

AGENDA  
PERSONNEL COMMITTEE  
APRIL 10, 2013

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of the prior Committee meeting.

III. **Action Agenda**

1) **Requests from the Civil Service/Personnel Office:**

2) **Request from the Clerk of the Board:**

Request to increase the salary of the vacant Legislative Office Specialist #1 position from \$34,000 to \$36,000 effective April 22, 2013, in order to re-hire a previous employee whose position was eliminated due to budget cuts in 2009. The desired candidate has earned a degree in Business Administration and would be able to assume the position with no training; because the position has been vacant for nearly a month, the additional funds for the salary increase are available within the Departmental budget.

3) **Request from the County Administrator:**

- A) Request to establish and appoint members to the Reallocation Committee pursuant to the CSEA Agreement.
- B) Request to amend Resolution No. 162 of 2013, which approved the Salary Study and recommended wage adjustments for non-bargaining unit positions, to include the Corrections Inspector position with a salary adjustment from \$50,000 to \$50,800. The Corrections Inspector title was removed from the bargaining unit with the approval of the SEA Contract on March 15, 2013, therefore, this title should be included with the non-bargaining salary adjustments.
- C) Request to change the health insurance contribution for one (1) non-union hire prior to 12/21/2012.
- D) Request to abolish the position of Personnel Generalist in the Personnel/Civil Service Office.
- E) Request for executive session to discuss union negotiations.

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

**Public Health -**

Request to fill the vacant position of Community Health Nurse #15, Grade 20, Annual Base Salary of \$42,818 due to resignation. This is a Union position which is not mandated and receives varying levels of reimbursement based on the billable nursing services provided. A copy of the Notice of Intent to Fill Vacant Position form is attached.

5) **Referrals from the Public Safety Committee:**

**Office of Emergency Services -**

- A) Request to fill the vacant position of EMS Coordinator, Annual Salary of \$8,868, due to resignation. This is a mandated, non-Union position which receives no reimbursement. There will be no budgetary impact through the filling of this position as it is already budgeted for 2013.
- B) Request to fill the vacant position of First Deputy EMS Coordinator, Annual Salary of \$4,832, due to resignation. This is a non-mandated, non-Union position which receives no reimbursement. There will be no budgetary impact through the filling of this position as it is already budgeted for 2013.
- C) Request to fill the vacant position of Second Deputy EMS Coordinator, Annual Salary of \$3059, due to promotion. This is a non-mandated, non-Union position which receives no reimbursement. There will be no budgetary impact through the filling of this position as it is already budgeted for 2013.

**Referrals from the Public Safety Committee (Cont'd.):**

**Sheriff & Communications -**

- D) Request to create and fill the new position of Senior Communications Officer #3, Annual Base Salary of \$37,395, and delete the position of Communications Officer #2, Annual Salary of \$35,064.75, effective April 22, 2013, thereby amending the Departmental Table of Organization accordingly.
- E) Request to reclassify a vacant Auto Mechanic Helper position to a Building Maintenance Mechanic/Automotive Mechanic #1, with an Annual Salary of \$47,637, effective April 22, 2013, thereby amending the Department Table of Organization accordingly.
- F) Request to fill the vacant position of Patrol Officer #3, Grade ,Annual Base Salary of \$34,996, due to termination. This is a non-mandated, Union position which receives no reimbursement. The filling of this position will result in a budget savings of \$23,905.
- G) Request to fill the vacant position of Patrol Officer #14, Grade , Annual Base Salary of \$34,996, due to resignation. This is a non-mandated, Union position which receives no reimbursement. The filling of this position will result in a budget savings of \$8,956.

6) **Referrals from the Support Services Committee:**

Authorizing a temporary intern for the County Attorney's Office for 10-15 hours per week.

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

**Countryside Adult Home -**

- A) Request to fill the vacant position of Institutional Aide #4, Grade 3, Annual Base Salary of \$24,215 (*pro-rated to 32 hours per week*), due to retirement. This is a mandated, Union position which receives 50% State reimbursement. The Director of the Countryside Adult Home has estimated a budgetary savings of approximately \$1,639 through the filling of this position.

**Social Services -**

- B) Request to fill the vacant position of Medicaid Clerk #1, Grade 5, Annual Base Salary of \$26,370, due to the death of an employee, as well as to backfill any vacancies created by promotion. This is a mandated, Union position which receives 100% State and Federal reimbursements. A copy of the Notice of Intent to Fill Vacant Position form is attached.
- C) Request to fill the vacant position of Caseworker #2, Grade 14, Annual Base Salary of \$35,385, due to retirement, as well as to backfill any vacancies created due to promotion. This is a mandated, Union position which receives 50% Federal and 23% State reimbursements. A copy of the Notice of Intent to Fill Vacant Position form is attached.
- D) Request to fill the vacant position of Social Welfare Examiner #1, Grade 8, Annual Base Salary of \$30,230, due to resignation, as well as to backfill any vacancies crated by promotion. This is a mandated, Union position that receives 50% Federal and 27% State reimbursements. A copy of the Notice of Intent to Fill Vacant Position form is attached.

IV. **Pending Items:**

- 1) Filling of the vacant Supervising Public Health Nurse #3 position was authorized with a salary range of \$60,000 to \$64,050, with the final salary to be determined based upon qualifications and experience (*R157/2013*). A firm salary figure will need to be identified and the Departmental Table of Organization amended accordingly when the position is filled. (03.06.13)

## ***RESOLUTION REQUEST FORM NO. 13***

### ***Request to Increase or Decrease Salary of Non-Union Position***

**DEPARTMENT NAME: Clerk - Legislative Board**

**DATE: April 10, 2013**

- (a) Employee Name, Title and Employee No.: Legislative Office Specialist #1
- (b) Current Annual **Base** Salary (and Grade if Applicable): \$36,000.
- (c) Former Annual **Base** Salary (and Grade if Applicable): \$34,000.
- (d) Effective Date for Salary Change:\* April 22, 2013  
\*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:  
A.1040 110 Clerk-Legislative Board Salaries - Regular
- (f) Justification of Request: An individual who was previously employed in this department has submitted a resume for consideration of the current vacant position. This individual worked in the office for nearly two years as a Leg. Office Specialist. She is well versed in taking committee meeting minutes, as well as the functions of the department. Due to budget cuts in 2009, the position was eliminated. Since that time, this individual has received a degree in Business Administration and would be able to resume the duties associated with the position with no training. In consideration of the qualifications of this individual, as well as the fact that she was previously employed by the County, I am requesting that the salary be increased to \$36,000. I have discussed this recommendation with the County Administrator and he fully supports the salary increase. The position has been vacant for nearly a month, so the additional funds for the salary increase will be available in the departmental budget.

# **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: Office of the County Administrator**

**DATE: April 10, 2013**

- (a) Purpose of Request: To establish and appoint members to the Reallocation Committee pursuant to the CSEA Agreement.
  
- (b) Details: To establish the Reallocation Committee and appoint three members as follows: Paul Dusek, Harold "Bud" Taylor, and Kathy Barrie.
  
- (c) Previous Resolution Number: N/A
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: N/A

**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: Office of the County Administrator**

**DATE: 4/10/2013**

- (a) Purpose of Request: To amend Resolution No.162 of 2013 to include Corrections Inspector and changing salary from \$50,000 to \$50,800.
  
- (b) Details: The title Corrections Inspector was removed from the bargaining unit with the approval of the SEA Contract on March 15, 2013. Therefore, this title should be included with the non-bargaining salary adjustments.
  
- (c) Previous Resolution Number: 162 of 2013
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A.1990 469 Contingent Account, Other Payments/Contributions.

**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: Office of the County Administrator**

**DATE: 4/10/2012**

- (a) Purpose of Request: To request to change the Health Insurance Contribution for one (1) non-union hire prior to 12/21/2012.
  
- (b) Details: To change the health insurance contribution for one (1) non-union hire with start date after 12/21/2012. The Deputy Commissioner in Board of Elections was hired for the position before 12/21/2012 and resigned from a former job with the understanding of health insurance contributions at previous rates before Resolution No. 790 of 2012 was approved. The actual start date was 1/4/2013.
  
- (c) Previous Resolution Number: 790 of 2012
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: N/A

**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: Office of the County Administrator**

**DATE: 4/10/2012**

- (a) Purpose of Request: To abolish the position of Personnel Generalist in the Personnel/Civil Service Office
  
- (b) Details: To abolish the Personnel Generalist position and to restructure the Personnel/Civil Service office in the near future.
  
- (c) Previous Resolution Number: N?A
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: N/A

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 162 OF 2013

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

**APPROVING SALARY STUDY AND RECOMMENDED WAGE ADJUSTMENTS AND AUTHORIZING AMENDMENT OF THE COUNTY TABLE OF ORGANIZATION AND RELEVANT SALARY SCHEDULES FOR 2013, TRANSFER FROM CONTINGENT FUND AND ACCOUNTING FOR THE TRANSFER OF SAID FUNDS TO THE APPROPRIATE BUDGET ACCOUNT LINES AND/OR NUMBERS OF THE DEPARTMENT WHICH HAVE EMPLOYEES AFFECTED BY THE SALARY INCREASE**

WHEREAS, the Chairman of the Board of Supervisors, Budget Officer, Chairman of the Finance Committee, Chairman of the Personnel Committee, Warren County Administrator and Assistant Administrator developed a salary study, which study recommends salary adjustments for certain officers and employees of the County, and

WHEREAS, the afore described salary study has been reviewed with the Personnel Committee of the Warren County Board of Supervisors, which Committee has approved the salary schedule and recommended adoption of the same to the Warren County Board of Supervisors, and

WHEREAS, the County Administrator has advised that increases in two positions were eliminated and the revised salary schedule is on file with the Clerk of the Board, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves the revised salary study and the recommended wage adjustments and hereby further authorizes that the County Table of Organization and previously adopted salary schedules for 2013 be accordingly amended with the salary adjustments to be effective March 18, 2013, and excluding therefrom any salary increase pertaining to any position which can only be authorized by adoption of a Local Law after public hearing, and which Local Law is being presented at this meeting to address those positions, and be it further

RESOLVED, that the funds for the salary increase for the various permanent (not per diem) positions provided for in the aforesaid salary study shall be provided to the affected departments' budgets, and more

# 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 Community #15 Health Nurse Annual Salary \$42,818 Grade 20  
Budget code and title Union  Non-Union

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

Employee No. 8656

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

Source of reimbursement:  Federal %  State %  Other %

Impact to Budget: 0 - 100% reimbursable as nursing visits are billable services  
Personnel Officer has approved this form when initialed. PH

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services Date March 22, 2013

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 March 22, 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 [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 \_\_\_\_\_

We will seek to recruit (as is normal procedure) the most educationally and experience qualified <sup>nurse</sup> as possible and place in the appropriate grade and salary schedule.

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

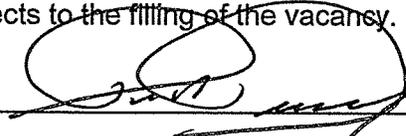
## NOTICE OF INTENT TO FILL VACANT POSITION

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### DEPARTMENT HEAD COMPLETES THIS SECTION

Department Office of Emergency Services Payroll Dept. No.  
Title of Position EMS Coordinator Annual Salary \$8,694 Grade  
Budget code and title A.4022 Emergency Medical Services Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 9204  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %  
Impact to Budget: None  
Personnel Officer has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety - OES Date March 25, 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 Public Safety - OES Date March 25, 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 Eddy M Wood

### 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 Office of Emergency Services Payroll Dept. No.  
Title of Position First Deputy EMS Coordinator Annual Salary \$4,737 Grade  
Budget code and title A.4022 Emergency Medical Services Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 10203  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %  
Impact to Budget: None  
Personnel Officer has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety - OES Date March 25, 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 Public Safety - OES Date March 25, 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

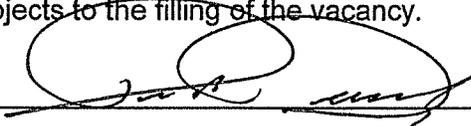
Department Office of Emergency Services Payroll Dept. No.  
Title of Position Second Deputy EMS Coordinator Annual Salary \$2,999 Grade  
Budget code and title A.4022 Emergency Medical Services Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 11831  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %  
Impact to Budget: None

Personnel Officer has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety - OES Date March 25, 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 Public Safety - OES Date March 25, 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:** Sheriff's Office

**DATE:** March 22, 2103

- (a) Title of Requested Position: Senior Communications Officer <sup>#3</sup>
- (b) Annual **Base** Salary (and Grade if Applicable): \$37,395
- (c) Effective Date for New Position:\* April 22, 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):  
COMMUNICATIONS OFFICER \$35,064.75
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: a.3020 110 COMMUNICATIONS OFFICER
- (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: We will be deleting a \$35,064.75 position and paying a present communications officer \$2,329.89 more to be a Senior Communications Officer. This results in a savings of \$32,734.86 by not filling the position.

# RESOLUTION REQUEST FORM NO. 14

## Request to Reclassify Position

DEPARTMENT NAME: Sheriff

DATE: March 22, 2013

- (a) Title of Reclassified Position: BUILDING MAINTENANCE MECHANIC/AUTOMOTIVE MECHANIC #1
- (b) Annual Salary of Reclassified Position (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. \$17,637
- (c) Title and Employee Number of Position to be Deleted: AUTO MECHANIC HELPER. VACATED
- (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. \$13,000.00 (SAVINGS OF \$8,000.00)
- (e) Effective Date:\* APRIL 22, 2013  
\*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.3110 110 AUTO MECHANIC HELPER
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:\*  
\*This is necessary **BEFORE** bringing the request to committees. Yes

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

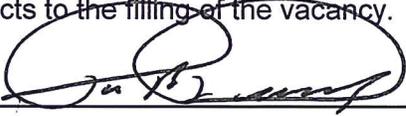
## NOTICE OF INTENT TO FILL VACANT POSITION

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.

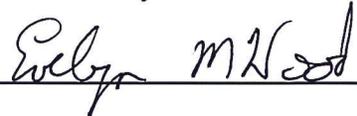
### DEPARTMENT HEAD COMPLETES THIS SECTION

Department Sheriff \_\_\_\_\_ Payroll Dept. No. \_\_\_\_\_  
Title of Position Patrol Officer #3 Annual Salary \$31,996 Grade \_\_\_\_\_  
Budget code and title A.3110 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 10165  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %  
Impact to Budget: \$23,905.00 Savings  
Personnel Officer has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety - Sheriff Date March 25, 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 Public Safety - Sheriff Date March 25, 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"

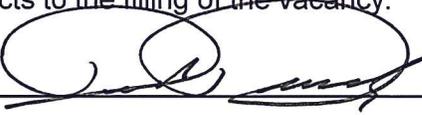
## NOTICE OF INTENT TO FILL VACANT POSITION

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### DEPARTMENT HEAD COMPLETES THIS SECTION

Department Sheriff \_\_\_\_\_ Payroll Dept. No. \_\_\_\_\_  
Title of Position Patrol Officer #4 Annual Salary \$34,996 Grade \_\_\_\_\_  
Budget code and title A.3110 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 10709  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %  
Impact to Budget: \$8,956.00 Savings  
Personnel Officer has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety - Sheriff Date March 25, 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 Public Safety - Sheriff Date March 25, 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. 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: County Attorney's Office**

**DATE: March 22, 2013**

- (a) Purpose of Request: Authorizing an intern to work in the County Attorney's Office on a temporary basis.
  
- (b) Details: Intern will work 10-15 hours per week, at a rate of \$10 per hour, for approximately 10 weeks.
  
- (c) Previous Resolution Number: N/A
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A.1420 130, Law (County Attorney), Salaries, Part-Time

**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

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 COUNTRYSIDE ADULT HOME Payroll Dept. No. 6030  
Title of Position INSTITUTIONAL AIDE #4 Annual Salary \$24,215 (32hrs/week) Grade3  
Budget code and title A.6030.130 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 10658  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State 50%  Other %  
Impact to Budget: APPROXIMATE SAVINGS OF \$1,639.00(local share)  
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 Social Services Date 3/22/13  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature William Cook

### 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 SOCIAL SERVICES Payroll Dept. No. 40.03  
Title of Position Medicaid Clerk #1 Annual Salary \$26,370 Grade5  
Budget code and title A.6010 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other Death  
Employee No. 9930  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal 67%  State 33%  Other LOCAL 0%  
Impact to Budget: reduce expenses by \$6,927 as previous worker receives annual salary of \$33,297  
Personnel Officer has approved this form when initialed. \_\_\_\_\_

*file + backfile any  
vacancies created  
by promotion*

### 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 Social Services Date 3/22/13  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature *William Cort*

### 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 SOCIAL SERVICES Payroll Dept. No. 40.01  
Title of Position CASEWORKER #2 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. 7301  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal 50%  State 23%  Other LOCAL 27%  
Impact to Budget: reduce expenses by \$9,647 as present worker receives annual salary of \$45,032  
Personnel Officer has approved this form when initialed. \_\_\_\_\_

*file & backfill  
any vacancies due  
to promotion*

### 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 Justice Services Date 3/22/13  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature *William Cook*

### 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 SOCIAL SERVICES Payroll Dept. No. 00  
Title of Position Social Welfare Examiner #1 Annual Salary \$30,230 Grade 8  
Budget code and title A.6010 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 11829

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

Source of reimbursement:  Federal 50%  State 27%  Other LOCAL 23%

Impact to Budget: Reduce expense by \$1029 as previous worker received an annual salary of \$31,259.

Personnel Officer has approved this form when initialed. \_\_\_\_\_

*file + ready to  
any vacancies  
able to promote*

### 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 Social Services Date 3/22/13

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

Ranking Committee Member Signature x William Cook

### 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 \_\_\_\_\_