

**WARREN COUNTY
EMPLOYMENT & TRAINING ADMINISTRATION**

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Director

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**Human Services Committee
Employment and Training Administration**

AGENDA

February 28, 2013 – 9:30 AM

1. Consideration to Amend County Budget (Resolution Request Form 7 attached)
2. Other Business
3. Adjournment

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Employment and Training

DATE: February 28, 2013

- (a) Purpose of Amendment: add federal funds to county budget to reimburse training for dislocated workers through the Trade Adjustment Act

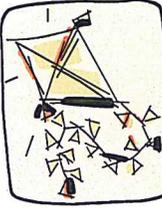
- (b) Appropriation Code (with title), Object Code (with title) and Amount:
40.6293.0305 - WIA Dislocated Worker 433 (Training-Client) \$21,559.

- (c) Revenue Code (with title), and Amount: 40.4791- WIA - \$21,559.



Warren County One-Stop Career Center
Northway Plaza, Queensbury
March 2013



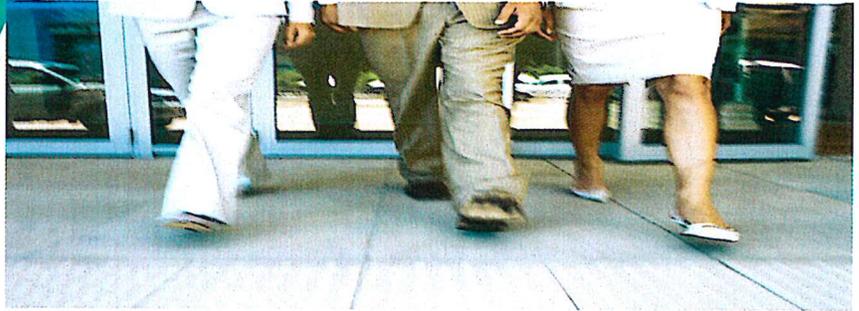
Monday	Tuesday	Wednesday	Thursday	Friday
<p>Believe you can and you're halfway there. ~ Theodore Roosevelt</p>	<p>9:30-11:30 Hidden Jobs Workshop Learn networking strategies to reach the hidden job market ^(E)</p>	<p>Call us at 743-0925 or stop at the Reception Desk to register. Watch for our calendar of events on www.thejoblink.org Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.</p>		<p>9:00-10:00 E-Learning: Is it for you? Would training help you get that job? Do your computer skills need help? Find out about free online courses through Metrix. ^(E)</p>
<p>10:00-11:30 CAREER CAFE! All Jobseekers Welcome Coffee's on! Network with other jobseekers. Bring your resume. Share job leads & job search tips. ^(E)</p>	<p>9:30-11:30 Interview Tips Workshop What to expect— How to prepare ^(E)</p>			
<p>10:00-11:30 CAREER CAFE! All Jobseekers Welcome Coffee's on! Network with other jobseekers. Bring your resume. Share job leads & job search tips. ^(E)</p>	<p>9:30-11:30 Skill Identification Workshop Learn to identify work, personal and transferable skills ^(C/D)</p>	<p>Have a Disabling Condition? Trying to re-enter the workforce? Wondering how work would affect your benefits? 9-10:00 Presentation by SAIL 10-12:00 Individual appointments ^(B)</p> 	<p>Job Discovery The Area's Premier Job Fair At SUNY Adirondack 10-4 Workshops 8-12, 1-4 Resume Critiquing 11-2</p>	<p>9:00-10:00 E-Learning: Is it for you? Would training help you get that job? Do your computer skills need help? Find out about free online courses through Metrix. ^(E)</p>
			<p>9:30-11:30 Resumes, Cover Letters & Applications Workshop ^(C/D)</p>	<p>Individual Mock Interviews Call Jill at 743-0925 ext. 8869 to schedule your appointment</p>

JOB DISCOVERY 2013

25th Annual

**Thursday, March 14
10:00am-4:00pm**

The Region's Premier Career Fair



- Network with local employers
 - Opportunities for all
 - Free resume critiques
- Participate in employment workshops and be eligible for a \$25 Stewart's gift card

**SUNY Adirondack Gymnasium
Bay Road, Queensbury**



FIND
US
ON
FACEBOOK

**Organized by:
Job Discovery Planning Committee
Local Employers & Volunteers**

An Equal Opportunity Employer/Program. Auxiliary aides and services available upon request to individuals with disabilities.

Veterans' Services Agenda

February 28, 2013 9:30am

OLD BUSINESS:

NEW BUSINESS:

Item 1

Fill vacant permanent part-time (28 hours/week) Typist/Keyboard Specialist position.

PENDING ITEMS:

Committee to continue discussion of Veterans Justice Court Outreach Initiative at a future meeting to include Sheriff York, Kate Hogan and Robert Iusi. (01.28.13)

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 Veterans' Services Payroll Dept. No. 55.00
Title of Position Typist/Keyboard Specialist Annual Salary 17,549.00 Grade3
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. 11861
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: 0.00

Personnel Officer has approved this form when initialed. _____

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 _____ Date _____

- 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 _____