

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

County Clerk/DMV Committee Agenda
June 26, 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 Fill a Position: Notice to Fill:** Recording Clerk , Grade 7, Base \$ 30,204 (A. 1665 110)
Rationale: The vacant Recording Clerk position (due to resignation) is part of our constitutional obligation to record and file the public record (ie:real property, liens, business, judgments, and Supreme Court Civil Actions).
 - a.) Current structure consists of Records Manager (duties split Record Room and RSC after position elimination c. 2011-2012), and 3 recording clerks (all indexing and imaging duties). All are Civil Service; CSEA contract. Filled pending completion of canvas and establishment of a mandatory list of eligible candidates.
 - b.) County Clerk/Public Records Activity: 65,000 Recording/Filing transactions/services per year; Annual Imaging: 230,000 pages. Public services: include in-office assistance; Telephone (est.1500-2000 month); Notary services (public records room responsible for greater portion of the 2700 per year).
 - c.) There is no negative impact on budget.

2. **Notice of Resignation:** Warren County Historian, Ann McCann – effective 6/26/2015

Rationale: Letter of resignation, dated 6/11/2015, eff. 6/26/2015, to BOS, 6/19/2015; 426 and copies of letters of resignation to the Chairman and County Clerk have been submitted to HR along with notification from Historian to HR, cc Joann McKinstry re: IT. Appt by BOS: NYS Arts & Cultural Affairs: Sect 57.07; County Law: Section 400.

3. **Request For Reallocation:** Revise DMV grade structure: Motor Vehicle License Registration Clerk (Gr. 6), Sr. Motor Vehicle Examiner (Gr. 8), DMV Supervisor (Gr. 12). Requesting Clerk's committee to approve moving the review to Reallocation Committee pursuant CSEA Contract Art. 5, Sect. 2, p. 7.

Background: Warren County has a statutory responsibility to fulfill the local DMV duties and responsibilities as agent to the NYS Commissioner of Motor Vehicles (V & T Law Section 205); generates significant revenue in support of county services. Duties performed are identical to those in NYS DMV district offices. These positions are only found in a DMV office.

Rationale: The DMV employee is trained only within the DMV. Employee assesses, evaluates, examines, identifies documents appropriate for transactions; interprets agency rules and directives for accurate and successful completion of DMV transactions. Employee has substantial interaction with the public; completes all money transactions: cash, check, money order, and credit card; accountable for total receipts \$ 3 million + annually. Since 2001, duties increasingly complex in order to comply with state and federal program mandates.

Reallocation Summary:

- 1.) Motor Vehicle office operation and staffing: subject to NYS V&T, Sect. 205; Commissioner's Regulations; Procedure 4000; Agent to the Commissioner; Transaction processing increasingly complex post- 9/11; Federal & State Compliance.
- 2.) Enhanced and expanded procedures for issuance of licenses ie: Enhanced Driver's License c. 2008:2 person processing requirements; DHS & NYS procedural compliance;
- 3.) Enhanced and expanded procedures for issuance of CDL permits, licenses c. 2013-2015;
- 4.) Enhanced and expanded procedures for testing – vehicle, motorcycle, CDL, effective 2013;
- 5.) Mandatory Security Clearances: Criminal Background Checks and Fingerprinting required of all FT staff processing EDL (2008) and CDL (2015).
- 6.) Duties, Responsibilities, Accountability surpass that of other positions within the current grade.

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: **County Clerk** Payroll Dept. No: **22**
Title of Position: **Recording Clerk** Base Salary of Position: **\$ 30,204** Grade: **7**
Filling at Step # (If Known): Request to Backfill Due to Promotion: Yes No
Budget code and title: **A 1665 110 Full Time Salaries** Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: **12124** Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other % The Clerk's Office generates significant revenue from fees collected.

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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. AP

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

- 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 _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- 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 _____ Date _____