

**AGENDA**  
**PERSONNEL COMMITTEE**  
**SEPTEMBER 10, 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/Items to be discussed by the Human Resources Director/Personnel Officer:**
    - A) Gretchen Steffan, Human Resources Director, and Patricia Nenninger, Personnel Officer, to make presentation on Human Resources/Civil Service Administration Office staffing.
    - B) Ms. Steffan to revisit discussion on the Reallocation Committee's recommendations for the Payroll Supervisor position in the Treasurer's Office. *Discussion on recommendations was tabled at the August 6, 2014 Committee meeting.*
    - C) Ms. Steffan to present report on the costs/savings of vacant positions filled.
  - 2) **Referrals from the Health Services Committee:**

***Public Health - WIC***

    - A) Request to hire temporary help to fulfill the scope of work for a special project being undertaken in the WIC division as a result of the release of "unallocated" grant funding for 2015. The temporary help is to be provided by a per diem Health Educator currently working about 15 hours per week; the additional work associated with the WIC project will increase the number of hours worked by the per diem Health Educator to approximately 24 hours per week for the duration of the project.

***Westmount Health Facility***

    - B) Request create to the new position of Senior Account Clerk per diem, *Grade 7, Annual Base Salary of \$29,612*, and to ratify the actions of the Administrator of Westmount Health Facility in filling the position prior to receiving Personnel Committee and Board approval. This position is to be used for a limited number of hours to provide training by a former Senior Account Clerk to the newly hired Senior Account Clerk at a total cost not to exceed \$1,000. Funding for this expense is available within the existing budget.
  - 3) **Referral from the Public Works Committee:**

***DPW -***

Request to authorize Maja Tlokinska-Scroggins, Senior Account Clerk, to enroll in the job-related courses entitled "Intro to College Writing; Intro to Algebra; and Intro to Business, Financial Accounting" through SUNY Adirondack, for the term commencing in the fall of 2014 and terminating in December of 2014 at a cost of \$2,150.70, as part of the requirements for an Accounting Degree program. If the request is approved, Ms. Tlokinska-Scroggins will be due reimbursement for 50% of the course costs upon completion with a grade of "C", or its equivalent, or better.
  - 4) **Requests/Items to be Discussed by the County Administrator:**

None.

*Continued*

**IV. Vacancies Filled:**

***Public Health - WIC***

1. Infant Feeding Advocate (part-time), *Grade 3, Base Hourly Rate of \$11.87*, due to resignation. This is a mandated, non-Union position which receives 100% State reimbursement through the WIC program.

***Sheriff***

1. Patrol Officer #25, *Annual Base Salary of \$36,414; Hiring at Step 3 Salary of \$47,710 - Current Incumbent Salary is \$61,288*, due to retirement. This is a non-mandated, Union position that receives no reimbursements.

***Treasurer***

1. Junior Accountant - Temp, *Annual Base Salary \$50,000*, due to creation. Position to be used to fill vacancy during family medical leave absence. This is a non-mandated, non-Union position which does not receive any reimbursements. *This position was created by Resolution No. 405 of 2014, adopted on August 15, 2014.*

***Westmount Health Facility -***

1. Senior Account Clerk, *Grade 7, Annual Base Salary of \$29,612*, due to resignation. This is a non-mandated, Union position which receives no 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

## Memorandum...

Date: September 5, 2014  
To: Personnel Committee and Finance Committee  
From: Gretchen Steffan – County HR Director on behalf of the Reallocation Committee  
Re: 2014 Reallocation Committee Recommendations – Payroll Supervisor

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### Reallocation Committee Purpose...

As part of the CSEA Contract Article V – Salary and Compensation Plan Section 2, page 7; “there shall exist a reallocation committee which shall consist of 6 members. 3 members shall be appointed by the Warren County Board of Supervisors and 3 shall be appointed by the President of the Warren County General Unit, Warren County Local 857. 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. The committee shall meet during the month of May in each calendar year and shall consider only those petitions to reallocate specific positions submitted and/or approved by the Warren County Board of Supervisors and/or the CSEA Executive Committee...

Once the committee has reached a decision, it shall forward its recommendations to the Warren County Board of Supervisors for consideration by the Board and for a final determination, which final determination shall lie within the exclusive discretion of the Warren County Board of Supervisors.

Reallocation Committee members included: Paul Dusek, Bud Taylor, Gretchen Steffan, Mark Murray and Mike Nickson. CSEA representatives or their agents were included in our process.

### Request for Payroll Supervisor Reallocation...

At the request of the County Treasurer and the Deputy Treasurer the Reallocation Committee evaluated the Payroll Supervisor position duties and salary. The goal of this evaluation was to potentially upgrade the position and benchmark the Payroll Supervisor within the CSEA salary grading system with positions requiring comparable skill and qualification levels...

The Warren Cty. Payroll Supervisor:	<u>Grade 16</u> , 2014 starting salary <u>\$38,239</u> or <u>\$18.38</u> ph.
Minimum Qualifications:	BS in Bus Admin., Accounting or Finance and 3 years exp. with large firm or municipal payroll, one of which shall be in a supervisory capacity.
Requirements of the role:	High level of responsibility, good judgment, above average computer/computational skill level, deadline driven, accurate with the ability to effectively communicate.
Training/Certifications:	Continuing professional education. Could obtain CPP (Certified Payroll Professional)

After updating the job description (*which did not change remarkably*), we gathered local and regional salary data from both private and public entities for salary benchmarking.

We sampled 28 organizations and these are the most relevant benchmarks...

Category	Source	Title	Entry Salary	Notes
local	Local Company	Payroll Coordinator	\$41,540	Manages processing of payroll for 750 emps/multi sites
local	Local Company	Payroll Manager	\$45,000	Manages processing of payroll for 1,000 per week
local	SUNY Adirondack	HR/Payroll Specialist	\$32,600	
muni	Cayuga County	Payroll Specialist	\$45,790	Population 79,738-near Syracuse
survey	CRHRA Salary Survey	Payroll Manager	\$47,620	Capital Region HR Association August 2013 Data
survey	CRHRA Salary Survey	Payroll Clerk	\$30,617	Capital Region HR Association August 2013 Data

**Recommendation...**

As a result of our analysis we propose upgrading the Payroll Supervisor position as follows:

From: Grade 16, starting salary \$38,239  
 To: Grade 18, starting salary \$40,973 (an increase of \$2,734)

This will increase current incumbent as follows:

From: Grade 16, Step 6 at \$44,602  
 To: Grade 18, Step 6 at \$47,754 (an increase of \$3,152)

This would benchmark the Payroll Supervisor with positions requiring similar skill sets...

<b>Grade 16 Positions</b>	<b>Grade 18 Positions</b>
Hwy Construction Supervisor II	Senior Planner
Senior Tax Map Technician	Early Intervention Service Coordinator
Sr. Airport Fac. Maintenance Mechanic	Senior Public Health Educator.
Sr. Building Maintenance Mechanic	
Staff Development Coordinator	
WIC Dietician Nutrition Facilitator	
WIC Dietician or Nutrition Counselor	

**Action...**

1. Request the Personnel Committee review/approve this recommendation.
2. Request the Finance Committee review/approve this recommendation.
3. With approval of both Committees, then the upgrade will be included in the annual budget process, which will require further review/approval by the Budget Officer and Budget Committee before taking effect January 1, 2015.

## PAYROLL SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for payroll processing, benefits allocation, retirement and tax reporting. The position also encompasses administration of computer operations related to payroll, fringe benefits, and deductions including financial reporting and statistical data maintenance. There is a wide range of inter-departmental contact as the incumbent collaborates with and provides direction to employees and department heads on a variety of issues. External contacts are with professional associates in the development and delivery of service. Due to extensive computer use, this position requires extreme visual effort and a considerable knowledge of the hardware and software necessary to process payroll. The Payroll Supervisor functions under the general supervision of an administrative supervisor and supervises payroll personnel. The incumbent will perform all related duties as required.

### TYPICAL WORK ACTIVITIES: (Illustrative Only)

Directs, supervises and performs payroll activities ensuring proper disbursement to employees as well as outside agencies;

Coordinates payroll activities of all County Departments;

Directs, supervises and performs activities relating to retirement system reporting and benefits allocation, ensuring proper employee crediting and payment;

Prepares reports to employee and government agencies including all necessary forms and information required by law (including but not limited to Federal wage reporting);

Coordinates end of year payroll processes including necessary adjustments to end of year W-2 wage file;

Maintains and updates software system payroll files;

Reconciles payroll information in the County's general ledger;

Builds working relationships with internal contacts and administrative staff as well as external contacts (government agencies, retirement system providers, financial institutions);

Assures compliance of payroll processing with Federal, State and Local Laws;

Acts as liaison between payroll personnel and Information Technology Department regarding computer issues relating to payroll processes and reports;

Supervises the payroll activities of subordinate employee(s).

(con't.)

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

Thorough knowledge of methods used in maintaining and processing payroll accounts, payroll tax and withholdings; thorough 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 Federal, State and municipal regulations, agreements, policies and procedures that affect payroll and/or benefit programs; good knowledge of office terminology, procedures & equipment; good 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 plan and schedule work assignments; ability to meet stringent deadlines; ability to communicate effectively both verbally 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) Graduation from a New York State registered or regionally accredited college or university with an Bachelor's degree in Business Administration, Accounting, Finance or a closely related field **AND** a minimum of 3 years of experience involving the processing of large firm or municipal payroll, one of which shall have been in a supervisory capacity; or
- (b) Graduation from a New York State registered or regionally accredited college with an Associate's degree in Business Administration, Accounting, Finance or closely related field **AND** a minimum of 5 years of experience involving the processing of large firm or municipal payroll, one of which shall have been in a supervisory capacity.

Classification: Competitive

Adopted: Warren County Civil Service Administration, 9/17/03

Amended: Warren County Civil Service Administration, 8/11/14

Approved: Warren County HR Director, July, 2014

Warren County Treasurer, July, 2014

**Memorandum**

Date: September 10, 2014

To: Personnel Committee

From: Gretchen Steffan - County Director of Human Resources

Re: Tracking of Notice of Intent to Fill Position from July, August and September

*Here is the tracking information for your information...*

Personnel Cmtte. Date	Department	Position Title	Incumbent	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Actual
7/9/2014	Countryside	Institutional Aid #7	Buzzell	\$25,642.00	\$24,699.00	6/30/2014	Shambo	\$24,699.00	\$0.00
7/9/2014	DPW	Word Processing Operator	Fish	\$33,278.00	\$25,851.00	Unfilled			
7/9/2014	Probation	Probation Officer	Johnston	\$51,477.00	\$41,881.00	8/11/2014	Steves - Step 4	\$44,629.00	\$2,748.00
7/9/2014	Sheriff	Patrol Officer #47	Belden	\$47,710.00	\$47,710.00	8/11/2014	Greiner - Step 4	\$47,710.00	\$0.00
7/9/2014	Sheriff	Patrol Officer #29	Spinelli	\$61,287.00	\$41,353.00	7/14/2014	Bateholtz - Step 4	\$47,710.00	\$6,357.00
8/6/2014	Treasurer	Junior Accountant - Temp	NEW	\$50,000.00	\$50,000.00	9/2/2014		\$50,000.00	\$0.00
8/6/2014	Health Services	Public Health Nurse #25	Rainville	\$52,102.00	\$44,783.00	Unfilled			
8/6/2014	Social Services	Social Services Attorney	Jordan	\$73,000.00	\$73,000.00	8/28/2014	Schrock-Seeley	\$73,000.00	\$0.00
8/6/2014	Social Services	Sr. Social Welfare Examiner #6	Steves	\$35,996.00	\$33,687.00	Unfilled			
8/6/2014	Social Services	Social Welfare Examiner #21	Allen	\$38,934.00	\$30,835.00	Unfilled			
8/6/2014	Social Services	Social Welfare Examiner #40	McGowin	\$35,996.00	\$30,835.00	Unfilled			
8/6/2014	Social Services	Social Welfare Examiner #41	Perry	\$40,434.00	\$30,835.00	Unfilled			
8/6/2014	Treasurer	Payroll Technician	Kersey	\$38,754.00	\$33,166.00	9/8/2014	Reagan	\$33,166.00	\$0.00
9/10/2014	Public Health - WIC	Infant Feeding Advocate	Dacey	\$11.87/hour	\$11.87/hour	Unfilled			
9/10/2014	Westmount	Senior Account Clerk	Mellon	\$37,046.00	\$29,612.00	8/26/2014	Chilson	\$29,612.00	\$0.00
9/10/2014	Sheriff	Patrol Officer #25	Wells	\$61,287.00	\$36,141.00	Unfilled			

## RESOLUTION REQUEST FORM NO. 20

### MISCELLANEOUS\*

**\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here. Please attach any backup information available and be as detailed as possible.**

DEPARTMENT NAME: Health Services

DATE: 08/25/2014

- (a) Purpose of Request: To hire temporary help to fulfill the scope of work for the special project for the WIC Program that has come about as a result of the release of the "unallocated" grant for the 2015 year. This is a one-time situation so it is not necessary to hire a permanent employee or amend the table or organization for the WIC Program.
- (b) Details: Currently there is a per diem Health Educator working about 15 per week. This individual will assume the tasks of completing the special project but her hours will increase to 24 hours per week for the duration of the project.
- (c) Previous Resolution Number:

# *RESOLUTION REQUEST FORM NO. 11*

## *Request to Create New Position*

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE: August 25, 2014

- (a) Title of Requested Position: Senior Account Clerk Per diem
- (b) Annual Base Salary (and Grade if Applicable): Grade 7 \$29,612.00
- (c) Effective Date for New Position:\* September 20<sup>th</sup>, 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):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: EF.83110 600 130 Westmount, Fiscal Services, Clerical & Other wages, Salaries Per diem \$ 500.00.
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

**RESOLUTION REQUEST FORM NO. 19**

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

- 1. Employee=s Name: Maja Tlokinska-Scroggins
- 2. Position: Senior Account Clerk
- 3. Department: DPW
- 4. Course Title: Intro to College Writing, Intro to Algebra, Intro to Business, Financial Accounting
- 5. Institution or School: SUNY Adirondack
- 6. How Course Relates to Current Position: Accounting Degree Program
- 7. Starting Date: Fall 2014
- 8. Completion Date: Dec. 2014
- 9. Cost: \$2150.70

10: Employee=s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

11. Supervisor=s Comments (Approval/~~Denial~~)

Supervisor=s Signature: *Jan M Wolke* Date: *8/20/14*

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

Department Head=s Signature: *Jeffery E. Thompson* Date: *8/20/14*

13. Committee=s Recommendation:

Committee Chairman=s Signature: *Gregory J. M...* Date: *8/20/14*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chairman of the Board of Supervisors

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and



**SUNY  
ADIRONDACK**

www.sunyacc.edu

Accounts Receivable  
640 Bay Road  
Queensbury, NY 12804  
Phone: 518.743.2266

10

Date: 07/09/2014

Maja A. Tlokinska-Scroggins

Student ID: [REDACTED]  
Term: Fall 2014 (201410)

Due Date: 07-AUG-2014

**Student Schedule and Bill**

CRN	SUBJ	COURSE#	SECTION AND TITLE	CREDITS	DAYS	TIME	ROOM
11926	ENG	101	Intro to College Writ	3.00	T	0630-0920pm	FHSN 201
12023	MAT	097	Introductory Algebra	3.00	TR	0400-0550pm	DEAR 225
12064	BUS	101	Introduction to Busi	3.00	TBA	TBA	ONLINE TBA
12346	BUS	146	Financial Accounting	4.00	TBA	TBA	ONLINE TBA
TOTAL CREDITS				13.00			

CURRENT TERM CHARGES		CURRENT TERM PAYMENTS	
Accident Insurance	2.20	Check Payment	35.00
Activity Fee	90.00	Check Payment	40.00
ID Card	2.50		
Matriculation Fee	40.00		
Parking Fee	15.00		
SUNY Adirondack Application	35.00		
Technology Replacement Fee	91.00		
Tuition	1935.00		
Wellness Fee	15.00		

VALID CERT OF RESIDENCE ON FILE (063)

Current Term Charges Total: 2225.70

Current Term Payments Total: 75.00

Current Term Balance:	2150.70	<b>AMOUNT DUE:</b>	2150.70
Other Term Balance:	0.00		

Please pay by mail or online. We do not take payments by phone.  
Payment or payment arrangements along with Certificate of Residence  
must be received in the Business Office by Aug 7th to retain this  
schedule. Late payment can result in loss of classes.



If mailing payment, include this stub and send payment to:  
(please do not send cash)

Adirondack Community College  
Business Office  
640 Bay Road  
Queensbury, NY 12804

Term: Fall 2014 (201410)

Pay this amount: 2150.70

Amount Paid: \$ \_\_\_\_\_

Date: 07/09/2014

Student ID Number: [REDACTED]

Student Name: Maja A. Tlokinska-Scroggins

Please contact the Registrars Office to update your address.

# 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: 36.01  
Title of Position: Infant Feeding Advocate Annual Salary: 11,871 hr. Grade: 3  
Budget code and title: A4013.130 Part Time Salaries Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No.: 12429 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State 100 %  Other %  
by WIC Program Contract

### 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. [Signature]

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_ Date 8/6/14

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 8/8/14

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 Health Services Date 8.25.14

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 [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: **30.00**

Title of Position: **Patrol Officer #25**

Annual Salary: **\$36,414<sup>\*</sup>** Grade: **201-01**

Budget code and title: **A.3110 110**

Union  Non-Union

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

Employee No.: **7190**

Is this position mandated?  Yes  No

Is the position reimbursable?  Yes  No

Source of reimbursement:  Federal %  State %  Other %

\*Hiring at step 3 \$47,710, Incumbant at \$61,288

### 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 Public Safety - Sheriff Date 8/22/14

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 8/22/14

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 - Sheriff Date Aug. 22, 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 Ellen A Wood

# 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 W. B. H. [Signature] Date 8/6/14

- 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 8/6/14

- 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 8/6/14

- 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 [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: Westmount Health Facility Payroll Dept. No: 4114
Title of Position: Senior Account Clerk Annual Salary: \$29,612 Grade: 7
Budget code and title: EF83110.600.110 Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [checked] Resignation [ ] Termination [ ] Promotion [ ] Other [ ]
Employee No.: 8492 Is this position mandated? [ ] Yes [ ] No Is the position reimbursable? [ ] Yes [checked] No
Source of reimbursement: [ ] Federal % [ ] State % [ ] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[checked] 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 initiated. [Signature]

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services Date 8/6/14

[checked] 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 8/8/14

[checked] 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 Health Services Date 8.25.14

[ ] 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 [Signature]

# Warren County Board of Supervisors

## RESOLUTION NO. 405 OF 2014

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

### **AUTHORIZING TEMPORARY FULL-TIME JUNIOR ACCOUNTANT POSITION FOR THE WARREN COUNTY TREASURER'S OFFICE**

RESOLVED, that the Warren County Treasurer's Office be authorized to employ a temporary full-time Junior Accountant for a period not to exceed ninety (90) days commencing August 18, 2014, to be paid at a rate of Twenty Four Dollars and Four Cents (\$24.04) per hour with the source of funding to be Budget Code A.1325 130 County Treasurer, Salaries - Part-Time.