

AGENDA
PERSONNEL COMMITTEE
DECEMBER 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:**
Report on tracking of salary implications for positions filled.
 - 2) **Referral from the County Clerk-Motor Vehicles Committee:**
Request to amend the Table of Organization and Salary Schedule to reduce the salary of the Deputy County Clerk position from \$50,907 to \$49,665 effective January 1, 2016. The current Deputy Clerk will retire on December 31, 2015; this request is to remove the 2.5% salary increase included in the 2016 Budget in order to maintain the current 2015 salary level.
 - 3) **Referrals from the Criminal Justice Committee:**
District Attorney -
 - A) Request to authorize annual compensation of \$1,500 to Nancy Ovitt, *County Employee No. 10531*, for the preparation and record keeping of Asset Forfeiture accounts to be paid from Asset Forfeiture funds.
 - B) Request to authorize an on-call stipend program for arraignments in the amount of \$350 per day, retroactive to November 1, 2015. *Note: a request will be presented to the Finance Committee for a Contingent Fund transfer totaling \$7,070 for the aforementioned program in 2015 - funding in the amount of \$29,000 has been included in the 2016 Budget to support these costs.****Probation -***
 - C) Request to create and fill the new position of Probation Officer Trainee #2, *Grade 16, Annual Base Salary of \$39,979*, and reduce the salary of the Probation Officer #14 position to \$3,500 effective January 20, 2016 and amend the Table of Organization and Salary Schedule accordingly. The purpose of this request is to allow for a new employee to be hired in the Trainee position for a one-year period, after which said employee will be transferred into the Probation Officer #14 position.
 - D) Request to create and fill the new position of Probation Officer Trainee #3, *Grade 16, Annual Base Salary of \$39,979*, and reduce the salary of the Probation Officer #5 position to \$3,500 effective April 1, 2016 and amend the Table of Organization and Salary Schedule accordingly. The purpose of this request is to allow for a new employee to be hired in the Trainee position for a one-year period, after which said employee will be transferred into the Probation Officer #5 position.
 - E) Request to create and fill the new position of Probation Officer Trainee #4, *Grade 16, Annual Base Salary of \$39,979*, and reduce the salary of the Probation Officer #13 position to \$3,500 effective April 1, 2016 and amend the Table of Organization and Salary Schedule accordingly. The purpose of this request is to allow for a new employee to be hired in the Trainee position for a one-year period, after which said employee will be transferred into the Probation Officer #13 position.
 - 4) **Referrals from the Health Services Committee:**
Mental Health -
 - A) Request to amend the Table of Organization and Salary Schedule to decrease the salary for the Program Analyst position from \$53,000 to \$51,000 retroactive to December 7, 2015. This is a vacant position which will be filled by an individual at a Bachelor's level.
 - B) Request to amend the Table of Organization and Salary Schedule to increase the salary for the Children and Youth SPOA Coordinator position from \$53,500 to \$55,500 effective January 1, 2016. This is a vacant position for which a Master's level candidate is desired.***Public Health -***
 - C) Request to authorize Ginelle Jones, *Assistant Director of Public Health*, to enroll in a job-related course at SUNY Albany School of Public Health.

CONTINUED

5) **Referral from the Public Works Committee:**

DPW -

Request to authorize payment to employees affected by a vacation time accrual error (\$428.37 to Employee No. 11097 for 32 hours of vacation time; \$3,718.40 to Employee No. 5804 for 272 hours of vacation time)

6) **Referral from the Support Services Committee:**

Clerk of the Board -

Request to amend the Table of Organization and Salary Schedule to reduce the salary of the Secretary to the Clerk of the Board position from \$37,000 to \$34,000 effective December 21, 2015. This position was vacated due to promotion and will be filled with a new employee - this request will reduce the salary to the entry level amount.

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

Discussion regarding filling of County Attorney position.

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

Proposed Engagement Letter for legal services from Bartlett, Pontiff, Stewart & Rhodes, P.C.

IV. Vacancies Filled:

Clerk of the Board - Secretary to the Clerk of the Board, *Annual Salary \$34,000*, due to promotion
County Clerk - Deputy County Clerk, *Annual Salary \$49,665*, due to retirement
Probation - Probation Supervisor #1, *Annual Salary \$60,000*, due to retirement
Senior Probation Officer #1, *Grade 20, Annual Base Salary \$45,661*, due to retirement
Senior Probation Officer #3, *Grade 20, Annual Base Salary \$45,661*, due to retirement
Public Defender - 1st Assistant Public Defender, *Annual Salary \$69,544*, due to retirement
Public Works - Auto Mechanic, *Grade 9, Annual Base Salary \$32,553*, due to resignation
HEO #1, *Grade 8, Annual Base Salary \$32,238*, due to retirement
Sign Maintenance Worker #1, *Grade 9, Annual Base Salary \$33,367*, due to retirement

Memorandum

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

| Personnel Cmt. 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) | Piekarz | \$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 | 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 | Hailoran | \$59,538.00 | \$0.00 | \$5,343.00 |
| 6/10/2015 | Public Defender | 3rd Assistant Public Defender | Hailoran | \$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 |

| 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 | 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) | Metcalf | \$34,223.00 | \$32,553.00 | 11/9/2015 | Bourdeau | \$32,553.04 | | -\$1,670.00 |
| 9/9/2015 | Probation | Probation Assistant #2 (2266) | Mason | \$30,724.00 | \$30,204.00 | 11/9/2015 | Hawkins | \$30,204.00 | | -\$500.00 |
| 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 | 11/16/2015 | Tlokinska-Scroggins | \$39,500.00 | | -\$2,270.00 |
| 9/9/2015 | DSS | Social Welfare Examiner #41 (2129) | Stewart | \$31,972.00 | \$31,452.00 | 11/16/2015 | Record II | \$31,452.00 | | -\$500.00 |
| 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 | 11/23/2015 | Mosher | \$35,660.00 | | -\$115.00 |
| 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 |
| 11/10/2015 | DPW | Senior Engineering Technician (2321) | Holmes | \$35,414.00 | \$34,895.00 | Vacant | | | | |
| 11/10/2015 | Sheriff | Custodian | Lambert | \$37,693.00 | \$31,633.00 | 11/16/2015 | Bates | \$31,633.00 | | -\$6,060.00 |
| 11/10/2015 | DSS | Caseworker #1 (1696) | Donohue | \$44,531.00 | \$39,004.00 | Vacant | | | | |
| | | | | | | | | TOTALS | \$50,176.00 | -\$24,521.00 |

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: County Clerk****DATE: 11/25/2015**

- (a) Employee Name, Title and Employee No.: **Deputy County Clerk**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$49,665**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$50,907**
- (d) Effective Date for Salary Change:* **January 1, 2016**
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
- (f) Justification of Request:
Current Deputy Clerk will retire on December 31, 2015. This request is to remove the 2.5% salary increase which was included in the 2016 Budget and maintain the current salary rate of \$49,665.

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: District Attorney

DATE: November 10, 2015

- (a) Purpose of Request: **To authorize compensation of \$1,500.00 to be paid to Nancy Ovitt employee # 10531 annually to be paid from Asset Forfeiture funds.**
- (b) Details: **To authorize compensation of \$1,500.00 to be paid to Nancy Ovitt employee # 10531 annually to be paid from Asset Forfeiture funds for the preparation and record keeping of the Asset Forfeiture accounts.**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.1164 110 Asset Forfeiture funds.**

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

* as listed in budget and LOGOS

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: District Attorney

DATE: December 2, 2015

- (a) Purpose of Request: **To authorize On-Call Stipend program for arraignments.**
- (b) Details: **To authorize On-Call Stipend program for arraignments in the amount of \$350.00 a day.**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A. 1990 469 Contingent Account**

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: Probation

DATE: 12/3/15

- (a) Title of Requested Position: **Probation Officer Trainee #2**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$39,979, Grade 16**
- (c) Effective Date for New Position:* **1/20/16**
*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. We will need to keep Probation Officer #14, Employee #11526 open and funded at \$3,500 because 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.**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.3140-Probation-110, \$39,979**
- (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: **Yes, 12% reimbursement from NYS Division of Criminal Justice Services.**

RESOLUTION REQUEST FORM NO. 11**Request to Create New Position****DEPARTMENT NAME: Probation****DATE: 12/3/15**

- (a) Title of Requested Position: **Probation Officer Trainee #3**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$39,979, Grade 16**
- (c) Effective Date for New Position:* **4/1/16**
*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. We will need to keep Probation Officer #5, Employee #7216 open and funded at \$3,500 because 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.**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.3140-Probation-110, \$39,979**
- (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: **Yes, 12% reimbursement from NYS Division of Criminal Justice Services.**

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: Probation****DATE: 12/3/15**

- (a) Title of Requested Position: **Probation Officer Trainee^{#4}**
- (b) Annual Base Salary (and Grade if Applicable): **\$39,979, Grade 16**
- (c) Effective Date for New Position:* **4/1/16**
*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. We will need to keep Probation Officer #13, Employee 10416 position open and funded at \$3,500 because 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.**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.3143-Probation-Pre-Trial, 110, \$39,979**
- (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: **Yes, 12% reimbursement from NYS Division of Criminal Justice Services.**

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Mental Health

DATE: 12/02/15

- (a) Employee Name, Title and Employee No.: vacant Program Analyst
- (b) Current Annual Base Salary (and Grade if Applicable): \$51,500
- (c) Former Annual Base Salary (and Grade if Applicable): \$53,500
- (d) Effective Date for Salary Change:* 12/07/15
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A.4310-110; Regular Salaries, \$51,500
- (f) Justification of Request: Individual being hired at Bachelor's Level.

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

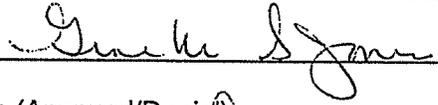
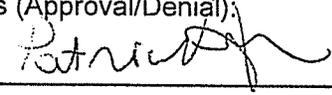
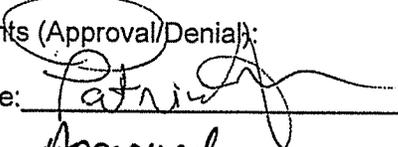
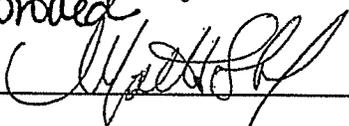
DEPARTMENT NAME: Mental Health

DATE: 12/02/15

- (a) Employee Name, Title and Employee No.: vacant Children and Youth SPOA Coordinator
- (b) Current Annual Base Salary (and Grade if Applicable): \$55,500
- (c) Former Annual Base Salary (and Grade if Applicable): \$53,500
- (d) Effective Date for Salary Change:* 01/01/16
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A.4310-110; Regular Salaries, \$55,500
- (f) Justification of Request: Master's level candidate desired

RESOLUTION REQUEST FORM NO. 19

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

1. Employee's Name: Ginelle Jones
2. Position: Assistant Director of Public Health
3. Department: Health Services
4. Course Title: HEHS 590 – Introduction to Environmental Health
5. Institution or School: SUNY Albany School of Public Health
6. How Course Relates to Current Position: NYSDOH is encouraging local health department staff to gain additional knowledge regarding environmental measures involved in preventing and controlling communicable disease. This is a graduate level course.
7. Starting Date: 01/20/2016
8. Completion Date: 05/04/2006
9. Cost: \$1359 – County to pay 50% plus cost of books and course material if needed.
10. Employee's Signature:  Date: 12/2/15
11. Supervisor's Comments (Approval/Denial):
Supervisor's Signature:  Date: 12.2.15
12. Department Head's Comments (Approval/Denial):
Department Head's Signature:  Date: 12.2.15
13. Committee's Recommendation: Approved
Committee Chairman's Signature:  Date: 12/2/15
Signature: _____ Date: _____
Chairman of the Board of Supervisors

If approved by Committee, and resolution approving the course if 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. 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: Public Works - DPW

DATE: 12/3/15

(a) Purpose of Request: Authorize payment to employees affected by a vacation time accrual error

(b) Details: Two DPW employees were affected by a vacation time accrual error related to a provision in the CSEA Union Contract Article VIII, Sect. 4, paragraph f. The Superintendent has reviewed options of allowing use of the time, payment of equivalent value in dollars, or a combination of both remedies. For both employees the Superintendent is recommending a payment only, with no accrual/use of time, as follows:

Employee #11097 : \$428.37 (equivalent of 32 hours)
Employee #5804 : \$3,718.40 (equivalent of 272 hours)

(c) Previous Resolution Number: NA

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: D5110.110 Maintenance of Roads - Salaries

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position***

DEPARTMENT NAME: Clerk-Legislative Board

DATE: December 2, 2015

- (a) Employee Name, Title and Employee No.: **Secretary to the Clerk of the Board (vacant)**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$34,000**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$37,000**
- (d) Effective Date for Salary Change:* **December 21, 2015**
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
- (f) Justification of Request:
Position is vacant, seeking to reduce compensation to starting salary amount which is currently \$34,000 before filling.

PAUL E. PONTIFF
 ALAN R. RHODES
 ROBERT S. McMILLEN
 PHILIP C. McINTIRE
 MARK A. LEBOWITZ
 J. LAWRENCE PALTROWITZ
 MALCOLM B. O'HARA
 PATRICIA E. WATKINS
 MARK E. CERASANO
 BRUCE O. LIPINSKI
 PAULA NADEAU BERUBE
 JONATHAN C. LAPPER
 BENJAMIN R. PRATT, JR.
 EILEEN M. HAYNES
 JAMES R. BURKETT
 STEFANIE DiLALLO BITTER
 KARLA WILLIAMS BUETTNER
 ELISABETH B. MAHONEY
 JOHN D. WRIGHT

BARTLETT, PONTIFF, STEWART & RHODES, P.C.

ATTORNEYS AT LAW
 P.O. BOX 2168
 ONE WASHINGTON STREET
 GLENS FALLS, NEW YORK 12801-2168

TELEPHONE (518) 792-2117
 FAX (518) 824-1040
 EMAIL jlp@bpsrlaw.com
 WEBSITE www.bpsrlaw.com

RICHARD J. BARTLETT
 Retired

JESSICA HUGABONE VINSON
 BRIAN C. BORIE

ROBERT S. STEWART
 1932-2001
 BERTRAM J. DUBE
 1916-1999

December 7, 2015

Warren County
 c/o Kevin Geraghty
 Chairman of the Board of Supervisors
 1340 State Route 9
 Lake George, New York 12845

Re: Legal Services for Labor Matters and Consultant Matters

Dear Chairman Geraghty:

I am pleased that Warren County has agreed to continue to retain our law firm to provide legal services in connection with labor matters and consultant matters. This engagement letter is intended to explain the scope of the services we have agreed to perform, the fees to be charged together with our billing practices, and the County's rights with regard to any disputed fees.

We are engaged to provide legal services to Warren County in connection with all labor matters and certain consultant matters. We have not been retained to advise Warren County in other matters or other areas of law, except for the ongoing matters including Siemens, the real estate matter including the sale of the 8.18 ± acres associated with the Westmont Health Facility, and Bond Counsel services for which we have entered into separate engagement letters, and we will act only in connection with this matter in accordance with the terms contained herein unless otherwise instructed by you. I will be the primary attorney responsible for providing the services to Warren County.

For the basic services outlined herein, we would bill the sum of \$3,750 per month commencing January 1, 2016 and continuing through December 31, 2017 for the following legal services: 1) all labor relations matters, including any negotiations with any or all bargaining units, the handling of all grievances up to arbitration, all health insurance rate negotiations and health insurance plan design matters, any labor-related training, and any labor-related or health insurance advice, excluding any litigation or hearings before an administrative agency, arbitrator, or the courts; and (2) consulting services regarding any ongoing issues relating to the sale of the Westmont health facility (not the 8.18± acres underlying land) and issues relating to the general operations and legal Warren County

c/o Kevin Geraghty
Chairman of the Board of Supervisors

matters of the Warren County attorney's office, and for any costs or disbursements which we may incur on the County's behalf in connection with our representation. Our costs and disbursements may include mileage and travel related expenses, postage, long distance telephone calls, photocopying, and expert fees. For significant disbursements, we may require payment directly from the County to the vendor. Any fees or disbursements not paid within thirty (30) days of the billing date will be subject to a late charge of three quarters of one percent (0.75%) per month. However, in the event there were any matters outside the scope of this engagement for which Warren County desired representation, our law firm would bill for such additional services at the rate of \$180 per hour for principal attorneys' time, \$150 per hour for associate attorneys' time, and \$120 per hour for paralegal time, or we would mutually agree on a separate flat fee for the particular matter at the time that it occurs.

While we seek to avoid any fee disputes with our clients, and rarely have such disputes, in the event such a dispute does arise, you are advised that Warren County has the right, at its election, to seek arbitration to resolve the fee dispute. In such event, we shall advise you in writing by certified mail that Warren County has 30 days from receipt of such notice in which to elect to resolve the dispute by arbitration, and we shall enclose a copy of the arbitration rules and a form for requesting arbitration. The decision resulting from arbitration is binding upon both Warren County and this firm.

Please sign on the appropriate line below and return one signed original to me.

We look forward to the opportunity to continue to represent Warren County.

Sincerely,

BARTLETT, PONTIFF, STEWART
& RHODES, P.C.

BY: _____

J. Lawrence Paltrowitz

Direct Line: (518) 832-6443

Direct E-mail: jlp@bpsrlaw.com

I have read and understand the terms of the above letter, have received a copy and accept all of its terms.

Warren County

BY: _____

cc: Paul Dusek, Esq., County Administrator

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: Clerk-Legislative Board Payroll Dept. No: 3.00
Title of Position: Secretary to the Clerk of the Board Base Salary of Position: \$34,000 Grade: n/a
Request to Backfill Due to Promotion: Yes No
Budget code and title: A.1040 110, Clerk-Legislative Board, Salaries-Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: 12431 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

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: County Clerk/ Payroll Dept. No: 15
Title of Position: Deputy County Clerk Base Salary of Position: \$ 49,665 Grade: Exempt
Filling at Step # (If Known): n/a Request to Backfill Due to Promotion: Yes No
Budget code and title: A 1410 110 Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: 10563 Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other Rev. generating dept.

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other Exempt Co. Law 526

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. 11-24-15

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 11/25/15

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 11/30/15

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Clerk - Motor Veh.

- 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

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 Supervisor Base Salary of Position: \$60,000 Grade:
Filling at Step # (If Known): Request to Backfill Due to Promotion: X Yes
Budget code and title: A.3140 - Probation Non-Union
This position is vacated due to: Retirement
Employee No.: 7042 Is this position mandated? No Is the position reimbursable? Yes
Source of reimbursement: State 12%

Pending approval (13)

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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. 12/15

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

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 Criminal Justice

- 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 Date 12/3/15

AUTHORITY FOR POLICY AND PROCEDURE

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: Senior Probation Officer Base Salary of Position: \$45.661 Grade: 20
Filling at Step # (If Known): Request to Backfill Due to Promotion: X Yes No
Budget code and title: A.3140 - Probation Union X Non-Union
This position is vacated due to: X Retirement Resignation Termination Promotion Other
Employee No.: 7040 Is this position mandated? Yes X No Is the position reimbursable? X Yes No
Source of reimbursement: Federal % X State 12% Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list X 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. 12-1-15

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

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 Criminal Justice

- 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 Date 12/3/15

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: Probation Payroll Dept. No: 29.00
Title of Position: Senior Probation Officer Base Salary of Position: \$45,661 Grade: 20
Filling at Step # (If Known): Request to Backfill Due to Promotion: X Yes No
Budget code and title: A.3140 - Probation Union X Non-Union
This position is vacated due to: X Retirement Resignation Termination Promotion Other
Employee No.: 6992 Is this position mandated? Yes X No Is the position reimbursable? X Yes No
Source of reimbursement: Federal % X State 12% Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list X 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. 12-1-15

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

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 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 12/3/15

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: Public Defender Payroll Dept. No.: A.1171

Title of Position: 1st Assistant Public Defender Base Salary of Position: \$69,544 Grade:

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

Budget code and title: A.1171 110 Union [] Non-Union [X]

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

Employee No: 10331 Is this position mandated? [X] Yes [] 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) [X] Non-Competitive [X] Other Exempt Pen

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. 12-2-15

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 _____

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 Criminal Justice

[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 _____ Date 12/3/15

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: Public Works Payroll Dept. No: 19.70
Title of Position: Auto Mechanic Base Salary of Position: \$32,553 Grade: 9
Filling at Step # (If Known): Request to Backfill Due to Promotion: [X] Yes [] No
Budget code and title: DM 5130 Auto Mechanic #6 Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [X] Promotion [] Other
Employee No.: 12772 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) [X] 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] 11-9-15

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 12/1/15

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 [Signature] Date 12/1/15

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 [Signature] Date 12/1/15

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: Public Works Payroll Dept. No.: 1900

Title of Position: HEO #1 Base Salary of Position: \$32,238 (2016) Grade: 8

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

Budget code and title: D.5110 HEO #1 Union [X] Non-Union []

This position is vacated due to: [X] Retirement [] Resignation [] Termination [] Promotion [] Other 1/9/2016

Employee No.: 9826 Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] No

Source of reimbursement: [] Federal % [] State % [] Other %

EPP

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [X] 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] 11/19/15

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 11/23/15

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 [Signature] Date 11/30/15

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 [Signature] Date 12/1/15

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: Public Works Payroll Dept. No.: 19.60

Title of Position: Sign Maintenance Worker #1 Base Salary of Position: \$33,367 (2016) Grade: 9

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

Budget code and title: D.3310 Sign Maintenance Worker #1 Union [X] Non-Union []

This position is vacated due to: [X] Retirement [] Resignation [] Termination [] Promotion [] Other 1/29/2016 EFF.

Employee No: 5796 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) [X] 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] 11-19-15

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 11/23/15

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 [Signature] Date 11/30/15

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 [Signature] Date 12/1/15