

# PERSONNEL AND HIGHER EDUCATION COMMITTEE

## AGENDA

FEBRUARY 2, 2017

*DRAFT AGENDA - SUBJECT TO CHANGE*

*Committee Members: Seeber, Frasier, McDevitt, Brock, Vanselow, Montesi, Leggett, Braymer, Geraghty, Simpson and Vacant*

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the floor
- IV. **Action Agenda**
  - 1) **Executive Session - Attorney Paltrowitz to provide update on Collective Bargaining Negotiations.**
  - 2) **SUNY Adirondack representatives to provide an update on the construction of the NSTEM and WORC Buildings.**
  - 3) **Update on the 2017 Health Plan from Jaeger & Flynn Associates.**
  - 4) **Items to be Discussed by the Human Resources Director and/or Personnel Officer:**

*Human Resources-*

    - A) Review of report on tracking of vacancies filled.
    - B) Request to amend Resolution No. 87 of 2015 to correct the budget code designated for the purpose of paying EAP for services.
    - C) Request for funding in the amount of \$2,100 to pay the monthly administration fee associated with the Health Reimbursement accounts administered by Jaeger & Flynn. (Note: Committee approval is required in order to refer to Finance to determine a funding source).
    - D) Request to amend Resolution No. 536 of 2016 to amend Appendix B to update the Department Head Performance Evaluation form.
    - E) Request for funding to replace five Novatime clocks and increase the annual software support due to equipment failure. (Note: Committee approval is required in order to refer to Finance to determine a source of funding)

*Personnel Officer-*

    - F) Request to amend the Table of Organization and Salary schedule to reduce the salary of Civil Service Technician I from \$45,000 to \$42,000.
  - 5) **Referral from the Health, Human & Social Services Committee:**

*Social Services -*

Request to authorize enrollment in job-related courses: Jessica Missita, *Social Welfare Examiner*, to enroll in "Policing and Society" course at SUNY Plattsburgh. Course begins January 23, 2017; Cost: \$573.05. If this request is approved, Ms. Missita will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.
  - 6) **Referrals from the Public Works Committee:**

*DPW-*

    - A) Request to authorize enrollment in a job-related courses: Maja Tlokinska-Scroggins, to enroll in "Fundamentals of Intermediate Accounting" course at SUNY Adirondack January 2017 - May 2017; Cost: \$756.35. If this request is approved, Ms. Tlokinska-Scroggins will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.
    - B) Request to amend the Table of Organization and Salary Schedule to create the new position of Highway Manager #1, *Annual Salary \$71,904*, for training purposes. The Highway Manager #2 position will be deleted once the person filling that position retires.

*Continued*

**7) Support Services:****Information Technology-**

- A) Request to amend Table of Organization and Salary Schedule to create the position of Computer Help Desk Technician II, *Annual base Salary \$50,000*, as well as for authorization to fill same.
- B) Request to amend the Table of Organization and Salary Schedule to create the position of Temporary Computer Help Desk Technician, *Annual Base Salary \$20 per hour*, as well as for authorization to fill same.

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

- A) Request to amend the Salary Schedule to increase the salary of Security Officers and Commissary Clerk from \$17.12 per hour to \$17.46 per hour to clarify the two percent salary increase for part-time Security Officers and Commissary Clerk that was approved in the 2017 Adopted Budget.
- B) Request to amend the Salary Schedule to increase the salary of Voting System Support Specialists from \$17.50 per hour to \$19.50 per hour to clarify the salary increase for part-time Voting Specialists that was approved in the 2017 Adopted Budget.

**V. Pending Items:****Personnel -**

- 1) Proposed Resolution No. 146 of 2016, *concerning salary adjustments for Deputy Department Heads when filling in for a Department Head vacancy*, was tabled at the March 18<sup>th</sup> Board Meeting and referred back to the Finance, Personnel & Higher Education Committee for review and revision.

**Higher Education** - No items this month.

**VI. Vacancies Approved for Filling by Oversight Committee:****County Clerk -**

Recording Clerk FT, *Grade 7, Annual Salary \$30,959*, due to retirement.  
 Recording Clerk PT, *Grade 7, Annual Salary \$30,959*, due to resignation.  
 Motor Vehicle License Registration Clerk #7, *Grade 8, Annual Salary \$32,238*, due to resignation.  
 Motor Vehicle License Registration Clerk PT, *\$15.49/hour*, due to termination.

**EMP & Training-**

Employment & Training Counselor, *Grade 9, Annual Salary \$33,367*, due to termination.

**Information Tech-  
Mental Health-**

Computer Help Desk Technician, *Annual Salary \$35,000*, due to resignation.  
 Office Specialist #1, *Grade 7, Annual Salary \$30,959*, due to retirement.  
 Office Specialist #2, *Grade 7, Annual Salary \$30,959*, due to creation.

**Office of****Emergency Services -**

Grant Administrator, *Annual Salary \$20,000*, due to creation.  
 3<sup>rd</sup> Deputy Emergency Services, *Annual Salary \$5,309*, due to funding being reinstated.

**Public Works-**

Building Maintenance Worker #12, *Grade 6, Annual Salary \$29,322*, due to resignation.  
 MEO Light #6, *Grade 5, Annual Salary \$28,121*, due to promotion.  
 MEO Medium #8, *Grade 7, Annual Salary \$30,959*, due to retirement.  
 Automotive Mechanic #9, *Grade 9, Annual Salary \$33,367*, due to retirement.  
 Cleaner #8, *Grade 2, Annual Salary \$25,281*, due to retirement.

**Sheriff-**

Patrol Lieutenant #2, *Annual Salary \$91,534*, due to retirement.  
 Patrol Sergeant TBD, *Annual Salary \$70,456*, due to retirement.  
 Patrol Officer TBD, *Annual Salary \$40,390*, due to retirement.

**Social Services-**

Keyboard Specialist #2, *Grade 3, Annual Salary \$25,823*, due to resignation.

## INTENT TO FILL VACANT POSITIONS

Personnel Cmt. Date	Department	Position Title	Incumbent	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
2/10/2016	Countryside	Cleaner (1881)	Holcomb	\$ 26,255.00	\$ 25,281.00	3/21/2016	Olden	\$25,281.00	\$0.00	-\$974.00
2/10/2016	Countryside	Food Service Helper (reclassified from Laborer-1872)	Goodness	\$ 24,664.00	\$ 25,281.00	3/21/2016	Anderson	\$25,281.00	\$0.00	\$617.00
2/10/2016	County Attorney	Legal Assistant #2 (1129)	VanNostrand	\$ 41,820.00	\$ 42,866.00	1/3/2016	Morgan	\$42,866.00	\$0.00	\$1,046.00
2/10/2016	OFA	Specialist Services for the Aging (1922)	Cabana	\$ 42,951.00	\$ 34,675.00	8/8/2016	Hall	\$35,816.00	\$1,141.00	-\$7,135.00
2/10/2016	OFA	Meal Site Cook #9 (1945)	Rivers	\$ 21,719.00	\$ 18,861.00	3/25/2016	Mumblow	\$19,691.00	\$830.00	-\$2,028.00
2/10/2016	Public Defender	1st Assistant Public Defender (1073)	Tyree	\$69,544.00	\$69,544.00	2/26/2016	Goodspeed	\$81,000.00	\$11,456.00	\$11,456.00
2/10/2016	DPW	HEO #6 (1241)	Edmunds	\$40,183.00	\$32,238.00	4/11/2016	Harrington	\$34,493.00	\$2,255.00	-\$5,690.00
2/10/2016	Sheriff	Civil LE Officer #1 (1326, reclassified to Patrol Officer #62)	Girard	\$61,983.00	\$37,324.00	2/22/2016	Howse	\$66,001.00	\$28,677.00	\$4,018.00
2/10/2016	DSS	Sr. Account Clerk #5 (1692)	Binder	\$36,232.00	\$30,959.00	4/4/2016	Dolan	\$30,959.00	\$0.00	-\$5,273.00
2/29/2016	County Clerk/DMV	Motor Vehicle License Registration Clerk (PT) (2377)	Mulligan-Shaw	\$30,136.00	\$32,238.00	5/2/2016	Craig	\$32,238.00	\$0.00	\$2,102.00
2/29/2016	County Clerk/DMV	Motor Vehicle License Registration Clerk (FT) (1117)	Jockimo	\$33,908.00	\$32,238.00	3/21/2016	Leacock	\$32,237.00	-\$1.00	-\$1,671.00
2/29/2016	County Clerk/DMV	Recording Clerk #3 (1286)	Carr	\$30,204.00	\$30,959.00	9/8/2016	Ryan	\$30,959.00	\$0.00	\$755.00
2/29/2016	Public Health	Asst. Director of Patient Services (1526)	Schaldone	\$78,292.00	\$76,000.00	5/2/2016	Whisenant	\$76,000.00	\$0.00	-\$2,292.00
2/29/2016	Public Works	HEO #5 (1226)	Waters	\$42,183.00	\$32,238.00	4/11/2016	Kennedy	\$34,493.00	\$2,255.00	-\$7,690.00
2/29/2016	Public Works	MEO (L) #17 (1250)	Muskus	\$35,508.00	\$28,121.00	4/11/2016	Combs	\$28,121.00	\$0.00	-\$7,387.00
2/29/2016	Real Property	Real Property Clerk (1105)	Carrera	\$28,034.00	\$27,027.00	7/25/2016	Chamberlin	\$27,027.00	\$0.00	-\$1,007.00
2/29/2016	Sheriff	Civil Law Enforcement Sergeant (1325)	Scellen	\$66,952.00	\$43,604.00	1/30/2016	Girard	\$66,952.00	\$23,348.00	\$0.00
2/29/2016	Sheriff	Investigator #4 (1357)	Conine	\$67,213.00	\$45,014.00	1/11/2016	Jeffords	\$71,800.00	\$26,786.00	\$4,587.00
2/29/2016	Sheriff	Patrol Officer #35 (1343)	Fidd	\$66,001.00	\$39,214.00	1/11/2016	Schroeck	\$51,378.00	\$12,164.00	-\$14,623.00
2/29/2016	Sheriff	Patrol Officer #49 (1349)	Anuszewski	\$66,001.00	\$39,214.00	2/29/2016	Kinderman	\$51,378.00	\$12,164.00	-\$14,623.00
2/29/2016	Sheriff	Patrol Sergeant #10 (1360)	Jeffords	\$73,201.00	\$46,414.00	1/11/2016	Fidd	\$73,201.00	\$26,787.00	\$0.00
2/29/2016	Sheriff	Senior Account Clerk #2	Caruso	\$44,098.00	\$36,151.00	2/1/2016	Smith	\$38,014.00	\$1,863.00	-\$6,084.00
3/31/2016	District Attorney	6th Assistant District Attorney (1063)	Place	\$53,833.00	\$53,833.00	4/11/2016	Shkolnik	\$53,833.00	\$0.00	\$0.00
3/31/2016	OFA	Meal Site Manager #5 (1925)	Potash	\$19,360.00	\$18,961.00	5/16/2016	Tennant	\$18,961.00	\$0.00	-\$399.00
3/31/2016	Public Health	CHN #36 (1527)	Racicot	\$57,424.00	\$45,661.00	6/12/2016	Eicher	\$53,185.00	\$7,524.00	-\$4,239.00
3/31/2016	Public Health	PHN #1 (1528)	Dufour	\$60,182.00	\$46,821.00	9/6/2016	Sullivan	\$44,320.00	-\$2,501.00	-\$15,862.00
3/31/2016	Public Works	Sr. Engineering Technician (2321)	Bessaw	\$45,689.00	\$35,767.00	5/31/2016	Baker	\$35,767.00	\$0.00	-\$9,922.00
3/31/2016	Sheriff	Communication Officer #19 (2185)	Habshi	\$47,332.00	\$37,393.00	4/18/2016	Kilmartin	\$37,393.00	\$0.00	-\$9,939.00
3/31/2016	Sheriff	Patrol Officer #24 (1334)	Bapp	\$66,001.00	\$39,214.00	4/11/2016	Leonardo	\$51,378.00	\$12,164.00	-\$14,623.00
3/31/2016	Countryside	Account Clerk #3 (20 hours/week) (2197)	Hess	\$16,536.00	\$13,513.00	9/19/2016	Chilson	\$16,216.00	\$2,703.00	-\$320.00
4/20/2016	Public Health	Supervising PHN #4 (1533)	Whisenant	\$68,974.00	\$66,000.00	6/13/2016	Andre	\$66,000.00	\$0.00	-\$2,974.00
4/29/2016	County Attorney	1st Assistant County Attorney (1126)	Bartlett	\$70,092.00	\$70,029.00	5/2/2016	Kissane	\$70,029.00	\$0.00	-\$63.00
4/29/2016	Sheriff	Communications Officer #6 (1422)	Davies	\$52,045.00	\$37,393.00	5/18/2016	Moyer	\$42,362.00	\$4,969.00	-\$9,683.00
4/29/2016	Sheriff	Patrol Officer #44 (1356)	Gould	\$66,001.00	\$39,214.00	7/11/2016	DeCristofaro	\$44,533.00	\$5,319.00	-\$21,468.00
4/29/2016	Sheriff	Patrol Officer #40 (1372)	Aldrich	\$66,001.00	\$39,214.00	6/27/2015	Campbell	\$51,378.00	\$12,164.00	-\$14,623.00
6/3/2016	County Clerk/DMV	Recording Clerk PT (2214)	Moynihan	\$14,883.00	\$14,888.00	EXPIRED				
6/3/2016	Planning	Office Specialist (1963)	Benware	\$39,232.00	\$30,595.00	6/25/2016	Tucker	\$38,732.00	\$8,137.00	-\$500.00
6/3/2016	DSS	Caseworker #29 (1671)	Schmidt	\$39,979.00	\$39,979.00	8/1/2016	Chapman	\$39,979.00	\$0.00	\$0.00

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6/3/2016	DSS	Social Welfare Examiner #39 (2102)	Rathbun	\$34,493.00	\$32,238.00	7/25/2016	Montuori	\$37,705.00	\$5,467.00	\$3,212.00
6/3/2016	DSS	Intake Clerk (1754)	Meredith	\$31,697.00	\$27,027.00	7/25/2016	Connell	\$27,027.00	\$0.00	-\$4,670.00
6/3/2016	DSS	Resource Clerk #3 (1636)	Barden	\$34,270.00	\$27,027.00	7/11/2016	Stoller	\$27,027.00	\$0.00	-\$7,243.00
6/3/2016	Sheriff	Senior Account Clerk #4 (1329)	Weaver	\$44,655.00	\$36,151.00	6/27/2016	Smith	\$38,014.00	\$1,863.00	-\$6,641.00
6/30/2016	DPW	Highway Construction Supervisor II #5 (1231)	McTague	\$41,211.00	\$39,979.00	8/1/2016	Barton	\$48,969.00	\$8,990.00	\$7,758.00
6/30/2016	Employment & Training	Sr. Employment & Training Counselor (1901)	Sano	\$49,167.00	\$38,828.00	7/11/2016	Lahaise	\$49,667.00	\$10,839.00	\$500.00
6/30/2016	OFA	Coordinator, Services for the Aging (1920)	Bunker	\$53,796.00	\$43,787.00	7/25/2016	O'Rourke	\$51,023.00	\$7,236.00	-\$2,773.00
6/30/2016	Tourism	Assistant Tourism Coordinator (1907)	Conley	\$47,682.00	\$42,000.00	10/3/2016	Coon	\$42,000.00	\$0.00	-\$5,682.00
6/30/2016	Tourism	Director of Tourism (1908)	Johnson	\$75,112.00	\$75,000.00	7/18/2016	Conley	\$75,000.00	\$0.00	-\$112.00
6/30/2016	Treasurer	Account Clerk #1 (2221)	Fox	\$12,838.00	\$12,838.00	8/8/2016	Nieves	\$12,838.00	\$0.00	\$0.00
7/29/2016	County Clerk/DMV	Motor Vehicle/License Registration Clerk #7 (1124)	Montuori	\$37,705.00	\$32,238.00	8/1/2016	Craig	\$32,238.00	\$0.00	-\$5,467.00
7/29/2016	DPW	Assistant Engineer #1 (1212)	Raymond	\$49,690.00	\$43,000.00	10/24/2016	Baker	\$43,000.00	\$0.00	-\$6,690.00
7/29/2016	Sheriff	Cook #2 (1442)	Ranous	\$42,170.00	\$33,666.00	8/9/2016	Plumley	\$33,666.00	\$0.00	-\$8,504.00
9/1/2016	DSS	Keyboard Specialist #4 (2096)	Troelstra	\$25,823.00	\$25,823.00	11/7/2016	Oswald	\$25,823.00	\$0.00	\$0.00
9/1/2016	DSS	Case Supervisor B #1 (1641)	Coughlin	\$55,424.00	\$45,661.00	9/26/2016	Mulcahy	\$56,924.00	\$11,263.00	\$1,500.00
9/1/2016	DSS	Caseworker #5 (1673)	Bell	\$41,924.00	\$39,979.00	10/11/2016	Strother	\$39,979.00	\$0.00	-\$1,945.00
9/1/2016	DSS	Caseworker #22 (1702)	O'Neil	\$49,969.00	\$39,979.00	10/10/2016	Farnsworth	\$41,211.00	\$1,232.00	-\$8,758.00
9/1/2016	DSS	Caseworker #26 (1705)	Bearor	\$41,211.00	\$39,979.00	11/21/2016	Millis	\$46,631.00	\$6,652.00	\$5,420.00
9/1/2016	DSS	Caseworker #30 (1709)	Irwin	\$46,631.00	\$39,979.00	10/13/2016	Wiechnik-Brownell	\$39,979.00	\$0.00	-\$6,652.00
9/1/2016	OFA	Mealsite Manager #6 (1948)	Tice	\$23,621.00	\$25,281.00	9/1/2016	Smith	\$22,262.00	-\$3,019.00	-\$1,359.00
9/1/2016	OFA	Mealsite Manager #8 (1946)	Mumblow	\$16,409.00	\$25,281.00	9/1/2016	Mumblow	\$20,029.00	-\$5,252.00	\$3,620.00
9/1/2016	OFA	Mealsite Cook #11 (1952)	Waldron	\$21,719.00	\$25,281.00	10/3/2016	Ostrander	\$25,281.00	\$0.00	\$3,562.00
9/1/2016	OFA	Food Service Helper #3 (1930)	Sweet	\$25,973.00	\$25,281.00	10/3/2016	Benson	\$25,281.00	\$0.00	-\$692.00
9/1/2016	Public Health	RPN #8 (1546)	Carpenter	\$51,888.00	\$43,787.00	9/13/2016	Carpenter	\$53,185.00	\$9,398.00	\$1,297.00
9/1/2016	Public Health	RPN #37 (1543)	McGowin	\$54,072.00	\$43,787.00	vacant				
9/1/2016	DPW	Auto Mechanic #4 (1276)	Sprague	\$39,007.00	\$33,367.00	11/7/2016	Wallace	\$33,367.00	\$0.00	-\$5,640.00
9/29/2016	Countryside Adult Home	Director of Countryside (2107)	Park	\$52,787.00	\$52,787.00	1/3/2017	Corcoran	\$52,787.00	\$0.00	\$0.00
9/29/2016	Public Defender	5th Assistant Public Defender (1078)	Bruhns	\$55,443.00	\$55,443.00	10/24/2016	Pilatke	\$55,443.00	\$0.00	\$0.00
9/29/2016	Public Health	WIC Nutrition Facilitator (1583)	Watson	\$50,969.00	\$39,979.00	12/9/2016	Dixon	\$39,979.00	\$0.00	-\$10,990.00
11/3/2016	Public Defender	3rd Assistant Public Defender (1076)	Racino	\$58,189.00	\$58,189.00	12/1/2016	Pilatke	\$58,189.00	\$0.00	\$0.00
11/3/2016	Social Services	Assistant Social Services Attorney (2370)	Perry	\$62,500.00	\$63-\$68	vacant				
12/1/2016	Public Defender	6th Assistant Public Defender (2380)	Besson	\$45,000.00	\$45,000.00	12/19/2016	Leahy	\$45,000.00	\$0.00	\$0.00
12/1/2016	Sheriff	Patrol Officer #12 (1350)	Glenn	\$66,001.00	\$39,214.00	11/25/2016	Thorpe	\$51,378.00	\$12,164.00	-\$14,623.00
12/1/2016	Sheriff	Patrol Officer #13 (1362)	Grant	\$66,001.00	\$39,214.00	vacant				
12/1/2016	Sheriff	Patrol Officer #36 (1346)	LaFond	\$66,001.00	\$39,214.00	vacant				
12/1/2016	Sheriff	Patrol Officer #TBD (vacant due to promotion)			\$39,214.00	vacant				
12/1/2016	Sheriff	Investigator #8 (1355)	Comeau	\$71,800.00	\$45,014.00	1/6/2017	Palmer	\$74,180.00	\$29,166.00	\$2,380.00
12/1/2016	Sheriff	Computer Programmer (1376)	Baker	\$47,332.00	\$47,322.00	vacant				
12/1/2016	Countryside Adult Home	Institutional Aide #7 PD (2261)	Shambo	\$25,823.00	\$25,823.00	vacant				
12/1/2016	DSS	Caseworker #7 (1674)	Seigfried	\$41,211.00	\$39,979.00	vacant	Wurzberger	\$39,979.00	\$0.00	-\$1,232.00
							<b>TOTALS</b>	<b>\$296,203.00</b>	<b>\$296,203.00</b>	<b>-\$226,935.00</b>

## NEWLY CREATED POSITIONS

Effective Date	Department	Position Title	Salary Approved	Date Filled	Hire	Salary Hired	Position Deleted?	Incumbent	Incumbent Salary	Created v. Deleted
2/24/2016	County Attorney	Secretary to the County Attorney (1130)	\$ 42,500.00	5/2/2016	Sady	\$ 42,500.00	Legal Assistant #1	McGarr	\$ 42,866.00	\$ (366.00)
4/18/2016	DSS	Intake Clerk #7 (2406)	\$ 27,027.00	5/16/2016	Costine	\$ 24,027.00	SWE #34	Woodell	\$ 32,771.00	\$ (5,744.00)
4/18/2016	DSS	Caseworker #34 (2407)	\$ 39,979.00	5/9/2016	Beaudette	\$ 39,979.00				
4/18/2016	DSS	Caseworker #35 (2408)	\$ 39,979.00	5/9/2016	Farnsworth	\$ 41,211.00				
4/22/2016	Public Health	Supervising PHN - temporary (2253)	\$ 68,973.00	4/22/2016	Andre	\$ 66,000.00				
6/1/2016	OFA	Services Specialist - Office for the Aging (2409)	\$ 34,675.00	9/6/2016	McLaughlin	\$ 34,675.00				
5/23/2016	District Attorney	Senior Typist	\$ 27,027.00	5/23/2016	Stoller	\$ 27,027.00	Legal Assistant (6/24/16)	Johnston	\$ 36,089.00	\$ (9,062.00)
5/23/2016	Public Health	WIC Nutrition Facilitator PT (2410)	\$ 19,989.00	12/6/2016	Navatka	19989				
6/30/2016	Civil Service	Civil Service Technician I (2415)	\$ 42,000.00	8/22/2016	Coughlin	\$ 42,000.00				
6/30/2016	Civil Service	Test Administrator (2416)	\$18/hour	9/9/2016	Reichenbach	\$18/hour				
6/30/2016	OFA	Specialist, Office for the Aging #2 (2418)	\$ 34,675.00	9/12/2016	Bearor	\$ 35,816.00				
6/30/2016	Tourism	Communications Assistant (2417)	\$ 33,367.00	10/17/2016	Pfau	\$ 33,367.00	Sr. Tourism Specialist #2	Tucker	\$ 36,871.00	\$ (3,504.00)
9/1/2016	Public Defender	Assistant Public Defender #7 (2419)	\$ 45,000.00	10/18/2016	Pucciarelli	\$ 45,000.00				
9/1/2016	DPW	MEO (M) #26 (2420)	\$ 30,959.00	1/2/2017	Tyrell	\$ 30,959.00	Automotive Mech #6	Cole	\$ 33,367.00	\$ (2,408.00)

**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:** Human Resources

**DATE:** January 13, 2017

- (a) Purpose of Request: **Per County Auditor's request. Amend budget code designated in Reso. 87 of 2015 for the purpose of paying for EAP Services.**
- (b) Details: **Reso. 87 of 2015 designates budget code A.1430 470 when HR/Civil Services shared a budget. We would like it changed to A.1435 470 effective January 1, 2016 and forward which is the current code HR uses.**
- (c) Previous Resolution Number: **87 of 2015**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **Finds already properly budgeted. Resolution language needs to be updated to reflect the new code.**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 87 OF 2015

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

### AWARDING PROPOSAL AND AUTHORIZING CONTRACT WITH EAP OF WARREN, WASHINGTON & SARATOGA COUNTIES, INC. FOR EMPLOYEE ASSISTANCE PROGRAM (EAP) SERVICES

WHEREAS, the County has advertised for proposals for an Independent Employee Assistance Service Provider (WC 76-14), and

WHEREAS, the Director of Human Resources has issued a memorandum which describes the criteria for proposal review and selection, and based upon the best value for services presented, the Director of Human Resources is recommending the selection of EAP of Warren, Washington & Saratoga Counties, Inc., 559 Glen Street, Glens Falls, NY 12801 as the new provider of the Independent Employee Assistance Services for Warren County, now, therefore, be it

RESOLVED, that the Purchasing Agent notify EAP of Warren, Washington & Saratoga Counties, Inc. of the acceptance of its proposal, and be it further

RESOLVED, that Warren County enter into an agreement with EAP of Warren, Washington & Saratoga Counties, Inc., for Employee Assistance Program (EAP) Services, pursuant to the terms and provisions of the specifications (WC 76-14) and proposal, for a term commencing upon execution of the agreement and with the contract for services to extend for a period of up to five (5) years unless terminated sooner at the option of the County upon ninety (90) days written notice, and the Chairman of the Board of Supervisors be, and he hereby is, authorized to execute an agreement in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.1430 470 Human Resources/Civil Service, Contract.

**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:** Human Resources

**DATE:** January 13, 2017

- (a) Purpose of Request: **Funding to pay the monthly administration fee associated with the Health Reimbursement Accounts administered by Jaeger & Flynn.**
- (b) Details: **Plan was approved via Reso. 448 of 2016, but no funding was allocated during budgeting due to the timing of the decision.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **\$2100.00 -No funding available within existing budget.**

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

\* as listed in budget and LOGOS

## 2017 Estimated HRA fees

Month	EE Enrollment in HDHP/ HRA	Total Enrollee's \$4.00 / month
January	15	\$ 60.00
February	20	\$ 80.00
March	25	\$ 100.00
April	30	\$ 120.00
May	35	\$ 140.00
June	40	\$ 160.00
July	45	\$ 180.00
August	50	\$ 200.00
September	55	\$ 220.00
October	60	\$ 240.00
November	65	\$ 260.00
December	70	\$ 280.00
		\$ 2,040.00

# Warren County Board of Supervisors

## RESOLUTION NO. 437 OF 2016

Resolution introduced by Supervisors Conover, Seeber, Sokol, Simpson, Merlino, Dickinson, Girard, Frasier, Beaty, McDevitt and Braymer

### AUTHORIZING HEALTH INSURANCE FOR COUNTY OFFICERS, EMPLOYEES AND RETIREES

#### RESOLUTION WITHDRAWN

WHEREAS, Warren County has heretofore offered health insurance through Blue Shield for County officers, employees and retirees, and

WHEREAS, the County's health insurance agent, Jaeger & Flynn Associates, Inc., has recently studied the health insurance program, solicited proposals from other companies and compared available benefits, and

WHEREAS, as a result of the review, Jaeger & Flynn Associates, Inc. has proposed that Warren County continue its insurance plan with Blue Shield for officers, employees (30 hrs./week) and retirees (less than 65 years of age), and continue the self-insured prescription or drug card as administered by Blue Shield with a reserve set by the County, and

WHEREAS, Jaeger & Flynn Associates, Inc. has also proposed to offer a new voluntary high deductible option with Blue Shield for officers, employees and retirees (less than 65 years of age), now, therefore, be it

RESOLVED, that Warren County renew its health insurance coverage with Blue Shield for County officers, employees and retirees (less than 65 years of age) in accordance with the terms and provisions provided for above, at the rates listed below:

#### Blue Shield EPO \$25/\$40

Individual	\$ 675.80
Co-Individual	\$ 675.80
Two Person	\$1,385.38
Family	\$1,942.69

*RESOLUTION NO. 437 OF 2016**PAGE 2 OF 2*

and be it further

RESOLVED, that Warren County offer a voluntary high deductible option with Blue Shield for County officers, employees and retirees (less than 65 years of age) in accordance with the terms and provisions provided for above, at the rates listed below:

Blue Shield HDEPO 6310

Individual	\$ 520.94
Co-Individual	\$ 520.94
Two Person	\$ 1067.92
Full	\$ 1497.52

and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute any and all documents and/or agreements of any kind or nature that may be necessary to renew the health insurance with Blue Shield, to implement a new Voluntary High Deductible Option with Blue Shield including a Medical Expense Reimbursement Plan (MERP), and make any changes to the prescription and/or drug card with said documents and/or agreements in a form approved by the County Attorney, for a term commencing December 1, 2016 and terminating November 30, 2017, at which time all policies will once again be reviewed.

***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: Human Resources**

**DATE: January 25, 2017**

- (a) Purpose of Request: **Amend Reso. 536 of 2016**
- (b) Details: **Amend Appendix B to update Department Head Performance Evaluation form**
- (c) Previous Resolution Number: **536 of 2016**
- (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

WARREN COUNTY DEPARTMENT OF HUMAN RESOURCES



Department Head Evaluation

REVIEW PERIOD: \_\_\_\_\_ to \_\_\_\_\_

REVIEWER: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

EVALUATOR COMMENTS

1. Noteworthy strong areas of present performance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. To what extent have annual goals been achieved?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What has the employee done to improve performance from the previous review?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Areas requiring improvement in job performance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Developmental Plans:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



WARREN COUNTY DEPARTMENT OF HUMAN RESOURCES

**Department Head Evaluation**

**PERFORMANCE RATING**

**Distinguished (5)** Outstanding performance that results in extraordinary and exceptional accomplishments with significant contributions to objectives of the department, division, group or company.

**Commendable (4)** Consistently generates results above those expected of the position. Contributes in an above average manner to innovations both technical and functional.

**Fully Satisfactory (3)** Good performance with incumbent fulfilling all position requirements and may on occasion generate results above those expected of the position.

**Needs Improvement (2)** Performance leaves room for improvement. This performance level may be the result of new or inexperienced incumbent on the job or an incumbent not responding favorably to instruction.

**Marginal (1)** Lowest performance level which is clearly less than acceptable, and which is obviously well below minimum position requirements. Situation requires immediate review and action. Possible separation or reassignment is in order without significant and immediate performance improvement.

**Overall Performance Rating:** \_\_\_\_\_

**EMPLOYEE COMMENTS:**

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**SIGNATURES:** Signatures acknowledge that this form was discussed and reviewed.

	Signature	Date
Department Head		
Personnel Committee Chair		
County Administrator		
Oversight Committee Chair		
Personnel Committee Member		
Chairman of the Board of Supervisors		

**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: Human Resources**

**DATE: January 25, 2017**

- (a) Purpose of Request: **Determine source of funding for purchase of 5 new Novatime clocks and increase in annual software support.**
- (b) Details: **Novatime no longer sells or provides hardware maintenance for the 380 model of timeclock. These clocks have an average life expectancy of 3-5 years. We are entering our 7<sup>th</sup> year with them. Those with heavy use are failing and need to be replaced.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

Clocks (5x 7000 lite @ \$1195 each)	\$ 5,975.00
Est. shipping	\$ 150.00
	\$ 6,125.00
Maint. Fee (pay from .470)	\$ 195.00
Contract .470	\$ 6,057.45 current balance
	\$ 195.00 software maintenance
	\$ 5,862.45 available balance
Transfer from .470 to .220	\$ 5,860.00
Transfer from .444 to .220	\$ 300.00
	\$ 6,160.00 funds to order clocks
<b><u>Request additional funds</u></b>	
to replenish .444	\$ 300.00
to pay remainder of maintenance .470	\$ 5,000.00

**RESOLUTION REQUEST FORM NO. 13*****Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Civil Service Administration****DATE: January 27, 2017**

- (a) Employee Name, Title and Employee No.: **TBD**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$42,000**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$45,000**
- (d) Effective Date for Salary Change:\* **February 20,2017**  
\*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: **Requesting reduction of salary from \$45,000 to \$42,000 as part of approval to fill vacancy.**

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: A.1430 Payroll Dept. No.: 17

Title of Position: Civil Service Technician I Base Salary of Position: \$42,000 Grade: N/A

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

Budget code and title: Union [ ] Non-Union [X]

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

Employee No: 9600 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 [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. [Signature] 1-26-17

PCN 1/26/17

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. 19

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

- 1. Employee=s Name: Jessica Missita
- 2. Position: SWE3. Department: Medicaid/chroniccare
- 4. Course Title: Policing and Society
- 5. Institution or School: SUNY Plattsburgh
- 6. How Course Relates to Current Position: part of degree program; required  
(Criminal Justice BA)
- 7. Starting Date: 1/23/17. Completion Date: 5/12/17
- 9. Cost: \$948.05 - (total) I receive a "scholarship" for being a military spouse, of  
\$573.05 (my bill) \$375.00.
- 10. Employee=s Signature: Jessica Missita Date: 1/6/17
- 11. Supervisor=s Comments (Approval/Denial)  
Supervisor=s Signature: [Signature] Date: 1/6/17
- 12. Department Head=s Comments (Approval/Denial)  
Department Head=s Signature: Muhammad Akhmed Date: 1/19/17
- 13. Committee=s Recommendation:  
Committee Chairman=s Signature: Edna G. Trane Date: \_\_\_\_\_

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 AC@, its equivalent, or better. Employee then submits a voucher with receipts verifying costs as listed and a copy of their final grade.

# SUNY Plattsburgh Tuition Bill Adjustments

701093542 Jessica S. Missita  
Spring 2017  
Jan 10, 2017 10:23 am

## Spring 2017 Semester

### Instructions:

- Adjust Charges** - Select optional fees from the drop down lists and press the "Update Charges" button.
- Confirm Enrollment** - After you have updated your charges, a Confirm Enrollment button will appear at the top of the page. Once your bill looks the way you want, click this button to confirm enrollment. Confirming your enrollment allows you to make web payments and the Student Accounts Office can begin processing your financial aid. However, future web adjustments of your charges will not be allowed.
- Pay Balance** - After you have confirmed your enrollment, you will be directed to a payment page where you can make payments via credit card or web check. Enrollment in the College Payment Plan is also available.
- If you wish to add Cardinal Cash or enroll in our medical insurance plan and these options are not available on your bill, contact Student Accounts to learn more.

Parking fee is mandatory if you received a parking hang tag. The fee can only be removed if the hang tag is returned to University Police or the Student Accounts Office.

**Your tuition bill is due on 24-JAN-2017. Please make adjustments and confirm enrollment before this date to avoid any administrative fees.**

Due Date: 24-JAN-2017

Acct	Description	Charge	Payment	Pending Aid	Other Credit
TU	Tuition	810.00			
AC	ACC-Student ID Card	4.00			
AS	ACC-Student Association Fee	24.00			
AT	ACC Technology Fee	30.00			
CF	College Fee	2.55			
CS	Career Services Fee	6.00			
LR	M-Late Registration	40.00			
QP	ACC-Parking Fee	15.00			
TH	Technology Fee	16.50			
PS12	Check-Priv Scholarship-One		375.00		
<b>Options:</b>					
FO	Meal Plan	NONE- 0.00			
CC	Cardinal Cash	0.00			
<b>*Totals*</b>		<b>948.05</b>	<b>375.00</b>	<b>0.00</b>	<b>0.00</b>
					<b>Balance Due: 573.05</b>

\*The optional Student Alumni Fee may only be declined by visiting the Office of Alumni Relations and requesting a fee waiver/reimbursement within two weeks of the start of the semester. See College Fee Brochure for more information.

Attach a note with your tuition bill:

**RESOLUTION REQUEST FORM NO. 19**

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

1. Employee=s Name: Maja Tlokinska-Scroggins

2. Position: Conf. Asst. to the Supr. of Public Works

3. Department: Public Works

4. Course Title: Fundamentals of Intermediate Accounting

5. Institution or School: SUNY Adirondack

6. How Course Relates to Current Position: Improve Accounting Efficiency

7. Starting Date: 1/2017

8. Completion Date: 5/2017

9. Cost: 50% of \$756.35

10. Employee=s Signature:  Date: 12/02/16

11. Supervisor=s Comments (Approval/Denial)

Supervisor=s Signature:  Date: 12/5/16

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

Department Head=s Signature:  Date: 12/5/16

13. Committee=s Recommendation:

Committee Chairman=s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chairman of the Board of Supervisors

## Catalog Entries

Spring 2017  
Dec 02, 2016

Select the Course Number to get further detail on the course. Click the buttons below to search for Subject/Course Sections being offered for a specified term.

**BUS 246 - Fundamentals of Intermediate Accounting**

A course in the core concepts for understanding accounting conceptual and institutional framework, financial statements, and major issues related to accounting for assets, liabilities, equity, revenue, and expenses. Course to include: how reporting methodology impacts decision making and in-depth coverage of the major financial statements for profit entities. Additional topics may be covered.

**ADK Prerequisites:**

(ACC Credit level BUS 146 Minimum Grade of C or ACC Credit level BUS 146B Minimum Grade of C) and ACC Credit level CIS 125 Minimum Grade of D-

3.000 Credit hours  
3.000 Lecture hours

Fall 2016 (Term 201610) there are currently 0 Sections. *Sorry, there are currently no sections in the Fall 2016 term.*

Winter 2017 (Term 201615) there are currently 0 Sections. *Sorry, there are currently no sections in the Winter 2017 term.*

Spring 2017 (Term 201620) there are currently 1 Sections. [Click here to Show Sections](#)

Summer 2017 (Term 201705) there are currently 0 Sections. *Sorry, there are currently no sections in the Summer 2017 term.*

---

[Return to Previous](#)   [New Search](#)   [XML Extract](#)

**RELEASE: 8.5.4**

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- SUPPLIES & ELECTRONICS
- OFFERS
- COLLECTIONS

Enter your search details

Book

BUS 246 50901 SPRING 2017

REMOVE COURSE

IMAGE NOT AVAILABLE

INTERMEDIATE ACCOUNTING >C<

REQUIRED | By KIESO, WYGANDT

EDITION: W17

PUBLISHER: WILEY C

ISBN: 9781119377245

BOOK NOTES:

This is a custom title designed by your instructor to deliver only the materials required for the course saving you money.

from \$134.35 - \$134.35

SELECT FORMAT

NO ITEMS SELECTED

EVERYTHING YOU NEED TO SUCCEED

NEED HELP? Rental FAQs Payment & Delivery Refunds

NEWS AND OFFERS: Enter Email Address

TEXTBOOKS

- Find Textbooks
- Textbook Rentals
- Sell Back Textbooks
- Digital Content
- Faculty Resources

APPAREL

- Men's
- Women's

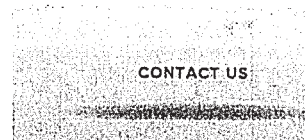
GIFTS & ACCESSORIES

- Diploma Frames
- Bags
- Drinkware
- Home & Recreation
- Personal Accessories

SUPPLIES & ELECTRONICS

- Computer & Electronics
- Dorm Essentials
- School Supplies
- Specialty Supplies

SUNY Adirondack Official Bookstore



STORE HOURS

**Tuition:****Full-Time Student Tuition (per semester)****(A full-time student is one enrolled 12 credit hours or more)**

New York State Sponsor Area Resident / NYS Non-Sponsor Resident with Certificate of Residency	\$2,088.00
New York State Non-Sponsor Resident without Certificate of Residency	\$4,176.00
Non-New York State Resident	\$4,176.00
Non-New York State Resident Annual Capital Charge	\$ 300.00

**Part-Time Student Tuition - (per credit hour)****(A part-time student is one enrolled 1 thru 11 credit hours)**

Qualified New York State Residents Enrolled in ADK college courses in a high school	\$ 58.00
New York State Sponsor Area Resident / NYS Non-Sponsor Resident with Certificate of Residency	\$174.00
	X 3hr
	<b>\$522</b>
New York State Non-Sponsor Resident without Certificate of Residency	\$348.00
Non-New York State Resident	\$348.00
Non-New York State Resident Capital Charge	\$ 10.00

**Fees:****Accident Insurance Fees (per semester):**

All enrolled students

\$ 2.00

Students enrolled in summer session (May 22-Aug. 18, 2017)

\$ 1.00

**Credit by Examination (per credit hour)**

\$35.00

**DANTES - Exam Administration Fee**

\$25.00

**Enrollment Fee (one time fee charged in first enrolled semester)**

\$40.00

**Graduation - Diploma Fee**

\$ 0.00

Each additional diploma in the same year

\$25.00

Diploma Replacement Fee

\$25.00

**Non-Credit Material Fees:**

Books and/or Materials

\$1.00 - \$550.00

Processing fee for awarding Continuing Education Unit

\$15.00

Parking

\$0.00 - \$15.00

**Non-Credit Tuition**

Non-credit tuition varies widely by course, check current offerings for more information

**Parking Fee (per semester):**

\$15.00

**Student Activity Fees (per semester):**

Full-time students

\$102.50

Part-time students (per credit hour)

\$ 8.00 = 24.00

X 3

**Student I.D. Card (per semester)**

\$ 4.00

Replacement (Early Admit Students exempt)

\$ 10.00

**Technology Fees (per credit hour):**

\$10.00 = 40.00

Note: some exceptions may apply to this fee

**Transcript Fee (Official Academic)**

\$ 7.00

Special Delivery Requests

Per Vendor

Contract

**Student Development Fee (all students, per semester)**

\$15.00

Formerly Wellness Fee

---

\$ 622.00

134.35 Book

---

\$ 756.35

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**RESOLUTION REQUEST FORM NO. 11*****Request to Create New Position*****DEPARTMENT NAME: Public Works****DATE: 01/24/2017**

- (a) Title of Requested Position: Highway Manager (#1)
- (b) Annual **Base** Salary (and Grade if Applicable): \$71,904
- (c) Effective Date for New Position:\* approx. 03/01/2017  
\*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): Highway Manager #2 (D.5020 110 - \$71,904) after approx. four-week transition period.
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: D.5110 .110 Maintenance of Roads
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes
- (g) Is this a mandated position? If so, please explain: No
- (h) Is there expected revenue from this position? If so, please explain: No

**RESOLUTION REQUEST FORM NO. 11*****Request to Create New Position*****DEPARTMENT NAME:** Information Technology**DATE:** January 24, 2017

- (a) Title of Requested Position: **Computer Help Desk Technician II**
- (b) Annual Base Salary (and Grade if Applicable): **\$50,000**
- (c) Effective Date for New Position:\* **Upon Approval**  
\*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):  
**Web/Intranet Developer**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**A1680.110**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)  
**Yes**
- (g) Is this a mandated position? If so, please explain:  
**No**
- (h) Is there expected revenue from this position? If so, please explain:  
**No**

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Information Technology
Title of Position: Computer Help Desk Technician
Base Salary of Position: \$50,000/year
Grade:
Request to Backfill Due to Promotion: Yes No
Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 1/20/17 (upon creation)

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 1/23/17

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 [Signature] Date 1/23/17

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 [Signature] Date 1/24/17

**RESOLUTION REQUEST FORM NO. 11*****Request to Create New Position*****DEPARTMENT NAME: Information Technology****DATE: January 24, 2017**

- (a) Title of Requested Position: **Temporary Computer Help Desk Technician**
- (b) Annual Base Salary (and Grade if Applicable): **\$20/hour**
- (c) Effective Date for New Position: \* **Upon Approval**  
\*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):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**A1680.110**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)  
**Yes**
- (g) Is this a mandated position? If so, please explain:  
**No**
- (h) Is there expected revenue from this position? If so, please explain:  
**No**

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Information Technology Payroll Dept. No:
Title of Position: Temporary Computer Help Desk Technician Base Salary of Position: \$20/hour Grade:
Request to Backfill Due to Promotion: Yes No
Budget code and title: A1680.110, Salaries-Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other Temp - PCN 1/20/17
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. 1/20/17 (upon creation)

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 1/23/17

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 1/23/17

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 N S W Date 1/24/17

**RESOLUTION REQUEST FORM NO. 13*****Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Office of County Administrator****DATE: 1/30/2017**

- (a) Employee Name, Title and Employee No.: **Security Officers**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **17.46/hr**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **17.12/hr**
- (d) Effective Date for Salary Change:\* **1/1/2017**  
\*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.3110 130 Sheriff Law Enforcement Salaries-Part Time**
- (f) Justification of Request: **To clarify the two percent (2%) salary increase for part time Security Officers and Commissary Clerk that was approved in the 2017 Adopted Budget.**

**RESOLUTION REQUEST FORM NO. 13*****Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Office of County Administrator****DATE: 1/30/2017**

- (a) Employee Name, Title and Employee No.: **Voting System Support Specialists**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **19.50/hr**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **17.50/hr**
- (d) Effective Date for Salary Change:\* **1/1/2017**  
\*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.1450 130 Board of Elections Salaries-Part Time**
- (f) Justification of Request: **To clarify the salary increase for part time Voting System Support Specialists that was approved in the 2017 Adopted Budget.**

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: Recording Clerk FT Base Salary of Position: \$ 30,959 Grade: 7
Filling at Step # (If Known): 0 Request to Backfill Due to Promotion: Yes No
Budget code and title: a 1410 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: 11156 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: Public Records Payroll Dept. No: 22
Title of Position: Recording Clerk PT Base Salary of Position: 30,959 (hrly/\$ 14.88hr Grade: 7
Filling at Step # (If Known): 0 base Request to Backfill Due to Promotion: Yes No
Budget code and title: A 1665 130 Part Time salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: 11870 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. 1/20/17

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. Hight Date 1/23/17

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 1/23/17

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 R S V Date 1/24/17

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: Motor Vehicle License Registration Clerk#7 Base Salary of Position: \$ 32,238 Grade: 8

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

Budget code and title: A 1410 110 Union [x] Non-Union [ ]

This position is vacated due to: [ ] Retirement [x] Resignation [ ] Termination [ ] Promotion [ ] Other To Accept position at DSS - extension

Employee No: 11735 Is this position mandated? [ ] Yes [x] No Is the position reimbursable? [ ] Yes [x] No

Source of reimbursement: [ ] Federal % [ ] State % [ ] Other % DMV transactions generate significant revenue for Warren Co. .

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[x] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [ ] Other

PCN 1/31/17

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] 1-31-17

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: Motor Vehicle License Registration Clerk PT Base Salary of Position: \$ 32,238/hrly \$ 15.49 hrly

Grade: 8

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

Budget code and title: A 1410 130 Union [x] Non-Union [ ]

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

Employee No: 12902 Is this position mandated? [ ] Yes [x] No Is the position reimbursable? [ ] Yes [x] No

Source of reimbursement: [ ] Federal % [ ] State % [ ] Other % DMV transactions generate significant revenue for Warren Co. .

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[x] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [ ] Other PEN 1/31/17

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] 1-31-17

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: **Employment and Training** Payroll Dept. No: **40.6293**  
 Title of Position: **Employment & Training Counselor** Base Salary of Position: **\$33,367** Grade: **9**  
 Filling at Step # (If Known): **30** Request to Backfill 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.: **12855** 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 Paw 1/19/17  
 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. 1-19-17

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 1/19/17

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 [Signature] Date 1/20/17

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social 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 1/24/17

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: Information Technology Payroll Dept. No:
Title of Position: Computer Help Desk Technician Base Salary of Position: \$35,000/year Grade:
Filling at Step # (If Known): Request to Backfill Due to Promotion: [ ] Yes [x] No
Budget code and title: A1680.110, Salaries-Regular Union [ ] Non-Union [x]
This position is vacated due to: [ ] Retirement [x] Resignation [ ] Termination [ ] Promotion [ ] Other
Employee No.: 10678 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 [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. [Signature] 1/20/17

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 1/20/17

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 1/20/17

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Support 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 1/24/17

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: Mental Health Payroll Dept. No.: 39.00/A.4310

Title of Position: Office Specialist, #1 Base Salary of Position: 30,959 Grade: 7

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

Budget code and title: A.4310-110 Salaries Union[x] Non-Union[ ]

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

Employee No: 1106 Is this position mandated? [ ] Yes [x] No Is the position reimbursable? [x] Yes [ ] No

Source of reimbursement: [ ] Federal % [x] State 40% [x] Other 50% Washington County

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[x] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [ ] Other [x] POW 12/15/16

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] 12/15/16

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 12/16/16

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 12/16/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services 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 December 20, 2016

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: Mental Health Payroll Dept. No.: 39.00/A.4310

Title of Position: Office Specialist, #2 Base Salary of Position: 30,959 Grade: 7

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

Budget code and title: A.4310-110 Salaries Union[X] Non-Union[ ]

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

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

Source of reimbursement: [ ] Federal % [X] State 40% [X] Other 50% Washington County

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [ ] Other PCW 12/15/16

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] 12/15/16

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 12/16/16

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 12/16/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services 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 December 20, 2016

**RESOLUTION REQUEST FORM NO. 12**

Schedule "A"

**NOTICE OF INTENT TO FILL VACANT POSITION**

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

**DEPARTMENT HEAD COMPLETES THIS SECTION**Department: **Office of Emergency Services**Payroll Dept. No: **35**Title of Position: **Grant Administrator**Base Salary of Position: **\$20,000**

Grade:

Filling at Step # (If Known):

Request to Backfill Due to Promotion:  Yes  NoBudget code and title: **A.3640 Civil Defense**Union  Non-Union This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other **Creation**

Employee No.:

Is this position mandated?  Yes  NoIs the position reimbursable?  Yes  NoSource 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: **Office of Emergency Services**Payroll Dept. No: **36.08**Title of Position: **3rd Deputy EMS Coordinator**Base Salary of Position: **\$5,309**

Grade:

Filling at Step # (If Known):

Request to Backfill Due to Promotion:  Yes  NoBudget code and title: **A.4022 Emergency Medical Service**Union Non-Union This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other **Previously Unfunded**

Employee No.:

Is this position mandated?  Yes  NoIs the position reimbursable?  Yes  NoSource 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: Public Works

Jeff Tompkins

12/2/16

Payroll Dept. No: 19.40

Title of Position: Building Maintenance Worker #12 Base Salary of Position: \$29,322

Grade: 6

Filling at Step # (If Known):

Request to Backfill Due to Promotion: [X] Yes [ ] No

Budget code and title: A.7110 Building Maintenance Worker Union [X] Non-Union [ ]

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

Employee No.: 12533 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

POD 12/2/16

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] 12-2-16

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 12/2/16

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 12/20/16

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 12/24/16 1/24/17

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

Alfred E. Thomas 1/11/17

Department: Public Works

Payroll Dept. No: 19.63

Title of Position: Motor Equipment Operator - Light Base Salary of Position: \$28,121.00 Grade: 5

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

Budget code and title: D.5110 MEO Light #6 Union [X] Non-Union [ ]

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

Employee No.: 12760 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

PCW 1/11/16

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 initiated. 1-11-17

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 1/13/17

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 1/13/17

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 1/24/17

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

Jeff Ferguson

11/3/17

Payroll Dept. No: 19.63

Title of Position: Motor Equipment Operator - Medium Base Salary of Position: \$30,959

Grade: 7

Filling at Step # (If Known):

Request to Backfill Due to Promotion: [X] Yes [ ] No

Budget code and title: D.5110 MEO Medium #8

Union [X] Non-Union [ ]

This position is vacated due to: [X] Retirement [ ] Resignation [ ] Termination [ ] Promotion [ ] Other 2/1/2017

Employee No.: 10889 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

Paul 1/4/17

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 initiated. [Signature]

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 1/10/17

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 1/13/17

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 1/24/17

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
Title of Position: Automotive Mechanic
Filling at Step # (If Known):
Budget code and title: DM 5130 Automotive Mechanic #9
This position is vacated due to: Retirement
Employee No.: 10068
Source of reimbursement: Federal, State, Other

Jeff Thompson 1/3/17
Payroll Dept. No: 19.70
Base Salary of Position: \$33,367
Grade: 9

Request to Backfill Due to Promotion: Yes
Union Non-Union
Is this position mandated? No
Is the position reimbursable? No

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list
Competitive-no list
Non-Competitive
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 W.B. G... Date 1/10/17

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 1/13/17

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
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 1/24/17

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
Title of Position: Cleaner
Filling at Step # (If Known):
Budget code and title: A.1624 Cleaner #8
This position is vacated due to: Retirement 1-31-17
Employee No.: 11220
Source of reimbursement: Federal % State % Other %
Base Salary of Position: \$25,281
Grade: 2
Request to Backfill Due to Promotion: Yes No
Union Non-Union
Is this position mandated? Yes No
Is the position reimbursable? Yes No

Jeff Thompson 1/5/17

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other LABOR PER 1/6/17
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 initiated. 1/10/17

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 B. M. [Signature] Date 1/10/17

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 1/13/17

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
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 1/24/17

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: Sheriff Payroll Dept. No.: 30.00

Title of Position: Patrol Lieutenant #2 Base Salary of Position: \$91,534.00 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:8881 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: Sheriff Payroll Dept. No.: 30.00

Title of Position: Patrol Sergeant TBD Base Salary of Position: \$70,456.00 Grade:

Filling at Step # (If Known): Request to Back Due to Promotion:  Yes  NoBudget code and title: A.3110 Union  Non-Union This position is vacated due to:  Retirement  Resignation  Termination  Promotion  OtherEmployee No: TBD Is this position mandated?  Yes  No Is the position reimbursable?  Yes  NoSource 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: Sheriff Payroll Dept. No.: 30.00

Title of Position: Patrol Officer TBD Base Salary of Position: \$40,390.00 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.: TBD 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 Lateral Transfer

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: SOCIAL SERVICES Payroll Dept. No.: 40.03

Title of Position: Keyboard Specialist #2 Base Salary of Position: \$25,823 Grade: 3

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

Budget code and title: A6010 110 Union [X] Non-Union [ ]

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

Employee No: 10770 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 PUN 1/23/17

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] 1-23-17

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 1/23/17

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 1/23/17

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human + 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 Edna A. Trasier Date 1/24/17