

CRIMINAL JUSTICE COMMITTEE

AGENDA

NOVEMBER 7, 2014

Approval of minutes from the October 7th Committee Meeting.

Agenda Items:

1. Request to fill the 5th Assistant District Attorney position (*Annual Salary \$49,726*) which will become vacant due to a resignation effective on November 14, 2014, as well as to fill any vacancies created by promotion. The intent is to promote the 6th Assistant District Attorney to the 5th Assistant District Attorney position, then fill the 6th Assistant District Attorney position with a new employee.
2. Request to create and fill a temporary full-time Assistant District Attorney position (*Salary of \$46,588*) for training purposes. This position will be filled by the candidate selected for the 6th Assistant District Attorney position in order for that person to train with the current staff before the aforementioned resignation takes place. The duration of the temporary position is not to exceed 30 days and will be funded using asset forfeiture monies.
3. Request to amend Resolution Nos. 493 and 494 of 2014 to specify an hourly pay rate of \$24.81 for the Part-Time Investigator #4 (*not to exceed 20 hours per week*). The prior resolutions indicated an annual salary amount of \$20,642 but not the hourly pay rate for this part-time position.

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: District Attorney Payroll Dept. No.: 5.0

Title of Position: 5th Assistant District Attorney Annual Base Salary: \$49,726.00 Grade: As well as any vacancy created by promotions.

Budget code and title: A.1165 110 District Attorney Full Time Salary Union Non-Union

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

Employee No: 11991 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

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. _____

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. 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: District Attorney

DATE: 10-30-14

(a) Purpose of Request:

To authorize and create a temporary full time Assistant District Attorney position to train the new Assistant District Attorney that will be filling a vacant position due to resignation and promotion.

(b) Details:

The position will not exceed 30 days, and will be funded with Asset Forfeiture money.

(c) Previous Resolution Number:

N/A

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Funds will be transferred from the District Attorney Asset Forfeiture account to reimburse the temporary salary expense.

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: DISTRICT ATTORNEY

DATE: November 7, 2014

- (a) Purpose of Request:
To amend Resolution Nos. 493 and 494 to specify an hourly pay rate of \$24.81 for the Part-Time Investigator #4 position (not to exceed 20 hours per week)

- (b) Details:
Prior Resolution Nos. 493 and 494 listed an annual salary amount of \$20,642, rather than the proper hourly pay rate for this part-time position.

- (c) Previous Resolution Number:
493 and 494 of 2014

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION No. 493 OF 2014

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

AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2014

RESOLVED, that the Table of Organization and the Warren County Salary and Compensation Plan for 2014 are hereby amended as follows:

DISTRICT ATTORNEY

Reducing Hours From:

A.4220.130 Dept. No. 5.03

TITLE:

Part-Time Investigator #2
32 hours per week

EFFECTIVE DATE

October 20, 2014

BASE
SALARY
\$30,962

Reducing Hours To:

A.4220.130 Dept. No. 5.03

TITLE:

Part-Time Investigator #2
not to exceed 8 hours/week

EFFECTIVE DATE

October 20, 2014

BASE
SALARY
\$10,321

Creating Position:

A.4220.130 Dept. No. 5.03

TITLE:

Part-Time Investigator #4
not to exceed 20 hours /week

EFFECTIVE DATE

October 20, 2014

ANNUAL
SALARY
\$20,642

SOCIAL SERVICES

Transfer Position From:

A.6010.110 Dept. No. 40.11

TITLE:

Social Welfare Examiner #24

EFFECTIVE DATE

October 20, 2014

ANNUAL
SALARY
\$30,230
Grade 8

Transfer Position To:

A.6010 Dept. No. 40.06

TITLE:

Social Welfare Examiner #24

EFFECTIVE DATE

October 20, 2014

BASE
SALARY
\$30,230
Grade 8

Warren County Board of Supervisors

RESOLUTION NO. 494 OF 2014

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

AUTHORIZING THE WARREN COUNTY DISTRICT ATTORNEY TO FILL THE VACANT POSITION OF PART-TIME INVESTIGATOR # 4 DUE TO CREATION

RESOLVED, that by a 2/3 majority vote, the Warren County Board of Supervisors hereby authorizes the Warren County District Attorney to fill the vacant position of Part-Time Investigator #4, at an annual base salary of \$20,642 not to exceed twenty (20) hours per week, due to creation. This position is not mandated or reimbursed.