

AGENDA
PERSONNEL COMMITTEE
NOVEMBER 10, 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:**
Report on tracking of salary implications for positions filled.
 - 2) **Referral from the Social Services Committee:**
Countryside Adult Home -
Request to reclassify positions of Charge Aide #1 and Charge Aide #2, *Grade 5, Base Annual Salary of \$27,435*, to Senior Aide Adult Home #1 and Senior Aide Adult Home #2, *Grade 7, Base Annual Salary of \$30,959*, effective January 1, 2016, contingent upon Union review and approval, and to amend the Table of Organization and Salary Schedule accordingly.
 - 3) Discussion regarding filling of County Attorney position.
- IV. **Vacancies Filled:**
 - Department of Public Works -*
Senior Engineering Technician, *Grade 12, Annual Salary \$34,895*, due to promotion.
 - Sheriff's Office -*
Custodian, *Annual Salary \$31,633*, due to retirement.
 - Social Services -*
Caseworker #1, *Grade 16, Annual Base Salary \$39,004*, due to retirement.

Memorandum

Date: October 30, 2015
To: Personnel Committee
From: Jackie Figueroa - County Director of Human Resources
Re: Tracking of Notice of Intent to Fill Position Feb. - September 2015

Personnel Cnte. 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	Donlon	\$ 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	6/1/2015	Cole	\$32,553.00	\$0.00	-\$9,901.00
4/8/2015	DPW	Assistant Engineer #2 (1215)	Piekartz	\$44,675.00	\$43,000.00	10/5/2015	Holmes	\$43,000.00	\$0.00	-\$1,675.00
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	DSS	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	Moehringer	\$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	Durrett-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

Personnel Cmte. 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	Infant Feeding Advocate - PT (2081)	Long	\$12,596.00	\$12,596.00	9/10/2015	Graham	\$12,596.00	\$0.00	\$0.00
8/12/2015	Public Health	RPN #21 (1534)	Hay	\$51,888.00	\$42,719.00	10/5/2015	Dwyer	\$43,239.00	\$520.00	-\$8,649.00
8/12/2015	Office for the Aging	Supervisor of Volunteers (1940)	Jarrell	\$28,959.00	\$24,664.00	10/20/2015	Scott	\$24,664.00	\$0.00	-\$4,295.00
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
9/9/2015	Employment & Training	Employment & Training Counselor (1899)	Metcalfe	\$34,223.00	\$32,553.00	Vacant				
9/9/2015	Probation	Probation Assistant #2 (2266)	Mason	\$30,724.00	\$30,204.00	Vacant				
9/9/2015	Public Health	RPN II #5 (8941)	Carpenter	\$51,888.00	\$42,719.00	Vacant				
9/9/2015	DPW	Confidential Assistant to the Superintendent DPW	Wolfe	\$41,770.00	\$41,770.00	Vacant				
9/9/2015	DSS	Social Welfare Examiner #41 (2129)	Stewart	\$31,972.00	\$31,452.00	Vacant				
10/7/2015	Clerk of the Board	Sr. Legislative Office Specialist #1 (1041)	DiResta	\$39,270.00	\$39,270.00	Vacant				
10/7/2015	Countryside Adult Home	Building Maintenance Mechanic (1896)	Rush	\$37,110.00	\$35,690.00	Vacant				
10/7/2015	County Attorney	Legal Assistant #3	McGarr	\$41,820.00	\$41,820.00	Vacant				
10/7/2015	DSS	Social Welfare Examiner #6 (1632)	Record	\$31,452.00	\$31,452.00	10/26/2015	Deamelia	\$31,972.00	\$520.00	\$520.00
								TOTALS	\$45,874.00	\$12,591.00

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: Countryside Adult Home

DATE: September 25, 2015

- (a) Title of Reclassified Position: **Senior Aide Adult Home #1**
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):* **Grade 7/\$30,959**
 *(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:
Charge Aide #1
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):* **Grade 5/\$27,435**
 *(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:* **January 1, 2016**
 *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.6030 110, Countryside Adult Home, Salaries-Full Time
- (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. 14

Request to Reclassify Position

DEPARTMENT NAME: Countryside Adult Home

DATE: September 25, 2015

- (a) Title of Reclassified Position: **Senior Aide Adult Home #2**
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):* **Grade 7/\$30,959**
 *(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:
Charge Aide #2
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):* **Grade 5/\$27,435**
 *(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:* **January 1, 2016**
 *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.6030 110, Countryside Adult Home, Salaries-Full Time
- (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. 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: **Public Works** Payroll Dept. No: **19.62**
 Title of Position: **Senior Engineering Technician** Base Salary of Position: **\$34,895** Grade: **12**
 Filling at Step # (If Known): Request to Backfill Due to Promotion: Yes No
 Budget code and title: **D.5020 Sr. Engineering Technician** Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No.: **12188** Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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

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

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Item IV

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: Sheriff Payroll Dept. No.:

Title of Position: Custodian Base Salary of Position: \$31,633.34 Grade:

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

Budget code and title: A.3110 Union Non-Union

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

Employee No: 10993 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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

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

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

The Administrator objects to the filling of the vacancy.

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.

The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy.

In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Erlynn M Wood Date 10/28/15

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: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: CASEWORKER #1 Base Salary of Position: \$39,004 Grade: 16
Filling at Step # (If Known): 0 Request to Backfill Due to Promotion: [X] Yes [] No
Budget code and title: A.6010 110 - Salaries Regular Union [X] Non-Union []
This position is vacated due to: [X] Retirement [] Resignation [] Termination [] Promotion [] Other
Employee No.: 1260 Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [X] Federal 50% [X] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] 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. 10-19-15

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 10/19/15

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 10/27/15

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services
[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 [Signature] Date 10/27/2015