

PERSONNEL AND HIGHER EDUCATION COMMITTEE

AGENDA

FEBRUARY 1, 2018

Committee Members: *Geraghty, Frasier, McDevitt, Leggett, Braymer, Simpson, Hyde, Diamond, Loeb, Merlino and Sokol*

- 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) **SUNY Adirondack representatives to provide an update on the College.**
 - 2) **Items/Requests to be Discussed by the Human Resources Director and/or Personnel Officer:**

Human Resources-

 - A) Review of report on tracking of vacancies filled.
 - B) A brief update from Jaeger & Flynn Associates regarding County benefits.

Personnel Officer-

 - C) Request to fill the vacant position of Principal Personnel Clerk, *Annual Salary \$43,218*, due to resignation.
 - 3) **Referral from the County Facilities Committee, Airport:**

Request to amend Resolution No. 449 of 2017 to include an end date for the position of Temp Part-time Airport Manager of June 20, 2018.
 - 4) **Referrals from the Health, Human & Social Services Committee:**

Health Services-

 - A) Request for Leah Howe, RN, to enroll in Job-Related course at Liberty University from March 26-May 18, 2018; Cost: \$1,390. If this request is approved, Ms. Howe 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 delete the position of Long Term Coordinator and create and fill the new position of Supervising Public Health Nurse, *Annual Salary \$69,272.32*, effective March 1, 2018.
 - C) Request to amend the Table of Organization and Salary Schedule to delete the position of Senior Public Health Educator and create the new position of Public Health Program Coordinator, *Grade 18, Base Salary \$45,313*, effective February 19, 2018.

Office for the Aging-

 - D) Request to amend the Table of Organization and Salary Schedule to reflect the following changes at Cedars Meal Site: To delete Food Service Helper #3, *Base Annual Salary \$23,987*; to delete Food Service Manager, *Base Annual Salary \$26,392*; to delete Food Service Helper #2, *Base Annual Salary \$25,512*; to delete Meal Site Cook #3, *Base Annual Salary \$21,510*; to reduce the hours of Meal Site Manager #2 to 10 hours per week; to reduce the hours of Meal Site Cook #4 to 10 hours per week; and to reduce the hours of Food Service Helper #6 to 15 hours per week.
 - E) Request to amend the Table of Organization and Salary Schedule to reflect actual hours of meal site employees as follows: to reduce the hours of Meal Site Cook #11 (Wells Meal Site) to 25 hours per week; and to reduce the hours of Meal Site Manager #10 (Wells Meal Site) to 20 hours per week.

Social Services-

 - F) Request to amend Resolution No. 511 of 2017 to change the deletion date for the Resource Assistant #2 from January 31, 2018 to March 31, 2018 to allow time to fill the Resource Coordinator position and train a new employee.
 - 5) **Referral from the Support services Committee, Weights and Measures:**

Request to amend the Salary schedule to identify an hourly rate of \$23.50 (not to exceed \$8,000 for 2018) for the Weights and Measures Inspector (per diem) position.

Continued

V. **Pending Items:**

Personnel - The Committee requested that the representatives of Jaeger & Flynn Associates, Inc. prepare an analysis on possible incentives the County could offer to encourage retirees to change their health plan from Empire Blue Cross to CDPHP to discuss at a future meeting.

Higher Education - No Items this month.

VI. **Vacancies Approved for Filling by Oversight Committee:**

Board of Elections - Republican Deputy Commissioner of the Board of Elections, *Base Salary \$46,781*, due to resignation.

Health Services - Registered Professional Nurse (CHN#31), *Annual Salary \$46,318*, due to retirement.

WIC Nutrition Facilitator, *Grade 16, Annual Salary pro-rated to reflect hourly rate of \$20.33 not to exceed 20 hours per week*, due to resignation.

Mental Health- Mental Health Program Analyst, *Annual Salary \$54,053*, due to resignation.

Office for the Aging- Meal Site Manager #5, *Grade 2, Annual Salary \$19,520*, due to resignation (Emergency Fill)

Public Works- Highway Construction Supervisor, *Grade 10, Annual Salary \$35,698*, due to promotion.

Purchasing- Purchasing Assistant, *Grade 7, Annual Salary \$32,749*, due to resignation.

Real Property- Senior Real Property Clerk, *Grade 8, Annual Salary \$34,102*, due to resignation. (Emergency Fill)

Sheriff- Communications Officer #4, *Annual Salary \$39,595.95*, due to retirement.

Social Services- Commissioner of Social Services, *Annual Salary \$88,867*, due to retirement. (Emergency Fill)

Social Welfare Examiner #32, *Grade 8, Annual Salary \$34,102*, due to resignation.

Social Welfare Examiner # 23, *Grade 8, Annual Salary \$34,102*, due to retirement.

Social Welfare Examiner #22, *Grade 8, Annual Salary \$34,102*, due to retirement.

Social Welfare Examiner #25, *Grade 8, Annual Salary \$34,102*, due to retirement.

Caseworker #10, *Grade 16, Annual Salary \$42,290*, due to retirement.

Weights and Measures- Weights and Measures Inspector (per diem), *Annual Salary \$23.50 (not to exceed \$8,000 for 2018)*, due to creation.

INTENT TO FILL VACANT POSITIONS											
Personnel Cntr. Date	Department	Position Title	Incumbent	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired	
2/2/2017	County Clerk	Recording Clerk #2 (1116)	Deak	\$ 38,732.00	\$ 30,959.00	2/27/2017	Stillman	\$30,959.00	\$0.00	-\$7,773.00	
2/2/2017	County Clerk	Recording Clerk PT (2214)	Moynihan	\$ 30,959.00	\$ 30,959.00	vacant					
2/2/2017	County Clerk	MV License Registration Clerk #7 (1124)	Montuori	\$ 37,705.00	\$ 32,238.00	3/27/2017	DeNunzio	\$32,238.00	\$0.00	-\$5,467.00	
2/2/2017	County Clerk	MV License Registration Clerk PT (2377)	Craig	\$ 16,119.00	15.49/hour	vacant					
2/2/2017	Employment & Training	Employment & Training Counselor (1899)	Bourdeau	\$ 33,367.00	\$ 33,367.00	3/1/2017	Mender	\$33,367.00	\$0.00	\$0.00	
2/2/2017	Information Technology	Computer Help Desk Technician I #1 (1291)	Kenyon	\$ 47,989.00	\$ 40,000.00	7/10/2017	Chapman	\$40,000.00	\$0.00	-\$7,989.00	
2/2/2017	Mental Health	Office Specialist #1 (1624)	Wasson	\$ 38,070.40	\$ 30,959.00	1/13/2017	Lawrence	\$30,959.00	\$0.00	-\$7,111.40	
2/2/2017	Office of Emergency Services	3rd Deputy Emergency Services (1612)	White	\$ 2,999.00	\$ 5,309.00	4/3/2017	Tims	\$5,309.00	\$0.00	\$2,310.00	
2/2/2017	DPW	Building Maintenance Worker #12 (1191)	Vanderwarker	\$ 29,855.00	\$ 29,322.00	3/20/2017	Sutliff	\$29,322.00	\$0.00	-\$533.00	
2/2/2017	DPW	MEO Light #6 (1259)	Tyrell	\$ 28,121.00	\$ 28,121.00	3/6/2017	Earl	\$28,121.00	\$0.00	\$0.00	
2/2/2017	DPW	MEO Medium #8 (1251)	Fish	\$ 38,732.00	\$ 30,959.00	2/16/2017	Kelly	\$30,959.00	\$0.00	-\$7,773.00	
2/2/2017	DPW	Automotive Mechanic #9 (1272)	Bills	\$ 41,965.00	\$ 33,367.00	vacant					
2/2/2017	DPW	Cleaner #8 (2144)	Norton	\$ 32,283.00	\$ 25,281.00	3/27/2017	Leemans	\$25,281.00	\$0.00	-\$7,002.00	
2/2/2017	Sheriff	Patrol Lieutenant #2 (1344)	Corsones	\$ 91,534.00	\$ 91,534.00	2/28/2017	DiFiore	\$91,534.00	\$0.00	\$0.00	
2/2/2017	Sheriff	Patrol Sergeant #8 (1370)	DiFiore	\$ 75,181.00	\$ 70,456.00	2/28/2017	Geisler	\$75,181.00	\$4,725.00	\$0.00	
2/2/2017	Sheriff	Patrol Officer #58 (1383)	Geisler	\$ 67,981.00	\$ 40,390.00	3/20/2017	Pozzouli	\$52,919.00	\$12,529.00	-\$15,062.00	
2/2/2017	DSS	Keyboard Specialist #2 (2030)	Lawrence	\$ 25,823.00	\$ 25,823.00	2/21/2016	Monroe	\$25,823.00	\$0.00	\$0.00	
3/2/2017	Public Health	CHN #38 (2025)	Cosey	\$ 53,185.00	\$ 43,787.00	4/10/2017	Mattes	\$54,472.00	\$10,685.00	\$1,287.00	
3/2/2017	Public Health	RPN II #8 (1546)	Carpenter	\$ 53,185.00	\$ 43,787.00	3/13/2017	Arnold	\$49,006.00	\$5,219.00	-\$4,179.00	
3/2/2017	Public Health	RPN II #12 (1560)	Tingley	\$ 54,685.00	\$ 43,878.00	7/3/2017	O'Brien	\$48,036.00	\$4,158.00	-\$6,649.00	
3/2/2017	DPW	HEO #2 (1237)	Johnson	\$ 40,682.00	\$ 32,238.00	8/14/2017	Carpenter	\$33,737.00	\$1,499.00	-\$6,945.00	
3/2/2017	DPW	Highway Construction Supervisor #4 (2393)	Barton	\$ 42,951.00	\$ 34,675.00	1/30/2017	Abrahams	\$43,450.00	\$8,775.00	\$499.00	
3/30/2017	Civil Service	Senior Personnel Clerk (2440)	Folger	\$ 35,024.00	\$ 35,024.00	4/10/2017	Jernigan	\$35,024.00	\$0.00	\$0.00	
3/30/2017	Civil Service	Principal Personnel Clerk (2439)	Coughlin	\$ 45,000.00	\$ 42,000.00	4/3/2017	Folger	\$42,000.00	\$0.00	-\$3,000.00	
3/30/2017	Public Health	Infant Feeding Advocate - 20 hrs/week (2081)	Graham	\$ 12,911.00	\$ 12,911.00	9/6/2017	Graham	\$13,292.50	\$381.50	\$381.50	
5/4/2017	Board of Elections	Deputy Commissioner #1 (1138)	Kladis	\$ 44,880.00	\$ 44,880.00	4/6/2017	Hayes	\$44,880.00	\$0.00	\$0.00	
5/4/2017	Board of Elections	Voting Systems Technician		\$15/hour	\$15/hour	4/7/2017	Kladis	\$15/hour	\$0.00	\$0.00	
5/4/2017	Board of Elections	Voting Systems Support Specialist	Hayes	\$19.50/hour	\$19.50/hour	4/6/2017	Comeau	\$19.50/hour	\$0.00	\$0.00	
5/4/2017	DPW	Cleaner #8 (2144)	Leemans	\$ 26,027.00	\$ 26,027.00	8/7/2017	Bessen	\$26,027.00	\$0.00	\$0.00	
5/4/2017	Countryside	Institutional Aide PT #4 (2258)	Kitchen	\$ 15,950.00	\$ 15,950.00	6/12/2017	Kelly	\$15,950.00	\$0.00	\$0.00	
5/4/2017	Countryside	Institutional Aide #4 (1888)	Perry	\$ 21,447.00	\$ 21,268.00	5/28/2017	Kitchen	\$21,269.00	\$0.00	\$0.00	
5/4/2017	DPW	Building Maintenance Mechanic #4 (1155)	Robinson	\$ 47,772.00	\$ 37,946.00	6/26/2017	Woodell	\$47,272.00	\$0.00	\$0.00	
5/4/2017	DPW	MEO Light #21 (1262)	Dunklee	\$ 38,555.00	\$ 28,951.00	6/19/2017	Toll	\$28,951.00	\$0.00	-\$9,604.00	
5/4/2017	DSS	Resource Assistant (2273)	Johnson	\$ 45,492.00	\$ 36,822.00	deleted					
6/1/2017	Office for the Aging	Meal Site Manager #1 (1928)	Carvajal	\$ 20,029.00	\$ 19,520.00	6/26/2017	Hughes	\$19,520.00	\$0.00	-\$509.00	
6/1/2017	Public Defender	Conf. Secretary to the 1st PD (2303)	Borkowski	\$ 36,069.00	\$ 36,069.00	8/21/2017	Brothers	\$36,069.00	\$0.00	\$0.00	
6/1/2017	Public Defender	1st Assistant Public Defender (1073)	Goodspeed	\$ 82,620.00	\$ 72,600.00	9/5/2017	Pilatke	\$72,600.00	\$0.00	-\$10,020.00	
6/1/2017	Real Property	Senior Real Property Clerk (2249)	Carrera	\$ 34,909.00	\$ 33,189.00	8/7/2017	Chamberlin	\$33,737.00	-\$548.00	-\$1,172.00	
6/1/2017	DSS	Caseworker #35 (2408)	Dean	\$ 41,158.00	\$ 41,158.00	6/5/2017	Seigfried	\$41,158.00	\$0.00	\$0.00	
6/29/2017	District Attorney	District Attorney	Hogan	\$ 183,400.00	\$ 183,400.00	6/20/2017	Carusone	\$183,400.00	\$0.00	\$0.00	
6/29/2017	District Attorney	1st Assistant DA	Carusone	\$ 99,220.00	\$ 93,000.00	6/20/2017	Burin	\$93,000.00	\$0.00	-\$6,220.00	
6/29/2017	Public Health	WIC Nutrition Facilitator (2410)	Navatka	\$ 19,989.00	\$ 20,579.00	7/10/2017	Samascott	\$20,579.00	\$0.00	\$590.00	
6/29/2017	Public Health	Nurse Technician #3 (1529)	Barney	\$ 46,854.00	\$ 36,259.00	vacant					
6/29/2017	Office for the Aging	Supervisor of Volunteers (1940)	Scott	\$ 26,757.00	\$ 26,027.00	7/10/2017	McCarthy	\$26,027.00	\$0.00	-\$730.00	
6/29/2017	DPW	MEO Medium #8 (1251)	Kelly	\$ 31,872.00	\$ 31,872.00	8/14/2017	Webb	\$31,872.00	\$0.00	\$0.00	
6/29/2017	DPW	Carpenter/Maintenance Worker (2318)	Woodell	\$ 44,218.00	\$ 35,698.00	9/25/2017	Sargent	\$41,712.00	-\$6,014.00	-\$2,506.00	
6/29/2017	DPW	Automotive Mechanic #5 (1274)	VanGuilder	\$ 34,901.00	\$ 34,351.00	7/31/2017	Hier	\$34,351.00	\$0.00	-\$550.00	
6/29/2017	Sheriff	Patrol Sergeant #7 (1359)	Bartlett	\$ 75,181.00	\$ 70,456.00	6/30/2017	Lopez	\$75,181.00	\$4,725.00	\$0.00	
6/29/2017	Sheriff	Patrol Officer #41 (1395)	Lopez	\$ 67,981.00	\$ 40,390.00	7/25/2017	Hurlburt	\$52,919.00	\$12,529.00	-\$15,062.00	
7/13/2017	District Attorney	2nd Assistant DA (1056)	Burin	\$ 88,048.00	\$ 75,000.00	7/31/2017	Nealon	\$75,000.00	\$0.00	-\$13,048.00	
7/13/2017	District Attorney	3rd Assistant DA (1059)	Davenport	\$ 80,981.00	\$ 73,000.00	8/3/2017	Brown	\$73,000.00	\$0.00	-\$7,981.00	

7/13/2017	District Attorney	4th Assistant DA (1060)	Brown	\$ 68,250.00	\$ 64,500.00	8/3/2017	Smith	\$64,500.00	\$0.00	-\$3,750.00
7/13/2017	District Attorney	5th Assistant DA (1062)	Smith	\$ 58,256.00	\$ 57,000.00	8/3/2017	Shkolnik	\$57,000.00	\$0.00	-\$1,256.00
7/13/2017	District Attorney	6th Assistant DA (1063)	Shkolnik	\$ 54,910.00	\$ 51,500.00	8/3/2017	McCarty	\$51,500.00	\$0.00	-\$3,410.00
7/13/2017	District Attorney	7th Assistant DA (2421)	McCarty	\$ 49,500.00	\$ 49,500.00	1/2/2018	Goldstein	\$50,936.00	\$1,436.00	\$1,436.00
7/13/2017	District Attorney	Secretary to DA (1049)	Smith	\$ 52,089.00	\$ 49,000.00	8/3/2017	Hayes	\$49,000.00	\$0.00	-\$3,089.00
8/3/2017	DPW	Building Maintenance Mechanic (2430)	Woodell	\$ 46,772.00	\$ 37,946.00	8/28/2017	Morehouse	\$46,772.00	\$8,826.00	\$0.00
8/3/2017	DPW	MEO Light #2 (1239)	Richardson	\$ 37,055.00	\$ 28,951.00	8/14/2017	Moffitt	\$28,951.00	\$0.00	-\$8,104.00
8/3/2017	Sheriff	Patrol Officer #12	Thorpe	\$ 52,919.00	\$ 40,390.00	9/1/2017	Bunio	\$52,919.00	\$12,529.00	\$0.00
8/3/2017	DSS	Caseworker #20 (1649)	Yando	\$ 48,007.00	\$ 41,158.00	7/24/2017	Parker	\$48,007.00	\$6,849.00	\$0.00
8/3/2017	DSS	Caseworker #22 (1702)	Farnsworth	\$ 43,161.00	\$ 41,158.00	9/11/2017	Holmes	\$43,161.00	\$2,003.00	\$0.00
8/3/2017	DSS	Keyboard Specialist #6 (2233)	Dishong	\$ 28,072.00	\$ 26,585.00	10/10/2017	Funnye	\$26,585.00	\$0.00	-\$1,487.00
8/3/2017	DSS	Social Welfare Examiner #41 (2129)	Record II	\$ 33,738.00	\$ 33,189.00	9/5/2017	Record II	\$33,738.00	\$549.00	\$0.00
8/31/2017	County Clerk	Recording Clerk, PT (2214)	Moynihan	15.32/ hour	15.32/hour	10/31/2017	Campagnone	15.32/hour	\$0.00	\$0.00
8/31/2017	County Clerk	Motor Vehicle License Registration Clerk PT (2377)	Craig	\$ 16,119.00	15.96/hour	10/2/2017	Leacock	15.96/hour	15.96/hour	\$0.00
8/31/2017	Health Services	Public Health Liaison	Wallace	\$ 31,872.00	\$ 31,872.00	8/28/2017	Oxford	\$31,872.00	\$0.00	\$0.00
8/31/2017	Information Technology	Computer Help Desk Technician 1 #1	Chapman	\$ 40,000.00	\$ 40,000.00	8/14/2017	Brownell	\$40,000.00	\$0.00	\$0.00
8/31/2017	Real Property	Real Property Clerk	Chamberlin	\$ 28,373.00	\$ 27,824.00	1/29/2018	Wadleigh	\$28,589.00	\$765.00	\$216.00
8/31/2017	Sheriff	Patrol Officer #39	Eulian	\$ 67,981.00	\$ 40,390.00	9/27/2017	MacWhinnie	\$40,390.00	\$0.00	-\$27,591.00
8/31/2017	Sheriff	Cook Manager	Wadsworth	\$ 45,404.32	\$ 38,635.70	8/22/2017	Plumley	\$38,635.70	\$0.00	-\$6,768.62
8/31/2017	Sheriff	Cook #2	Plumley	\$ 34,908.65	\$ 33,666.49	9/5/2017	Rainville	\$33,666.49	\$0.00	-\$1,242.16
8/31/2017	DPW	MEO (M) #2	Carpenter	\$ 32,421.00	\$ 31,872.00	9/18/2017	Henkel	\$32,421.00	\$549.00	\$0.00
8/31/2017	DPW	MEO (M) #23	Morehouse	\$ 39,875.00	\$ 31,872.00	9/18/2017	Comstock	\$32,421.00	\$549.00	-\$7,454.00
8/31/2017	DPW	MEO (L) #16	Webb	\$ 28,951.00	\$ 28,951.00	10/2/2017	Bunting	\$28,951.00	\$0.00	\$0.00
8/31/2017	DSS	Assistant Social Services Attorney	Merry	\$ 71,400.00	\$ 65,000.00	1/11/2018	DeStefano	\$73,567.00	\$8,567.00	\$2,167.00
9/28/2017	DPW	MEO (M) #8	Webb	\$ 31,872.00	\$ 31,872.00	9/18/2017	Duggan	\$31,872.00	\$0.00	\$0.00
9/28/2017	DPW	Auto Mechanic #9	Bills	\$ 41,965.00	\$ 34,351.00	9/11/2017	Desourdy	\$34,351.00	\$0.00	-\$7,614.00
9/28/2017	DPW	MEO (L) # 3	Comstock	\$ 29,499.00	\$ 28,951.00	11/6/2017	Hanaburgh	\$28,951.00	\$0.00	-\$548.00
9/28/2017	DPW	MEO (L) #12	Henkel	\$ 29,499.00	\$ 28,951.00	1/16/2018	Barlow	\$32,749.00	\$3,798.00	\$3,250.00
9/28/2017	DPW	MEO (L) #13	Duggan	\$ 28,951.00	\$ 28,951.00	11/20/2017	Webb	\$28,951.00	\$28,951.00	\$0.00
9/28/2017	DPW	Building Maintenance Worker #11	Sargent	\$ 35,357.00	\$ 30,187.00	10/23/2017	Quillan	\$30,187.00	\$0.00	-\$5,170.00
9/28/2017	DSS	Social Welfare Examiner # 21	Sullivan	\$ 34,909.00	\$ 33,189.00	vacant				
9/28/2017	DSS	Social Welfare Examiner #3	Holmes	\$ 34,909.00	\$ 33,189.00	vacant				
9/28/2017	DSS	Keyboard Specialist # 4	Oswald	\$ 26,585.00	\$ 26,585.00	1/22/2018	Licari	\$27,316.00	\$731.00	\$731.00
9/28/2017	DSS	Probation Officer Trainee #1	Bessen	\$ 56,369.00	\$ 41,158.00	1/8/2018	Copeland	\$42,290.00	\$1,132.00	-\$14,079.00
9/28/2017	Health Services	RPN #35 (2250)	Linehan	\$ 59,424.00	\$ 45,079.00	vacant				
9/28/2017	Health Services	RPN #32 (2332)	O'Brien	\$ 45,866.00	\$ 45,079.00	1/3/2018	Wescott	\$56,260.00	\$11,181.00	\$10,394.00
11/2/2017	Sheriff	Communications Officer #18	Suders	\$ 50,373.40	\$ 37,393.40	10/16/2017	Kilmartin	\$37,393.40	\$0.00	-\$12,980.00
11/2/2017	DSS	Senior Caseworker #6	DeMarsh	\$ 53,756.00	\$ 44,101.00	11/20/2017	Murray	\$54,256.00	\$10,155.00	\$500.00
11/2/2017	DSS	Caseworker #9	Murray	\$ 50,914.00	\$ 41,158.00	1/22/2018	Curtis	\$42,290.00	\$1,132.00	-\$8,624.00
11/2/2017	Countryside	Leisure Time Activity Aide #3	Ferraro	\$ 27,134.00	\$ 26,585.00	12/27/2017	Tennant	\$27,134.00	\$549.00	\$0.00
11/2/2017	DPW	Building Maintenance Worker #2	Sampson	\$ 35,357.00	\$ 30,187.00	vacant				
11/30/2017	County Attorney	1st Assistant County Attorney	Kissane	\$ 71,494.00	\$ 71,494.00	vacant				
12/13/2017	OFA	Meal Site Manager #5	Tennant	\$ 19,932.00	\$ 19,520.00	12/27/2018	Ranous	\$20,479.00	\$959.00	\$547.00
12/15/2017	DSS	Commissioner of Social Services	Schmidt	\$ 88,867.00	\$ 88,867.00	vacant				
12/11/2017	DPW	Highway Construction Supervisor #4	Barton	\$ 48,969.00	\$ 35,698.00	11/27/2017	Kennedy	\$41,712.00	\$6,014.00	-\$7,257.00
12/12/2017	Real Property	Senior Real Property Clerk	Chamberlin	\$ 33,738.00	\$ 34,102.00	1/29/2018	Shea	\$34,102.00	\$0.00	\$364.00
								TOTALS	\$165,887.50	-\$242,636.68

NEWLY CREATED POSITIONS

Effective Date	Department	Position Title	Salary Approved	Date Filled	Hire	Salary Hired	Position Deleted?	Incumbent	Incumbent Salary
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2/20/2017	DPW	Highway Manager #1 (2438)	\$ 71,904.00	4/24/2017	Johnson	\$ 71,904.00	Highway Manager #2 - after training		
2/20/2017	Information Technology	Computer Help Desk Technician II (2436)	\$ 50,000.00	2/20/2017	Hosford	\$ 50,000.00	Web/Intranet Developer		
2/20/2017	Information Technology	Computer Help Desk Technician - temporary	\$20/hour	2/21/2017	Triola	\$20/hour			
2/2/2017	Mental Health	Office Specialist #2 - temporary	\$ 30,959.00	12/19/2016	Lawrence	\$ 30,959.00	Office Specialist #2 - deleted after training		
2/2/2017	Office of Emergency Services	Grant Administrator (2431)	\$ 20,000.00	2/20/2017	Miller	\$20/hour			
3/30/2017	Civil Service	Senior Personnel Clerk - Temp (2441)	\$ 35,024.00	3/20/2017	Reichenbach	\$ 35,024.00			
4/24/2017	Public Defender	Assistant Public Defender - temp	\$22.8365/hr						
5/1/2017	County Attorney	2nd Assistant County Attorney	\$ 50,000.00	7/5/2017	Botelho	\$ 50,000.00			
5/4/2017	Information Technology	Computer Help Desk Technician I #2 (2443)	\$ 40,000.00	7/31/2017	Smith	\$ 40,000.00	Computer Programmer- Sheriff		
5/4/2017	Information Technology	Computer Help Desk Technician II #2 (2444)	\$ 50,000.00	4/24/2017	Osgood	\$ 50,000.00	Computer Support Technician-s		
6/1/2017	Public Defender	Conf. Secretary to 1st APD - temp	\$ 34,500.00	8/14/2017	Brothers	\$ 34,500.00			
6/29/2017	Information Technology	Programmer II	\$ 55,000.00	8/7/2017	LaLuna	\$ 55,000.00	Analyst/Programmer #1		
5/22/2017	Sheriff	Patrol Officer #63	\$ 42,409.00	7/10/2017	O'Brien	\$ 42,409.00			
7/9/2017	DPW	Cleaner #2	\$ 26,027.00	8/28/2017	Farmer	\$ 26,027.00	Laborer #17		
8/21/2017	DSS	Resource Recovery Coordinator	\$ 38,848.00				Resource Assistant #2		

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: Civil Service Administration Payroll Dept. No: 17
 Title of Position: Principal Personnel Clerk Base Salary of Position: \$43,218 Grade: n/a
 Filling at Step # (If Known): _____
 Budget code and title: A.1430.110 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 12908 Folger Date of Vacancy: 2/6/18
 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. Done 1/26/18
Human Resources Director has approved this form when initialed. 1-26-18

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 L. B. Folger Date 2/1/18

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 1/26/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Personnel + Higher Education
 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 L. B. Folger Date 2/1/18

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: Sheriff Payroll Dept. No: 30.00
Title of Position: Communication Officer #4 Base Salary of Position: \$39,595.95 Grade:
Filling at Step # (If Known):
Budget code and title: A.3020 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 7011 Date of Vacancy: 01-31-2018
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
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 [Signature] Date 2/1/18

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 [Signature] Date 2/1/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + 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

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: Warren County Department of Weights & Measures Payroll Dept. No:
Title of Position: Weights & Measures Inspector Base Salary of Position: \$23.50/hr pending BOS approval Grade:
Filling at Step # (If Known):
Budget code and title: A.6610 130 Salaries - Part Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other-creation
Employee No./Last Name: Date of Vacancy:
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 [Signature] Date 2/1/18

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 [Signature] Date 2/1/18

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 2/06/2018