

**AGENDA**  
**PERSONNEL COMMITTEE**  
**FEBRUARY 12, 2014**

- 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 Human Resources/Civil Service/Personnel Office:**  
**Human Resources -**
    - A) Kathy Barrie, Personnel Officer, to address the Committee to announce her retirement.
    - B) Request from County Human Resources Director to temporarily retain the services of the Personnel Officer, post retirement, for up to 20 hours per week to assist with the transition in duties.
    - C) Request to ratify the actions of the County Human Resources Director in acquiring the services of an unpaid intern to assist with Human Resources/Personnel operations.
  - 2) **Referrals from the Criminal Justice Committee:**  
**Probation -**
    - A) ~~Request to fill the vacant position of Probation Officer, Grade 19, Annual Base Salary of \$41,881, due to termination. This position is not mandated, but receives 12% State reimbursement; funding for this position is included in the 2014 Budget. Mr. Iusi has withdrawn the request to fill the vacant Probation Officer position as he is in the process of exploring alternative ways to supervise low risk Probation cases that may not require an additional Probation Officer. He has advised he will present his findings at the March Personnel Committee meeting.~~  
**Public Defender -**
    - B) Request to create and fill the new position of Confidential Secretary to the First Assistant Public Defender, Base Salary of \$34,500, effective February 24, 2014, thereby amending the Departmental Table of Organization. Grant funding has been awarded to support the cost of this position.
  - 3) **Referral from the Health Services Committee:**  
**Public Health -**

Request to fill the vacant position of WIC Nutrition Aide #2, Grade 6, Annual Base Salary of \$28,046, due to retirement. This is a Union position which is not mandated, but receives 100% State reimbursement.
  - 4) **Referral from the Human Services Committee:**  
**Office for the Aging**

Request to create and fill the new position of Nutrition Services Coordinator #2, Annual Salary of \$40,209, effective February 24, 2014, thereby amending the Departmental Table of Organization. This is a non-Union position that is mandated and receives 10% Federal, 25% State and 25% Hamilton County reimbursements; there will be a \$7,347 impact to the County Budget which the Director of the Office for the Aging has proposed to address through a transfer of funds within the existing budget. *Note: the duties to be performed by the Nutrition Services Coordinator were previously provided on a contractual basis.*
  - 5) **Referral from the Public Safety Committee:**  
**Sheriff & Communications -**

Request to fill the vacant position of Patrol Officer #28, Annual Base Salary of \$36,414, due to retirement. This is a non-mandated, Union position which receives no reimbursements; the filling of this position will result in a \$13,578 savings to the County due to a reduction in longevity pay.

6) Referrals from the Public Works Committee:

Department of Public Works -

- A) Request to fill the vacant position of Highway Construction Supervisor II #2, *Grade 16, Annual Base Salary of \$38,239*, due to resignation, as well as any vacancies resulting from promotion. This is a non-mandated, Union position which receives no reimbursements, but is already funded in the 2014 County Budget.
- B) Request to fill the vacant position of Highway Construction Supervisor II #5, *Grade 16, Annual Base Salary of \$38,239*, due to retirement, as well as any vacancies resulting from promotion. This is a non-mandated, Union position which receives no reimbursements, but is already funded in the 2014 County Budget.

7) Referrals from the Social Services Committee:

Department of Social Services -

- A) Request to create and fill the new position of Supervising Support Investigator #2, *Grade 15, Annual Base Salary of \$37,138*, and abolish the existing position of Director of Child Support & Fraud, *Grade 17, Annual Base Salary of \$40,059*, position vacated due to retirement, effective February 21, 2014, thereby amending the Departmental Table of Organization. Authorization to fill any vacancies resulting from promotion has also been requested. This is a mandated, Union position which receives 39% Federal and 38% State reimbursements. Creation of the Supervising Support Investigator position will result in a budgetary savings of \$13,260 due to a decrease in longevity pay and experience based grade step increases.
- B) Request to create and fill the new position of Keyboard Specialist #7, *Grade 3, Annual Base Salary of \$24,669*, and abolish the existing position of Senior Typist #1, *Grade 4, Annual Base Salary of \$25,851*, position vacated due to retirement, effective February 21, 2014, thereby amending the Departmental Table of Organization. Authorization to fill any vacancies resulting from promotion has also been requested. This is a mandated, Union position which receives 39% Federal and 38% State reimbursements. Creation of the Keyboard Specialist position will result in a budgetary savings of \$8,966 due to a decrease in longevity pay and experience based grade step increases.
- C) Request to fill the vacant position of CPS Caseworker #7, *Grade 14, Annual Base Salary of \$36,093*, due to retirement, as well as any vacancies created by promotion. This is a mandated, Union position which receives 39% Federal and 38% State reimbursements. The filling of this position will result in a budgetary savings of \$6,033 due to a decrease in longevity pay and experience based grade step increases.
- D) Request to fill the vacant position of Senior Social Welfare Examiner #5, *Grade 11, Annual Base Salary of \$33,687*, due to retirement. This is a mandated, Union position which receives 39% Federal and 38% State reimbursements. The filling of this position will result in a budgetary savings of \$8,986, due to a decrease in longevity pay and experience based grade step increases.
- E) Request to fill the vacant position of Keyboard Specialist #2, *Grade 3, Annual Base Salary of \$24,699*, due to resignation. This is a mandated, Union position which receives 39% Federal and 38% State reimbursements and is already funded in the 2014 Budget. The filling of this position will not incur a budgetary savings because the person resigning from the position was employed for less than one year and had not earned any longevity pay or experience rated grade step increases.

8) **Referral from the Support Services Committee:**  
**Information Technology -**

Request to amend Resolution No. 732 of 2013, *Waiving the Rules of the Board That Require Prior Authorization by the Personnel Committee and Finance Committee in Authorizing a Temporary Part-time Position for the Warren County Information Technology Department*, to extend the period of employment for the temporary part-time Computer Help Desk Aide from 60 days to an employment period not to exceed 90 days.

9) **Requests from the County Administrator:**

- A) Request to authorize Gretchen Steffan, County Human Resources Director, to hold the position of President of the Adirondack Human Resource Association (ADKHRA) and to attend meetings and training. *A draft resolution is attached.*
- B) Request for authorization to withdraw from the New York State Health Insurance Program (NYSHIP).
- C) Request to amend Resolution No. 609 of 2013, *Authorizing the Execution of an Amendment Agreement with the Civil Service Employees Association (CSEA) Regarding the Establishment of a New Grade Tier to Provide an Additional Sum to the Pay Rate of Nurses That Participate in the Program Quality Assurance Initiative and Perform Certain Duties Outlined in the Specific Nursing Job Duties Statement*, to include per diem nurses.

10) **Items to be Discussed by the County Administrator:**

- A) Proposed revisions to County policies - Ethics Law update.
- B) Establishment of policy regarding intern agreements with SUNY Adirondack or any State four-year or community college for various County Departments, subject to County Administrator's review and approval, in a form approved by the County Attorney.

IV. **Pending Items:**

None.

# ***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: Human Resources and Civil Service Administration**

**DATE: 2/11/2014**

- (a) Purpose of Request: Permission to hire Kathleen Barrie as a Temporary Acting Personnel Officer to allow time to hire a new Personnel Officer due to retirement
  
- (b) Details: \$36.2604 hourly rate
  
- (c) Previous Resolution Number: N?A
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A.1430 130 Human Resources/Civil Service, Part-time Salaries

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

\* as listed in budget and LOGOS

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

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

**DEPARTMENT NAME: Public Defender's Office**

**DATE: January 27, 2014**

- (a) Title of Requested Position:  
Confidential Secretary to the First Assistant Public Defender
- (b) Annual **Base** Salary (and Grade if Applicable): \$34,500
- (c) Effective Date for New Position:\* February 24, 2014  
\*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): None.
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A.1171 110 - Public Defender, Salaries - Regular - \$34,500
- (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: No.

# 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. \_\_\_\_\_  
Title of Position wic Nutrition Aide #2 Annual Salary 28,040 Grade 6  
Budget code and title \_\_\_\_\_ Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 10396  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State 100 %  Other %  
Impact to Budget: 0

Personnel Officer has approved this form when initialed. RL

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services Date 1/23/2014  
 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 1/23/2014  
 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. 11***

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

**DEPARTMENT NAME:** Office for the Aging

**DATE:** 1/27/14

- (a) Title of Requested Position: Nutrition Services Coordinator #2
- (b) Annual **Base** Salary (and Grade if Applicable): \$40,209
- (c) Effective Date for New Position:\* 2/24/14  
\*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):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A6773 110 Nutri. For Elderly War Cty Sal Reg \$14,177 A6771 110 Nutri. For Elderly Ham Cty Sal Reg \$11,341 A6774 110 SNAP Salaries Reg \$8,506 (total amount prorated for 2/24/14 start date)
- (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: Yes, the NYSOFA requires that there be a position overseeing the nutrition program
- (h) Is there expected revenue from this position? If so, please explain: The position is approximately 60% reimbursed. The three nutrition program codes are reimbursed at different rates and rate for 6773 code is dependant on variable spending (due to overmatch)

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. Various
Title of Position Nutrition Services Coordinator #2 Annual Salary \$ 40,209 Grade N/A
Budget code and title Various Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Creation
Employee No.
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 10% State 25% Other Ham Cty 25%
Impact to Budget: \$ 7,347 (\$21,840 budgeted this is the difference less reimbursement)
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Human Services - OFA Date 1/22/14
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 Human Services - OFA Date 1/23/2014
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.

Ranking Committee Member Signature Edna A. Frazier

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**

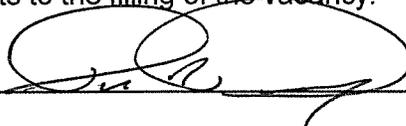
This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department Sheriff \_\_\_\_\_ Payroll Dept. No. \_\_\_\_\_  
Title of Position Patrol Officer #28 Annual Salary \$36,414.00 Grade \_\_\_\_\_  
Budget code and title A.3110 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 7803 Patrol Officer #28  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %  
Impact to Budget: \$13,578.00 Savings  
Personnel Officer has approved this form when initialed. \_\_\_\_\_

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

Name of Committee Public Safety - Sheriff Date 1/24/14  
 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 1/24/2014  
 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 Public Works Payroll Dept. No. 19.63
Title of Position Highway Constuction Supr. II #2 Annual Salary \$38,239 Grade16
Budget code and title D.5110 Union X Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11431
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other
Impact to Budget: Included in 2014 Budget
Personnel Officer has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Works Date Jan. 27, 2014
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 Jan. 27, 2014
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 Public Works Payroll Dept. No. 19.63
Title of Position Highway Constuction Supr. II #5 Annual Salary \$38,239 Grade16
Budget code and title D.5110 Union X Non-Union
This position is vacated due to: X Retirement Resignation Termination Promotion Other
Employee No. 8073
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: Included in 2014 Budget

Personnel Officer has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Works Date Jan 27, 2014

- 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 Jan 27, 2014

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

Ranking Committee Member Signature Eugene J. Meiners

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: 01.09.14

- (a) Title of Requested Position: SUPERVISING SUPPORT INVESTIGATOR #2
- (b) Annual Base Salary (and Grade if Applicable): Grade 15 \$37,138
- (c) Effective Date for New Position: \* 2/21/14  
\*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):  
Abolish the position of Director of <sup>child</sup> Support & Fraud at a salary of \$50,398, Grade 17 - 25
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A, 6010 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: Mandated
- (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

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. 40.07
Title of Position SUPERVISING SUPPORT INVESTIGATOR #2 Annual Salary \$37,138
Grade 15

Budget code and title A.6010 110 Union [X] Non-Union [ ]

This position is vacated due to: Retirement [ ] Resignation [ ] Termination [ ] Promotion [ ] Other [X] Creation

Employee No.

Is this position mandated? [X] Yes [ ] No Is the position reimbursable? [X] Yes [ ] No

Source of reimbursement: [X] Federal 39% [X] State 38% [ ] Other

Impact to Budget: Abolish Director of Support & Fraud at a salary of \$50,398 (Grade 17 Step 25) for a savings of \$13,260

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 1/23/14

[X] 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 1/23/14

[X] 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. 11**

**Request to Create New Position**

DEPARTMENT NAME: SOCIAL SERVICES

DATE: 01.09.14

- (a) Title of Requested Position: KEYBOARD SPECIALIST #7
- (b) Annual Base Salary (and Grade if Applicable): Grade 3 \$24,669
- (c) Effective Date for New Position:\* 2/21/14  
\*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):  
Abolish the position of Senior Typist #1 at a salary of \$33,635 Grade 4 - 29
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A 6010-110
- (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
- (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

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.

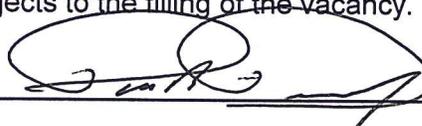
### DEPARTMENT HEAD COMPLETES THIS SECTION

Department SOCIAL SERVICES Payroll Dept. No. 40.00  
Title of Position KEYBOARD SPECIALIST #7 Annual Salary \$24,669 Grade 3  
Budget code and title A.6010 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other *Creation*  
Employee No. \_\_\_\_\_  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal 39%  State 38%  Other \_\_\_\_\_  
Impact to Budget: Abolish Sr. Typist at salary of \$33,635 (Step 29) for a savings of \$8,966  
Personnel Officer has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee SOCIAL SERVICES Date 1/23/14

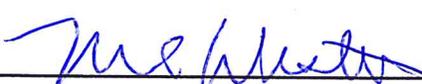
- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature 

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee SOCIAL SERVICES Date 1/23/14

- 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 \_\_\_\_\_

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 CPS CASEWORKER #7 Annual Salary \$36,093 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. 11369  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal 39%  State 38%  Other  
Impact to Budget: Current staff salary of \$42,126 (Gr 14 Step 7) for a savings of \$6,033  
Personnel Officer has approved this form when initialed. \_\_\_\_\_

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

Name of Committee SOCIAL SERVICES Date 1/23/14  
 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 1/23/14  
 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

Attachment 5B3

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 SENIOR SOCIAL WELFARE EXAMINER #5 Annual Salary \$33,687 Grade 11
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. 4509
Is this position mandated? X Yes No Is the position reimbursable? X Yes No
Source of reimbursement: X Federal 39% X State 38% Other
Impact to Budget: Total savings of \$8,986; current employee was Grade 11 Step 21 at a salary of \$42,693
Personnel Officer has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 1/23/14

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

Administrator Signature [Handwritten Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date 1/23/14

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

Ranking Committee Member Signature [Handwritten 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

Attachment 5B5

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 KEYBOARD SPECIALIST #2 Annual Salary \$24,699 Grade 3
Budget code and title A.6010 110 Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [X] Resignation [ ] Termination [ ] Promotion [ ] Other
Employee No. 12315
Is this position mandated? [X] Yes [ ] No Is the position reimbursable? [X] Yes [ ] No
Source of reimbursement: [X] Federal 39% [X] State 38% Other
Impact to Budget: Current KBS was step 1 employed less than 1 year
Personnel Officer has approved this form when initialed. \_\_\_\_\_

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee SOCIAL SERVICES Date 1/23/14

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

Administrator Signature [Handwritten Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee SOCIAL SERVICES Date 1/23/14

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

Ranking Committee Member Signature [Handwritten 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: Information Technology**

**DATE: 1/21/2014**

- (a) Purpose of Request: Request to amend the period of employment for the temporary part-time Computer Help Desk Aide
  
- (b) Details: Amend the resolution to change the period of employment to not exceed ninety (90) days instead of the previously authorized sixty (60) days
  
- (c) Previous Resolution Number: <sup>732</sup>~~723~~ of 2013
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A1680 130 Information Technology, Salaries-Part-Time

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 732 OF 2013

Resolution introduced by Supervisors Taylor, Strainer, Loeb, McDevitt, Frasier, Mason and Vanselow

### **WAIVING THE RULES OF THE BOARD THAT REQUIRE PRIOR AUTHORIZATION BY THE PERSONNEL COMMITTEE AND FINANCE COMMITTEE IN AUTHORIZING A TEMPORARY PART-TIME POSITION FOR THE WARREN COUNTY INFORMATION TECHNOLOGY DEPARTMENT**

RESOLVED, that the Rules of the Board that require prior authorization by the Personnel Committee and Finance Committee be waived, and the Warren County Information Technology Department be authorized to employ a temporary part-time Computer Help Desk Aide for a period not to exceed sixty (60) days, to be paid at a rate of Twelve Dollars and Eighteen Cents (\$12.18) per hour with the source of funding to be Budget Code A.1680 130 Information Technology, Salaries- Part-Time.

# Warren County Board of Supervisors

RESOLUTION NO. \_\_\_ OF 2014

**Resolution introduced by Supervisors Taylor, Kenny, Sokol, Merlino, Dickinson, Girard, Vanselow, Wood and Simpson**

**AUTHORIZING GRETCHEN STEFFAN, COUNTY HUMAN RESOURCES DIRECTOR, TO HOLD THE POSITION OF PRESIDENT OF THE ADIRONDACK HUMAN RESOURCE ASSOCIATION (ADKHRA) AND TO ATTEND MEETINGS AND TRAINING**

RESOLVED, that Gretchen Steffan, County Human Resources Director, be, and hereby is, authorized to hold the position of President of the Adirondack Human Resource Association (ADKHRA), and is authorized to travel to and attend any and all related meetings at no expense to Warren County.

# ***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 Administrator**

**DATE: 2/10/14**

- (a) Purpose of Request: Authorize withdrawal from the New York State Health Insurance Program
  
- (b) Details: Authorize withdrawal from the New York State Health Insurance Program
  
- (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: County Administrator**

**DATE: 2/10/14**

- (a) Purpose of Request: Amend Resolution No. 609 of 2013 to include per diem Health Services nurses
  
- (b) Details: Amend Resolution No. 609 of 2013 to include per diem Health Services nurses
  
- (c) Previous Resolution Number: 609 of 2013
  
- (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. 609 OF 2013

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

**AUTHORIZING THE EXECUTION OF AN AMENDMENT AGREEMENT WITH THE CIVIL SERVICE EMPLOYEES ASSOCIATION (CSEA) REGARDING THE ESTABLISHMENT OF A NEW GRADE TIER TO PROVIDE AN ADDITIONAL SUM TO THE PAY RATE OF NURSES THAT PARTICIPATE IN THE PROGRAM QUALITY ASSURANCE INITIATIVE AND PERFORM CERTAIN DUTIES OUTLINED IN THE SPECIFIC NURSING JOB DUTIES STATEMENT**

RESOLVED, that the Warren County Board of Supervisors hereby authorizes execution of an amendment to the collective bargaining agreement with the Civil Service Employees Association (CSEA) regarding the establishment of a new grade tier providing for an additional sum of One Thousand Five Hundred Dollars (\$1,500) to the pay rate of up to three (3) Health Services nurses that agree to become part of the program Quality Assurance Initiative with the duties being more fully specifically identified in the nursing job duties statement presented at the Health Services Committee meeting, with the understanding that the One Thousand Five Hundred Dollars (\$1,500) shall be added to the nurses pay, which sum shall be used in calculating overtime, but not to be subject to scheduled percentage pay increases set forth in the collective bargaining agreement between the County and CSEA and that a side agreement will be executed by the parties that more fully outlines the terms and provisions agreed upon, which agreement shall be executed by the Chairman of the Board, in a form approved by the County Attorney.