

**AGENDA**  
**PERSONNEL COMMITTEE**  
**SEPTEMBER 11, 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:**  
None.
  - 2) **Referral from the Clerk of the Board:**  
Request to amend Resolution No. 97 of 2013 to update retirement reporting information for certain individuals, as per the request of the State Comptroller's Office.
  - 3) **Referrals from the Health Services Committee:**  
**Public Health -**
    - A) Request to amend the Departmental Table of Organization to delete the positions of WIC Nutrition Aide #1 (*Grade 6, Annual Base Salary of \$27,496*) and WIC Program Aide #1 (*Grade 3, Annual Base Salary of \$24,215*) and create and fill the position of WIC Assistant #2 (*Grade 5, Annual Base Salary of \$26,370*) effective October 1, 2013. The WIC Assistant #2 position is a Union position which is non-mandated, but will receive 100% reimbursement through the NYSDOH WIC contract grant. *Note: The WIC Program Coordinator plans to fill the WIC Assistant position through the promotion of an existing staff member and to refrain from filling the position being promoted from in order to effectively reduce the Departmental budget without a reduction in the number of current employees.*
    - B) Request to amend the Departmental Table of Organization to increase the salary of the WIC Program Coordinator to an amount to be determined following a salary study. The salary increase is being requested because the the current Program Coordinator is being paid significantly less than the amount being paid by other Counties and was approximately \$3,500 less than the salary of other Nutritionists within the Public Health Division. *Mrs. Auer has advised that the increased salary figure will be provided at the Personnel Committee meeting.*
  - 4) **Referrals from the Human Services Committee:**  
**Office for the Aging -**
    - A) Request to fill the vacant position of Meal Site Manager #1 (*Grade 2, Annual Base Salary of \$23,706, pro-rated to \$17,779.48 for a 30-hour work week*) due to retirement. This is a non-mandated, Union position which receives 20% Federal reimbursements. The filling of this position will result in a budgetary savings of \$3,096 due to a decrease in longevity pay.
    - B) Request to fill the vacant position of Meal Site Manager #2 (*Grade 2, Annual Base Salary of \$23,706, pro-rated to \$17,779.48 for a 30-hour work week*) due to resignation. This is a non-mandated, Union position which receives 20% Federal reimbursement. The filling of this position will result in a budgetary savings of \$628 due to a decrease in longevity pay.
    - C) Request to fill the vacant position of Meal Site Cook #3 (*Grade 2, Annual Base Salary of \$23,706, pro-rated to \$17,779.48 for a 30-hour work week*) due to promotion. This is a non-mandated, Union position which receives 20% Federal reimbursement. The filling of this position will result in a budgetary savings of \$628 due to a decrease in longevity pay.

**PERSONNEL COMMITTEE AGENDA**  
**SEPTEMBER 11, 2013**

- 5) **Referral from the Public Safety Committee:**  
**Sheriff & Communications -**  
Request to fill the vacant position of Patrol Officer #45 (*Annual Base Salary of \$34,996*), due to retirement. This is a non-mandated, Union position which does not receive any reimbursement. The filling of this position will result in a budgetary savings of \$23,905 due to a decrease in longevity pay.
- 6) **Referral from the Public Works Committee:**  
**Parks, Recreation & Railroad -**  
Request to fill the vacant position of Naturalist #2 at the Up Yonda Farm (*Annual Salary of \$36,908*), due to resignation. This is a non-mandated, non-Union position which receives 100% reimbursement from the Up Yonda Trust fund.
- 7) **Referrals from the Social Services Committee:**  
**Department of Social Services -**
- A) Request to fill the vacant position of Foster Care Caseworker #6 (*Grade 14, Annual Base Salary of \$35,385*), due to resignation, as well as any vacancies created by promotion. This is a mandated, Union position which receives 50% Federal and 23% State reimbursement. The filling of this position will result in a budgetary savings of \$5,915 due to a decrease in longevity pay.
  - B) Request to amend the Departmental Table of Organization to delete the position of Resource Recovery Coordinator (*Grade 14, Current Salary of \$44,031.94 including longevity*) in the Resource/Recovery Unit and create and fill the new position of Resource Assistant #2 (*Grade 12, Annual Base Salary of \$33,540*) effective November 1, 2013, as well as any vacancies created by promotion. The Resource Assistant position is a mandated, Union position which receives 50% Federal and 23% State reimbursement. This action will result in a budgetary savings of \$10,491 due to the change in position grade and salary levels.
  - C) Request to authorize the Commissioner of the Department of Social Services to fill any vacant positions in the Medicaid Unit as needed, and to backfill any vacancies caused by Promotion or lateral transfer to the Medicaid Unit.
- 8) **Items to be discussed by the County Administrator:**
- 1) Request to amend Resolution No. 502 of 2012 regarding less than part-time employees and per diem nurses in the Public Health Division. This item was previously tabled by the Personnel Committee at the August 7, 2013 meeting.
  - 2) Human Resources Manager update.
- IV. **Pending Items:**
- 1) Committee approved preparation of RFP's for codification of all County laws/rules/policies and for consultant services relating to salary and wage studies. (06.13.13)
  - 2) Committee approved the filling of the vacant Administrator of Fire Prevention & Building Code Enforcement position, due to retirement, with the annual salary to be determined based on a salary study to be performed by the County Administrator's Office. An amendment to the Departmental Table of Organization will be necessary to set the final salary for this position, once it is determined. (07.10.13)

# Warren County Board of Supervisors

## RESOLUTION NO. OF 2013

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

### **AMENDING RESOLUTION NO. 97 OF 2013; APPROVING STANDARD WORK DAY AND TIME REPORTING RESOLUTION FOR ALL ELECTED AND APPOINTED OFFICIALS FOR RETIREMENT PURPOSES**

RESOLVED, that Resolution No. 97 of 2013 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.

**“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
<b>ELECTED OFFICIALS</b>									
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 Chairman of the Board	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		
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 Budget Officer	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 I	NO SUBMISSION
<b>ELECTED OFFICIALS, continued</b>									
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	7.61		
Wood, Evelyn	Supervisor - Thurman	XXXX	XXXXXXXXXX	6	01.01.12 - 12.31.13	N	8.83		
<b>APPOINTED OFFICIALS</b>									
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 <sup>st</sup> Assistant County Attorney	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Brown, Travis	6 <sup>th</sup> Assistant District Attorney	XXXX	XXXXXXXXXX	7	07.30.12 - 12.31.13	Y			
Burin, Matt	3 <sup>rd</sup> Assistant District Attorney	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Carusone, Jason	1 <sup>st</sup> 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	6	01.01.12 - 12.31.13	N	2.6		
Davenport, Emilee	4 <sup>th</sup> Assistant District Attorney	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)	AVG. DAYS PER MONTH (BASED ON RECORD OF ACTIVITIES)	TIER I	NO SUBMISSION
<b>APPOINTED OFFICIALS, continued</b>									
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			
Donlon, Kevin	2 <sup>nd</sup> 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			
Eby, Brett	5 <sup>th</sup> Assistant District Attorney	XXXX	XXXXXXXXXX	7	08.22.11 - 12.31.13	Y			
Flores, Marcy	1 <sup>st</sup> 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 <sup>rd</sup> 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			
Kladis, Emily	Deputy Commissioner, Board of Elections	XXXX	XXXXXXXXXX	7	01.04.13 - 12.31.14	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			

NAME	TITLE	SS# (LAST 4)	RETIREMENT REG. NO.	STANDARD WORK DAY (HRS/DAY)	TERM EXPIRATION	PARTICIPATES IN EMPLOYER'S TIME KEEPING SYSTEM (Y/N)	AVG. DAYS PER MONTH (BASED ON RECORD OF ACTIVITIES)	TIER 1	NO SUBMISSION
<b>APPOINTED OFFICIALS, continued</b>									
Liebert, Glenn	5 <sup>th</sup> Assistant Public Defender	XXXX	XXXXXXXXXX	7	01.01.12 - 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			
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	6	01.01.12 - 12.31.13	N	2.62		
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			
Racino, Bryan	4 <sup>th</sup> 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			
Schmidt, Maureen	Deputy Commissioner, Department of Social Services	XXXX	XXXXXXXXXX	7	01.21.13 - 12.21.17	Y		✓	
Scidmore, Gary	EMS Coordinator	XXXX	XXXXXXXXXX	6	01.01.12 - 03.01.13	N	4.36		
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 <sup>nd</sup> Assistant Public Defender	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)	AVG. DAYS PER MONTH (BASED ON RECORD OF ACTIVITIES)	TIER I	NO SUBMISSION
<b>APPOINTED OFFICIALS, continued</b>									
Villajuan, Bernardo	Physician, Westmount Health Facility	XXXX	XXXXXXXXXX	6	01.01.12 - 12.31.13	N	1.90		
Wappett, John	Public Defender	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Wheeler, Suzanne	Commissioner, Department of Social Services	XXXX	XXXXXXXXXX	7	12.21.12 - 12.21.17	Y			
Wolfe, Joan	Confidential Assistant/ Superintendent of Public Works	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			

## RESOLUTION REQUEST FORM NO. 11

### Request to Create New Position

DEPARTMENT NAME: Health Services

DATE: 08/23/2013

- (a) Title of Requested Position: WIC Assistant #2
- (b) Annual **Base** Salary (and Grade if Applicable): Grade 5 \$26,370
- (c) Effective Date for New Position:\* 10/01/2013  
\*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):  
Grade 6 WIC Nutrition Aide #1 Base \$ 27,496  
Grade 3 WIC Program Aide #1 Base \$ 24,215
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A.4013.110
- (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: Not mandated, 100% reimbursable
- (h) Is there expected revenue from this position? If so, please explain: Yes, 100% reimbursed by NYSDOH WIC contract grant

## RESOLUTION REQUEST FORM NO. 13

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

DEPARTMENT NAME: Health Services

DATE: 08/23/2013

- (a) Employee Name, Title and Employee No.: Antoinette Roth, WIC Program Coordinator
- (b) **Proposed Annual Base Salary** (and Grade if Applicable): Per Personnel Committee Recommendation
- (c) Former Annual **Base Salary** (and Grade if Applicable): \$44,406
- (d) Effective Date for Salary Change:\* 10/01/2013  
\*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.4013.110 WIC full time salaries
- (f) Justification of Request: See attached information

will provide by the personnel committee after conversation with administrator.

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

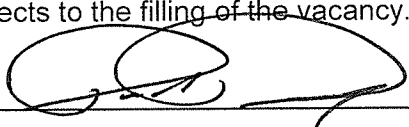
## NOTICE OF INTENT TO FILL VACANT POSITION

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 OFA Payroll Dept. No. 57.01 (Pro-rated for 30 hrs/wk)  
Title of Position Meal Site Manager #1 Annual Salary \$17,779.48 Grade 2  
Budget code and title A6773 130 Nutr Eld WC Salaries PT Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 10905  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal 20%  State %  Other %  
Impact to Budget: Savings \$3096 due to longevity  
Personnel Officer has approved this form when initialed. hr

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Human Services - OFA Date 8/27/2013  
 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 Human Services - OFA Date 8/27/2013  
 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 OFA Payroll Dept. No. 57.01 (Pro-rated for 30 hrs/wk.)
Title of Position Meal Site Manager #2 Annual Salary \$17,779.48 Grade 2
Budget code and title A6773 130 Nutr Eld WC Salaries PT Union X Non-Union
This position is vacated due to: Retirement Resignation X Termination Promotion Other
Employee No. 11995
Is this position mandated? Yes No X Is the position reimbursable? Yes X No
Source of reimbursement: Federal 20% X State % Other %
Impact to Budget: Savings \$628 due to longevity
Personnel Officer has approved this form when initialed. [Signature]

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Human Services - OFA Date 8/27/2013
The Administrator has no objection to the filling of the vacancy. X
The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services - OFA Date 8/27/2013
The committee has no objection to the filling of the vacancy. X
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

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

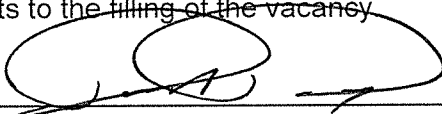
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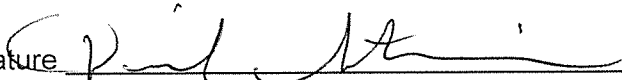
### DEPARTMENT HEAD COMPLETES THIS SECTION

Department OFA Payroll Dept. No. 57.01 (Pro-rated for 30hrs/wk.)  
 Title of Position Meal Site Cook #3 Annual Salary \$17,779.48 Grade 2  
 Budget code and title A6773 130 Nutr Eld WC Salaries PT Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No. 11202  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal 20%  State %  Other %  
 Impact to Budget: Savings \$628 due to longevity  
 Personnel Officer has approved this form when initialed.     *lr*    

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Human Services - OFA Date Aug. 27, 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 Human Services - OFA Date Aug. 20 27, 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 Sheriff \_\_\_\_\_ Payroll Dept. No. \_\_\_\_\_  
Title of Position Patrol Officer #45 Annual Salary \$34,996.00 Grade \_\_\_\_\_  
Budget code and title A.3110 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 7971  
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 Aug. 26, 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 Public Safety - Sheriff Date Aug. 26, 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 \_\_\_\_\_

RESOLUTION REQUEST FORM NO. 12

8

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 Public Works Payroll Dept. No. 19.41
Title of Position Naturalist #2 Annual Salary \$36,908 Grade
Budget code and title A.7111 Naturalist #2 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 10236
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other 100 %
Impact to Budget: Reimbursement from Up Honda Trust

Personnel Officer has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Works Date 8/22/13

- 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 Public Works Date 8/22/13

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

Ranking Committee Member Signature [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 Social Services Payroll Dept. No. 40.01  
Title of Position Foster Care Caseworker #6 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. 10202  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal 50%  State 23%  Other  
Impact to Budget: Reduce expenses by \$5,915 as present worker receives annual salary of \$41,300  
Personnel Officer has approved this form when initialed. JK

And fill any  
vacancies  
Created by  
Promotion

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date Aug. 27, 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 Social Services Date Aug. 27, 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: Social Services

DATE: 8/27/13

(a) Title of Requested Position: Resource Assistant, <sup>#2</sup> Resource/Recovery Unit

(b) Annual Base Salary (and Grade if Applicable): \$33,540, Grade 12

(c) Effective Date for New Position:\* November 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): Resource <sup>Recovery</sup> Coordinator, Grade 14, Salary \$35,385 - Step 1; Current Employee is Grade 14 Step 19 \$44,031.94. The current employee is retiring.

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

(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: Mandated Position

(h) Is there expected revenue from this position? If so, please explain: Federal 50%, State 23%

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. 40.00
Title of Position Resource Assistant #2 Annual Salary \$33,540 Grade 12
Budget code and title A.6010 110 Union X Non-Union
This position is vacated due to: X Retirement Resignation Termination Promotion Other
Employee No.
Is this position mandated? X Yes No Is the position reimbursable? X Yes No
Source of reimbursement: X Federal 50% X State 23% Other

And fill any vacancies created by Promotion.

Impact to Budget: Reduce expenses by \$10,491 as present worker receives annual salary of \$44,032
Personnel Officer has approved this form when initialed. [Signature]

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date Aug. 27, 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 Social Services Date Aug. 27, 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

## ***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: Social Services**

**DATE: August 27, 2013**

- (a) Purpose of Request: Authorizing the Commissioner of the Department of Social Services to fill any vacant positions in the Medicaid Unit as needed and to backfill any vacancies caused by promotion or lateral transfer to the Medicaid Unit
  
- (b) Details: The State is currently hiring employees from the County Medicaid Units in anticipation of taking over the Medicaid Program from the counties. In the meantime the counties must continue operation of the Medicaid Program which is funded 100% by the State.
  
- (c) Previous Resolution Number: N/A
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS