Asst. Tourism Coordinator | General |
| Sue Tuener | SR. Tourism Specialist | Concerns and |
| Ellen Himmelblau | SR. Tourism Specialist | Guidance |

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

| Name | Title | Location of Position |
|------|-------|----------------------|
| | | |
| | | |

6. What minimum qualifications do you think should be required for this position?

Education: High School X Years
 College _____ Years, with specialization in _____
 College _____ Years, with specialization in _____

Experience: (list amount and type)
Customer service

Essential knowledge, skills and abilities:
Knowledge of Warren County Tourism attributes and giving directions.

Type of license or certificate required: N/A

7. The above statements are accurate and complete.

Date: 11/21/12 Title: Director Signature: Kate Johnson

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the Warren County Civil Service Department certifies that the appropriate civil service title for the position described is:

Title: CLERK, PT
 Jurisdictional Classification: NON COMPETITIVE IF 20 HRS. OR LESS

Date: 11/21/12 Signature: Kathleen Barron

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date: _____ Signature: _____

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

Warren County Civil Service
1340 State Rte 9, Lake George, NY 12845
New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward one typed copy to this Commission.

| | | |
|---|--|---|
| 1. Department TOURISM | Bureau, Division, Unit or Section | Location of Position Adirondack Outlet Mall |
| 2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided. | | |

| Percent of Work Time | Job Duty |
|----------------------|---|
| | <ul style="list-style-type: none"> • Converse with visitors shopping in Adirondack Outlet Mall relative to tourism opportunities in Warren County • Supply printed materials to visitors • Use tourism website as needed to answer questions • Print out information from website and/or other tourism related - properties. • Keep Brochure Racks organized • Advise Tourism Dept. Staff if supplies deplete • Provide Assistance to visitors in a friendly and helpful manner. • encourage visitors to "sign-up" for future information • Assist Tourism Dept. in preparation of mailings - stuff, seal envelopes, apply labels, etc. • Provide travel directions if requested of visitor |
| | (Attach additional sheets if more space is needed) |

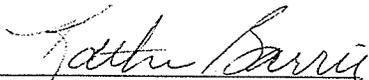
Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

WARREN COUNTY DEPARTMENT CIVIL SERVICE
WARREN COUNTY MUNICIPAL CENTER
LAKE GEORGE, NY 12845
TELEPHONE: (518) 761-6439, 6440, 6441
Kathleen Barrie, Personnel Officer

TO: Kate Johnson, Director of Tourism
FROM: Kathy Barrie, Personnel Officer
RE: New Position
DATE: November 21, 2012

Based on the New Position Duties Statement dated 11/21/12 it appears the correct classification is Clerk. If the position is for 20 hours or less it is in the Non-competitive Class. If the hours increase it becomes a Competitive position and appointment must be made from the appropriate eligible list.

If this position is approved by the Board we can canvass the current eligible list for Clerk to see if there is anyone interested in a part time position, but you do not have to hire from the list for a 20 hour position. It is just a suggestion if you want to get some interested candidates, but not mandatory.


Kathy Barrie