

AGENDA
PERSONNEL COMMITTEE
MARCH 6, 2013

I. Committee meeting called to order by Chairman.

II. Motion to approve minutes of the prior Committee meeting.

III. **Action Agenda**

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

Public Health -

A) Request to fill the vacant position of Supervising Public Health Nurse (PHN) #3, due to retirement, with the Annual Salary to be determined based on a salary study; this is a non-Union position that is not mandated. Funding for this position at the prior salary rate of \$63,250 is included in the 2013 Budget. A copy of the Notice of Intent to Fill Vacant Position form is attached.

B) Request to fill the vacant position of Community Health Nurse (CHN) #8, Grade 20, Annual Base Salary of \$42,818, due to retirement. This is a Union position which is not mandated and receives reimbursements that vary based on the patient mix attended to. The filling of this position will have a neutral budget effect as it is included in the 2013 Budget. A copy of the Notice of Intent to Fill Vacant Position form is attached.

Westmount Health Facility -

C) Request to fill the vacant position of Cleaner #2, Grade 2, Annual Base Salary of \$23,706, due to retirement. This is a Union position that is non-mandated but receives 52% State reimbursement. A copy of the Notice of Intent to Fill Vacant Position form is attached.

D) Request to fill the vacant position of Cleaner #5, Grade 2, Annual Base Salary of \$23,706, due to retirement. This is a Union position that is non-mandated but receives 52% State reimbursement. A copy of the Notice of Intent to Fill Vacant Position form is attached.

E) Request to fill the vacant position of Laundry Worker #2, Grade 2, Annual Base Salary of \$23,706, due to retirement. This is a Union position that is non-mandated but receives 52% State reimbursement. A copy of the Notice of Intent to Fill Vacant Position form is attached.

F) Request to fill the vacant position of Laundry Worker #3, Grade 2, Annual Base Salary of \$23,706, due to transfer. This is a Union position that is non-mandated but receives 52% State reimbursement. A copy of the Notice of Intent to Fill Vacant Position form is attached.

G) Request to fill the vacant position of Leisure Time Activity Aide #2 (*part-time, 24 hours per week*), Grade 3, Annual Base Salary of \$14,529, due to transfer. This is a Union position that is not mandated, but receives 52% State reimbursement. A copy of the Notice of Intent to Fill Vacant Position form is attached.

H) Request to fill the vacant position of Senior Account Clerk #2, Grade 7, Annual Base Salary of \$29,031, due to retirement. This is a Union position that is not mandated, but receives 52% reimbursement. A copy of the Notice of Intent to Fill Vacant Position form is attached.

I) Request to create the new position of Keyboard Specialist, Grade 3, Annual Base Salary of \$24,215, and delete the position of Clerk #2 LT PT, effective April 1st, thereby amending the Departmental Table of Organization.

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

Veterans' Services:

Request to fill the vacant position of Keyboard Specialist (*part-time, 28 hours per week*), Grade 3, Annual Base Salary of \$16,951. This is a Union position which is not mandated and does not receive any Federal or State reimbursements. A copy of the Notice of Intent to Fill Vacant Position form is attached.

3) **Items to be discussed by the County Administrator:**

Review of Alliance negotiations.

IV. **Pending Items:**

None.

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. 3600
Title of Position Supervisor PHN #3 Annual Salary TBD Grade N/A
Budget code and title A 4010 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 8025
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: position is budgeted in 2013 Budget
Personnel Officer has approved this form when initialed. _____

see comment below

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services Date March 4, 2013
 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 March 4, 2013
 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 _____

Although nursing supervisors do not routinely make home visits, revenues are realized to cover salary by stop nurse visits

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department Health Services Payroll Dept. No. 3600
Title of Position CHN #8 Annual Salary \$42,818 Grade 20
Budget code and title H4010.110 Union Non-Union
Health Services Payroll Full Time salaries
This position is vacated due to: Retirement Resignation Termination Promotion Other

Employee No. 9764

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

Source of reimbursement: Federal % State % Other put ins. %

Impact to Budget: position is budgeted in 2013 Budget
Personnel Officer has approved this form when initialed. _____

depending upon patient mix. nursing visit are reimbursed

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services Date March 4, 2013

- 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 March 4, 2013

- 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 most experienced, educated nurse will be recruited and placed in the appropriate civil service grade a salary step.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department Westmount Health Facility/Housekeeping Payroll Dept. No. 41.11
Title of Position Cleaner #2 Annual Salary 23,706.00 Grade2
Budget code and title EF.82400.700 110 Westmount,Housekeeping, HK, Salaries -Reg Union
Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 1350

Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 52% Other %

Impact to Budget:

Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services-Westmount Date March 4, 2013

- 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 March 4, 2013

- 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 _____

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/Housekeeping Payroll Dept. No. 41.11
Title of Position Cleaner #5 Annual Salary 23,706.00 Grade2
Budget code and title EF.82400.700 110 Westmount,Housekeeping, HK, Salaries -Reg Union
Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 5656

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

Source of reimbursement: Federal % State 52% Other %

Impact to Budget:

Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services-Westmount Date March 4, 2013

- 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 March 4, 2013

- 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 _____

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/Laundry & Linen Payroll Dept. No. 41.12
Title of Position Laundry Worker #2 Annual Salary 23,706.00 Grade2
Budget code and title EF.82500.700 110 Westmount, Laundry Services, LL, Salaries -Reg Union
Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 6028

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

Source of reimbursement: Federal % State 52% Other %

Impact to Budget:

Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services - Westmount Date March 4, 2013

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 March 4, 2013

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 _____

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/Laundry & Linen Services Payroll Dept. No. 41.12

Title of Position Laundry Worker #3 Annual Salary 11,853.00 Grade 2

Budget code and title EF.82500.700 130 Westmount, Laundry, LL, Salaries - Part-Time (20 hours)

Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other Transfer to 24 hour position in Activities

Employee No. 10513

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

Source of reimbursement: Federal % State 52% Other %

Impact to Budget:

Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services-Westmount Date March 4, 2013

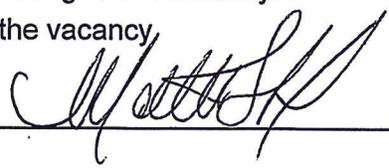
- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services-Westmount Date March 4, 2013

- 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 _____

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/Activities Payroll Dept. No. 41.05
Title of Position Leisure Time Activity Aide #2 Annual Salary 14,529.00 Grade 3
Budget code and title EF.72600.400 130 Westmount, Activities, Act Dir Wages, Salaries - Part-Time (24 hours)
Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other Transfer to Full time position in HK

Employee No. 10513

Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 52% Other %

Impact to Budget:

Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services - Westmount Date March 4, 2013

- 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 March 4, 2013

- 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 _____

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/Fiscal Services Payroll Dept. No. 41.14
Title of Position Senior Account Clerk #2 Annual Salary 29,031.00 Grade 07
Budget code and title EF.83110.600 110 Westmount, Fiscal Services, Clerical & Adm Wages, Salaries - Reg
Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 9442

Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 52% Other %

Impact to Budget:

Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services - Westmount Date March 4, 2013

- 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 March 4, 2013

- 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 _____

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE: February 22, 2013

- (a) Title of Requested Position: Key Board Specialist
- (b) Annual Base Salary (and Grade if Applicable): Grade 3, \$24,215.00
- (c) Effective Date for New Position:* April 1st, 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):
EF.73800.600 130 Westmount/Social Services, Clerical & Other Wages, Salaries-
Part time - \$11,853.00, Clerk #2 LT PT, Grade 2.
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: EF.83110.600 110 Westmount/Fiscal Services Office, Clerical & Other Wages, Salaries - Regular \$24,215.00
- (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. 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 Keyboard Specialist (PT 28hrs/wk) Annual Salary \$16,951 Grade 3
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 Human Services - Veterans 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 Human Services - Veterans Date 2/28/13

- 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 _____