

OFFICE OF THE WARREN COUNTY CLERK  
PAMELA J. VOGEL, COUNTY CLERK  
MARIE TROMBLEY, DEPUTY

County Clerk/DMV Committee  
Warren County DMV  
Agenda  
March 30, 2015 – 9:30 a.m.

Committee Members: Peter McDevitt, Chair; Evelyn Wood, Ron Vanselow, Doug Beaty, Jim Brock

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior committee meeting.

III. Action Agenda/New Business

1. **Request to Create a New Position:** Motor Vehicle License/Registration Clerk Part-time (1040 hours per year, Gr.6, \$ 13.75 hr.) See attachment 1.

**Rationale:** With the resignation of MV License Registration Clerk # 11 following a long-term illness, the position of MV License Registration Clerk has become vacant. Examination of the current structure of the DMV indicates that this would be an appropriate time to re-evaluate the current Full-Time position in consideration of reduced part time position.

- a.) Current structure consists of 1 DMV Supervisor, 1 DMV Sr. Examiner, 1 Sr. Account Clerk and 6 FT MV License Reg Clerks.
- b.) DMV activity averages 60,000 transactions per year; Average Daily Volumes: Summer 275-280; Off-season: 200-240.
- c.) Highest volumes occur during Summer (peak season) ie: seasonal visitors etc; reduced activity Fall-Winter-Spring, exceptions being: Weather prompts for snowmobiles, boating, ATVs; Holidays.
- d.) Summer/Holiday full-time employee leave/vacation schedules impact service (staff shortages/longer waits).
- e.) Some increases in internet transactions being noted; having an impact on local volume.
- f.) While we lose one experienced MV Clerk, most recent MV hire is working out well, training has been successful.
- g.) Part-time position can be more easily shaped to meet the needs of the department; more cost-effective:

Duties: Limited to renewals, plates surrenders (av: 8200 yr/650 mo) , phone retrievals, requires less training; more complex transactions will continue to be carried out by experienced FT employees. Additional training/exposure to other transactions to occur during off-season.

Hours: Flexible schedule of 1040 hours per year permits scheduling greater number of hours during peak season/employee vacations (ie: Summer 30-35 hours per week; Balance/Off-season approx.. 15 hours per week.)

Salary: Gr. 6, entry base \$ 13.75 per hr. vs FT employee at \$ 14.75 per hr. Annual salary for PT position would be \$ 14,300 (1040 hrs) vs. approx. \$ 30,000 for FT

Benefits: Position not to exceed 1040 hours per year, thus PT employee does not qualify for health benefits, various leave packages.

- h.) Civil Service Personnel Officer and Human Resources Director know and have approved position change to Part-Time; canvas from eligible list, post if necessary.

- i.) There is no negative impact on budget.
- 2. **Request to Create Position:** Sr. Account Clerk Temporary (40 hrs. wk. for 1-6 mos., Gr. 7, no benefits, \$ 14.52 hr.) See Attachment 2.

**Rationale:** Sr. Account has been out on medical leave since Sept. 2014; exhausted all paid leave as of 10/27/2014; medical notices have been received monthly; employee on authorized FMLA leave thru Sept. 2015. While the office Supervisory staff has been able to cover these mandated duties during our low/off-season time, the approaching high volume, summer/peak season requires all MV employees to be available for customer transactions.

- a.) Sr. Account Clerk is vested, FT employee who is protected under terms of CSEA contract and FMLA, to a maximum of one year (ie: Sept 2014-Sept 2015).
  - b.) Employee's return date is presently unknown; subject to monthly reviews.
  - c.) Office has been responsive to the needs of the position Sept. 7, 2014 to date; supervisors are unable to continue given the upcoming high volume/peak summer/vacation season.
  - d.) Civil Service recommends filling the position: Sr. Account Clerk Temporary, 40 hrs. per week from approx. May 2015 to return of employee or FMLA end whichever comes first (approx. 20 weeks); canvas from eligible list, post if necessary.
  - e.) Salary: Sr. Account Clerk Temporary will be paid base of \$ 14.52 hr. vs. current FT employee's salary of \$ 18.17 hr. Estimated salary to be paid to temporary position: 20 weeks \$ 11,616. Note: No salary has been disbursed for this position 10/27/2015 to current. All position funds remain available.
  - f.) HR Director also knows of the medical leave absence of FT employee and necessary action to take regarding meeting office needs.
  - g.) There is no negative impact on budget.
3. **Request to : Transfer of Funds – See Attachment 3.**  
A.1410 110 Full Time Salaries to A. 1410 130 Part-Time Salaries \$ 9500  
To cover salary for MV License Reg Clerk PT (1040 hrs, no benefits) from 6/1/2015 – 12/31/2015.

A.1410 110 Full Time Salaries: No change. Sr. Account Clerk Temporary remains in 110 code: full-time hours for 1-6 months (covers Sr. Account Clerk position during FT employee's FMLA absence).

#### IV. Discussion: DMV Retention Revenue Notice

Transactions processed in the Warren County DMV generate over \$ 400,000 in revenue to Warren County ie: 12.7% of each transaction remains with Warren County and is deposited in the General Fund for government services and operations. With an increase in on-line transactions (and minimal revenue to county from internet DMV transactions), many counties are considering additional ways to encourage public to visit their local DMVs, including inserting a flyer/notice in annual tax mailings. We currently have info on our website and in the office. Invite discussion, direction on possible tax bill insert.

# RESOLUTION REQUEST FORM NO. 11

## Request to Create New Position

DEPARTMENT NAME: County Clerk/DMV

DATE: 3/24/2015

- (a) Title of Requested Position: **MV License Reg Clerk Part-Time**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$ 13.75 hr (1040 hrs yr. \$ 14,300 yr).**
- (c) Effective Date for New Position:\* **June 1, 2015.**  
\*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):  
**Gr 6: MV License Reg Clerk # 11 (FT) \$ 30,139 (\$ 14.75 hr)**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**A. 1410110 Full Time Salaries - \$ 30,139 to A. 1410 130 PT \$ 9500 (thru 12/31/15)**
- (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:  
**V & T Law Section 205: DMV staffing appropriate for office services.**
- (h) Is there expected revenue from this position? If so, please explain:  
**As set forth in statute/rules and regulations, DMV transactions generate \$ 12.7% on transactions processed at the local Warren County DMV. This represents approx. \$ 430,000 per year to Warren County which is deposited in the General Fund under Revenue Code A. 1255 - Clerk Fees.**

# RESOLUTION REQUEST FORM NO. 11

## Request to Create New Position

DEPARTMENT NAME: County Clerk/DMV

DATE: March 25, 2015

- (a) Title of Requested Position: **Sr. Account Clerk TEMPORARY (1-6 months).**
- (b) Annual Base Salary (and Grade if Applicable): **Gr. 7-\$ 30,201(\$ 14.52)**
- (c) Effective Date for New Position:\* **May 1, 2015.**  
\*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):  
**Position is temporary replacement due to FMLA (FT No Benefits)**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**A. 1410 110 Full Time Salaries \$ 37,793 (Amt to be used: est - \$ 11,616 max)**
- (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:  
**V & T Law Section 205: DMV staffing appropriate for office services, audit requirements.**
- (h) Is there expected revenue from this position? If so, please explain:  
**As set forth in statute/rules and regulations, DMV transactions generate 12.7% on transactions processed/reconciled/audited at the local Warren County DMV. The annual revenue generated is approximately \$ 430,000 per year which is deposited by the Clerk in the General Fund under Revenue Code A. 1255 - Clerk Fees.**

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: County Clerk

SIGNED: 

DATE: 3/26/2015

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A. 1410 110	Full Time Salaries	A. 1410 130	Part-Time Salaries	\$ 9500.00

**Please state reason for transfers requested:**

To balance accounts : creation of MV License/Registration Clerk Part Time in place of vacant MV Clerk Full-time.

### CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.