

AGENDA
PERSONNEL COMMITTEE
SEPTEMBER 9, 2015
DRAFT AGENDA - SUBJECT TO CORRECTION

Committee Members: Taylor, Kenny, Sokol, Merlino, Dickinson, Girard, Vanselow, Wood and Simpson

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of the prior Committee meeting.
- III. Action Agenda
 - 1) **Requests/Items to be discussed by the Human Resources Director/Personnel Officer:**
 - A) Report on tracking of salary implications for positions filled.
 - B) Request to increase the hours worked by the Personnel Aide (Part Time) to an amount not to exceed 29 hours per week, as well as to clarify the hourly rate of pay as \$12.11, effective September 21, 2015 and to amend the Table of Organization and Salary Schedule accordingly.
 - C) Review of Civil Service Division budget.
 - 2) **Referral from the Criminal Justice Committee:**
Probation -

Request to reclassify the position of Probation Officer #2 to the position of Probation Officer Trainee #1, *Grade 18, Annual Base Salary \$39,004*, effective September 21, 2015, thereby amending the Table of Organization and Salary Schedule accordingly, as well as to authorize the Director of Probation to fill the new Probation Officer Trainee #1 position due to creation.
 - 3) **Referrals from the Health Services Committee:**
Westmount Health Facility -
 - A) Request to amend Resolution No. 328 of 2015, and the Table of Organization and Salary Schedule, to correct the salary of the MDS Coordinator position to include two years of annual 2% salary increases, retroactive to June 21, 2015. This will increase the annual salary from \$65,000 to \$67,626.
 - B) Request to amend Resolution No. 307 of 2013 to include all full-time, part-time and per diem positions with RN, LPN, CNA and Rehab Aide designations so that all will be assigned the appropriate salary grade step based upon experience.
 - 4) **Referrals from the Social Services Committee:**
Department of Social Services -
 - A) Request to change the vacant position of Part-Time Assistant Social Services Attorney, *Annual Salary \$35,000, not to exceed 20 hours per week*, to Full-Time Assistant Social Services Attorney, *Annual Salary \$62,500*, effective September 21, 2015.
 - B) Request to authorize Linda Morgan, *Social Welfare Examiner*, to enroll in job related courses at SUNY Adirondack (*Sociology 101; Psychology 101 - 3 credits each*).
 - 5) **Referrals from the Support Services Committee:**
Information Technology -
 - A) Request to reclassify the position of Analyst/Programmer (*Annual Salary \$62,220.08*) to Senior Computer Systems Analyst/Programmer (*Annual Salary \$68,220.08*) effective September 21, 2015 and to amend the Table of Organization and Salary Schedule accordingly.
 - B) Request to compensate an employee who was underpaid for work performed in 2014. This request relates to a part-time position for which the salary was set by Resolution No. 732 of 2013 according to 2013 salary rates; the part-time employee was hired in 2014, but was paid according to the 2013 rate. The total compensation due amounts to \$78.67.
 - 6) **Requests/Items to be discussed by the County Administrator:**
County Auditor position.

CONTINUED

IV. Vacancies Filled:

Employment & Training Administration -

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

Probation -

Probation Assistant, *Grade 7, Annual Base Salary \$30,204*, due to promotion. This is a non-mandated, Union position that receives 12% State reimbursement.

Public Health -

Registered Professional Nurse, *Grade 19, Annual Base Salary \$42,719*, due to resignation. This is a non-mandated, Union position that receives 100% State, Federal and private patient insurance reimbursements.

Public Works -

Confidential Assistant to the Superintendent of Public Works, *Annual Salary to be determined pending salary review (current salary \$41,770)* due to resignation. This is a non-mandated, non-Union position which does not receive any reimbursements.

Social Services -

Social Welfare Examiner #41, *Grade 8, Annual Base Salary \$31,452*, due to resignation. This is a mandated, Union position that receives 50% Federal and 25% State reimbursements.

Memorandum

Date: September 2, 2015
 To: Personnel Committee
 From: Jackie Figueroa - County Director of Human Resources
 Re: Tracking of Notices of Intent to Fill Position Feb. - August 2015

Personnel Cmtc. Date	Department	Position Title	Incumbent	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
2/11/2015	DPW	Fiscal Manager	Kloss	\$ 51,537.00	\$ 51,537.00	3/16/2015	Henkel	\$56,966.00	\$5,429.00	\$5,429.00
2/11/2015	Employment & Training	Employment & Training Counselor #1	Tarantino	\$ 22,833.00	\$ 32,553.00	3/25/2015	Booth	\$32,553.00	\$0.00	\$9,720.00
2/11/2015	Emergency Services	2nd Deputy EMS Coordinator	Ordway	\$ 5,028.00	\$ 5,028.00	4/1/2015	Howe	\$5,028.00	\$0.00	\$0.00
2/11/2015	Treasurer	Account Clerk #1	Gross	\$ 12,279.00	\$ 12,279.00	1/5/2015	Stark	\$12,524.00	\$245.00	\$245.00
3/11/2015	District Attorney	2nd Assistant District Attorney	Donton	\$ 81,633.00	\$ 81,633.00	3/30/2015	Burin	\$78,477.00	-\$3,156.00	-\$3,156.00
3/11/2015	Public Health	Public Health Nurse #25 (1559)	Rainville	\$52,102.00	\$44,783.00	5/4/2015	Saville	\$51,888.00	\$7,105.00	-\$214.00
3/11/2015	DSS	Keyboard Specialist #7 (2306)	Kilmartin	\$ 27,495.00	\$ 25,193.00	5/4/2015	Lorrain	\$25,193.00	\$0.00	-\$2,302.00
4/8/2015	DPW	Sign Maint. Worker #2 (1204)	Sady	\$40,453.00	\$32,553.00	6/15/2015	Monroe	\$40,453.00	\$7,900.00	\$0.00
4/8/2015	DPW	Auto Mechanic #6 (1267)	Dingman	\$42,454.00	\$32,553.00	6/11/2015	Cole	\$32,553.00	\$0.00	-\$9,901.00
4/8/2015	DPW	Assistant Engineer #2 (1215)	Piekarz	\$44,675.00	\$43,000.00	Vacant				
4/8/2015	Public Health	Public Health Liaison (1619)	Meade (PT)	\$38,045.00	\$30,204.00	Vacant				
4/8/2015	Clerk of the Board	Deputy Clerk of the Board	Allen	\$50,000.00	\$44,500.00	5/1/2015	McLenithan	\$44,500.00	\$0.00	-\$5,500.00
4/8/2015	County Clerk/DMV	Senior Account Clerk (1115)	Corkins	\$37,786.00	\$30,204.00	5/18/2015	S. Smith	\$39,287.00	\$9,083.00	\$1,501.00
5/6/2015	Sheriff	Senior Account Clerk #6 (1492)	Lail	\$41,935.00	\$35,269.00	7/2/2015	J. Smith	\$37,087.00	\$1,818.00	-\$4,848.00
5/6/2015	Social Services	Caseworker #29 (1671)	Johnson	\$45,493.00	\$39,004.00	6/15/2015	Schmidt	\$39,004.00	\$0.00	-\$6,489.00
6/10/2015	Public Health	CHN #16	Moehring	\$51,888.00	\$41,547.00	6/15/2015	Saville	\$51,888.00	\$10,341.00	\$0.00
6/10/2015	Mental Health	Deputy Director - Clinical (1622)	Johnson	\$65,234.00	\$65,234.00	8/10/2015	Coutu	\$62,700.00	-\$2,534.00	-\$2,534.00
6/10/2015	Public Defender	1st Assistant Public Defender	Flores	\$56,838.00	\$69,544.00	7/1/2015	Tyree	\$69,544.00	\$0.00	\$12,706.00
6/10/2015	Public Defender	2nd Assistant Public Defender	Tyree	\$54,195.00	\$59,538.00	7/1/2015	Halloran	\$59,538.00	\$0.00	\$5,343.00
6/10/2015	Public Defender	3rd Assistant Public Defender	Halloran	\$52,443.00	\$56,770.00	7/1/2015	Racino	\$56,770.00	\$0.00	\$4,327.00
6/10/2015	Public Defender	4th Assistant Public Defender	Racino	\$51,637.00	\$54,934.00	7/1/2015	Liebert	\$54,934.00	\$0.00	\$3,297.00
6/10/2015	Westmount	Director of Nursing	Baker	\$88,434.00	\$88,434.00	6/12/2015	Gallo	\$88,434.00	\$0.00	\$0.00
6/10/2015	Westmount	In-Service Coordinator (2057)	Gallo	\$55,357.00	\$55,357.00	6/30/2015	Reed	\$65,000.00	\$9,643.00	\$9,643.00
6/10/2015	Westmount	Health Facility Office Records Specialist	S. Smith	\$39,287.00	\$36,815.00	6/15/2015	Clarke	\$36,815.00	\$0.00	-\$2,472.00
6/10/2015	Westmount	Health Facility Office Specialist	J. Smith	\$37,344.00	\$36,815.00	6/19/2015	W. Smith	\$36,815.00	\$0.00	-\$529.00
7/8/2015	County Clerk	Recording Clerk #3 (1286)	Carr	\$31,253.00	\$30,204.00	Vacant				
7/8/2015	DPW	MEO Medium #4 (1254)	Adams	\$37,787.00	\$30,204.00	8/24/2015	Kennedy	\$31,790.00	\$1,586.00	-\$5,997.00
7/8/2015	DPW	MEO Light #16 (1260)	Lehman	\$27,435.00	\$27,345.00	7/20/2015	Perrone	\$27,435.00	\$90.00	\$0.00
7/8/2015	DPW	MEO Medium #22 (2192)	D'Angelico	\$35,349.00	\$30,204.00	8/24/2015	Ashline	\$31,790.00	\$1,586.00	-\$3,559.00
7/27/2015	Treasurer	Payroll Technician	Reagan	\$33,829.00	\$33,829.00	7/27/2015	Duret-Clapper	\$33,829.00	\$0.00	\$0.00
8/12/2015	Treasurer	Senior Account Clerk	O'Hara	\$32,338.00	\$30,204.00	8/3/2015	Stark	\$30,204.00	\$0.00	-\$2,134.00
8/12/2015	Public Health	Infant Feeding Advocate - PT (2081)	Long	\$12,596.00	\$12,596.00	Vacant				

Personnel Cmtc. Date	Department	Position Title	Incumbent	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
8/12/2015	Public Health	RPN #21 (1534)	Hay	\$51,888.00	\$42,719.00	Vacant				
8/12/2015	Office for the Aging	Supervisor of Volunteers (1940)	Jarrell	\$28,959.00	\$24,664.00	Vacant				
8/12/2015	Public Defender	5th Assistant Public Defender	Liebert	\$54,934.00	\$54,091.00	9/8/2015	Bruhns	\$54,091.00	\$0.00	-\$843.00
								TOTALS	\$45,874.00	\$14,266.00

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: Civil Service

DATE: September 9, 2015

(a) Purpose of Request:

To increase the hours of the Personnel Aide (part time) from an amount not to exceed 20 hours per week to an amount not to exceed 29 hours per week as well as to clarify the hourly salary of \$12.1120

(b) Details:

Funding is available within the existing budget to support the additional cost associated with the increase in the number of hours worked

(c) Previous Resolution Number:

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

A.1430 110, Civil Service, Salaries-Regular

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

* as listed in budget and LOGOS

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2016 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Civil Service
 BUDGET ACCOUNT CODE: A.1430

OBJECT CODES	2014 EXPENDITURES	2015 ADOPTED	2015 AMENDED	2016 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$285,692.04	\$263,998.00	\$263,998.00	\$134,594.00
200's EQUIPMENT	\$8,095.04	\$3,983.00	\$3,983.00	\$0.00
400's CONTRACTUAL	\$39,346.86	\$51,427.00	\$51,427.00	\$20,163.00
800's EMPLOYEE BENEFITS	\$95,116.17	\$128,915.00	\$128,915.00	\$80,775.00
TOTALS	\$428,250.11	\$448,323.00	\$448,323.00	\$235,532.00

2014 REVENUES	2015 ADOPTED REVENUES	2015 ESTIMATED REVENUES	2016 DEPARTMENT REQUESTS
\$8,022.50	\$5,000.00	\$5,000.00	\$6,000.00

SIGNED: _____
 DEPARTMENT HEAD

TITLE: _____

DATE: _____

Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Amended Budget	2015 Actual Amount	2016 Departmental Request
Fund A General						
Revenue						
Department 1430 Civil Service						
<u>Intergovernmental Charges</u>						
2220	Civil Service Fees	\$8,022.50	\$5,000.00	\$5,000.00	\$2,707.50	\$6,000.00
	Total: Intergovernmental Charges	\$8,022.50	\$5,000.00	\$5,000.00	\$2,707.50	\$6,000.00
	Department Total: Civil Service	\$8,022.50	\$5,000.00	\$5,000.00	\$2,707.50	\$6,000.00
Revenue Totals						
		\$8,022.50	\$5,000.00	\$5,000.00	\$2,707.50	\$6,000.00
Expenses						
Department 1430 Civil Service						
<u>Personal Services</u>						
110	Salaries - Regular	\$248,142.75	\$245,677.00	\$245,677.00	\$139,309.16	\$116,137.00
120	Salaries - Overtime	\$2,947.46	\$5,545.00	\$5,545.00	\$1,385.63	\$5,545.00
130	Salaries - Part Time	\$34,601.83	\$12,776.00	\$12,776.00	\$5,377.85	\$12,912.00
140	Salaries - Sick Leave Incentive	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total: Personal Services	\$285,692.04	\$263,998.00	\$263,998.00	\$146,072.64	\$134,594.00
<u>Equipment</u>						
210	Furniture/Furnishings	\$4,765.89	\$3,138.00	\$3,138.00	\$0.00	\$0.00
220	Office Equipment	\$0.00	\$845.00	\$845.00	\$257.59	\$0.00
220.1	Office Equipment - Reserve	\$3,329.15	\$0.00	\$0.00	\$0.00	\$0.00
250	Technical Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total: Equipment	\$8,095.04	\$3,983.00	\$3,983.00	\$257.59	\$0.00
<u>Contractual Expense</u>						
410	Supplies	\$1,954.63	\$4,855.00	\$4,855.00	\$866.62	\$1,500.00
422	Repair/Maint-Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
423	Telephone	\$512.27	\$840.00	\$840.00	\$263.52	\$240.00
424	Postage	\$988.26	\$1,300.00	\$1,300.00	\$528.87	\$1,000.00

Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Amended Budget	2015 Actual Amount	2016 Departmental Request
Fund A General						
Department 1430 Civil Service						
425	Reproduction Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
426	Subscriptions	\$0.00	\$0.00	\$196.00	\$196.00	\$225.00
427	Memberships & Dues	\$200.00	\$810.00	\$810.00	\$505.00	\$100.00
428	Data Processing & Internet Fees	\$270.00	\$372.00	\$372.00	\$248.00	\$248.00
435	Medical Fees	\$1,118.00	\$2,350.00	\$2,130.00	\$380.00	\$2,350.00
436	Advertising Fees	\$243.70	\$1,000.00	\$1,024.00	\$1,020.94	\$1,000.00
439	Misc Fees & Expenses	\$6,992.90	\$5,000.00	\$5,000.00	\$0.00	\$12,000.00
444	Travel/Education/Conference	\$1,370.00	\$4,060.00	\$4,060.00	\$992.38	\$1,500.00
470	Contract	\$25,697.10	\$30,840.00	\$30,840.00	\$13,696.88	\$0.00
	Total: Contractual Expense	\$39,346.86	\$51,427.00	\$51,427.00	\$18,698.21	\$20,163.00
Employee Benefits						
810	Retirement	\$20,014.54	\$44,091.00	\$44,091.00	\$17,189.94	\$25,168.00
830	Social Security	\$17,172.64	\$16,367.00	\$16,367.00	\$8,737.45	\$8,345.00
831	Medicare Contribution	\$4,016.18	\$3,827.00	\$3,827.00	\$2,043.44	\$1,951.00
860	Hospitalization	\$40,886.71	\$48,591.00	\$48,591.00	\$29,058.49	\$36,244.00
865	Dental Insurance	\$828.00	\$864.00	\$864.00	\$504.00	\$576.00
	Total: Employee Benefits	\$82,918.07	\$113,740.00	\$113,740.00	\$57,533.32	\$72,284.00
Other Benefits						
840	Workmen's Compensation	\$0.00	\$696.00	\$696.00	\$695.87	\$1,047.00
850	Unemployment Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
855	Disability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
861	Retirees Hospitalization	\$12,198.10	\$14,479.00	\$14,479.00	\$4,772.00	\$7,444.00
	Total: Other Benefits	\$12,198.10	\$15,175.00	\$15,175.00	\$5,467.87	\$8,491.00
	Department Total: Civil Service	\$428,250.11	\$448,323.00	\$448,323.00	\$228,029.63	\$235,532.00

Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Amended Budget	2015 Actual Amount	2016 Departmental Request
Revenue Totals:		\$8,022.50	\$5,000.00	\$5,000.00	\$2,707.50	\$6,000.00
Expense Totals		\$428,250.11	\$448,323.00	\$448,323.00	\$228,029.63	\$235,532.00
Fund Total: General		(\$420,227.61)	(\$443,323.00)	(\$443,323.00)	(\$225,322.13)	(\$229,532.00)
Revenue Grand Totals:		\$8,022.50	\$5,000.00	\$5,000.00	\$2,707.50	\$6,000.00
Expense Grand Totals:		\$428,250.11	\$448,323.00	\$448,323.00	\$228,029.63	\$235,532.00
Net Grand Totals:		(\$420,227.61)	(\$443,323.00)	(\$443,323.00)	(\$225,322.13)	(\$229,532.00)

2016 - Salary Schedule Showing Grade-Step

Empl #	Name	Position	Jan1 Salary	Step Salary	Annual Sal.	Type	Union	Hire Date
		Civil Service						
12524	Jacqueline Figueroa	Human Resources Executive - AS	\$39,500.30	\$0.00	\$39,500.03	Full Time	Appointed F/T	5/12/2014
12435	Christopher Kilmartin	Personnel Aide PT	\$12,911.50	\$0.00	\$12,911.50	Part Time	Out of Unit PT	3/2/2015
5372	Margit Lawrence	Personnel Technician #1	03-00	\$0.00	\$47,858.30	Full Time	Out of Unit FT	3/1/1989
9770	Patricia Nenninger	Personnel Officer	\$68,278.76	\$0.00	\$68,278.76	Full Time	Appointed F/T	4/7/2003
		Personnel Extra Help/Over Time	\$5,545.00	\$0.00	\$5,545.00			
		County Human Resources Director	\$72,500.00	\$0.00	\$72,500.00			
		Department Total:	\$246,593.59	\$0.00	\$246,593.59			
		Grand Total:	\$246,593.59	\$0.00	\$246,593.59			

Salaries		2015		2016 Requests	2016 Net increase
Civil Service					
110		Budgeted	Actual		
Personnel Officer		\$68,278.76	\$68,278.76	\$72,500.00	
Personnel Technician		\$47,858.00	\$47,858.00	\$47,858.00	
Personnel Clerk		\$0.00	\$0.00	\$29,322.00 *	
		\$116,136.76	\$116,136.76	\$149,680.00	\$ 33,543.24
HR					
		Budgeted	Actual		
Director		\$86,700.00	\$53,066.00		
Ex. Asst.		\$42,840.00	\$41,726.00		
		\$129,540.00	\$94,792.00		
	Cost Savings 2015		\$34,748.00		
Overtime					
120					
Saturday test administration		\$5,545.00		\$3,000.00	
CS Institute Attendance				\$600.00	
		\$5,545.00		\$3,600.00	\$ (1,945.00)
Part-time					
130		Budgeted	Actual	Proposed	
Personnel Aide	Aide-29 hours	\$12,776.00	\$14,917.00	\$19,048.00	Position from 24 hours to 29 hours/week as of 9/8/15
Test monitors				\$500.00	
				\$19,548.00	

*Requesting new position of Personnel Clerk

PERSONNEL CLERK

DISTINGUISHING FEATURES OF THE CLASS : The work involves responsibility for performing specialized clerical tasks relating to civil service functions in accordance with established rules and procedures. This position has contact with various levels of employees as well as the general public. The incumbent processes civil service records and transactions and participates in the entire examination administration process. The work is performed under general supervision of the Personnel Officer or higher level staff. Supervision is generally not a function of this title. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains employee roster records;

Maintains records essential to the examination and appointment process such as canvass letters, eligible lists, scopes of examination, specifications and candidate information;

Answers a variety of questions from employees and the general public;

Reviews personnel transactions to ensure conformance with Civil Service Law and Rule and advises supervisor of issues related to non-compliance and interpretation of law

Participates in payroll certification functions by inputting roster record entries into computer system, checking validity of job titles, rates of compensation and accuracy of computations;

Prepares corrective action memos detailing payroll discrepancies and requests appropriate documentation to resolve and/or clarify discrepancies;

Orders examination materials and participates in the administration of examinations;

Monitors or may conduct a civil service examination series;

Assists in the preparation and distribution of examination announcements; and other information related to civil service processes;

Prepares canvass letters to send to candidates on eligible list;

Reviews replies to eligible list canvass letters, records responses and prepares appropriate paperwork;

Follows up on personnel transactions such as probationary, provisional and temporary appointments;

Updates various computer records;

Prepares written reports and memos as required;

Serves as receptionist, as needed, requiring answering the telephone and greeting visitors;

Prepares routine letters, memoranda and forms;

Uses computer applications and other customized systems such as spreadsheets and data processing software;

Compiles data for research on vacancies and appointments;

Compiles data pertaining to new positions and job classifications and assists in preparing job descriptions;

Types a variety of civil service and personnel related forms and letters;

Performs a variety of office functions as required..

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of methods and procedures used in records maintenance and the processing of Civil Service transactions;; good knowledge of office terminology, procedures and equipment; working knowledge of Civil Service Law and local rules; ability to follow oral and written directions; ; ability to read and comprehend written materials; ability to comprehend and execute oral and written instructions; ability to deal with people effectively; ability to establish and maintain effective working relationships; integrity, accuracy, tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- a) Two years of experience where the primary responsibility of the position was process personnel and/or payroll records in a computerized system, one year of which must have been with a government agency, or
- b) Three years of experience where the primary responsibility of the position was processing personnel or payroll records in a computerized system.

Adopted: 11/30/90
Amended: Draft
JC: Competitive

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: Probation

DATE: August 17, 2015

- (a) Title of Reclassified Position: **Probation Officer Trainee**
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):*
*(This should be the Base Salary for the position if it is being filled by a **new** employee, or the salary, **including longevities**, for any **existing** employee who is filling the position. **\$39,004, Grade 16**)
- (c) Title and Employee Number of Position to be Deleted: **Probation Officer - 7222**
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):*
*(This should be the Base Salary for the position if it is being filled by a **new** employee, or the salary, **including longevities**, for any **existing** employee who is filling the position. **\$42,719 - Grade 19**)
- (e) Effective Date:* **As soon as possible**
*Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.3140- Probation, 110, \$39,004**
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*
*This is necessary **BEFORE** bringing the request to committees. **YES**

*** Please note that the trainee appointment is for a period of one year, following which incumbent receiving satisfactory rating will be advanced to the title of Probation Officer without further examination.**

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: Probation Payroll Dept. No.: 29.00

Title of Position: Probation Officer Trainee^{#1} Base Salary of Position: \$39,004 Grade: 16

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

Budget code and title: A.3140-Probation Union Non-Union

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

Employee No: 7222 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal % State 12% Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

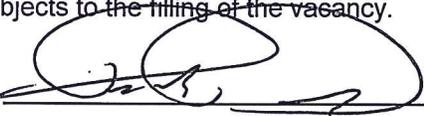
Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. *NT 8-26-15*

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 *8/31/15*

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 *Frank E. Thomas*

Date *8/31/15*

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

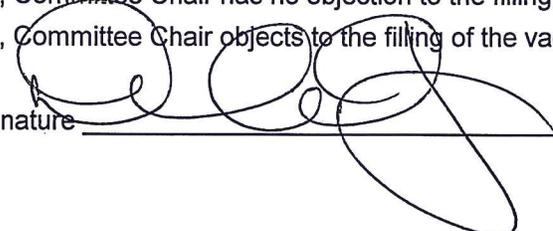
Name of Committee *Criminal Justice*

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 *31 Aug 2015*

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: Westmount Health Facility

DATE: September 1, 2015

- (a) Purpose of Request:
To Amend Resolution 328 of 2015 to correct MDS Coordinator annual salary to include base salary of \$65,000.00 plus two year annual increase of 2% each year totaling \$67,626.00 effective June 21, 2015.
- (b) Details:
To Amend Resolution 328 of 2015 to correct MDS Coordinator annual salary to include base salary of \$65,000.00 plus two year annual increase of 2% each year totaling \$67,626.00 effective June 21, 2015.
- (c) Previous Resolution Number:
328 of 2015
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
**EF.60100.100 110 Westmount, Nursing Admin, Management & Supervision,
Salaries - Regular \$17,627.00**

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 328 OF 2015

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

AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2015

RESOLVED, that the Table of Organization and the Warren County Salary and Compensation Plan for 2015 are hereby amended as follows:

PUBLIC HEALTH

<u>Deleting Position:</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>
A.4010.110 Dept. No. 36.00		
<u>TITLE:</u> Nurse Technician No. 1	July 1, 2015	\$34,361 Grade 11

<u>Deleting Position:</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>
A.4010.110 Dept. No. 36.00		
<u>TITLE:</u> Nurse Technician No. 2	July 1, 2015	\$34,361 Grade 11

<u>Creating Position:</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>
A.4010.110 Dept. No. 36.00		
<u>TITLE:</u> Registered Professional Nurse	July 1, 2015	\$42,719 Grade 19

WESTMOUNT HEALTH FACILITY

<u>Increasing Salary From:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
EF.60200.110 Dept. No. 41.00		
<u>TITLE:</u> MDS Coordinator	June 21, 2015	\$56,182

<u>Increasing Salary To:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
EF.60200.110 Dept. No. 41.00		
<u>TITLE:</u> MDS Coordinator	June 21, 2015	\$65,000

RESOLUTION No. 328 OF 2015

PAGE 2 OF 2

<u>Increasing Salary From:</u> <u>EF.60200.110 Dept. No. 41.00</u> <u>TITLE:</u> Staffing/In-Service Coordinator	<u>EFFECTIVE DATE</u> June 21, 2015	<u>ANNUAL SALARY</u> \$55,357
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<u>Increasing Salary To:</u> <u>EF.60200.110 Dept. No. 41.00</u> <u>TITLE:</u> Staffing/In-Service Coordinator	<u>EFFECTIVE DATE</u> June 21, 2015	<u>ANNUAL SALARY</u> \$65,000
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<u>Increasing Salary From:</u> <u>EF.60200.110 Dept. No. 41.00</u> <u>TITLE:</u> Nurse Manager #1	<u>EFFECTIVE DATE</u> June 21, 2015	<u>BASE SALARY</u> \$46,998
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<u>Increasing Salary To:</u> <u>EF.60200.110 Dept. No. 41.00</u> <u>TITLE:</u> Nurse Manager #1	<u>EFFECTIVE DATE</u> June 21, 2015	<u>ANNUAL SALARY</u> \$60,000
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<u>Increasing Salary From:</u> <u>EF.60200.110 Dept. No. 41.00</u> <u>TITLE:</u> Nurse Manager #2	<u>EFFECTIVE DATE</u> June 21, 2015	<u>BASE SALARY</u> \$53,144
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<u>Increasing Salary To:</u> <u>EF.60200.110 Dept. No. 41.00</u> <u>TITLE:</u> Nurse Manager #2	<u>EFFECTIVE DATE</u> June 21, 2015	<u>ANNUAL SALARY</u> \$62,424
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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: Westmount Health Facility

DATE: September 1, 2015

(a) Purpose of Request:

To Amend Resolution 307 of 2013 to include all employees Full time and Part time, Per diem with an RN, LPN, CNA, and Rehab Aide designation. Any current employees in those job classifications will be assigned the appropriate step based on experience.

(b) Details:

Request to Amend Resolution 307 of 2013 to include all employees Full time and Part time, Per diem with an RN, LPN, CNA, and Rehab Aide designation. Any current employees in those job classifications will be assigned the appropriate step based on experience.

(c) Previous Resolution Number:

307 of 2013

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

EF.60200.100 110 Nurses' Station, Man & Superv; EF.60200.300 110 Nurses' Station, RN; EF.60200.400 110 Nurses' Station, LPN; EF.60200.500 110 Nurses' Station, CNA; EF73300.500 110 Physical Therapy Aide, Salaries Regular

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 307 OF 2013

Resolution introduced by Supervisors Taylor, Kenny, Sokol, Merlino, Montesi, Strainer, Dickinson, Girard and Mason

AUTHORIZING POLICY TO BE IMPLEMENTED BY THE PUBLIC HEALTH DIVISION AND WESTMOUNT HEALTH FACILITY TO ALLOW THE DIRECTOR/ADMINISTRATOR TO OFFER UP TO THE FIFTH YEAR SALARY RATE WHEN HIRING PER DIEM POSITIONS WHICH REQUIRE RPN, LPN AND CNA DESIGNATION

RESOLVED, that the Warren County Board of Supervisors authorize a policy to be implemented by the Public Health Division and Westmount Health Facility to allow the Director of Public Health/Patient Services and the Administrator of Westmount Health Facility to offer up to the fifth year salary rate when hiring per diem positions which require RPN, LPN and CNA designation, provided that said hires are based on experience and the criteria is approved by the County Administrator.

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: 8/28/15

- (a) Purpose of Request: **To change the vacant position of Part Time Assistant Social Services Attorney to Full Time Assistant Social Services Attorney.**
- (b) Details: **To change the vacant position of Part Time Assistant Social Services Attorney, not to exceed 20 hours per week, Salary \$35,000, to Full Time Assistant Social Services Attorney, Salary \$62,500.**
- (c) Previous Resolution Number: **Resolution No. 86 of 2015**
- (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. 19

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

1. Employee's Name: **Linda Morgan**
2. Position: **Social Welfare Examiner** 3. Department: **Social Services/Medicaid Unit**
4. Course Title: **Sociology 101; Psychology 101 (3 credit hours each)**
5. Institution or School: **SUNY Adirondack**
6. How Course Relates to Current Position: **Required courses for Crim Justice-Subst Abus degree**
7. Starting Date: **09/09/15** 8. Completion Date:
9. Cost: **\$166 per credit hour.**

10. Employee's Signature: *Linda Morgan* Date: 8/25/15

11. Supervisor's Comments (Approval/Denial)
I think Linda is trying to improve herself
and further her career in Social Services by
taking these classes.
Supervisor's Signature: *James L Conner* Date: 8/25/15

12. Department Head's Comments (Approval/Denial)

Department Head's Signature: *Maureen Schmidt* Date: 8/25/15

13. Committee's Recommendation:

Committee Chairman's Signature: *[Signature]* Date: 8/28/15

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and be eligible for 50% reimbursement for costs as itemized in Item #9. Employee must complete the course with at least a "C", its equivalent, or better. Employee then submits a voucher with receipts verifying costs as listed and a copy of their final grade.

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: Information Technology

DATE: September 2, 1015

- (a) Title of Reclassified Position: **Senior Computer Systems Analyst/Programmer**
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):* **\$68,220.08**
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, **including longevities**, for any **existing** employee who is filling the position.
- (c) Title and Employee Number of Position to be Deleted:
Analyst/Programmer #2, Jeremy Scrim
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):* **\$62,220.08**
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, **including longevities**, for any **existing** employee who is filling the position.
- (e) Effective Date:*
*Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:

A1680.110
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*
*This is necessary **BEFORE** bringing the request to committees.

Yes

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: Information Technology

DATE: September 2, 2015

- (a) Purpose of Request: **Compensate employee who was underpaid**
- (b) Details: **Rate set by resolution in 2013 and work started in 2014**
- (c) Previous Resolution Number: **732 of 2013**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A1680.110**

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

* as listed in budget and LOGOS

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 Base Salary of Position: \$32,553 Grade: 09

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

Budget code and title: 40.6293.0305 Union Non-Union

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

Employee No: 12049 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 *PCW*

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.

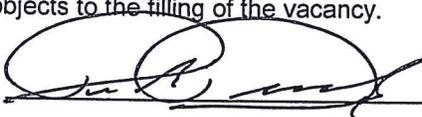
Human Resources Director has approved this form when initialed. *NT 8-20-15*

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

8/28/15

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

8/28/15

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee

Human Services

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

8/28/15

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: Probation Payroll Dept. No.: 29.00

Title of Position: Probation Assistant Base Salary of Position: \$30,204 Grade: 7

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

Budget code and title: A.3140-Probation Union Non-Union

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

Employee No.: 12288 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal % State 12% Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

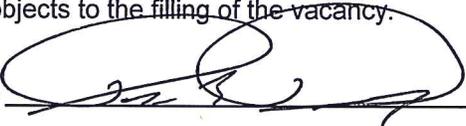
Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. *AD 8-20-15*

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 *8/31/15*

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 *Frank C. Thomas*

Date *8/31/15*

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

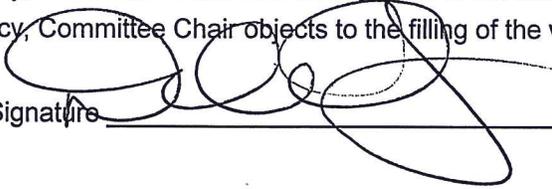
Name of Committee *Criminal Justice*

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 *31 Aug 2015*

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 35.00
Title of Position: Registered Professional Nurse Base Salary of Position: 42,719 Grade: 19
Filling at Step # (If Known): Depending on education and experience Request to Backfill Due to Promotion: Yes No
Budget code and title: A.4010-110 Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: 8941 Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%
100% Reimbursable varies sources depending on patient insurance

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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. AT 8-17-15

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 8/28/15

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 Frank E Thomas Date 8/28/15

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services

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] Date 9/1/15

RESOLUTION REQUEST FORM NO. 12

10

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.: 1900

Title of Position: Conf. Asst. to the Supt. of Public Works Base Salary of Position: \$41,770 *Pending salary review by HR Grade: incl. salary + stipend

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

Budget code and title: A.1490 Conf. Asst.-Super of Pub. Works Union [] Non-Union [X]

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

Employee No: 8208 Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] 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 [X] Other Exempt

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] 8-31-15

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.

[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 9/3/15

BUDGET OFFICER COMPLETES THIS SECTION

[X] 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 Date 9/31/15

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

[X] 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. Mullen Date 8/31/15

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: **40.00**
Title of Position: **Social Welfare Examiner #41** Base Salary of Position: **\$31,452** Grade: **8**
Filling at Step # (If Known): **0** Request to Backfill Due to Promotion: Yes No
Budget code and title: **A 6010 110 - Salaries Regular** Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: **12539** Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50% State 25% Other 25%

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. *(ms)*
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when Initialed. *17 8-27-15*

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 *8/27/15*

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 *Frank C. Thomas*

Date *8/28/15*

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 *[Signature]*

Date *8/28/15*