

AGENDA
PERSONNEL COMMITTEE
FEBRUARY 11, 2015
DRAFT AGENDA - SUBJECT TO CHANGE

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:**
 - A) Employee Assistance Program RFP outcome/recommendation.
 - B) Report on tracking of salary implications for positions filled.
 - 2) **Referrals from the Criminal Justice Committee:**

Probation -

 - A) Request to amend the Table of Organization to delete the position of Probation Officer #8 effective February 23, 2015. The Probation Director has advised this position is no longer necessary due to the increase of the Probation Assistant #2 from part-time to full-time status in April of 2014.

Public Defender -

 - B) Request from the Public Defender to be granted an additional 189 hours of sick leave to bring the total leave accrued to 980 hours (*140 days*); upon his retirement, Mr. Wappett would receive payment for one half of the accrued sick leave (*490 hours, or 70 days*), the maximum allowed. The Criminal Justice Committee did not make a decision to approve this request; they requested the County Administrator, County Attorney and Human Resources Director to review the matter and provide advisement to the Personnel Committee for further discussion.
 - 3) **Referral from the Public Works Committee:**

DPW -

Request to create and fill the full-time position of Fiscal Manager #2, *Annual Base Salary \$51,537*, to allow for three weeks of training due to a retirement. The Superintendent of Public Works has advised that the Fiscal Manager will retire in early April; in order to provide appropriate training, he has requested the creation of this new position to allow the current Fiscal Manager to provide three weeks of training for her replacement. A cost of \$6,000 has been estimated for the salary of the new position, as well as a payout of accrued vacation leave time, which has been transferred within the existing DPW Budget. At the close of the three-week training period, the position is to remain vacant and unfunded until it is eliminated through the 2016 Budget process.
 - 4) **Referrals from the Social Services Committee:**

Countryside Adult Home -

 - A) Request to amend the Table of Organization to delete the positions of Institutional Aide/P #1, (*Grade 3, Annual Base Salary \$25,193 pro-rated to 32 hours per week*), and Institutional Aide/P #5, (*Grade 3, Annual Base Salary \$25,193 pro-rated to 8 hours per week*), and create and fill the new position of Institutional Aide FT #15, (*Grade 3, Annual Base Salary \$25,193*), effective February 23, 2015.
 - B) Request to amend the Table of Organization to delete the position of Leisure Time Activity Aide #1, (*Grade 3, Annual Base Salary \$25,193*), and create and fill the new positions of Leisure Time Activity Aide PT #2, (*Grade 3, Annual Base Salary \$25,193 pro-rated to 16 hours per week*), and Leisure Time Activity Aide PT #3, (*Grade 3, Annual Base Salary \$25,193 pro-rated to 24 hours per week*), effective February 23, 2015.

Referrals from the Social Services Committee, continued

Department of Social Services -

- C) Request to amend the Table of Organization to move Intake Clerk #6 from its current categorization as 20 hours per week in Dept. 00 and 20 hours per week in Dept. 03 to 40 hours per week in Dept. 02 effective February 23, 2015.
- D) Request to amend the Table of Organization to delete the position of Deputy Commissioner of the Department of Social Services (*Annual Salary \$63,256*) and create the new full-time position of Deputy Commissioner/Chief Legal Counsel (*Annual Salary \$78,460*) effective March 1, 2015.
- E) Request to amend the Table of Organization to delete the position of Social Services Attorney and create the new position of Assistant Social Services Attorney, Part-Time, (*less than 20 hours per week, Annual Salary of \$30,000-\$35,000*) effective March 1, 2015.

5) Requests/Items to be Discussed by the County Administrator:

Request to amend Resolution No. 628 of 2014, *which authorized carryover of an additional five days of vacation for Patricia C. Nenninger*, to authorize payment for the additional five days of vacation carryover at the 2014 pay rate of \$36.7802 per hour in accordance with Resolution No. 336 of 2010.

6) Requests/Items to be Discussed by the County Attorney:

Request to amend the Table of Organization to set the hours for the Asst. County Attorney-PT which will be less than part-time (*not to exceed 20 hours per week*) with no benefits. This position was established as part of the 2015 Budget process, but the part-time status was not identified at that time.

IV. Vacancies Filled:

Department of Public Works -

- 1. Fiscal Manager, *Annual Salary \$51,537*, due to retirement. This is a non-mandated, non-Union position which receives no reimbursements.

Employment & Training Administration -

- 1. Employment & Training Counselor, *Grade 9, Annual Base Salary \$32,553*, due to resignation. This is a non-mandated, Union position which receives 100% Federal reimbursement.

Office of Emergency Services -

- 1. Second Deputy EMS Coordinator, *Annual Salary \$5,028*, due to resignation. This is a non-mandated, non-Union position which receives no reimbursements.

Treasurer -

- 1. Account Clerk #1, *Grade 4, Annual Base Salary \$12,279 (19 hours per week)*, due to resignation. This is a non-mandated, Union position which receives no reimbursements.

V. Request for executive session:

The Clerk of the Board has requested an executive session to discuss the employment history of a particular unnamed person in the Clerk of the Board's Office.

Memorandum

Date: February 4, 2015

To: Personnel Committee

From: Gretchen Steffan – County HR Director

Re: Employee Assistance Program (EAP) Request-for-Proposals (RFP) Recommendation

Objective

To select an EAP provider for Warren County that will meet our current needs and be utilized by our staff.

Present Situation

We cancelled our contract with E-4 Health our EAP Provider after evaluating past utilization statistics and determining that we were not getting sufficient return-on-investment (ROI). We engaged in an RFP process to gather professional EAP organizations that were qualified and interested in meeting our needs. We received 7 responses to our RFP.

I evaluated the respondents to our RFP using our selected value methodology of:

1. Response time for on-site crisis management (40 points)
2. Professional competence (30 points)
3. Cost to provide services (15 points)
4. Approach to providing services (15 points)

Recommendation

I recommend that we select the Employee Assistance Program of Warren, Washington & Saratoga Counties, Inc. located in Glens Falls, using the 3-session model. They scored the highest on our value methodology and I am confident that they will meet the needs of Warren County employees and management staff.

Advantages

For over 30 years our local EAP has provided a range of services to the Warren County business community. With on-call accessibility 24 hours a day, the EAP of Warren, Washington & Saratoga Counties, Inc. has a professional staff that has demonstrated expertise in assessing and addressing issues such as:

| | | |
|----------------------|-------------------------|------------------------|
| Addiction Recovery | Eating Disorders | Legal Issues/Referrals |
| Anxiety/Panic | Emotional Health Issues | Loss & Grief |
| Compulsive Behaviors | Family Violence | Marriage & Family |
| Depression | Financial | Parenting |
| Drug & Alcohol Abuse | Gambling Problems | Stress Management |

They provide management consulting services that would be very helpful to our Department Heads in managing people, performance and operations such as:

| | | |
|------------------------------|----------------------|--------------------------|
| Critical Incident Debriefing | Management Referrals | DOT Treatment Compliance |
| Supervisory Training | Management Coaching | Personal Growth Seminars |

With over 50 participating organizations the EAP of Warren, Washington & Saratoga Counties, Inc. provides services covering over 15,000 employee households in Warren County.

Disadvantages

Our local EAP was not the lowest cost provider (*see attached tabulation sheet*). However, I believe the return-on-investment of a local vendor will provide the best value for Warren County as an employer. I also believe that selecting a local vendor for our EAP services will demonstrate to the local business community that we are supporting and partnering with them in providing this valuable service to our community and keeping our dollars expended for this service within Warren County.

Action to be Taken

With the Personnel Committee’s approval and subsequent approval by the Board of Supervisors, we will commence our service agreement on March 1, 2015. At that time we will begin an orientation process to educate our workforce to the benefits of our EAP provider and how to access those benefits.

Simultaneously I will begin scheduling Manager/Supervisory Training that will assist them in identifying signs and symptoms of a troubled employee; how to document job performance problems and patterns; how to prepare for and conduct a win-win, corrective-action interview; the critical importance of EAP confidentiality; and how to follow-up with employees to get the best results.

Lastly, I will work with our Employee Health and Wellness Committee to schedule several personal growth seminars through year-end for our staff on topics such as:

| | | |
|--------------------------|------------------------|-----------------------|
| Anger Management | Effective Listening | Stress Management |
| Coping with Grief & Loss | Parenting Teens | Stress and Overeating |
| Conflict Resolution | Preventing Job Burnout | Relaxation Techniques |

Conclusion

I hope you will support the selection of the EAP of Warren, Washington & Saratoga Counties, Inc. as our new provider of EAP services.

**WARREN COUNTY
TABULATION SHEET**

| NO.: WC 76-14 ITEM(S): RFP FOR INDEPENDENT EMPLOYEE ASSISTANCE SERVICE PROVIDER FOR THE COUNTY OF WARREN DATE: NOVEMBER 25, 2014 TIME: 3:00 P.M. | NAME & ADDRESS | NAME & ADDRESS | NAME & ADDRESS | NAME & ADDRESS | NAME & ADDRESS | NAME & ADDRESS |
|---|--|---------------------|---------------------|---------------------|----------------|----------------|
| DESCRIPTION OF ITEM | | | | | | |
| One - Three Session EAP - all employees: | \$1.08/employee/mo. | \$1.18/employee/mo. | \$1.30/employee/mo. | \$1.32/employee/mo. | | |
| One - Three Session EAP - excluding employees covered by drug & alcohol screening | | | | | | |
| One - Five Session EAP - all employees | \$1.33/employee/mo. | \$1.36/employee/mo. | \$1.77/employee/mo. | | | |
| One - Five Session EAP - excluding employees covered by drug & alcohol screening | | | | | | |
| Eight Session Model | | | | | | |
| Additional Services: | See proposal | See proposal | See proposal | See proposal | See proposal | See proposal |
| AWARDED TO: | Resolution No. | | | | | |
| √ | Term: Commencing upon Notice to Proceed with provision of services up to 5 years | | | | | |
| JULIE A. PACYNA, PURCHASING AGENT | | | | | | |

**WARREN COUNTY
TABULATION SHEET**

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|---|--|---------------------|--------------------------------------|----------------|
| DESCRIPTION OF ITEM | PRICE | PRICE | PRICE | PRICE |
| One - Three Session EAP - all employees: | \$1.41/employee/mo. | \$1.55/employee/mo. | \$1.58/employee/mo. * | |
| One - Three Session EAP - excluding employees covered by drug & alcohol screening | | \$1.49/employee/mo. | | |
| One - Five Session EAP - all employees | \$1.60/employee/mo. | \$1.62/employee/mo. | | |
| One - Five Session EAP - excluding employees covered by drug & alcohol screening | | \$1.56/employee/mo. | | |
| Eight Session Model | | | \$1.92/employee/mo. * | |
| Additional Services: | See proposal | See proposal | See proposal | |
| AWARDED TO: | Resolution No. | | *escalation proposed for years 2 & 3 | |
| √ | Term: Commencing upon Notice to Proceed with provision of services up to 5 years | | | |
| JULIE A. PACYNA, PURCHASING AGENT | | | | |

Memorandum

Date: February 3, 2015

To: Personnel Committee

From: Jackie Figueroa - Executive Assistant to the County Director of Human Resources

Re: Tracking of Notice of Intent to Fill Position from February - December 2014

| Personnel Cmte. Date | Department | Position Title | Incumbent | Incumbent Salary | Salary Approved | Date Filled | Hire | Salary Hired | Approved vs. Hired | Incumbent vs. Hired |
|-------------------------|----------------------------|---|-----------|---------------------|--------------------|-------------|--------------------|--------------|-----------------------|------------------------|
| 2/12/2014 | Public Health | WIC Nutrition Aide #2 | Pieper | \$35,267.00 | \$28,046.00 | 3/3/2014 | Clute | \$32,849.00 | \$4,803.00 | -\$2,418.00 |
| 2/12/2014 | Public Works | Highway Construction Supervisor #2 | Baker | \$36,064.00 | \$38,239.00 | 6/16/2014 | Meade | \$44,602.00 | \$6,363.00 | \$8,538.00 |
| 2/12/2014 | Public Works | Highway Construction Supervisor #5 | Bennett | \$47,837.00 | \$38,239.00 | 5/5/2014 | McTeague | \$38,238.00 | -\$1.00 | -\$9,599.00 |
| 2/12/2014 | Sheriff | Patrol Officer #28 | Clark | \$61,287.00 | \$36,414.00 | 2/24/2014 | Banish | \$47,710.00 | \$11,296.00 | -\$13,577.00 |
| 2/12/2014 | Social Services | CPS Caseworker #7 | Gorman | \$42,126.00 | \$36,093.00 | 4/7/2014 | Seigfried | \$36,093.00 | \$0.00 | -\$6,033.00 |
| 2/12/2014 | Social Services | Keyboard Specialist #7 (Sr. Typist prev.) | Gadway | \$34,277.00 | \$24,699.00 | 4/21/2014 | Kilmartin | \$24,699.00 | \$0.00 | -\$9,578.00 |
| 2/12/2014 | Social Services | Senior Social Welfare Examiner #5 | Steves | \$32,433.00 | \$33,687.00 | 3/10/2014 | Klaiber | \$41,673.00 | \$7,986.00 | \$9,240.00 |
| 3/12/2014 | DSS | Social Services Investigator #3 | Zulauf | \$42,673.00 | \$33,687.00 | 4/7/2014 | Meade | \$43,673.00 | \$9,986.00 | \$1,000.00 |
| 3/12/2014 | DSS - Countryside | Laborer #1 | Harpp | \$32,377.00 | \$24,180.00 | 5/24/2014 | Shambo | \$24,180.00 | \$0.00 | -\$8,197.00 |
| 3/12/2014 | Fire Prevention & Building | Fire Prevention & Building Code Enf. Officer #1 | Cowles | \$48,907.00 | \$40,059.00 | 4/7/2014 | Neville | \$40,059.00 | \$0.00 | -\$8,848.00 |
| 3/12/2014 | Probation | Probation Officer | Johnston | \$51,477.00 | \$41,881.00 | 8/11/2014 | Steves | \$44,269.00 | \$2,388.00 | -\$7,208.00 |
| 3/12/2014 | Sheriff | Computer Programmer | Colvin | \$57,711.00 | \$36,954.00 | 6/2/2014 | Baker | \$36,954.00 | \$0.00 | -\$20,757.00 |
| 3/12/2014 | Treasurer | Account Clerk #1 (19 hours) | Borkowski | \$12,521.00 | \$13,320.00 | 5/5/2014 | Gross | \$12,280.00 | -\$1,040.00 | -\$241.00 |
| 3/12/2014 | Treasurer | Accountant | Shaw | \$65,000.00 | \$65,000.00 | 3/24/2014 | Cummings | \$65,000.00 | \$0.00 | \$0.00 |
| 3/12/2014 | Treasurer | Accounting Technician | Donohue | \$43,125.00 | \$41,881.00 | 4/23/2014 | Rose | \$41,881.00 | \$0.00 | -\$1,244.00 |
| 3/12/2014 | Treasurer | Junior Accountant | Cummings | \$56,000.00 | \$56,000.00 | 3/24/2014 | Donohue | \$50,000.00 | -\$6,000.00 | -\$6,000.00 |
| 4/9/2014 | IT | Computer Help Desk Aide | Hosford | \$30,318.00 | \$30,318.00 | 6/30/2014 | Merkle | \$25,851.00 | -\$4,467.00 | -\$4,467.00 |
| 4/9/2014 | OFA | Aging Services Assistant | O'Rourke | \$27,274.00 | \$25,581.00 | 4/28/2014 | Hall | \$25,851.00 | \$270.00 | -\$1,423.00 |
| 4/9/2014 | OFA | Meal Site Cook #8 (25 hours) | Smith | \$24,690.00 | \$24,180.00 | 4/21/2014 | Millington | \$24,180.00 | \$0.00 | -\$510.00 |
| 4/9/2014 | OFA | Meal Site Manager #1 (30 hours) | Dalaba | \$32,377.00 | \$24,180.00 | 4/21/2014 | Potash | \$24,180.00 | \$0.00 | -\$8,197.00 |
| 4/9/2014 | Parks, Rec & Railroad | Building Maintenance Worker #8 | Burgess | \$37,267.00 | \$28,046.00 | 9/3/2014 | Converse | \$28,045.00 | -\$1.00 | -\$9,222.00 |
| 4/9/2014 | Sheriff | Patrol Officer #26 | Phillips | \$57,028.00 | \$36,414.00 | 4/21/2014 | LaFrance | \$47,710.00 | \$11,296.00 | -\$9,318.00 |
| 4/9/2014 | Sheriff | Patrol Officer #32 | Leone | \$61,288.00 | \$36,414.00 | 4/29/2014 | Lavallie | \$47,710.00 | \$11,296.00 | -\$13,578.00 |
| 5/7/2014 | Sheriff | Communications Officer #1 | Comstock | \$47,648.00 | \$35,766.00 | 6/9/2014 | Smith | \$42,895.00 | \$7,129.00 | -\$4,753.00 |
| 5/7/2014 | Sheriff | Communications Officer #15 | Conine | \$45,272.00 | \$35,766.00 | 9/8/2014 | Seabury | \$35,766.00 | \$0.00 | -\$9,506.00 |
| 5/7/2014 | Sheriff | Senior Communications Officer #2 | Zahn | \$51,696.00 | \$47,648.00 | 7/2/2014 | Mansfield | \$47,648.00 | \$0.00 | -\$4,048.00 |
| 5/7/2014 | Social Services | First Social Services Attorney | Nenninger | \$66,940.00 | \$73,000.00 | 6/23/2014 | Jordan | \$73,000.00 | \$0.00 | \$6,060.00 |
| 5/7/2014 | Social Services | Resource Clerk #1 | Smith | \$32,773.00 | \$25,851.00 | 6/10/2014 | Norton | \$25,851.00 | \$0.00 | -\$6,922.00 |
| 6/11/2014 | Sheriff | Patrol Officer #47 | Rawson | \$61,288.00 | \$47,710.00 | 6/12/2014 | Belden | \$47,710.00 | \$0.00 | -\$13,578.00 |
| 6/11/2014 | Sheriff | Patrol Sergeant #2 | Backus | \$68,172.00 | \$65,786.00 | 6/2/2014 | Rawson | \$68,172.00 | \$2,386.00 | \$0.00 |
| 7/9/2014 | Countryside | Institutional Aid #7 | Buzzell | \$25,642.00 | \$24,699.00 | 6/30/2014 | Shambo | \$24,699.00 | \$0.00 | -\$943.00 |
| 7/9/2014 | DPW | Word Processing Operator (1209) | Fish | \$33,278.00 | \$25,851.00 | 1/12/2015 | Beadnell | \$26,367.00 | \$516.00 | -\$6,911.00 |
| 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 | -\$6,848.00 |
| 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 | -\$13,577.00 |

| Personnel Cntr. Date | Department | Position Title | Incumbent | Incumbent Salary | Salary Approved | Date Filled | Hire | Salary Hired | Approved vs. Hired | Incumbent vs. Hired |
|----------------------|----------------------|--|------------|------------------|-----------------|-------------|------------------|--------------------|--------------------|----------------------|
| 7/9/2014 | Sheriff | Patrol Officer #47 | Belden | \$47,710.00 | \$47,710.00 | 8/11/2014 | Grenier - Step 4 | \$47,710.00 | \$0.00 | \$0.00 |
| 8/6/2014 | Health Services | Public Health Nurse #25 (1559) | 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 | \$0.00 |
| 8/6/2014 | Social Services | Social Welfare Examiner #21 | Allen | \$38,934.00 | \$30,835.00 | 9/21/2014 | Sullivan | \$30,835.00 | \$0.00 | \$-8,099.00 |
| 8/6/2014 | Social Services | Social Welfare Examiner #40 | McGowin | \$35,996.00 | \$30,835.00 | 9/22/2014 | Burlingame | \$31,345.00 | \$510.00 | \$-4,651.00 |
| 8/6/2014 | Social Services | Social Welfare Examiner #41 | Perry | \$40,434.00 | \$30,835.00 | 9/29/2014 | Stewart | \$30,835.00 | \$0.00 | \$-9,599.00 |
| 8/6/2014 | Social Services | Sr. Social Welfare Examiner #6 | Steves | \$35,996.00 | \$33,687.00 | 9/8/174 | Barber | \$39,355.00 | \$5,668.00 | \$3,359.00 |
| 8/6/2014 | Treasurer | Payroll Technician | Kersey | \$38,754.00 | \$33,166.00 | 9/8/2014 | Reagan | \$33,166.00 | \$0.00 | \$-5,588.00 |
| 9/10/2014 | Public Health - WIC | Infant Feeding Advocate (2081) | Dacey | \$11,877.00 | \$11,877.00 | 11/12/2014 | Long | 11.87/hour | \$0.00 | \$0.00 |
| 9/10/2014 | Sheriff | Patrol Officer #25 | Wells | \$61,287.00 | \$36,141.00 | 9/22/2014 | Kommer - Step 4 | \$47,710.00 | \$11,569.00 | \$-13,577.00 |
| 9/10/2014 | Westmount | Senior Account Clerk | Mellon | \$37,046.00 | \$29,612.00 | 8/26/2014 | Chilson | \$29,612.00 | \$0.00 | \$-7,434.00 |
| 10/8/2014 | Countryside | Institutional Aide PT #3 (2217) | Ward | \$25,642.00 | \$24,699.00 | 12/1/2014 | Potash | \$25,209.00 | \$510.00 | \$-433.00 |
| 10/8/2014 | County Clerk | Motor Vehicle License/Reg. Clerk #1 (1120) | Crawford | \$28,966.91 | \$28,046.00 | 12/1/2014 | Rivers | \$26,897.00 | -\$1,149.00 | \$-2,069.91 |
| 10/8/2014 | OFA | Food Service Manager (1929) | Pryme | \$24,274.00 | \$25,851.00 | 11/24/2014 | Hoey | \$26,528.00 | \$677.00 | \$2,254.00 |
| 10/8/2014 | OFA | Typist (1921) | Burlingame | \$25,208.00 | \$24,699.00 | 11/10/2014 | Rosen, N | \$24,699.00 | \$0.00 | \$-509.00 |
| 10/8/2014 | Sheriff | Patrol Officer #55 | Jeffords | \$61,287.00 | \$47,710.00 | 9/30/2014 | Gordon | \$47,710.00 | \$0.00 | \$-13,577.00 |
| 10/8/2014 | Sheriff | Patrol Sergeant #10 | Breen | \$68,452.00 | \$68,452.00 | 9/30/2014 | Jeffords | \$68,452.00 | \$0.00 | \$0.00 |
| 10/8/2014 | Social Services | Intake Clerk #6 | Putney | \$25,851.00 | \$25,851.00 | 9/29/2014 | Brown | \$25,851.00 | \$0.00 | \$0.00 |
| 10/8/2014 | Social Services | Keyboard Specialist #2 (2030) | St. John | \$24,699.00 | \$24,699.00 | 10/20/2014 | Rosen, M | \$24,699.00 | \$0.00 | \$0.00 |
| 10/8/2014 | Social Services | Social Services Investigator #2 (1758) | Walter | \$39,355.00 | \$33,687.00 | 1/26/2015 | Whidey | \$34,880.00 | \$1,193.00 | \$-4,475.00 |
| 10/8/2014 | Veterans Services | Keyboard Specialist PT (2201) | Flores | \$17,646.00 | \$17,289.00 | 11.17/14 | Harris | \$17,289.00 | \$0.00 | \$-357.00 |
| 11/12/2014 | District Attorney | Asst. District Attorney #5 | Eby | \$49,726.00 | \$49,726.00 | 11/17/2014 | Brown | \$49,726.00 | \$0.00 | \$0.00 |
| 11/12/2014 | Social Services | Caseworker #6 | Rowland | \$36,093.00 | \$36,093.00 | 11/17/2014 | Reeves | \$36,093.00 | \$0.00 | \$0.00 |
| 12/10/2014 | County Administrator | Confidential Secretary to County Administrator | Smith | \$42,000.00 | \$42,000.00 | 1/12/2015 | Miller | \$37,500.00 | -\$4,500.00 | -\$4,500.00 |
| 12/10/2014 | HR/CS | Personnel Aide PT (2216) | Spaulding | \$24,699.00 | \$24,699.00 | Unfilled | | | | |
| 12/10/2014 | Treasurer | Account Clerk #1 (19 hours) | Gross | \$12,279.00 | \$12,279.00 | 1/5/2015 | Stark | \$12,524.00 | \$245.00 | \$245.00 |
| 12/10/2014 | DPW | Building Maintenance Worker #12 | Ackley | \$32,849.00 | \$28,046.00 | 1/5/2015 | VanDerwarker | \$28,607.00 | \$561.00 | \$-4,242.00 |
| 12/10/2014 | DPW | Auto Mechanic #10 (1273) | VanGuilder | \$39,661.00 | \$31,915.00 | Unfilled | | | | |
| | | | | | | | TOTALS | \$88,595.00 | \$88,595.00 | -\$255,915.91 |

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: Probation

DATE: 1/26/15

- (a) **Purpose of Request: To delete Probation Officer #8 from salary schedule and Amend Probation Department's Table of Organization.**
- (b) **Details: In April 2014, we made Probation Assistant #2 a full-time position therefore eliminating the need for Probation Officer #8**
- (c) **Previous Resolution Number: N/A**
- (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**

Criminal Justice Committee Agenda

1/26/2015 Meeting

Public Defender

1. Notification that Public Defender John Wappett will be retiring from public service on or about June 30, 2015.
2. Steps taken by Office, in conjunction with County Administrator Dusek, to ensure smooth transition for Public Defender's Office.
 - APD Bryan Racino shifted from Family Court duties to focus solely on criminal cases. He now handles the two largest local courts and has conducted some felony trials and hearings. He will be appearing before the Court of Appeals on one of the appeals he is handling.
 - 1st APD Flores has been brought into all policy and administrative matters of this Office, including the interaction with the NYS Office of Indigent Legal Services and with the NYS Defender's Association. She has also been directly involved in the Offices' most recent hiring of a secretary.
 - The Office is in the process of implementing an OILS contract which will fund a part-time Assistant PD to aid in the obligatory appearances for arraignments in local courts.
- * 3. Retirement issue. I have one problem for which I would like to request the Board's assistance. I have 791 hours (113 days) of sick leave to be turned in. The maximum is 140 days, for which I can be paid for one half. I have requested that HR allow me to turn in the remainder (189 hours or 27 days) from the 686 hours of sick leave that were left behind when my appointment as First Assistant DA ended, on January 1, 2002.
 - HR has no precedent for this, except for the civil service for those who "resign or otherwise leave" County employment. This does not appear to apply, as I am non-union and because I did not "leave" County service of my own accord. I have consulted with both County Attorney Auffredou and County Administrator Dusek, and neither can locate any precedent for this situation.
 - I am requesting that his Committee and the Board allow me to receive the maximum sick leave reimbursement.
4. Submission of Resolution Request Form #5 to Authorize Grant Approval

Mr. Dickinson asked if Mr. Dusek would comment on the sick leave information that was presented.

Mr. Dusek stated that he and Mr. Wappett had a conversation and noted that he had advised Mr. Wappett if he wanted to pursue this he would need to get the information to the Committee members. He noted that he had not yet had the opportunity to meet with Mr. Auffredou and Gretchen Steffan, Human Resources Director, on this matter and said he would prefer to report back to the Committee next month; Mr. Dusek suggested the Committee delay a decision on this matter pending his update.

Mr. Dickinson noted that they would revisit the issue at next month's Criminal Justice Committee meeting.

Seeking clarification, Ms. Seeber questioned whether an employee was allowed to have their sick time reinstated, if they left the County's employ and then returned. Mr. Wappett responded that he did not believe so, but there was no guidance on this situation. He added that the only information Mr. Auffredou could locate was within the Civil Service Agreement, which stated that within a given time-frame sick leave could be reinstated; however, he noted, the Public Defender position was a Civil Service position.

Ms. Seeber asked if information on the Union contract could be provided when this item was discussed at the next Committee meeting. Mr. Wappett noted the Union contract specified a two-month time-frame. Ms. Seeber also requested information on the dollar amount of the 27 sick days Mr. Wappett was requesting.

Mr. Kenny stated he was concerned that this would set a precedence; he added that such an allowance would reflect on Civil Service procedures, even though it was not a Civil Service issue. Mr. Kenny was concerned that the Union could come back and point out that this was allowed for Mr. Wappett and that it should also be allowed for Union employees.

Mr. Brock stated that he had the same concerns as Mr. Kenny. He added he thought that the Personnel Committee would be a better place to present this as that Committee had better knowledge of these types of situations.

Motion was made by Mr. Brock, seconded by Mr. Monroe and carried unanimously to refer the matter to the Personnel Committee for review.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Public Works

DATE: 01/16/2015

(a) Title of Requested Position: **Fiscal Manager #2**

(b) Annual **Base** Salary (and Grade if Applicable): **\$51,537 Full-time for 3 week transition**

* Position is full time, but will be eliminated following transition.

(c) Effective Date for New Position: * **02/20/2015**

*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):

None

(e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:

A.1490 130 General.Public Works Admin - DPW

(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

4

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: Public Works Payroll Dept. No: 19.00
Title of Position: Fiscal Manager #2 Annual Salary: \$51,537 Grade:
Budget code and title: A.1490 Administration Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: 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. RS. Position for T&B.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Date 1/24/15
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 1/26/15
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 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 Eugene J. Merlino

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: COUNTRYSIDE ADULT HOME

DATE: 1/23/2015

- (a) Title of Requested Position: **INSTITUTIONAL AIDE FT** ^{#15}
- (b) Annual Base Salary (and Grade if Applicable): ~~\$24,664~~ (GRADE 3)
~~\$25,193~~
- (c) Effective Date for New Position: * 2/9/2015
*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):
INSTITUTIONAL AIDE/P #1 (Grade 3) & INSTITUTIONAL AIDE/P #~~2~~⁵ (Grade 3)
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6030.110 Full Time Salaries
- (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:
YES - DEPARTMENT OF HEALTH REGULATIONS
- (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: **COUNTRYSIDE ADULT HOME** Payroll Dept. No: **6030**
Title of Position: **INSTITUTIONAL AIDE #15** Annual Salary: ~~\$24,664~~ \$25,193 Grade: **3**
Budget code and title: **A.6030.110 FULL TIME SALARIES** Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: _____ Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 50 % Other % Additional cost of \$6,920/yr

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. ^{LABOR}

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

Human Resources Director has approved this form when initialed. CPS

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date 1/23/15

- 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 1/26/15

- 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 1/23/15

- 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. 11

Request to Create New Position

DEPARTMENT NAME: COUNTRYSIDE ADULT HOME

DATE: 1/23/2015

(a) Title of Requested Position: LEISURE TIME ACTIVITY AIDE PT^{#2}(16hrs/week)

(b) Annual Base Salary (and Grade if Applicable): ~~\$24,664~~ (not to exceed 16hrs/week)
\$25,193

(c) Effective Date for New Position: * 2/10/2015

*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):

LEISURE TIME ACTIVITY AIDE^{#1} (Grade 3) FT

(e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:

A6030.130 Part Time Salaries

(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: COUNTRYSIDE ADULT HOME Payroll Dept. No: 6030
Title of Position: LEISURE TIME ACTIVITY AIDE Annual Salary: \$25,193 (6HRS/WEEK) Grade: 3
Budget code and title: A.6030.130 PART TIME SALARIES Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: 4891 Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other % Savings of \$8,907/yr

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. gstaffan

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Date 1/23/15
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 1/26/15
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 1/23/15
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. 11

Request to Create New Position

DEPARTMENT NAME: COUNTRYSIDE ADULT HOME

DATE: 1/23/2015

- (a) Title of Requested Position: LEISURE TIME ACTIVITY AIDE PT¹⁰(24hrs/week)
- (b) Annual Base Salary (and Grade if Applicable): ~~\$24,664~~ (not to exceed 24hrs/week)
\$25,193
- (c) Effective Date for New Position:* 2/10/2015
*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):
LEISURE TIME ACTIVITY AIDE¹¹ (Grade 3) FT
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6030.130 Part Time Salaries
- (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: COUNTRYSIDE ADULT HOME Payroll Dept. No: 6030
Title of Position: LEISURE TIME ACTIVITY AIDE Annual Salary: \$25,193 (24 HRS/WEEK) Grade: 3
Budget code and title: A.6030.130 PART TIME SALARIES Union [checked] Non-Union []
This position is vacated due to: [checked] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No.: 4891 Is this position mandated? [] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal % [checked] State 50 % [] Other % Savings of \$8,907/yr

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [checked] 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 [Signature] Date 1/23/15
[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 1/26/15
[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 [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date 1/23/15
[checked] 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. 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: SOCIAL SERVICES

DATE: January 23, 2015

- (a) Purpose of Request: TO AMEND THE TABLE OF ORGANIZATION
- (b) Change INTAKE CLERK #6
- (c) FROM: Dept 00 Half Time (20 hrs), and Dept 03 Half time (20 hrs)
- (d) TO: Dept 02 Full Time (40 hrs)

- (b) Details: No change in hours or salary.

- (c) Previous Resolution Number:

- (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

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Social Services

DATE: 2/3/15

- (a) Title of Requested Position: **Deputy Commissioner/Chief Legal Counsel**
- (b) Annual Base Salary (and Grade if Applicable): **\$78,460**
- (c) Effective Date for New Position:* **3/1/15**
*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): **Deputy Commissioner**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **6010 110 Administration**
- (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: **Reimbursement - Federal 50%, State 25%**

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.: 02

Title of Position: Deputy Commissioner/Chief Legal Counsel for DSS Base Salary of Position: \$78,460 Grade:

Filling at Step # (If Known): 1 Request to Back Due to Promotion: Yes No

Budget code and title: 6010 110 Administration Union Non-Union

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

Employee No: 12646 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal 50% State 25% 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. gs

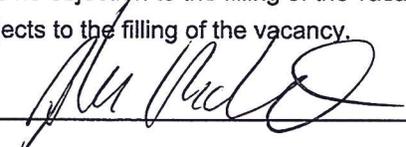
Pending
Jurisdictional
classification

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

2/4/2015

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

DEPUTY COMMISSIONER/ CHIEF LEGAL COUNSEL

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for both 1) assisting the Commissioner of Social Services (“Commissioner”) in administering a variety of services programs and 2) overseeing the Department of Social Services (“Department”) legal unit as defined by social services laws, rules, and regulations. Working closely with the Commissioner, the incumbent assists in the agency wide implementation of the mission of the Department through participation in the planning, development and attainment of departmental objectives. As lead counsel to the Department, the incumbent administers all Department legal services which fall outside the scope of legal services provided by the County Attorney’s office and serves as confidential counsel to the Commissioner. Overall responsibilities include the management, supervision and coordination of the work, performance and activities of the child services, adult services and legal units. The Deputy Commissioner/ Chief Legal Counsel acts for and in place of the Commissioner in his/her absence. Work is performed under the general direction of the Commissioner of Social Services with wide leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over subordinate professional, technical and administrative staff as well as Assistant Social Services Attorneys and staff assigned to the legal unit. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the Commissioner in implementing all phases of the Department services programs by planning, organizing, directing and coordinating the work of various units for efficient and effective operation;

Acts as chief legal counsel to the Department including interpreting, implementing and enforcing federal, state and local laws, rules and regulations as they pertain to the operation and administration of Department programs and services;

Exercises direction and supervision over the Department child services, adult services and legal units;

Represents and/or oversees the legal representation of the Commissioner and the Department in all proceedings, prosecutions or conferences in Supreme Court, County Court, Family Court, Surrogate’s Court, as well as Department fair hearings and appellate actions;

Assists in financial planning by gathering and calculating financial data necessary to prepare the budget, and monitors spending by implementing financial controls developed by the Commissioner;

Directs and coordinates special programs and contracts for services;

Assists in the planning and coordination of staff development and orientation programs and employee performance programs;

Recommends staffing and funding requirements in connection with budget planning;

Participates on committees with state agencies to assist in policy development;

Cooperates with other agencies, officials and citizens in planning for Community services;

Prepares programs and establishes policy for the effective operation of the division;

Adapts Federal and State guidelines and mandates for Department use;

Determines staffing needs and conducts performance evaluations of division staff;

Represents the Commissioner at meetings with public officials, State agencies, outside agencies and community groups, as requested; meets with and effects strategies with the County attorney and District Attorney regarding issues of mutual interest and concern;

Assists in the development and implementation of departmental programs, policies and procedures;

Acts for the Commissioner in his/her absence;

Serves as confidential counsel to the Commissioner in Department legal matters.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of applicable federal, state and local laws as they apply to social services;
Thorough knowledge of modern principles and practices of social case work and public welfare administration;
Thorough knowledge of civil and criminal court procedures and the rules of evidence;
Thorough knowledge of community human services programs, agencies and employment resources;
Good knowledge of the functions and administrative activities of the County Department of Social Services;
Good knowledge of public information and public relations techniques;
Ability to plan, coordinate, supervise, and manage the effectiveness of program plans and provision of services related to social services;
Ability to analyze, appraise, and apply legal principles, facts, and precedents to legal problems;
Ability to establish and maintain an effective working relationship with employees at various levels of the Department and government;
Ability to delegate and direct the activities of staff;
Ability to deal effectively with the public;
Ability to analyze and organize data and prepare clear and accurate records and reports;
Ability to express oneself clearly and precisely both orally and in writing;
Good professional judgment.

MINIMUM QUALIFICATIONS:

- 1) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's degree or higher degree in Social Work, Public Administration or Business Administration or a closely related field, and four (4) years satisfactory full time paid experience in a health, education or social agency, two years of which must have been in an administrative or supervisory capacity, and
- 2) Admission to the New York State Bar and five (5) years of experience practicing law which shall have included two (2) years of experience as an attorney in a County Attorney's office, Social Services Attorney's office, District Attorney's office, or in private practice appearing for parties and/or as an attorney for the child in Family Court, or a combination of the foregoing.

SPECIAL REQUIREMENT:

Possession of an appropriate NYS Motor Vehicle Operator's license at the time of appointment or otherwise demonstrate their ability to meet the transportation needs of the job..

Warren County Civil Service

JC: Pending Jurisdictional Classification

Adopted: February 5, 2015

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Social Services

DATE: 2/3/15

- (a) Title of Requested Position: **Assistant Social Services Attorney, Part Time** -less than '20 hours per week
- (b) Annual Base Salary (and Grade if Applicable): **Salary Range - \$30,000-
\$35,000**
- (c) Effective Date for New Position:* **3/1/15**
*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): **Social Services Attorney - \$74,460**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **6010 110 Administration**
- (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: **Reimbursement - Federal 50%, State 25%**

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.: 02 ^{less than 20 hours/week}
Title of Position: Assistant Social Service Attorney, Part Time Base Salary of Position: \$30,000 Grade: ^{-\$35,000.}
Filling at Step # (If Known): Request to Back Due to Promotion: Yes No
Budget code and title: 6010 110 Administration Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Creation of Position
Employee No: Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50% State 25% Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other *Competitive Training & Experience Review*
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. *g stefan*

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 *[Signature]* Date 2/6/2015

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 _____

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

**Warren County Civil Service
1340 State Rte 9, Lake George, NY 12845
New Position Duties Statement**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
Forward one typed copy to this Commission.

| | | |
|---|--|-----------------------------|
| 1. Department Warren County Department of Social Services | Bureau, Division, Unit or Section | Location of Position |
|---|--|-----------------------------|

2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Percent of Work Time

Job Duty

DISTINGUISHING FEATURES OF THE CLASS: This is a part-time professional position assisting the Social Services Attorney giving legal counsel to the Commissioner, other officials and employees of the local district Department of Social Services ("Department"), with representation of the Department's Child Protective, Adult Protective, Child Support and Eligibility units. The work is performed under the supervision of the Social Services Attorney in accordance with overall policies of the Department with latitude given for the exercise of independent judgment in assigned matters. The work is performed in accordance with the provisions of the New York State Social Services Law, Family Court Act, New York State Rules and Regulations, other applicable Federal and State laws, policies established by the Commissioner and policies approved by the County Board of Supervisors. The position requires ongoing interpretation and implementation of the foregoing, legal research, independent informed judgment, and pursuit of appropriate legal action. The position is under the oversight and supervision of the Social Services Attorney. The attorney is on-call on a 24 hour basis. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Typical work activities can include all or some of the following work as determined by the Social Services Attorney:

- Provides legal counsel to the Commissioner, officials and employees of the Department;
- Reviews case documentation, prepares and files petitions relating to Article 10 of the Family Court Act. Examples include, but are not limited to: abuse and neglect petitions, permanency hearings, petitions to terminate parental rights and to finalize adoptions;
- Prepares and submits orders for signature to various Courts;
- Represents the Department in fair hearings;
- Reviews case documentation, and prosecutes petitions pursuant to Articles 4 and 5 of the Family Court Act involving child support and paternity proceedings in Family Court;
- Represents the Commissioner in Mental Hygiene Law Article 81 proceedings relating to guardianships of incapacitated persons;
- Represents the Department in the foregoing matters in Family Court, Supreme Court, County Court, or Surrogate Court;
- Prosecutes the foregoing in Family Court, Supreme Court, County Court, or Surrogate's Court;
- Prosecutes and defends appeals of court decisions as needed;
- Provides ongoing legal advice and initiates legal actions as assigned by the Social Services Attorney.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Knowledge of the principles and practices of common law and of County, State and Federal laws as they apply to social services; knowledge of civil court procedures and the rules of evidence; general knowledge of the function and administrative activities of the County Department of Social Services; knowledge of the Family Court Act, Social Services Law, and the state and federal regulations applicable to such laws; ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; ability to express oneself clearly and precisely both orally and in writing; good professional judgment.

MINIMUM QUALIFICATIONS:

Admission to New York State Bar and two (2) years of experience practicing law with preference towards experience as an attorney in a County Attorney's Office, Social Services Attorney's Office, District Attorney's Office or in private practice appearing for parties and/or as an Attorney for the Child in Family Court or a combination of the forgoing.

SPECIAL REQUIREMENT: Possession of an appropriate NYS Motor Vehicle Operator's License at the time of appointment.

(Attach additional sheets if more space is needed)

Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|------------------------|--------------------------------------|----------------------------|
| Cynthia Schrock Seeley | Supervising Social Services Attorney | Administrative |
| | | |

4. Names and Titles of Persons Supervised by Employee in this position

| <u>Name</u> | <u>Title</u> | <u>Type of Supervision</u> |
|-------------|--------------|----------------------------|
|-------------|--------------|----------------------------|

| | | |
|---|--|--|
| - | | |
| | | |
| | | |

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

| <u>Name</u> | <u>Title</u> | <u>Location of Position</u> |
|-------------|--|-----------------------------|
| Sarah Merry | Assistant Social Services Attorney (full-time) | DSS |
| | | |

6. What minimum qualifications do you think should be required for this position?

Education: High School 4 Years
 College 4 Years, with specialization in _____
 College _____ Years, with specialization in _____

Experience: (list amount and type)
 Minimum of 2 years of experience practicing law, with courtroom experience preferred.

Essential knowledge, skills and abilities:
 As described.

Type of license or certificate required: J.D. and Admission to the NYS Bar

7. The above statements are accurate and complete.

Date: _____ Title: _____ Signature: _____

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the Warren County Civil Service Department certifies that the appropriate civil service title for the position described is:

Title: _____
 Jurisdictional Classification: _____

Date: _____ Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date: _____ 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: Office of the County Administrator

DATE: February 11, 2015

- (a) Purpose of Request: **Amend Resolution No. 628 of 2014**
- (b) Details: **Resolution No. 628 of 2014 authorizes a carryover of an additional 5 days vacation for Patricia C. Nenninger. The amendment will authorize payment of the additional 5 days at the 2014 pay rate of \$36.7802 per hour in accordance with Resolution No. 336 of 2010.**
- (c) Previous Resolution Number: **628 of 2014**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.1430 110 Human Resources/Civil Service Salaries \$1,287.31.**

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 628 OF 2014

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

AUTHORIZING THE PERSONNEL OFFICER TO CARRY OVER UP TO FIVE (5) ADDITIONAL VACATION DAYS EARNED IN 2014

WHEREAS, the Personnel Officer, Patricia C. Nenninger, was unable to utilize accrued vacation time in 2014 due to ongoing duties and responsibilities, now, therefore, be it

RESOLVED, that Personnel Officer, Patricia C. Nenninger be authorized to carry over five (5) additional vacation days (total of ten) earned in 2014 to be used by June 1, 2015.

Warren County Board of Supervisors

RESOLUTION NO. 336 OF 2010

Resolution introduced by Supervisors Thomas, Kenny, VanNess, Belden, Goodspeed, Sokol, Merlino, Strainer and Conover

AMENDING RESOLUTION NO. 820 OF 2004 REGARDING PERSONNEL POLICIES FOR COUNTY EMPLOYEES OUTSIDE THE BARGAINING UNIT; REPEALING AND ADDING TWO NEW SECTIONS TO REPLACE THE EXISTING SECTION 1(F) AND (G)

WHEREAS, Resolution No. 820 of 2004, among other things, amended Section 1 of Article IV of Resolution No. 308 of 1996 with regard to vacation leave, and

WHEREAS, the Personnel Committee has recommended that Section 1 subparagraphs (f) and (g) be repealed and two (2) new subparagraphs be added as follows:

- “f. Vacations shall be scheduled with the approval of the employee’s Department Head, which approval shall not be unreasonably withheld. All vacations shall be taken in the calendar year during which the employee becomes entitled thereto. Vacation credits shall not be carried over from one calendar year to another or used in whole or in part any year except the year in which it is due; provided, however, that the County will allow an employee (1) to carry part of the vacation time earned in one calendar year over into the succeeding calendar year upon advance notice to the Department Head, and solely as a continuation of a planned trip commenced in the 12th month of the calendar year; or (2) to carry over up to 5 vacation days, not taken by the employee, into the succeeding calendar year, upon notice to the Department Head by December 1 of the current calendar year, to be taken no later than June 1 of the succeeding calendar year.

- g. All vacation time must be taken with the time frames provided and any time not so taken shall be forfeited or lost and no compensation shall be made to any employee, except that vacation time earned and not taken shall be paid to the employee upon application to the Warren County Board of Supervisors and a finding by such Board that 1) in the case of an employee who is not a Department Head that the employee was requested to not take vacation time or was affirmatively denied the opportunity to take vacation time at any time during the time frames herein provided by the Department Head or 2) in the case of a Department Head, the Department Head was requested by the Board of Supervisors to not take vacation or affirmatively denied the right to take vacation or 3) with regard to any employee injury or disability prevented the use of vacation time. The application provided for herein must be made within 6 months of the end of the year in which use of vacation time was earned and payment, if awarded, will be at the rate earned. Failure to make such an application shall constitute a forfeiture and/or waiver of right to be compensated for qualifying unused vacation time and the County shall have no continuing liability therefore.”

RESOLUTION NO. 336 OF 2010

PAGE 2 OF 2

now, therefore, be it

RESOLVED, that Section 1 subparagraphs (f) and (g) of Resolution No. 820 of 2004 are hereby repealed and replaced with the two new sections as set forth in the preambles of this resolution, and be it further

RESOLVED, that other than the above amendments, Resolution No. 820 of 2004 shall remain in full force and effect.

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 Attorney

DATE: February 11, 2015

- (a) Purpose of Request: To Amend the Table of Organization and Salary Schedule to set the hours for the Asst. County Attorney-PT to state less than part-time, not to exceed 20 hours per week with no benefits.

- (b) Details: This position was approved as part of the 2015 Budget process, but the part-time status was not established at that time.

- (c) Previous Resolution Number: N/A

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.1420 130 General.Law County Attorney - Salaries-P/T

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 12

2

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: Public Works Payroll Dept. No.: 19.00

Title of Position: Fiscal Manager Annual Base Salary: \$51,537 Grade:

* Pending Salary Review by H.R.

Budget code and title: A.1490 Fiscal Manager Union Non-Union

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

Employee No: 11692 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 Provisional

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. JS

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Works - DPW Date 1/9/15

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 1/26/15

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 Works - DPW Date 1/26/2015

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: Employment and Training Payroll Dept. No.: 40.6293

Title of Position: Employment and Training Counselor Annual Base Salary: \$32,553 Grade: 09

Budget code and title: 40.6293.0310 Union Non-Union

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

Employee No: 9563 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal 100% 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. AS

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Human Services - Emp. & Training Date 1/21/2015

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 1/21/15

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 Human Services - Emp. & Training Date 1/21/2015

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 Edna A. Fraser

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: **Office of Emergency Services** Payroll Dept. No: **36.08**
Title of Position: **Second Deputy EMS Coordinator** Annual Salary: **\$5,028.00** Grade:
Budget code and title: **A.4022 Emergency Medical Services** Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: **12343** 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 *Pending jurisdictional classification to non-competitive status.*
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. as.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee [Signature] Date 1/15/15
 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 1/16/2015
 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-OES Date 1/21/2015
 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: Treasurer Payroll Dept. No.: 11

Title of Position: Account Clerk #1 (19 hours) Annual Base Salary: 12,279[✓] Grade: 4[✓]

Budget code and title: A.1325 130 - County Treasurer Union[☒] Non-Union

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

Employee No: 12540 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. gs

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Finance Date 12/3/14

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 12/4/14

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 _____ 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 _____