

AGENDA
PERSONNEL COMMITTEE
JUNE 11, 2014

Committee Members: Taylor, Kenny, Sokol, Merlino, Dickinson, Girard, Vanselow, Wood and Simpson

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

1) Request from the Human Resources/Civil Service/Personnel Office:

Human Resources -

Requesting authorization for Gretchen Steffan, County Human Resources Director, to attend the Personnel & Civil Service Officers Annual Training Conference in Corning, NY on June 8-11, 2014.

2) Request from the County Treasurer:

Request to reclassify the existing Payroll Clerk position (*Grade 7, Annual Base Salary \$29,612 - Current Annual Salary \$34,656 with longevity*) to a Payroll Technician (*Grade 10/Step 7, Annual Base Salary \$38,754*), effective June 23, 2014 and amend the Table of Organization accordingly. *Note: The employee currently filling the Payroll Clerk position has submitted a letter of resignation; effective July 1, 2014 the base salary will revert to \$33,166. (Finance Agenda Item 2)*

3) Request from the Criminal Justice Committee:

District Attorney -

Request to amend the Table of Organization to reflect salary increases for the District Attorney from \$140,300 to \$146,400 effective retroactive to April 1, 2013 and from \$146,400 to \$152,500 effective April 1, 2014 to comply with statutory requirements mandated by the State of New York. *Note: the State has provided \$6,100 in funding for these increases through the revenues received for the District Attorney salary, the Finance Committee will be asked to determine a source of funding for the remaining \$12,578.97. (Finance Agenda Item 3C)*

4) Referral from the Economic Growth & Development Committee:

Planning & Community Development -

Request to create and fill a new temporary GIS Technician position (*\$15/hour, 200 hours - total estimated cost of \$3,554*) to assist with quality control of check point data received from the State for use in E911 operations, thereby amending the Departmental Table of Organization accordingly. *Note: funding is not available within the existing budget for this position. A request will be presented to the Finance Committee to determine a source of funding if the position creation is approved. (Finance Agenda Item 4B)*

5) Referral from the Health Services Committee:

Westmount Health Facility -

Request to create and fill the new position of LPN F/T #13 (floating), *Grade 10-00, Annual Base Salary of \$33,166*; delete the positions of LPN P/T #13, *Grade 10-00, Annual Base Salary of \$19,900*, and LPN P/T #14, *Grade 10-001, Annual Base Salary of \$19,900*; and amend the Departmental Table of Organization accordingly.

6) Requests/Items to be discussed by the County Administrator:

- A) Request to amend Resolution No. 273 of 2014 to reflect the reclassification of a Westmount Health Facility position, rather than a deletion/creation of positions.
- B) Discussion regarding Ergonomics Review Program.

IV. Vacancies Filled:

Sheriff's Office

1. Patrol Sergeant #2, *Annual Base Salary of \$65,786, due to retirement.*
2. Patrol Officer (# to be determined), *Annual Base Salary \$47,710, due to promotion.*

V. Pending Items -

1. County Attorney to present suggested revisions to proposed Warren County Ethics Law (*the Ethics Law was presented at the May 20th Board Meeting and referred back to the Personnel Committee for review and revision*). 05.20.14

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Support Services hereby authorizes Gretchen Steffan
(Supervisory Committee) (Employee Name)

to attend Personnel & Civil Service Officers Annual Training Conference _____
(Name of meeting or organization)

at The Radisson, Corning, NY _____
(Address)

on 6/8 - 6/11/14. Mode of transportation to be used _County Vehicle _____
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.
(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ 624 (& meals) _____ GSA * Rate \$ 249 _____
- Meal costs - GSA *per diem rate \$ 161 (Gretchen Steffan will pay amount above gsa rate)

* www.gsa.gov

Date: June 6, 2014


Department Head Signature

Date: _____

Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to the County Administrator if credit card will be used.

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: Treasurer

DATE: June , 2014

- (a) Title of Reclassified Position: **Payroll Technician**

- (b) Annual Salary of Reclassified Position (and Grade if Applicable):* **38,754 until 7/1/14**
*(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.

- (c) Title and Employee Number of Position to be Deleted:
Payroll Clerk, 11283

- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):* **34,656**
*(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.

- (e) Effective Date:* **June 20, 2014**
*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.1325 110

- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*
*This is necessary **BEFORE** bringing the request to committees.

Yes

Memorandum

Date: June 6, 2014
To: Personnel and Finance Committees
From: Gretchen Steffan, County Director of Human Resources
Re: Reallocation Committee Recommendations – Payroll Clerk

Per CSEA Agreement for Warren County Local 857, effective through December 31, 2016; Article V – Salary and Compensation Plan Section 2. Page 7... on the existence of a Reallocation Committee... the purpose of the committee shall be to meet and discuss reallocations of positions within the Warren County classified service and/or the grade allocations set forth in the collective bargaining agreement...

On June 5, the Committee comprised of Bud Taylor, Paul Dusek, Gretchen Steffan and CSEA representatives Michael Nickson and Mark Murray evaluated a request to reclassify a Payroll Clerk position currently at Grade 7 to a Payroll Technician position at Grade 10.

The Committee agreed that this request was valid after consideration of job duties and experience requirements and recommends reclassification of this position.

Draft Job Description for Personnel Officer Consideration - June 6, 2014

PAYROLL TECHNICIAN – Grade 10 *(A Reclassification of Current Payroll Clerk – Grade 7)*

DISTINGUISHING FEATURES OF THE CLASS: This position is primarily responsible for the receipt and processing of information required to prepare payrolls, but also involves responsibility for performing a variety of other payroll-related tasks. Routine tasks involve performance of standard account-keeping practices in maintaining and verifying accounts and records. Work is performed under general supervision with the employee being expected to independently perform most duties, referring only difficult or unusual problems to the supervisor. The employee will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Receives balances and audits payroll records;
- Applies various contract provisions calculating paid and fringe time;
- Inputs payroll data, edits, and troubleshoots payroll runs;
- Prints, sorts and distributes payroll checks
- Processes and issues statements of earnings and deductions;
- Issues and records adjustments to payroll.
- Prepares and processes payroll deductions by forwarding appropriate reports and payments for deductions such as child support, garnishments, union dues, insurance, charity contributions, etc.;
- Processes payroll record changes such as health insurance, benefit changes, etc.;
- Prepares reports related to payroll, such as social security, W-2, retirement, health insurance, etc.
- Reviews a variety of documents such as claim forms, vouchers, bills, to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies; Verifies all calculations and codes on documents;
- Posts figures to appropriate accounts, verifying all data entered;
- Receives cash payments, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate account ledgers;
- Contacts departments, employees, vendors, etc. to obtain additional information as necessary;
- Provides routine information orally or in writing in response to inquiries or financial records;
- Files and maintains all related records as related to processing of payrolls, invoices, vouchers, bills, correspondence;
- Process data either for computer or other records;
- Maintains a working knowledge of laws as pertaining to all aspects of the payroll processes.

PAYROLL / KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of methods used in maintaining and processing payroll accounts and records; good knowledge of methods used in keeping and checking financial accounts and records, including financial computer software; good knowledge of the various benefit plans offered by a municipality including benefit limits, eligibility criteria, administrative and procedural requirements; good knowledge of municipal regulations, agreements, policies and procedures that affect benefit programs; good knowledge of office terminology, procedures & equipment; working knowledge of the Social Security System and the NYS Retirement Systems; ability to accurately perform complex arithmetic computations; ability to organize and maintain accurate records and files; ability to analyze data to produce records and reports; ability to follow complex oral and/or written instructions; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS:

- (a) An Associate's degree in Business/ Accounting or a similar field and a minimum of 2 years of experience involving the processing of large firm or municipal payroll; or
- (b) Graduation from high school or possession of a high school equivalency diploma; and a minimum of 4 years years of experience involving the processing of large firm or municipal payroll.

PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for independently performing and/or supervising a variety of basic bookkeeping and payroll related tasks. A Payroll Clerk is also responsible for processing the payroll and maintaining related payroll records. Work is performed under general supervision allowing for some exercise of independent judgment in carrying out the details of the work according to prescribed policies and procedures. Supervision may be exercised over subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Computes and makes appropriate payroll changes regarding hours worked, deductions, tax changes, overtime, etc.;

Enters payroll information into computer;

Adjusts salary figures for individual employees based on hours worked, shift differentials and longevity;

Verifies and posts salaries to appropriate accounts;

Processes payroll information requested for unemployment benefits to the New York State Employment Service;

Prepares a variety of records and reports related to the payroll process;

Prepares W-2 forms annually;

May type forms, checks and other materials;

May answer telephone and written requests from employees concerning payroll related personnel matters;

Operates computing, calculating and other office machines;

May prepare and distribute pay envelopes;

Keeps journals and ledgers;

May keep employee leave records;

Maintains records for Worker's Compensation and Disability;

Prepares checks to transfer deductions to proper accounts;

Prepares direct deposit checks;

Reconciles payroll account;

Prepares records and reports related to Tax Sheltered Annuities;

May handle health and dental insurance, including retiree contributions;

May answer inquiries about benefits, including insurance, retirement, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods used in maintaining and reviewing payroll accounts and records; good knowledge of basic bookkeeping principles; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to make arithmetical computations rapidly and accurately; ability to write legibly; clerical aptitude; mental alertness; a high degree of accuracy; courtesy, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. An Associate's degree in Business, Accounting or a similar field; or
- B. Graduation from high school or possession of a high school equivalency diploma including or supplemented by courses in bookkeeping and two years of experience involving the review and maintenance of financial accounts and records, including payroll.

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: District Attorney

DATE: 5-9-14

- (a) Employee Name, Title and Employee No.: Kathleen B. Hogan, District Attorney 10084.
- (b) Current Annual **Base** Salary (and Grade if Applicable): \$152,500.00
- (c) Former Annual **Base** Salary (and Grade if Applicable): \$140,300.00
- (d) Effective Date for Salary Change:* April 1, 2013 salary to \$146,400.00 and April 1, 2014 salary to \$152,500.00 to comply with statutory requirements as mandated by New York State.
*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:
New York State has provided funding for the increase through the State Revenue received for the DA Salary.
- (f) Justification of Request: New York State mandated District Attorney salary change from April 1, 2013 to \$146,400.00 and on April 1, 2014 to \$152,500.00.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Planning and Community Development

DATE: 30 May 2014

- (a) Title of Requested Position: **Temporary help - GIS Technican**
- (b) Annual Base Salary (and Grade if Applicable): **\$15/hour for 200 hours**
- (c) Effective Date for New Position: *** 1 July 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):
N/A
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
To be determined
- (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, the purpose is to quality control check point data received from the State for use in the E911 operations.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE: MAY 23, 2014

- (a) Title of Requested Position: LPN F/T#13 (floating)
- (b) Annual Base Salary (and Grade if Applicable): \$33,166.00 Grade 10-00
- (c) Effective Date for New Position:* July 1, 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):
LPN P/T #13 Grade 10-00 \$19,900.00 & LPN P/T#14 Grade 10-00 \$19,900.00
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
EF.60200.400 110 Westmount, Nursing Nurses' Station, LPN, Sal-Reg \$274,852.00
- (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:
- (h) Is there expected revenue from this position? If so, please explain:

Warren County Board of Supervisors

RESOLUTION NO. OF 2014

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

AMENDING RESOLUTION NO. 273 OF 2014; WAIVING THE RULES OF THE BOARD AND AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2014

WHEREAS, it has been determined that the action taken by Resolution No. 273 of 2014 should have been to reclassify a position, rather than to delete and create positions, now, therefore, be it

RESOLVED, that Resolution No. 273 of 2014, and the Table of Organization and the Warren County Salary and Compensation Plan for 2014, are hereby amended as follows:

<u>WESTMOUNT HEALTH FACILITY</u>	<u>EFFECTIVE</u>	<u>BASE SALARY</u>
<u>EF.83100.600 Dept. No. 41.14</u>		
<u>Position Reclassified From:</u>		\$30,835
<u>TITLE:</u>		Grade 8
Administrative Assistant		
	<u>EFFECTIVE</u>	<u>BASE SALARY</u>
<u>Position Reclassified To:</u>		
<u>TITLE:</u>	May 19, 2014	\$36,093
Health Facility Office Specialist		Grade 14

and be it further

RESOLVED, that other than the aforementioned amendment, Resolution No. 273 of 2014 shall remain in full force and effect.

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 Sergeant^{AZ} Annual Salary: \$65,786.00 Grade:

Budget code and title: A.3110 110 Union Non-Union

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

Employee No: 8063

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

Source of reimbursement: Federal % State % Other %

Impact to Budget: Neutral

Human Resources Director has approved this form when initialed. JS

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date 5/27/14

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

The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature]

BUDGET OFFICER COMPLETES THIS SECTION

Date 5/21/14

The Budget Officer has no objection to the filling of the vacancy.

The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety Date May 21, 2014

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

The committee objects to the filling of the vacancy.

In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [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 #TBD Annual Salary: ^{\$}47,710 Grade:

Budget code and title: A.3110 110 Union Non-Union

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

Employee No: TBD

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

Source of reimbursement: Federal % State % Other %

Impact to Budget: \$13,578.00

Human Resources Director has approved this form when initialed. GS.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date 5/22/14

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

The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature]

BUDGET OFFICER COMPLETES THIS SECTION

Date 5/21/14

The Budget Officer has no objection to the filling of the vacancy.

The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety Date May 21, 2014

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

The committee objects to the filling of the vacancy.

In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Evelyn M Wood