

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

**Warren County Support Services Committee: Co. Clerk/DMV**  
**Tuesday , January 24, 2017 10:30 am**

I. Committee Meeting Call to Order: Chairman Ron Vanselow.

II. Motion to approve minutes of prior committee meeting

III. Action Agenda/New Business:

**A. Employee Vacancies – Notices to Fill (2), Extensions (2)**

**1.) Notice to Fill: Recording Clerk, Gr. 7, Base: \$30,949. Vacancy due to retirement.**

Position is part of the recording/filing process with specific tasks assigned to staff, to ensure a systematic approval process/Real Property Law (indexing, reproduction requirements). Constitutional office; NYS law. Funded in 2017 budget: A. 1665 110. Retiring staff person's 2017 salary is \$ 38,732; new appt. will be at base \$ 30,949. Will work from Civil Service Eligible list: FT Recording Clerk.

**2.) Notice to Fill: Recording Clerk PT, Gr. 7, Base: \$ 30,949 (\$ 14.88 hourly/1000 hours yr.**

Position is part-time (formerly a FT position, reduced to PT in 2013-14 budget cycle); responsible for imaging of Supreme Court case files. FT staff addresses all current/daily imaging and indexing of Court Actions, all recording and filing; PT assigned to completing back file project scans. Resignation due to employee's acceptance of FT teaching position. Funded in 2017 budget: A 1665 130 Part-time salaries. No benefits. Will work from Civil Service Eligible list or, if necessary. posting for PT.

**3.) Extension on Notice to Fill: Motor Vehicle License Registration Clerk FT: Gr. 8, Base: \$ 32,238**

Notice to fill previously approved, filled Aug. 2016 by Civil Service MV Clerk PT employee, resignation followed. Position essential to meeting demands of high volume/60,000 annual transactions, from which Warren County receives approx. 12.7% of fees collected in the office (ie \$ 452,000 in 2016). Office has minimum staffing/including elimination of 1 FT (c. 2010), and downsizing of one FT to PT (c.2015-2016 budget cycle); generous leave packages to FT employees. Will work from Civil Service Eligible list. Exam results due Jan. 2017.

**4.) Extension on Notice to Fill: Motor Vehicle License Registration Clerk PT: Gr. 8: \$ 32,238 (\$15.49 hr)/1040 hours.**

Notice to fill previously approved, vacancy caused with appointment to FT position. Difficult to fill from postings; anticipate Civil Service Eligible list, exam results due Jan. 2017. Funded in 2017 budget : A 1410 130 Part-time salaries. Flexible scheduling, follows peak times in DMV. No benefits.

IV: Other Business. None.

# 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 PAN 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. AD 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 [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. 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 [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. 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  Non-Union

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

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

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

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other PCW  
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. PCW 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 W. B. Magel Date 2/1/17

### 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 2/2/17

### 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 R. S. V. 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#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  Non-Union

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

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

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

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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. AP 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 W.B. Hogg Date 2/1/17

### 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 2/2/17

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_

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

The committee objects to the filling of the vacancy.

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

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

Ranking Committee Member Signature [Signature] Date \_\_\_\_\_