

**AGENDA**  
**PERSONNEL COMMITTEE**  
**NOVEMBER 6, 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:**
    - Request for a transfer of funds in the amount of \$5,523 from the contingent account to fund maintenance costs for the Novatime system which were not included in the 2013 County Budget.
  - 2) **Referrals from the Health Services Committee:**
    - Public Health -**
      - A) Request to delete the position of Supervising Public Health Nurse #3 and amend the Departmental Table of Organization accordingly.
    - Westmount Health Facility -**
      - B) Request to amend the Departmental Table of Organization to create and fill the new position of Admission Screener, *Annual Salary of \$46,072*, and delete the position of Clinical Coordinator, *Annual Salary of \$53,207*, effective November 18, 2013.
      - C) Request to amend the Departmental Table of Organization to create and fill a new Building Superintendent-type position (*exact position title to be determined following Civil Service Review*), *Annual Salary of \$58,195*, and delete the positions of Executive Housekeeper, *Annual Salary of \$45,077*, and Senior Building Maintenance Mechanic, *Annual Salary of \$48,195* effective December 1, 2013.
      - D) Request to amend the Departmental Table of Organization to create and fill the new position of Laundry Worker/P#4, *Grade 2, Annual Base Salary \$23,706 pro-rated to \$12,090 based on less than part-time status*, effective December 1, 2013.
      - E) Request to amend the Departmental Table of Organization to create and fill 16 new positions entitled CNA/P#45 - #60, *Grade 4, Annual Base Salary of \$25,344 pro-rated to an amount commensurate with the part-time status which is not to exceed 48 hours per pay period*, and delete the full time positions of CNA#2, CNA#5, CNA#21, CNA#31, and CNA#34 effective November 18, 2013.
  - 3) **Item to be discussed by the County Administrator:**
    - A) Amendment to Resolution No. 569 of 2013 to clarify health insurance rates and terms.
    - B) Update on Human Resources Manager position and introduction of local law necessary to create Department.
- 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)

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

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

DEPARTMENT NAME: Personnel

SIGNED: *Kathleen Baroni*

DATE: 10/31/13

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

Please state reason for transfers requested: Contract for Novatime maintenance was not budgeted for.

### CONTINGENT FUND TRANSFER REQUESTS

| <u>FROM CODE</u> | <u>TITLE</u>  | <u>TO CODE</u> | <u>TITLE</u>                     | <u>AMOUNT</u> |
|------------------|---|----------------|----------------------------------|---------------|
| A.1990 469       | Contingent Account-<br>Other Payments/Contributions | A.1430 470     | Contract<br><i>Civil Service</i> | \$5,523       |

Please state reason for transfer request:

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

**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:** Health Services

**DATE:** 10/25/2013

- (a) Purpose of Request: To delete supervising Public Health Nurse #3 from Health Services Table of Organization
- (b) Details:
- (c) Previous Resolution Number: R157/2013

# ***RESOLUTION REQUEST FORM NO. 11***

## ***Request to Create New Position***

**DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY**

**DATE: October 25, 2013**

- (a) Title of Requested Position: Admission Screener
- (b) Annual Base Salary (and Grade if Applicable): \$46,072.00 out of unit F/T
- (c) Effective Date for New Position:\* 11/1/13  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): Clinical Coordinator \$53,207.00 out of unit F/T
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: EF.60200.100 110 Westmount, Nursing - Nurses'-Station, Management & Supervision, Salaries - Regular
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

# RESOLUTION REQUEST FORM NO. 11

## Request to Create New Position

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE: October 25, 2013

- (a) Title of Requested Position: ~~Building Superintendent~~ *Title to be determined pending Civil Service review.*
- (b) Annual Base Salary (and Grade if Applicable): \$58,195.00 Out of Unit F/T
- (c) Effective Date for New Position:\* December 1, 2013, Executive Housekeeper tentative retirement date of 11/30/13.  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): Executive Housekeeper. - \$45,077 Out of Unit F/T split between Housekeeping/Laundry. Senior Building Maint Mechanic - \$48,195.00 CSEA F/T
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: EF.82200.100 110 Westmount, Plant Operations & Maintenance, Maint & Supervision, Salaries - Regular \$58,195.00.
- (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. 11***

## ***Request to Create New Position***

**DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY**

**DATE: October 25, 2013**

- (a) Title of Requested Position: Laundry Worker/P#4
- (b) Annual Base Salary (and Grade if Applicable): \$12,090.00 Grade 02-00 less than half
- (c) Effective Date for New Position:\* December 1, 2013, Executive Housekeeper tentative retirement date of 11/30/13.  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): Executive Housekeeper. - \$45,077 Out of Unit F/T split between Housekeeping/Laundry.
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: EF.82500.700 130 Westmount, Laundry Services, LL, Salaries - Part Time \$12,090.00.
- (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. 11

## Request to Create New Position

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE: October 25, 2013

(a) Title of Requested Position: CNA/PT#45, CNA/PT#46, CNA/PT#47, CNA/PT#48, CNA/PT#49, CNA/PT#50, CNA/PT#51, ~~CNA/PT#51~~, CNA/PT#52, CNA/PT#53, CNA/PT#54, CNA/PT#55, CNA/PT#56, CNA/PT#57, CNA/PT#58, CNA/PT#59, Not to exceed 48 hours per pay period. CNA/PT#60

(b) Annual Base Salary (and Grade if Applicable): \$25,344.00 Grade 04-00

(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): CNA#2, CNA#5, CNA#21, CNA#28, CNA#31, CNA#34 Full Time Grade 04 \$25,344.00.

(e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: EF.60200.500.130 Westmount, Nursing Nurses's Station, CNA, Salaries Part time \$154,325.00.

(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. 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: Personnel**

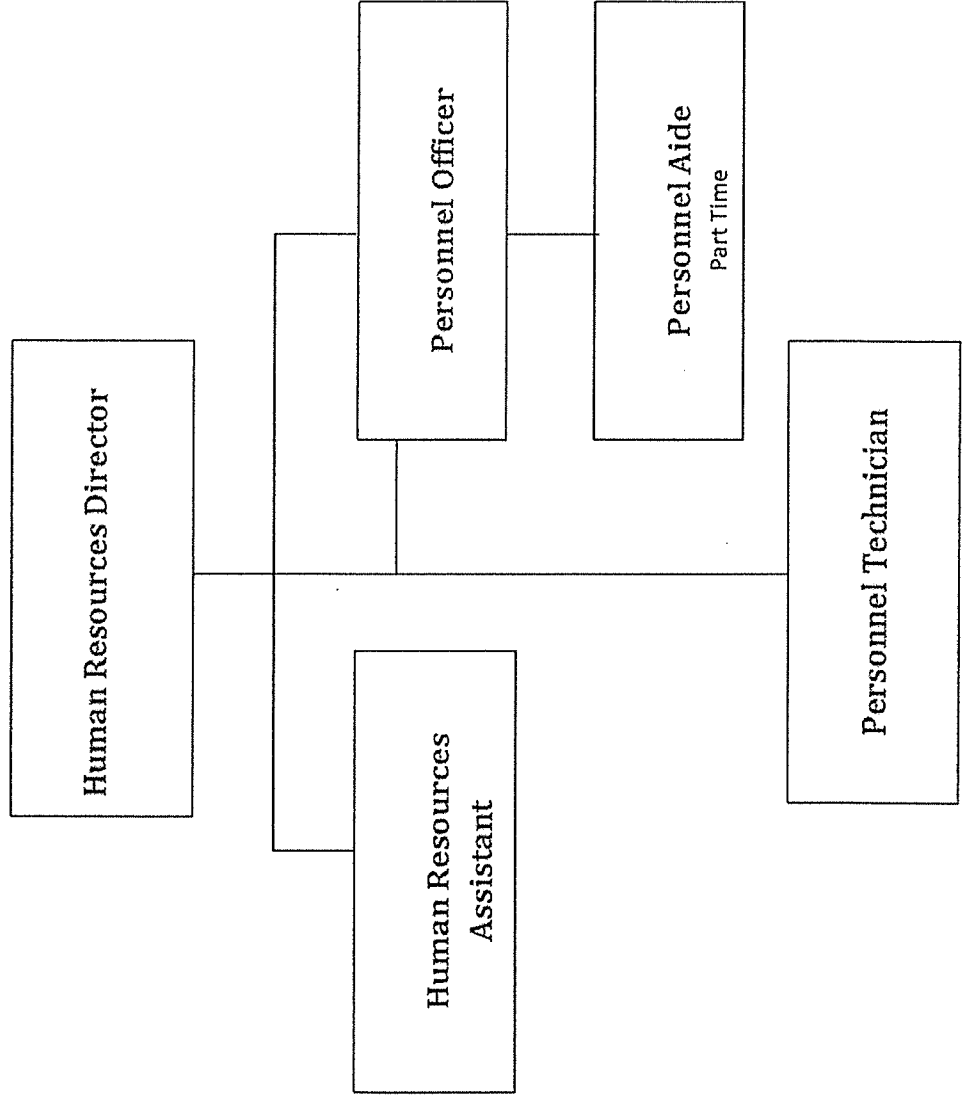
**DATE: 10/30/2013**

- (a) Purpose of Request: Amend Resolution No. 569 of 2013
  
- (b) Details: Clarify Blue Shield rates and amend terms for the Medicare Advantage agreements
  
- (c) Previous Resolution Number: 569 of 2103
  
- (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

# Proposal – Part I



# Warren County Board of Supervisors

RESOLUTION NO. \_\_\_ OF 2013

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

## **INTRODUCING LOCAL LAW NO. 9 OF 2013 AND AUTHORIZING PUBLIC HEARING THEREON**

RESOLVED, that proposed Local Law No. 9 of 2013 entitled "A Local Law Establishing the Human Resources and Civil Service Administration Department in the County of Warren and Accordingly Amending Local Law No. 3 of 1971, as previously amended by Local Law No. 5 of 2012", attached hereto and made a part hereof, be, and the same hereby is, introduced before the Warren County Board of Supervisors; and in order to give interested members of the public the opportunity to be heard thereon, the Board of Supervisors shall hold a public hearing at the Supervisors' Room in the Warren County Municipal Center on the 20<sup>th</sup> day of December, 2013, at 10:00 a.m., on the matter of the adoption of said proposed Local Law No. 9 of 2013, and be it further

RESOLVED, that the Clerk of the Board of Supervisors be, and hereby is, authorized and directed to give notice of such public hearing in the manner provided by law.

**PROPOSED COUNTY OF WARREN LOCAL LAW NO. 9 OF 2013**

**"A LOCAL LAW ESTABLISHING THE HUMAN RESOURCES AND CIVIL SERVICE ADMINISTRATION DEPARTMENT IN THE COUNTY OF WARREN AND ACCORDINGLY AMENDING LOCAL LAW NO. 3 OF 1971, AS PREVIOUSLY AMENDED BY LOCAL LAW NO. 5 OF 2012"**

**BE IT ENACTED**, by the Board of Supervisors of the County of Warren, New York, as follows:

**SECTION 1. Title.** This Local Law shall be entitled, "A Local Law Establishing the Human Resources and Civil Service Administration Department in the County of Warren and Accordingly Amending Local Law No. 3 of 1971, as previously amended by Local Law No. 5 of 2012".

**SECTION 2. Purpose.** The purpose of this Local Law is to amend and continue Local Law No. 3 of 1971 as said Local Law was previously amended by Local Law No. 11 of 2006 and Local Law No. 5 of 2012, to rename and expand the scope of the department established thereby and modify or amend certain provisions of Local Law No. 3 of 1971.

**SECTION 3. Personnel Officer Form of Civil Service Administration.** Effective January 1, 1973 the office of personnel officer in and for the County of Warren was created and established. The term of office of the personnel officer is six years unless otherwise required by law. The County of Warren hereby continues to elect that the provisions of the Civil Service Law be administered in the County of Warren under and by a personnel officer as provided in paragraph (b) of subdivision one of section fifteen of the Civil Service Law.

**SECTION 4. Department of Human Resources and Civil Service Administration.** There shall be a Department of Human Resources and Civil Service Administration under the oversight of the County Human Resources Manager, who shall be appointed by the Board of Supervisors. The County Human Resources Manager shall be appointed on the basis of qualifications and experience determined appropriate for the responsibilities of the office as may be, from time to time, amended by the Board of Supervisors by

resolution. The County Human Resources Manager shall report to the County Administrator and to the Board of Supervisors.

**SECTION 5. Powers and duties of the Personnel Officer.** Except as may otherwise be provided in this Local Law the personnel officer shall:

(a) Have all of the powers and perform all of the duties of a municipal civil service commission and personnel officer as prescribed by the Civil Service Law;

(b) As provided for under law and/or County personnel rule or regulation, perform the following typical work activities for the County of Warren and any other school, municipality, board, authority or organization provided for under the New York Civil Service Law, Rules and/or Regulations:

1. Administration of classification of employees including determination of appropriate titles based on new position duties statement or job classification questionnaire and drafting or amending job descriptions;
2. Certifying payrolls once or twice per year (depending on the municipality/school district, etc.);
3. Preparing resolutions for New York State Civil Service requesting amendments to County Civil Service Rules and appendices (including which titles are competitive, non-competitive, labor class, exempt, etc.);
4. Administering the Civil Service examination process for the county, school districts and municipalities (exams alone take approximately 4-8 hours every other Saturday, number of different exams are offered and the total number of candidates average 87 per month). Administration includes ordering exams, publicizing and sending out notices, entering all applicants into a database, checking qualifications, monitoring (being present for the exams), grading some of the exams (most are graded by the

State), data entry of testing results, notification to test takers of results as well as appropriate county, department heads, school or municipal officials, establishing and maintaining eligible lists and conducting canvases when necessary; and

5. Serving as a Civil Service resource to county officials, schools, municipalities, employees and residents in Warren County.

(c) Perform such other and related duties and tasks as may be required by law or the Board of Supervisors and/or the Warren County Administrator.

**SECTION 6. Powers and Duties of the County Human Resources Manager.** The County Human Resources Manager shall have the responsibility for managing the entire County personnel operation encompassing the core areas of human resource management, labor relations, and health benefits administration. The County Human Resources Manager duties shall include program and policy development, and strategic planning and organizational development. The County Human Resources Manager shall direct and supervise the Human Resource Department and assigned staff with the exception of the Civil Service Personnel Officer, where the responsibility shall be that of oversight without impermissible infringement on the duties and powers of the Civil Service Personnel Officer. The County Human Resources Manager shall perform related work as required by the County Board of Supervisors and/or County Administrator. The work of the County Human Resources Manager shall be performed in accordance with policies formulated by the County Board of Supervisors, union labor contracts, and all applicable federal and state labor laws. Typical work activities are as follows:

- (a) Provide new employee orientation programs as well as exit interviews;
- (b) Serve as a core team member for the development and maintenance of the County's computerized human resources/payroll/financial management/time and attendance computer system;

(c) Ensure compliance with all applicable laws, such as Human Rights Law, Equal Opportunity, Civil Service Law, Right to Know, Workplace Violence, etc. and work to implement changes that may be necessary to ensure County compliance;

(d) Provide technical support and assistance to Department Heads and employees;

(e) Enforce position control based on approved budgets and Board authorization;

(f) Initiate discussions of new policies and exploration of benefits that he/she has identified as being of service to County;

(g) Develop and implements annual employee evaluations;

(h) Work closely with the Personnel Officer, the Deputy Treasurer and the Payroll Department in the areas of employee benefits;

(i) Provide advice and guidance to employees regarding problems at work;

(j) Develop and implement a robust recruitment and hiring program to fill county job vacancies;

(k) Process background checks as appropriate for job description;

(l) Standardizing county employment practices (ex: standard work rules, policies, performance evaluations);

(m) Provide for management and employee continuing training and education programs that promote best human resource practices, compliance with laws and County policy and generally improve efficiency and service;

(n) Handle/process employee complaints/grievances;

(o) Handle and maintain employee financial disclosure statements in cooperation with the County Attorney's Office;

(p) Administer post-employment process, including but not limited to, unemployment claims, reference inquiries, retirement inquiries, post-employment benefits, etc.;

(q) Generally be the point of known contact for public, departments, employees and new employees regarding personnel/employee questions and concerns;

(r) Actively represent management's positions, as directed, in mediation, fact-finding and legislative show-cause hearings and in unfair labor practice proceedings;

(s) Provide technical guidance and/or negotiate outcomes in the resolution of specific and/or controversial personnel issues;

(t) Analyze precedents and existing employment, wage and salary practices in the area in order to assist management in the development of management's position prior to contract negotiation and generally assist in and/or handle collective bargaining negotiations as determined by the County Administrator;

(u) Develop and maintain county policy's including reference files including but not limited to existing contracts, existing rules, regulations and personnel practices, PERB and court decisions and information on negotiations, mediation and arbitration;

(v) Provide advisory service to management on various aspects of labor management practices and procedures including contract administration and conduct disciplinary and/or complaint investigations and works with the County Attorney or those matters which require legal advice and/or services;

(w) Responsible for oversight of the County's health benefits programs, managing and acting as liaison to the County's health insurance broker and service provider, as well as carrier representatives; and

(x) Perform other Human Resource projects or related work as directed by the County Board of Supervisors or the County Administrator.

**SECTION 7. Cooperation by Department Heads.** It shall be the duty of each department head to furnish the County Human Resources Manager and/or personnel officer with such information and aid as may be necessary for the performance of the personnel officer duties.

**SECTION 8. Impact of This Local Law on other Local Laws.** Insofar as the provisions of this Local Law are inconsistent with the provisions of any previously enacted Local Law, including Local Law No. 3 of 1971 as originally adopted, and as amended by Local Law No. 5 of 2012, this Local Law shall be controlling. However, nothing in this Local Law shall be deemed to modify or expand the appointed term of the personnel officer prior to the enactment of this Local Law.

**SECTION 9. Severability.** In the event that any provision of this Local Law shall be determined by a Court of Law to be illegal and/or unenforceable, the Local Law, to the extent the Courts have determined practical shall continue in full force and effect as if the said illegal or unenforceable provision were not contained a part thereof.

**SECTION 10.** This Local Law shall take effect immediately upon filing with the Secretary of State.