

OFFICE OF THE WARREN COUNTY CLERK
PAMELA J. VOGEL, COUNTY CLERK
SUEANNE S. LINEHAN, DEPUTY

**Warren County Support Services Committee: Co. Clerk/DMV
Agenda**

Wed. June 1, 2016 - 1:45 p.m.

- I. Committee Meeting Call to Order: Chairman Ron Vanselow.
- II. Motion to approve minutes of prior committee meeting (County Clerk) No pending items.
- III. Action Agenda/New Business:

A. Resolution: Reclassification of Sr. Account Clerk (Gr. 7) to Principal Account Clerk (Gr. 10)

Rationale: Position duties include complex accounting/audit practices for all transactions conducted at the Warren County DMV and Warren County Clerk's Office (ie: daily accounting/reconciliations; banking & money handling: Approx. \$ 12 million per yr (cash/checks/credit)/100,000+ transactions per yr.; mandatory cash/station audits in DMV; and related fiscal duties required of both offices. Employee is subject to NYS DMV Codes of Conduct, Supervisor's Accountability, Confidentiality and is responsive to NYS Comptroller's Audit requirements. Employee works with both the DMV and County Clerk Supervisory Staff and reports directly to the County Clerk. Employee is a 26 year tenured employee of Warren County and is proficient in all accounting practices and mandatory accounting software programs.

The reclassification questionnaire was completed by the employee, DMV Supervisor, and the Warren County Clerk; submitted to the Warren County Personnel Officer Patricia Nenninger for review and approval. A copy of the memorandum of approval from the Personnel Officer accompanies this resolution request.

Budget Impact: Reclassification from Grade 7 to Grade 10 on base:\$ 30,959 to \$ 34,675; for existing employee. Annual salary/with 26 years employment: \$ 40,232 to \$ 44,451 (prorated difference for balance of 2016/6+ mos: approx.. \$ 3600 - \$ 4000). Due to funding availability, minimal/no impact.

Funding Availability: Position vacancy A 1410 110 – 2/1-3/21/16 (unused funds) in adopted 2016 budget: \$ 4642 (MV Clerk resignation to WCSO 2/1; not filled until 3/21; filled at entry level). Position adjustment of Deputy: 2016 represented salary decrease of \$ 1242. Total available: \$ 5884.

B. Notice to Fill: Recording Clerk PT, Gr. 7, Base : \$ 30,959 FT, PT: 1000 hrs @ \$ 14.88 per hr.

Rationale: Upcoming vacancy due to resignation (return to FT teaching appt), position is an essential part of County Clerk/Public Records workflow, specifically, imaging of Supreme Court Civil Actions. PT position was created during the reorganization and consolidation of selected positions during the financial constraints c. 2012. Appointment would utilize existing or upcoming Civil Service List. Proceeding thru approval process with HR, Personnel Officer, Administrator, Budget Officer.

Budget Impact: None. Funds available in 2016 budget: A 1665 130.

- IV. No further business.

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: Warren County Clerk-DMV

DATE: 5/18/2016

- (a) Title of Reclassified Position: **Principal Account Clerk (Gr. 10)**

- (b) Annual Salary of Reclassified Position (and Grade if Applicable):* **\$ 44,451**
*(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:
Sr. Account Clerk (Gr. 7) # 7810 (26 year employee)

- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):* **\$ 40,232 (Gr 7).**
*(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:* **June 17, 2016 (upon approval)**
*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 1410 110 -unexp funds:vacancy (2/1-3/21/2016) \$4642. & Dept change: \$1242

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

Yes. See attached letter.

Warren County
Civil Service Administration

1340 State Route 9
Lake George, New York 12845
civilservice@warrencountyny.gov

Patricia C. Nenninger
Personnel Officer

Telephone: 518-761-6440
Fax: 518-761-6509

Date: May 6, 2016
Re: Reclassification of Senior Account Clerk Position
Dept: County Clerk

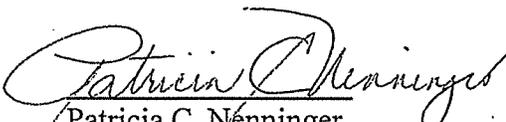
In accordance with Section 22 of the Civil Service Law, the County Clerk is seeking a reclassification of the position of Senior Account Clerk. Mrs. Vogel has submitted a Job Classification Questionnaire relating to the Senior Account Clerk position (handling both DMV and County Clerk office duties), which set forth the current duties and responsibilities of the position.

As Personnel Officer, I undertook a review and determined that the position has changed from Senior Account Clerk duties in a material and permanent way and that reclassification would be appropriate. The appropriate title for this reclassification is Principal Account Clerk, which is a competitive class position under Warren County Civil Service Rules.

The position is currently encumbered. Sandy Smith holds the position of Senior Account Clerk on a permanent basis. Upon reclassification and Board approval, Ms. Smith will be appointed provisionally to the position of Principal Account Clerk in the Office of the Warren County Clerk, pending Civil Service examination requirements.

Both Sandy Smith and Pam Vogel have been notified of this proposed reclassification and each has indicated in writing that they agree with the reclassification.

Accordingly, I determine that the Senior Account Clerk position under the supervision of the County Clerk in the Office of the Warren County Clerk has changed in a material and permanent way and reclassification to the title of Principal Account Clerk is appropriate.


Patricia C. Nenninger
Personnel Officer

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: **County Clerk** Payroll Dept. No: **22**
Title of Position: **Recording Clerk PT** Base Salary of Position: **30,959 yr/14,888 PT** Grade: **7**
Filling at Step # (If Known): ⁽²²¹⁴⁾ Request to Backfill Due to Promotion: Yes No
Budget code and title: **A1665 130** Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: **11870** ^{resign July} 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. AS 5-23-16

*CURRENT LIST EXPIRES 6/04/16
PENDING FROM RESULTS,
NEW LIST WILL BE ESTABLISHED
P AN*

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 *W B M* Date 5/24/16

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 5/24/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Support 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 *m s n* Date 6/1/16

Figueroa, Jackie

From: Vogel, Pam
Sent: Monday, May 23, 2016 10:03 AM
To: Figueroa, Jackie
Cc: Geraghty, Kevin
Subject: FW: Notice to Fill
Attachments: doc20160523093514.pdf

Good Morning , Jackie and Kevin...

Please find attached a notice to fill to be included in my 6/1/2016 Committee meeting (I hope!). The position is Recording Clerk PT (1000 hrs per year), which was part of a reorganization of the office a few years ago (amended structure reducing from FT). The current employee is a tested civil service and it is from a new CS list that we will draw. Melissa (who is resigning) is a teacher, been out 9 years for child raising, worked for us pt since 2011 or so, and is now returning to a FT teaching position in GF. The new vacant position is essential to our office management and business process as its duties include Supreme Court Case file imaging and indexing, as well as related work in Public Records and Pistol Permits as needed. The Recording Clerk exam was given 5/14, results should be back mid July. Melissa's anticipated leave date will be approx.. end of July. All funds are in our 2016 budget - A 1665 130. - 1000 hours yr /no benefits. Paid hourly - \$ 14.88 as base.

Any questions, please contact me. Thank you!

P

-----Original Message-----

From: Ryther, Theresa
Sent: Monday, May 23, 2016 9:35 AM
To: Vogel, Pam
Subject: