

**AGENDA**  
**PERSONNEL COMMITTEE**  
**AUGUST 6, 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) **Requests from the Human Resources/Civil Service/Personnel Office:**

*Human Resources -*

    - A) Request to extend employment of Temporary HR/Civil Service Assistant Shauna Newman for an additional three months, commencing August 20, 2014. Funding for the additional salary costs is not available within the existing budget, a transfer from the Contingent Fund totaling \$9,179.88 is requested.
    - B) Request to renew contract with People Pay Systems (*dba NEC/National Employers Council, Inc.*) to provide assistance with administration of the unemployment insurance program and to represent Warren County for all claim hearings at a cost of \$2,614.40.
    - C) Status report on Corrections Officer hiring process.
  - 2) **Request from the County Treasurer:**

Request to create the position of Junior Accountant-Temp at a rate of \$24.04 per hour effective August 18, 2014 to cover a vacancy during FMLA leave. Funding is available in the Treasurer's existing budget.
  - 3) **Referral from the Criminal Justice Committee:**

*Probation -*

Request to authorize Samantha Mason, Probation Assistant, to enroll in the job-related course entitled "Data Utilization in Criminal Justice" through the University at Albany, School of Criminal Justice, for the term commencing in August of 2014 and terminating in December of 2014 at a cost of \$1,500, as part of the requirements for Ms. Mason to achieve her Masters Degree in Criminal Justice. If the request is approved, Ms. Mason will be due reimbursement for 50% of the course costs upon completion with a grade of "C", or its equivalent, or better.
  - 4) **Referral from the Social Services Committee:**

*Department of Social Services -*

Committee supported the Reallocation Committee's recommendations regarding Caseworkers in the Department of Social Services and referred same to the Personnel and Budget Committees.
  - 5) **Referral from the Support Services Committee:**

*Clerk of the Board -*

Amending the Table of Organization to delete the position of Legislative Office Specialist #3, *Annual Salary \$34,680*, and create the position of Assistant Secretary to the Clerk of the Board, *Annual Salary of \$34,680*, effective August 11, 2014.
  - 6) **Requests/Items to be Discussed by the County Administrator:**

Request to waive Section I.B.3 of the Travel Policy as it relates to compliance with the GSA policy for attendance at the 2014 Fall NYSAC Seminar
- IV. **Vacancies Filled:**

*Public Health*

  1. Public Health Nurse #25, *Grade 21, Annual Base Salary \$44,783; Budgeted Salary \$46,016*, due to retirement. This a non-mandated, Union position which receives 100% reimbursement from the billing of various insurances.

***Social Services***

1. Social Services Attorney, *Annual Salary \$73,000; Budgeted Salary \$66,940*, due to resignation. This is a mandated, non-Union position which receives 50% Federal and 25% State reimbursements.
2. Sr. Social Welfare Examiner #6, *Grade 11, Annual Base Salary \$33,687; Budgeted Salary \$41,673*, due to promotion. This is a mandated, Union position which receives 50% Federal and 25% State reimbursements.
3. Social Welfare Examiner #21, *Grade 8, Annual Base Salary \$30,835; Budgeted Salary \$38,944*, due to retirement. This is a mandated, Union position which receives 50% Federal and 25% State reimbursement.
4. Social Welfare Examiner #40, *Grade 8, Annual Base Salary \$30,835; Budgeted Salary \$32,820*, due to resignation. This is a mandated, Union position which receives 50% Federal and 25% State reimbursement.
5. Social Welfare Examiner #41, *Grade 8, Annual Base Salary \$30,835; Budgeted Salary \$40,435*, due to retirement. This is a mandated, Union position which receives 50% Federal and 25% State reimbursement.

***Treasurer***

1. Payroll Technician, *Grade 10, Annual Base Salary \$33,166; Budgeted Salary \$33,166*, due to resignation (*position title created by reclassification of Payroll Clerk position effective June 23, 2014 - position created with Annual Base Salary of \$33,166*). This is a non-mandated, Union position which does not receive any reimbursements.

**V. Pending Items:**

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

# ***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:** August 4, 2014

- (a) Purpose of Request: **To extend our Temporary HR/Civil Service Assistant Shauna Newman for three months, commencing August 20, 2014**
- (b) Details: **Position is currently providing administrative support to the department. See attached job description**
- (c) Previous Resolution Number: **Res. No. 223 of 2014**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **Request Contingent Fund Transfer**

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

\* as listed in budget and LOGOS

## PROPOSED HUMAN RESOURCES AND CIVIL SERVICE ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** This is a para-professional support position that administers Human Resource (HR) and Civil Service (CS) processes and procedures. The work includes processing HR/CS forms and records, ensuring accuracy and completeness. There is considerable public contact involved in carrying out assignments with leeway allowed for independent judgment. The work is performed under the general supervision of the County Human Resources Director.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- ✓ Serves as receptionist for the department. Answers the main phone line, directs callers, greets walk-in customers, answers questions, administers the new hire paperwork process, and ensures accuracy and completeness. Receives incoming mail, date stamps and directs appropriately.
- ✓ Maintains various human resource files;
- ✓ Follows up on human resources and/or civil service procedures such as, probationary, provisional and temporary appointments and various certifications;
- ✓ Secures information from personnel records and civil service roster cards as required by the HR Director and CS Associates;
- ✓ Assists in reviewing qualifications of candidates for examinations or appointments;
- ✓ Checks personnel status changes for completeness and for conformance as to established rules and procedures;
- ✓ Assists in the compilation, completion and distribution of HR and/or CS related material, such as handbooks, manuals, pamphlets, examination announcements, exam and employment applications, job specifications, new hire paperwork and orientation packages.
- ✓ Answers routine inquires and distributes information regarding operations of the HR and/or CS functions to both employees and the general public;
- ✓ Prepares and types letters, memorandums, and examination announcements, certifications of eligibility, canvass letters, eligible book ranking, forms and spread sheets;
- ✓ Sorts, files and indexes a variety of materials;
- ✓ May compile data to be used for research on vacancies, appointments; position specifications and a variety of reports;
- ✓ May support the CS exam/testing process.
- ✓ Does other duties as may reasonably be assigned in the course of business operations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of basic procedures involved in human resource transactions; Working knowledge of Civil Service Law and Rules; Working knowledge of office terminology; Familiarity with the procedures used in the administration of a comprehensive human resource program; Familiarity with record maintenance, payroll certification and the processing of human resource/civil service transactions; Ability to maintain confidentiality of highly sensitive information; Ability to operate a personal computer and related equipment; Ability to utilize common office software programs, such as word processing, spreadsheets, and databases; Ability to follow oral and written directions; Ability to communicate effectively both orally and in writing; Ability to communicate and deal with employees and the general public; Ability to compose routine letters and memoranda; Ability to type at an accurate rate of speed; Possess good organizational skills and keen attention to detail.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree in Business or Human Resource (HR) Management;
- OR**
- B. Graduation from a regionally accredited or New York State registered college with an Associate Degree in Business or closely related discipline and 2 years of experience in an HR/Personnel/Civil Service Department or function;
- OR**
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years' experience in the administration of human resource and/or civil service transactions;

**COMPETITIVE**

Created August, 2014

Proposed Grade 8

Revision Dates:

## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME: Human Resources and Civil Service Administration**

**DATE: August 4, 2014**

- (a) Purpose of Contract Change:  
**Extending existing contract for assistance with administration of the unemployment insurance program and to represent Warren County for all claim hearings**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:  
**762 of 2012**
- (c) Name of Contractor:  
**People Systems dba National Employers Council, Inc. ("N.E.C.")**
- (d) Address of Contractor: **PO Box 4816**  
**Syracuse, New York 13221-4816**  
**rkeller@peoplesystems.com**
- (e) Contractor's Contact Person and Telephone Number:  
**Russell Keller - Senior Vice President Telephone: 315-471-2627 ext. 250**
- (f) Commencement Date of Extension: **January 1, 2014**
- (g) Termination Date of Extension: **December 31, 2014**
- (h) Payment Provisions: i) lump sum amount **\$2,614.40**  
ii) hourly rate amount  
iii) total amount not to exceed  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount:  
**A.1430 470 Human Resources/Civil Service - Contract Expenses \$2,614.40**

Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

\*as listed in budget and LOGOS

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

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

**DEPARTMENT NAME: Treasurer**

**DATE: August 1, 2014**

- (a) Title of Requested Position: **Junior Accountant - Temp**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$24.04/hour**
- (c) Effective Date for New Position:\* **August 18, 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.1325 130, County Treasurer, Salaries - Part time**
- (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: Treasurer Payroll Dept. No.: 11.00

Title of Position: Junior Accountant - Temp Annual Base Salary: 50,000 Grade:

Budget code and title: A.1325 130 Union  Non-Union

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

Employee No: N/A Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No

Source of reimbursement:  Federal %  State %  Other %

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other **TEMP. DUE TO FMLA LEAVE**

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

**Candidate's qualifications must be approved by Personnel Officer prior to hiring.**

Human Resources Director has approved this form when initialed. gs

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_

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

The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_

### BUDGET OFFICER COMPLETES THIS SECTION

Date \_\_\_\_\_

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 \_\_\_\_\_

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_

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 \_\_\_\_\_

**RESOLUTION REQUEST FORM NO. 19**

***Application for Approval to Enroll in Job-Related Courses by Employee***

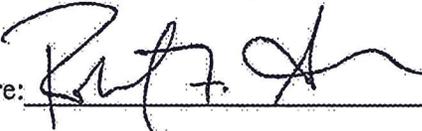
1. Employee=s Name: Samantha Mason
2. Position: Probation Assistant 3. Department: Probation
4. Course Title: Data Utilization in Criminal Justice
5. Institution or School: University at Albany, School of Criminal Justice
6. How Course Relates to Current Position: This course is a part of Ms. Mason's requirement for Master Degree in Criminal Justice.
7. Starting Date: 8/14 8. Completion Date: 12/14
9. Cost: \$1,500.00

10. Employee=s Signature:  Date: 7/30/14

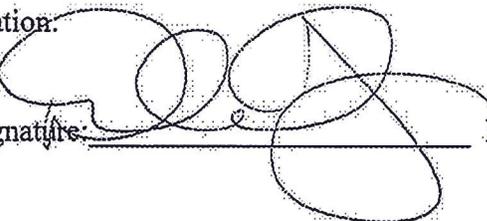
11. Supervisor=s Comments (Approval/Denial)

Supervisor=s Signature:  Date: 7/30/14

12. Department Head=s Comments (Approval/Denial)

Department Head=s Signature:  Date: 7/30/14

13. Committee=s Recommendation:

Committee Chairman=s Signature:  Date: 7/31/14

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and be eligible for 50% reimbursement for costs as itemized in Item #9. Employee must complete the course with at least a ACo, its equivalent, or better. Employee then submits a voucher with receipts verifying costs as listed and a copy of their final grade.

**Reallocation Committee Recommendations - July 2014**  
**Regarding Caseworkers in Department of Social Services**

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*From: Gretchen Steffan, SPHR on behalf of the Committee*

*Date: July 25, 2014*

We propose:

1. Caseworker – Grade 16 starting salary \$38,239,  
from a Grade 14 at \$36,093
2. Senior Caseworker - Grade 18, step 2 starting salary \$42,200,  
from Grade 15 \$36,738
3. Case B Supervisor - Grade 20, starting at Step #5 \$50,871,  
from Grade 17 \$46,703

Our goal is recruitment, retention and compensation equity...

Caseworker, Senior Caseworker and Case Supervisor Salary/Retirement Cost Analysis

Name	Position Title	CURRENT					PROPOSED					INCREASE	
		Grade	Rate	Annual	Retirement Benefit	Retirement Cont.	Grade	Rate	Annual	Retirement Benefit	Retirement Cont.	Increase Salary	Increase Retirement
Breen, Tammy L	Case Supervisor B #2	17 - 16	\$ 23.75	\$ 49,407.07	20.1	\$ 9,930.82	20-16	\$ 25.73	\$ 53,512.00	20.1	\$ 10,755.91	\$ 4,104.93	\$ 825.09
Coughlin, Diane R	Case Supervisor B #1	17 - 08	\$ 22.45	\$ 46,703.07	20.1	\$ 9,387.32	20-08	\$ 24.46	\$ 50,871.00	20.1	\$ 10,225.07	\$ 4,167.93	\$ 837.75
Hanchett, Christian	Case Supervisor B #3	17 - 08	\$ 22.45	\$ 46,703.07	20.1	\$ 9,387.32	20-08	\$ 24.46	\$ 50,871.00	20.1	\$ 10,225.07	\$ 4,167.93	\$ 837.75
Pearl, Julianna	Case Supervisor B #4	17 - 28	\$ 24.23	\$ 50,406.93	20.1	\$ 10,131.79	20-28	\$ 26.21	\$ 54,512.00	20.1	\$ 10,956.91	\$ 4,105.07	\$ 825.12
<b>CASE SUPERVISOR TOTALS</b>													
Barlow-Wright, Penelope	Caseworker #2	14 - 06	\$ 20.25	\$ 43,220.14	20.1	\$ 38,837.25	16 - 06	\$ 21.44	\$ 44,602.00	20.1	\$ 8,965.00	\$ 2,475.97	\$ 497.67
Beator, Catherine	Caseworker #26	14 - 00	\$ 17.35	\$ 36,092.99	10.8	\$ 3,898.04	16 - 00	\$ 18.43	\$ 38,329.00	10.8	\$ 4,139.53	\$ 2,236.01	\$ 241.49
Bell, Jacqueline L	Caseworker #5	14 - 01	\$ 17.60	\$ 36,603.01	10.8	\$ 3,953.13	16 - 01	\$ 18.63	\$ 38,749.00	10.8	\$ 4,184.89	\$ 2,145.99	\$ 231.77
Berry, Lauren J	Caseworker #32	14 - 03	\$ 18.21	\$ 37,877.01	16.4	\$ 6,211.83	16 - 03	\$ 19.28	\$ 40,099.00	16.4	\$ 6,576.24	\$ 2,221.99	\$ 364.41
Brierton, Joanna M	Caseworker #16	14 - 05	\$ 17.60	\$ 42,126.03	20.1	\$ 8,467.33	16 - 05	\$ 21.44	\$ 44,602.00	20.1	\$ 8,965.00	\$ 2,475.97	\$ 497.67
Cahill, Terra Lynne	Caseworker #15	14 - 01	\$ 17.60	\$ 36,603.01	10.8	\$ 3,953.13	16 - 01	\$ 18.63	\$ 38,749.00	10.8	\$ 4,184.89	\$ 2,145.99	\$ 231.77
Corbin, Andrea L	Caseworker #20	14 - 04	\$ 18.52	\$ 38,530.96	20.1	\$ 7,744.72	16 - 04	\$ 19.61	\$ 40,792.00	20.1	\$ 8,199.19	\$ 2,261.04	\$ 454.47
Coulman, Stephanie A	Caseworker #19	14 - 03	\$ 18.21	\$ 37,877.01	20.1	\$ 7,613.28	16 - 03	\$ 19.28	\$ 40,099.00	20.1	\$ 8,059.90	\$ 2,221.99	\$ 446.62
Depew, Kyle M	Caseworker #18	14 - 04	\$ 18.52	\$ 38,530.96	20.1	\$ 7,744.72	16 - 04	\$ 19.61	\$ 40,792.00	20.1	\$ 8,199.19	\$ 2,261.04	\$ 454.47
Dobert, Elizabeth M	Caseworker #4	14 - 05	\$ 20.25	\$ 42,126.03	20.1	\$ 8,467.33	16 - 05	\$ 21.44	\$ 44,602.00	20.1	\$ 8,965.00	\$ 2,475.97	\$ 497.67
Johnson, Betsy	Caseworker #10	14 - 07	\$ 20.25	\$ 42,126.03	20.1	\$ 8,467.33	16 - 07	\$ 21.44	\$ 44,602.00	20.1	\$ 8,965.00	\$ 2,475.97	\$ 497.67
Johnson, Rachel C	Caseworker #29	14 - 04	\$ 18.52	\$ 38,530.96	20.1	\$ 7,744.72	16 - 04	\$ 19.61	\$ 40,792.00	20.1	\$ 8,199.19	\$ 2,261.04	\$ 454.47
Lambert, Katherine	Caseworker #31	14 - 06	\$ 20.25	\$ 42,126.03	20.1	\$ 8,467.33	16 - 06	\$ 21.44	\$ 44,602.00	20.1	\$ 8,965.00	\$ 2,475.97	\$ 497.67
Mastranni, Christina M	Caseworker #14	14 - 05	\$ 20.25	\$ 42,126.03	20.1	\$ 8,467.33	16 - 05	\$ 21.44	\$ 44,602.00	20.1	\$ 8,965.00	\$ 2,475.97	\$ 497.67
Millis, Allison D	Caseworker #13	14 - 06	\$ 20.25	\$ 42,126.03	20.1	\$ 8,467.33	16 - 06	\$ 21.44	\$ 44,602.00	20.1	\$ 8,965.00	\$ 2,475.97	\$ 497.67
Montanye, Lindsey L	Caseworker #23	14 - 01	\$ 17.60	\$ 36,603.01	20.1	\$ 3,571.21	16 - 01	\$ 18.63	\$ 38,749.00	20.1	\$ 7,788.55	\$ 2,145.99	\$ 431.34
Montero, Sarah	Caseworker #25	14 - 02	\$ 17.90	\$ 37,234.08	10.8	\$ 4,021.28	16 - 02	\$ 18.95	\$ 39,418.00	10.8	\$ 4,257.14	\$ 2,183.92	\$ 235.86
Murray, Tina L	Caseworker #9	14 - 14	\$ 21.35	\$ 44,403.01	20.1	\$ 8,925.01	16 - 14	\$ 22.52	\$ 46,838.00	20.1	\$ 9,414.44	\$ 2,434.99	\$ 489.43
O'Neil, Anne	Caseworker #22	14 - 18	\$ 21.59	\$ 44,907.20	20.1	\$ 9,026.35	16 - 18	\$ 22.52	\$ 46,838.00	20.1	\$ 9,414.44	\$ 1,930.80	\$ 388.09
Parker, Pamela L	Caseworker #24	14 - 03	\$ 18.21	\$ 37,877.01	16.4	\$ 6,211.83	16 - 03	\$ 19.28	\$ 40,099.00	16.4	\$ 6,576.24	\$ 2,221.99	\$ 364.41
Pugh, Mary L	Caseworker #33	14 - 01	\$ 17.60	\$ 36,603.01	10.8	\$ 3,953.13	16 - 01	\$ 18.63	\$ 38,749.00	10.8	\$ 4,184.89	\$ 2,145.99	\$ 231.77
Raymond, Natalie A	Caseworker #27	14 - 01	\$ 17.60	\$ 36,603.01	10.8	\$ 3,953.13	16 - 01	\$ 18.63	\$ 38,749.00	10.8	\$ 4,184.89	\$ 2,145.99	\$ 231.77
Rowland, Dominique R.	Caseworker #6	14 - 00	\$ 17.35	\$ 36,092.99	10.8	\$ 3,898.04	16 - 00	\$ 18.43	\$ 38,329.00	10.8	\$ 4,139.53	\$ 2,236.01	\$ 241.49
Seigfried, Beth	Caseworker #7	14 - 00	\$ 17.35	\$ 36,092.99	10.8	\$ 3,898.04	16 - 00	\$ 18.43	\$ 38,329.00	10.8	\$ 4,139.53	\$ 2,236.01	\$ 241.49
Spinosa, Denice M	Caseworker #11	14 - 06	\$ 20.25	\$ 42,126.03	20.1	\$ 8,467.33	16 - 06	\$ 21.44	\$ 44,602.00	20.1	\$ 8,965.00	\$ 2,475.97	\$ 497.67
Watkins, Kerry A	Caseworker #21	14 - 08	\$ 20.25	\$ 42,126.03	20.1	\$ 8,467.33	16 - 08	\$ 21.44	\$ 44,602.00	20.1	\$ 8,965.00	\$ 2,475.97	\$ 497.67
Watkins, Cara L	Caseworker #30	14 - 03	\$ 18.21	\$ 37,877.01	16.4	\$ 6,211.83	16 - 03	\$ 19.28	\$ 40,099.00	16.4	\$ 6,576.24	\$ 2,221.99	\$ 364.41
<b>CASEWORKERS TOTALS</b>													
Corbett, Tammy A	Senior Caseworker #5	15 - 09	\$ 20.83	\$ 43,334.93	20.1	\$ 182,525.39	18 - 09	\$ 22.96	\$ 47,754.00	20.1	\$ 193,103.93	\$ 61,942.50	\$ 10,578.54
DeMarsh, Lianna E	Sr. Caseworker #6	15 - 06	\$ 20.83	\$ 43,334.93	20.1	\$ 8,710.32	18 - 06	\$ 22.96	\$ 47,754.00	20.1	\$ 9,598.55	\$ 4,419.07	\$ 888.23
Lord, John	Senior Caseworker #1	15 - 13	\$ 21.92	\$ 45,591.94	20.1	\$ 9,163.98	18 - 13	\$ 24.01	\$ 49,943.00	20.1	\$ 10,038.54	\$ 4,419.07	\$ 888.23
Mulcahy, Cynthia	Senior Caseworker #2	15 - 27	\$ 22.64	\$ 47,092.03	20.1	\$ 9,465.50	18 - 27	\$ 24.73	\$ 51,443.00	20.1	\$ 10,340.04	\$ 4,351.06	\$ 874.56
Neel, Kristina	Senior Caseworker #4	15 - 08	\$ 20.83	\$ 43,334.93	20.1	\$ 8,710.32	18 - 08	\$ 22.96	\$ 47,754.00	20.1	\$ 9,598.55	\$ 4,419.07	\$ 888.23
Taylor, Maureen C	Senior Caseworker #3	15 - 14	\$ 21.92	\$ 45,591.94	20.1	\$ 9,163.98	18 - 14	\$ 24.01	\$ 49,943.00	20.1	\$ 10,038.54	\$ 4,351.06	\$ 874.56
Terry, Tracy R	Sr. Caseworker #7	15 - 05	\$ 20.83	\$ 43,334.93	20.1	\$ 8,710.32	18 - 05	\$ 22.96	\$ 47,754.00	20.1	\$ 9,598.55	\$ 4,419.07	\$ 888.23
<b>SENIOR CASEWORKER TOTALS</b>													
											\$ 311,615.63	\$ 62,634.74	
											\$ 1,568,909.27	\$ 283,997.38	
											\$ 1,678,127.00	\$ 304,078.25	
											TOTAL INCREASE	\$ 109,217.73	\$ 20,080.86
											PERCENTAGE INCREASE	6.96%	7.07%
											Proposed Total Salary/Ret	\$ 1,982,205.25	\$ 129,298.59
											Less 62% Reimbursement	\$ 80,165.13	\$ 49,133.47
												difference	
												new costs	

Caseworker Comparison for Driveable Counties  
 Reallocation Committee

July 22, 2014 - Proposed Changes...

Driveable Counties...	WARREN COUNTY	WASHINGTON COUNTY	ALBANY COUNTY	SARATOGA COUNTY	SCHENECTADY COUNTY
	Annual	Annual	Annual	Annual	Annual
<b>POPULATION</b>	65,831	63,165	303,565	220,882	155,058
1. Caseworker	\$38,249	\$41,974	\$42,274	\$44,660	\$45,117
2. Sr. Caseworker	\$42,930	\$45,947		\$48,085	\$47,487
3. Case Supervisor B	\$0,871	\$0,003		\$1,494	\$49,978
4. Probation Assistant	\$29,612	\$33,946		N/A	\$37,184
5. Probation Officer	\$41,881	\$43,950		\$44,600	\$45,117
6. Sr. Probation Officer	\$43,674	\$47,965		\$48,085	\$49,978

Population	Warren	Washington	Albany	Saratoga	Schenectady
	65,831	63,165	303,565	220,882	155,058
Caseworker Start	\$38,249	\$41,974	\$42,274	\$44,660	\$45,117
Caseworker 1st year	\$38,749	\$42,515	\$42,916	\$45,292	\$47,113
Caseworker 2nd year	\$39,418	\$43,056	\$43,549	\$45,827	\$48,770
Caseworker 3rd year	\$40,095	\$43,597	\$44,105	\$46,417	\$50,427
Caseworker 4th year	\$40,772	\$44,138	\$44,661	\$46,992	\$52,085
Caseworker 5th year	\$41,451	\$44,665	\$45,181	\$47,576	\$53,742

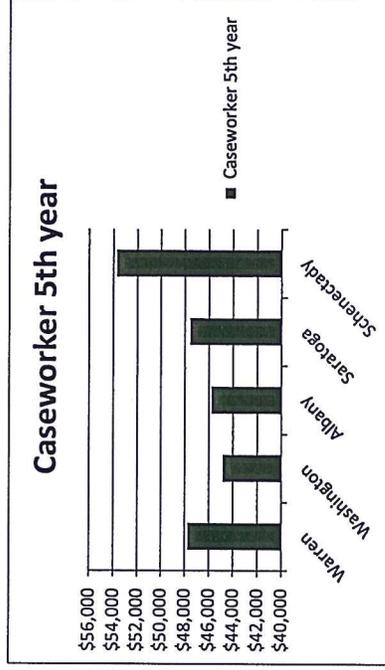
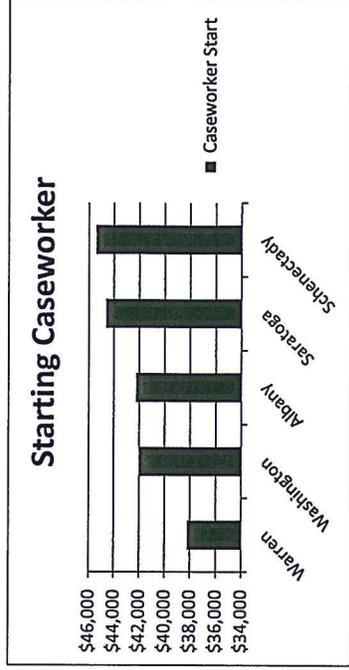
Population	Warren	Washington	Albany	Saratoga	Schenectady
	65,831	63,165	303,565	220,882	155,058
Caseworker Start	\$38,249	\$41,974	\$42,274	\$44,660	\$45,117
Caseworker 1st year	\$38,749	\$42,515	\$42,916	\$45,292	\$47,113
Caseworker 2nd year	\$39,418	\$43,056	\$43,549	\$45,827	\$48,770
Caseworker 3rd year	\$40,095	\$43,597	\$44,105	\$46,417	\$50,427
Caseworker 4th year	\$40,772	\$44,138	\$44,661	\$46,992	\$52,085
Caseworker 5th year	\$41,451	\$44,665	\$45,181	\$47,576	\$53,742

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Caseworker 5th year	\$41,451	\$44,665	\$45,181	\$47,576	\$53,742

Likely a senior caseworker	Warren	Washington	Albany	Saratoga	Schenectady
	65,831	63,165	303,565	220,882	155,058
Caseworker Start	\$41,451	\$44,665	\$45,181	\$47,576	\$53,742
Caseworker 1st year	\$41,951	\$45,165	\$45,681	\$48,076	\$54,242
Caseworker 2nd year	\$42,451	\$45,665	\$46,181	\$48,576	\$54,742
Caseworker 3rd year	\$42,951	\$46,165	\$46,681	\$49,076	\$55,242
Caseworker 4th year	\$43,451	\$46,665	\$47,181	\$49,576	\$55,742
Caseworker 5th year	\$43,951	\$47,165	\$47,681	\$50,076	\$56,242

Likely a senior caseworker	Warren	Washington	Albany	Saratoga	Schenectady
	65,831	63,165	303,565	220,882	155,058
Caseworker Start	\$41,451	\$44,665	\$45,181	\$47,576	\$53,742
Caseworker 1st year	\$41,951	\$45,165	\$45,681	\$48,076	\$54,242
Caseworker 2nd year	\$42,451	\$45,665	\$46,181	\$48,576	\$54,742
Caseworker 3rd year	\$42,951	\$46,165	\$46,681	\$49,076	\$55,242
Caseworker 4th year	\$43,451	\$46,665	\$47,181	\$49,576	\$55,742
Caseworker 5th year	\$43,951	\$47,165	\$47,681	\$50,076	\$56,242



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

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

**DEPARTMENT NAME: CLERK-LEGISLATIVE BOARD**

**DATE: JULY 23, 2014**

- (a) Title of Requested Position: **Assistant Secretary to Clerk of the Board**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$34,680**
- (c) Effective Date for New Position:\* **August 11, 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):  
**Legislative Office Specialist #3**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**A.1040 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:  
**No**
- (h) Is there expected revenue from this position? If so, please explain:  
**No**

# ***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: 8/5/2014**

- (a) Purpose of Request: **Authorize waiving Section I.B.3. of the Travel Policy as it relates to compliance with the GSA policy for attendance at the 2014 Fall NYSAC Seminar**
- (b) Details: **Authorize waiving Section I.B.3. of the Travel Policy as it relates to compliance with the GSA policy for attendance at the 2014 Fall NYSAC Seminar**
- (c) Previous Resolution Number: **No. 366 of 2014**
- (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. 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: 36.00
Title of Position: Public Health Nurse Annual Salary: 44,783 Grade: 21
Budget code and title: A.4010-110 Full Time Salaries Union [X] Non-Union [ ]
This position is vacated due to: [X] Retirement [ ] Resignation [ ] Termination [ ] Promotion [ ] Other [ ]
Employee No.: 8415 Is this position mandated? [ ] Yes [X] No Is the position reimbursable? [X] Yes [ ] No
Source of reimbursement: [ ] Federal % [ ] State % [X] Other 100 %

Various insurances for nursing services which are billable

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [X] Non-Competitive [ ] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature]

With 6 month probationary period

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services Date July 28, 2014

- [X] 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 7/28/14

- [X] 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 [Signature] Date July 28, 2014

- [X] 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 \_\_\_\_\_

# 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: 40.02  
Title of Position: SOCIAL SERVICES ATTORNEY Annual Salary: \$73,000 Grade: \_\_\_\_\_  
Budget code and title: A.6010 110 Salaries - Regular Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No.: 11549 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal 50 %  State 25 %  Other 25 %

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. gs

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 7/25/14

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 7/25/14

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 Social Services Date July 25, 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: **SOCIAL SERVICES** Payroll Dept. No: **40.06**  
Title of Position: **SR. SOCIAL WELFARE EXAM #6** Annual Salary: **\$33,687** Grade: **11**  
Budget code and title: **A.6010 Salaries - Regular** Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No.: **11769** Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal 50 %  State 25 %  Other 25 % **Local**

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other  
Actual Impact to Budget Report will be provided monthly by Human Resources Director. Promotional Exam Req.  
Candidate's qualifications must be approved by Personnel Officer prior to hiring.  
Human Resources Director has approved this form when initialed. gs

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 7/25/14  
 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 7/25/14  
 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 Social Services Date July 25, 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: **SOCIAL SERVICES**

Payroll Dept. No: **40.06**

Title of Position: **SOCIAL WELFARE EXAM #21**

Annual Salary: **\$30,835** Grade: **8**

Budget code and title: **A.6010 Salaries - Regular**

Union  Non-Union

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

Employee No.: **8332**

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

Source of reimbursement:  Federal 50 %  State 25 %  Other 25 % **Local**

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. gs

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services

Date 7/25/14

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 7/25/14

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 Social Services

Date July 25, 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: SOCIAL SERVICES Payroll Dept. No: 40.06  
Title of Position: SOCIAL WELFARE EXAMINER #40 Annual Salary: \$30,835 Grade: 8  
Budget code and title: A.6010 110 Salaries - Regular Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No.: 12466 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal 50 %  State 25 %  Other 25 %

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
*by AUGUST*

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

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

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 7/25/14

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 7/25/14

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 Social Services Date July 25, 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: SOCIAL SERVICES WELFARE EXAMINER Payroll Dept. No: 40,06

Title of Position: SOCIAL WELFARE EXAMINER #41 Annual Salary: \$30,835 Grade: 8

Budget code and title: A.6010 110 Salaries-Regular Union  Non-Union

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

Employee No.: 1629 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No

Source of reimbursement:  Federal 50 %  State 25 %  Other 25 %

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. gs

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 7/25/14

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 7/25/14

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 Social Services Date July 25, 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"

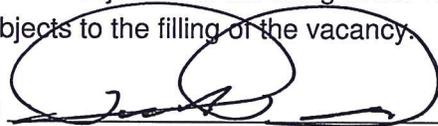
## NOTICE OF INTENT TO FILL VACANT POSITION

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### DEPARTMENT HEAD COMPLETES THIS SECTION

Department **Treasurer** Payroll Dept. No. **11.0**  
Title of Position **Payroll Technician** Annual Salary **\$33,166** Grade **10**  
Budget code and title **County Treasurer, Salaries - Regular** Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. **11283**  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %  
Impact to Budget: ~~None~~ Approximately \$6,000  
Human Resources Director has approved this form when initialed. G.S.

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Finance - Treasurer Date 6/13/14  
 The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.  
Administrator Signature 

### BUDGET OFFICER COMPLETES THIS SECTION

Date 6/17/14  
 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 Finance Date 6/24/14  
 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 