

CRIMINAL JUSTICE AND PUBLIC SAFETY MEETING

PROBATION AGENDA

7/23/18

- I. COMMITTEE MEETING CALLED TO ORDER BY CHAIRMAN
- II. MOTION TO APPROVE MINUTES FROM PRIOR COMMITTEE MEETING
- III. ACTION AGENDA
 - A. REQUEST RESOLUTION –To fill vacant Probation Officer position with a Probation Officer Trainee position due to the retirement of Michel Byrne effective May 31, 2018.

RATIONAL – This position is needed in the department as the responsibilities include providing Pre-PINS service to Hadley-Luzerne, North Warren, and Johnsbury Schools, as well as providing PINS and Juvenile Delinquent (JD) Supervision and conducting Court Ordered Investigations.
 - B. REQUEST RESOLUTION - To fill vacant Probation Officer position with a Probation Officer Trainee position due to the resignation of Josh Copeland effective 4/13/18.

RATIONAL – This position is needed in the department as the responsibilities include providing Pre-PINS service to Glens Falls School District while being stationed at the Middle and High School three days a week, as well as providing PINS and Juvenile Delinquent (JD) Supervision and conducting Court Ordered Investigations.
 - C. REQUEST RESOLUTION - To promote a Probation Officer within our department to Senior Probation Officer (Michael Byrne previously held the Senior Probation Officer title).

RATIONAL – The Senior Probation Officer title carries added responsibilities with a dedicated caseload and specific enhanced duties. This title includes an additional \$2,500 in salary.
- IV. PENDING ITEMS
There are no pending items

V. INFORMATION AND DISCUSSION

RAISE THE AGE

RTA Comprehensive Plan and Financial Documents.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Probation Payroll Dept. No: 29.00
Title of Position: Probation Officer Trainee # \ Base Salary of Position: \$42,290 Grade: 16
Filling at Step # (If Known): Entry
Budget code and title: A.3140. Probation Union X
This position is vacated due to: Resignation
Employee No./Last Name: 13145/Copeland Date of Vacancy: ~~4/13/18~~ 4/16/18
Is this position mandated? No Is the position reimbursable? Yes
Source of reimbursement: State 10%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

XX 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. 7/10/18

Human Resources Director has approved this form when initialed. 7-12-18

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 7/10/18

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 7/12/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee: Criminal Justice and Public Safety

- 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 7/23/18

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Probation Payroll Dept. No: 29.00
Title of Position: Probation Officer Trainee TBO Base Salary of Position: \$42,290 Grade: 16
Filling at Step # (If Known): Entry
Budget code and title: A.3140. Probation Union X
This position is vacated due to: Promotion
Employee No./Last Name: Unknown Date of Vacancy: 8/1/18
Is this position mandated? No Is the position reimbursable? Yes
Source of reimbursement: State 10%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

XX 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. 7-10-18

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 7/10/18

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 7/12/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee: Crimnal Justice and Public Safety

- 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 7/23/18

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Probation Payroll Dept. No: 29.00
Title of Position: Senior Probation Officer #3 Base Salary of Position: \$48,301 Grade: 20
Filling at Step # (If Known):
Budget code and title: A.3140. Probation Union X
This position is vacated due to: Retirement
Employee No./Last Name: 7216/Byrne Date of Vacancy: 5/31/18
Is this position mandated? No Is the position reimbursable? Yes
Source of reimbursement: State 10%

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. 7-10-18

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 7/10/18

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 7/12/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

- Name of Committee: Criminal Justice and Public Safety
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 7/23/18

