

PERSONNEL AND HIGHER EDUCATION COMMITTEE

AGENDA

AUGUST 30, 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:**

Human Resources-

 - A) Review of report on tracking of vacancies filled.
 - B) Update by Jaeger & Flynn Associates regarding health benefits renewal for 2018-2019 plan year.
 - 3) **Referral from the County Facilities Committee, Airport:**

Request to amend the Table of Organization and Salary Schedule and create and fill the new position of Building Maintenance Mechanic #6, *Grade 13, Base Annual Salary \$38,990*, and delete the positions of Airport Facility Maintenance Mechanic, *Annual Salary \$48,558*, Senior Airport Facility Maintenance Mechanic, *Annual Salary \$53,223*, Airport Maintenance Mechanic- STA, *Annual Salary \$850*, and Senior Facility Maintenance Mechanic-STA, *Annual Salary \$850*, effective September 24, 2018.
 - 4) **Referral from the Health, Human & Social Services Committee Countryside Adult Home:**

Request to reclassify the position of Account Clerk #2 (Part-Time), *Grade 4, Annual Base Salary \$33,529 pro-rated to \$16.12 per hour*, to Sr. Account Clerk (Part-Time), *Grade 7, Annual Base Salary \$38,328 pro-rated to \$18.43 per hour*, effective September 24, 2018.
 - 5) **Referrals from the Public Works Committee, DPW:**
 - A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Engineer I #3, *Annual Salary \$55,000*, and delete the positions of Assistant Engineer #2, *Annual Salary \$46,260*, and Deputy Superintendent of Public Works, *Annual Salary \$96,035*, effective October 1, 2018.
 - B) To amend the Table of Organization and Salary Schedule to create and fill the new position of Environmental Analyst, *Grade 14, Annual Base Salary \$39,917*, effective October 1, 2018.
 - C) To increase the salary of the Senior Civil Engineer position, from \$73,649 to \$83,000 effective October 1, 2018.
 - D) To increase the salary of Highway Manager #2 from \$73,989 to \$76,989 effective October 1, 2018.
 - 6) **Referral from the Support Services Committee, Information Technology:**

Request to create and fill the new position of Computer Help Desk Technician I-Temp, *\$21.15 per hour*, effective September 24, 2018 - December 31, 2018 at a total cost not to exceed \$3,000.

Continued

V. Pending Items:

Personnel -

- 1) Committee members to present their recommendations for Ethics Board membership to replace those were no longer affiliated with government and those who had moved out of the area. (03.29.18) Update: It was the consensus of the Committee to have the County Attorney to contact James Underwood, *Town of Queensbury Zoning Board of Appeals*, former Supreme Court Judge Krogmann, Jim Campinell, *First Ward Councilman, City of Glens Falls* and Robert Smith, *Town of Queensbury Resident*, to inquire whether they were interested in becoming members of the Warren County Ethics Board and report back to the Committee. (04.11.18) Update: The Committee determined Messrs. Campinell and Smith were ineligible to serve as Board members due to existing conflicts of interest and the County Attorney indicated she had received no response to her inquiries from Judge Krogmann and Mr. Underwood. Mr. Geraghty instructed the Committee to concentrate on filling the two governmental member vacancies on the Board. (05.03.18) Update: Supervisor Braymer will notify Diana Palmer, who had indicated to her she was interested in becoming a member, to contact Ms. Kissane. (06.26.18) Update: Committee removed Gayle Seaman, changed Edna Wells from an Alternate Government to Alternate Non-Government member and appointed Diana Palmer as a Governmental member resulting in the Alternate Government member position being vacant. (08.02.18)

Higher Education - No Items this month.

VI. Vacancies Approved for Filling by Oversight Committee:

- | | |
|--------------------------------|--|
| <i>Airport-</i> | Airport Maintenance Worker, <i>Grade 8, Base Annual Salary \$34,102.</i> |
| <i>Public Works-</i> | Sr. Engineering Technician, <i>Annual Salary \$37,835, due to promotion.</i> |
| <i>Sheriff-</i> | Patrol Officer #41, <i>Annual Salary \$40,390, due to resignation.</i> |
| <i>Social Services-</i> | Caseworker #9, <i>Grade 16, Base Annual Salary \$42,290, due to resignation.</i> |

INTENT TO FILL VACANT POSITIONS

Personnel Cmte. Date	Department	Position Title	Incumbent	Reason for Vacancy (RT= Retired, RS= resigned, PR= promotion, O= Other)	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
2/1/2018	Board of Elections	Deputy Commissioner Elections #1 (1136)	Hayes	RS	\$ 46,782.00	\$ 46,782.00	2/21/2018	Conneau	\$ 46,782.00	\$ -	\$ -
2/1/2018	Purchasing	Purchasing Assistant (2276)	Parker	RS	\$ 32,421.00	\$ 32,749.00	2/26/2018	Brownell	\$ 32,749.00	\$ -	\$ 328.00
2/1/2018	Health Services	RPN (CHN #31) (1597)	Geatz	RT	\$ 60,128.00	\$ 46,318.00	4/30/2018	Hoerter	\$ 46,882.00	\$ (564)	\$ (13,246.00)
2/1/2018	Health Services	WIC Nutrition Facilitator (2410)	Samascott	RS	\$ 21,145.00	\$ 21,145.00	7/31/2018	Shah	\$ 21,145.00	\$ -	\$ -
2/1/2018	Mental Health/ OCS	Mental Health Program Analyst (1623)	Wright	RS	\$ 52,530.00	\$ 54,053.00	5/21/2018	Wright	\$ 54,053.00	\$ -	\$ 1,523.00
2/1/2018	DSS	Social Welfare Examiner #22 (1732)	Savage	RT	\$ 43,506.00	\$ 34,102.00	5/14/2018	Oswald	\$ 39,865.00	\$ (5,783)	\$ (3,621.00)
2/1/2018	DSS	Social Welfare Examiner #23 (1734)	Humphreys	RT	\$ 43,006.00	\$ 34,102.00	5/14/2018	Costine	\$ 34,666.00	\$ (564)	\$ (8,340.00)
2/1/2018	DSS	Social Welfare Examiner #25 (1731)	Kelly	RT	\$ 43,506.00	\$ 34,102.00	5/14/2018	Connell	\$ 34,666.00	\$ (564)	\$ (8,840.00)
2/1/2018	DSS	Social Welfare Examiner #32 (1711)	Girard	RS	\$ 35,510.00	\$ 34,102.00	5/14/2018	Barbarino	\$ 39,885.00	\$ (5,783)	\$ 4,375.00
2/1/2018	DSS	Caseworker #10 (1667)	Johnson	RT	\$ 51,800.00	\$ 42,290.00	3/19/2018	Rowell	\$ 42,290.00	\$ -	\$ (9,510.00)
2/1/2018	Civil Service	Principal Personnel Clerk (2439)	Folger	RS	\$ 43,218.00	\$ 43,218.00	3/19/2018	Tlokinska-Sc	\$ 43,218.00	\$ -	\$ -
2/1/2018	Sheriff	Communication Officer # 4 (1420)	Combs	RS	\$ 54,899.00	\$ 39,595.95	2/19/2018	Keane	\$ 39,595.95	\$ -	\$ (15,303.05)
3/1/2018	DPW	Conf. Assit. to Superintendent of Public Works	Tlokinska-Srogegins	RS	\$ 44,872.00	\$ 44,872.00	3/21/2018	Wolfe	\$ 44,872.00	\$ -	\$ -
3/1/2018	Public Health	Nurse Technician #3 (1529)	Barney	RT	\$ 46,854.00	\$ 36,259.00	3/19/2018	Patton	\$ 37,256.00	\$ (997)	\$ (9,598.00)
3/1/2018	County Attorney	2nd Assistant County Attorney (2442)	Bonello	RS	\$ 50,000.00	\$ 60,567.00	8/13/2018	Dickey	\$ 60,567.00	\$ -	\$ 10,567.00
3/1/2018	Tourism	Assistant Tourism Coordinator (1907)	Coon	RS	\$ 42,840.00	\$ 44,082.00	5/14/2018	Tackett	\$ 44,082.00	\$ -	\$ 1,242.00
3/8/2018	DPW	Senior Engineering Technician (2321)	Dowd	RS	\$ 38,398.00	\$ 37,835.00	5/23/2018	Lamy	\$ 37,835.00	\$ -	\$ (563.00)
3/8/2018	Countryside	Institutional Aide #16 (2512)	Kitchen	RS	\$ 27,880.00	\$ 27,316.00	4/2/2018	Olden	\$ 28,359.00	\$ (1,043)	\$ (563.00)
3/8/2018	Countryside	Cleaner (1881)	Olden	PR	\$ 27,306.00	\$ 26,743.00	3/29/2018	Manjancvic	\$ 26,743.00	\$ -	\$ (563.00)
3/8/2018	Health Services	Director Public Health/Patient Services (1591)	Auer	RT	\$ 101,829.00	\$ 95,000.00	4/2/2018	Jones	\$ 95,000.00	\$ -	\$ (6,829.00)
3/29/2018	Health Services	WIC Coordinator Nutritionist (1577)	Roth	RT	\$ 51,934.69	\$ 51,934.69	6/25/2018	Hettel	\$ 51,934.69	\$ -	\$ -
3/29/2018	Health Services	WIC Assistant (1582)	Hunt	RS	\$ 30,311.00	\$ 29,747.00	6/5/2015	Stockwell	\$ 29,747.00	\$ -	\$ (564.00)
3/29/2018	Health Services	RPN #1 (1528)	Sullivan	RS	\$ 45,627.00	\$ 46,318.00	5/7/2018	Monroe	\$ 46,882.00	\$ (564)	\$ 1,255.00
3/29/2018	Health Services	RPN #39 (2379)	Dwyer	RS	\$ 44,320.00	\$ 46,318.00	vacant				
3/29/2018	DPW	Airport Manager (1182)	Dubarry	RS	\$ 72,661.00	\$ 80,000.00	7/2/2018	DeGraw	\$ 80,000.00	\$ -	\$ 7,339.00
3/29/2018	DPW	MEO Medium #3 (1253)	Johnson	O	\$ 37,107.00	\$ 35,296.00	5/7/2018	Smith	\$ 37,746.00	\$ (2,450)	\$ 639.00
3/29/2018	DPW	Superintendent of Public Works (1146)	Tennyson	RS	\$ 109,598.00	\$ 109,598.00	4/23/2018	Hajos	\$ 105,000.00	\$ 4,598	\$ (4,598.00)
3/29/2018	DSS	Caseworker #18 (1678)	Depew	RS	\$ 49,327.00	\$ 42,290.00	4/16/2018	Hoerter	\$ 44,348.00	\$ (2,058)	\$ (4,979.00)
3/29/2018	Probation	Probation Officer Trainee #2 (1311)	Clynes	RT	\$ 58,378.00	\$ 42,290.00	vacant				
3/29/2018	Sheriff	Patrol Officer #19 (1338)	Hill	RT	\$ 67,981.00	\$ 40,390.00	5/9/2018	Breeyear	\$ 52,919.00	\$ (12,529)	\$ (15,062.00)
5/3/2018	Planning	Construction Cost Coordinator (Part Time)	Fitzgerald	RT	\$ 26,781.00	\$ 26,781.00	4/23/2018	Fitzgerald	\$ 26,781.00	\$ -	\$ -
5/3/2018	Health Services	PHN #16 (1564)	Brynes	PR	\$ 50,958.00	\$ 49,528.00	7/18/2018	Howe	\$ 50,958.00	\$ (1,430)	\$ -
5/3/2018	Health Services	CFRN #11 (1589)	Muessig	RT	\$ 58,628.00	\$ 46,318.00	4/23/2018	McAvey	\$ 56,260.00	\$ (9,942)	\$ (2,368.00)
5/3/2018	Health Services	CHN #22 (1542)	Rodriguez	RT	\$ 61,128.00	\$ 46,318.00	vacant				
5/3/2018	Health Services	PHN #10 (1607)	Belden	PR	\$ 61,460.00	\$ 49,528.00	8/6/2018	Arnold	\$ 52,737.00	\$ (3,209)	\$ (8,723.00)
5/3/2018	DSS	Caseworker #31 (1677)	Searer	RS	\$ 42,290.00	\$ 42,290.00	7/9/2018	Huestis	\$ 42,290.00	\$ -	\$ -
5/3/2018	DSS	Supervisor Case B #3 (1647)	Fiancett	PR	\$ 58,628.00	\$ 48,301.00	5/7/2018	Taylor	\$ 59,128.00	\$ -	\$ (9,222.00)
5/3/2018	DSS	Senior Account Clerk (1703)	Volkmann-Lagoy	RT	\$ 41,971.00	\$ 32,749.00	7/10/2018	Cronin	\$ 32,749.00	\$ -	\$ 960.00
5/3/2018	DSS	Social Welfare Examiner #3 (1714)	Holmes	PR	\$ 34,909.00	\$ 34,102.00	5/14/2018	Brown	\$ 35,869.00	\$ (1,767)	\$ -
5/3/2018	DSS	Intake Clerk (HEAP) (1754)	Connell	PR	\$ 29,153.00	\$ 28,589.00	5/14/2018	Luzzi	\$ 28,589.00	\$ -	\$ (564.00)
5/3/2018	DSS	Medical Clerk #1 (1707)	Barbarino	PR	\$ 31,901.00	\$ 29,747.00	5/14/2018	Mende	\$ 29,747.00	\$ -	\$ (2,154.00)
5/3/2018	DSS	Intake Clerk #4 (1756)	Oswald	PR	\$ 33,529.00	\$ 28,589.00	5/14/2018	Czerniawski	\$ 28,589.00	\$ -	\$ (4,940.00)
5/3/2018	DSS	Intake Clerk #7 (2406)	Costine	PR	\$ 29,153.00	\$ 28,589.00	5/14/2018	Heid	\$ 33,529.00	\$ (4,940)	\$ 4,376.00
5/31/2018	County Administrator	Assistant to the County Administrator (2110)	McKinstry	RT	\$ 68,288.00	\$ 72,342.00	8/7/2018	DeLorenzo	\$ 72,342.00	\$ -	\$ 4,054.00
5/31/2018	DPW	Janitor #3	Heid	RS	\$ 33,529.00	\$ 28,589.00	vacant				
5/31/2018	Health Services	Infant Feeding Advocate (PT)	Graham	RS	\$ 27,316.00	\$ 27,316.00	vacant				

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: DPW****DATE: 08/27/18**

- (a) Title of Requested Position: Building Maintenance Mechanic #6
- (b) Annual **Base** Salary (and Grade if Applicable): \$38,990 -Grade 13
- (c) Effective Date for New Position:* September 24, 2018
*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): Airport Facility Maintenance Mechanic - \$48,558.00, Senior Airport Facility Maintenance Mechanic - \$53,223.00, Airport Maintenance Mechanic - STA - \$850.00, Senior Airport Facility Maintenance Mechanic - STA - \$850.00
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A.5610 110 General. Airport (DPW)
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Position is approved, currently this position exist within the County.
- (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: Public Works - Airport Payroll Dept. No: 19.30
Title of Position: Building Maintenance Mechanic #6 Base Salary of Position: \$38,990 Grade: 13
Filling at Step # (If Known):
Budget code and title: A.5610 General Airport (DPW) Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other creation [checked]
Employee No./Last Name: Date of Vacancy:
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] 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) [checked] 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. [Signature]
Human Resources Director has approved this form when initialed. [Signature] 8/21/18

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 8/22/18

BUDGET OFFICER COMPLETES THIS SECTION

[checked] 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 8/23/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities
[checked] 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 8/27/18
Vice Chair

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: COUNTRYSIDE ADULT HOME

DATE: AUGUST 21, 2018

- (a) Title of Reclassified Position: SR. ACCOUNT CLERK (Part-Time)
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):* \$38,328 Grade 7
*(This should be the Base Salary for the position if it is being filled by a new employee, or the salary, including longevities, for any existing employee who is filling the position.
- (c) Title and Employee Number of Position to be Deleted:
ACCOUNT CLERK #2 (Part-Time), GRADE 4
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):* \$33,529/\$16.12
*(This should be the Base Salary for the position if it is being filled by a new employee, or the salary, including longevities, for any existing employee who is filling the position.
- (e) Effective Date:* September 21, 2018
*Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:

A.6030.130
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*
*This is necessary **BEFORE** bringing the request to committees.

Yes

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position***

DEPARTMENT NAME: DPW

DATE: 08/20/18

- (a) Title of Requested Position: Engineer 1 ~~#2~~^{#3}
- (b) Annual **Base** Salary (and Grade if Applicable): \$55,000
- (c) Effective Date for New Position:* October 1, 2018
*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): Assistant Engineer #2 - \$46,260, Deputy Superintendent of Public Works - \$96,035
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: D.5020 110 County Road Engineering
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Position is approved, currently this position exist, this will create a second position of this title.
- (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: Public Works Payroll Dept. No.: 19.62
Title of Position: Engineer I #3 Annual Base Salary: \$55,000 Grade: N/A
Budget code and title: D.5020 Engineer I #3 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Creation
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 initiated. 8-21-18

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Works Date 8/22/18
The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature]

BUDGET OFFICER COMPLETES THIS SECTION

Date 8/23/18
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

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works Date 8/20/18
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]

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: DPW

DATE: 08/20/18

- (a) Title of Requested Position: Environmental Analyst
- (b) Annual Base Salary (and Grade if Applicable): ~~\$41,000~~ Grade 14 - \$39,917
- (c) Effective Date for New Position:* October 1, 2018
*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): Assistant Engineer #2 - \$46,260, Deputy Superintendent of Public Works - \$96,035
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: D.5020 110 County Road Engineering
- (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: Public Works Payroll Dept. No.: 19.62

Title of Position: Environmental Analyst Annual Base Salary: \$39,917 Grade: 14

Budget code and title: D.5020 Environmental Analyst Union Non-Union

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

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. 8/21/18

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Works Date 8/22/18

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

The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature]

BUDGET OFFICER COMPLETES THIS SECTION

Date 8/23/18

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]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works Date 8/20/18

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]

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position***

DEPARTMENT NAME: DPW

DATE: 08/20/18

- (a) Employee Name, Title and Employee No.: Ed Doughney, Senior Civil Engineer
11862
- (b) Current Annual **Base** Salary (and Grade if Applicable): \$83,000
- (c) Former Annual **Base** Salary (and Grade if Applicable): \$73,649
- (d) Effective Date for Salary Change:* October 1, 2018
*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:
D.5020 110 County Road Engineering
- (f) Justification of Request: Elimination of the Deputy Superintendent of Public Works, task under the Deputy have been assigned to the Senior Civil Engineer.

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: DPW****DATE: 08/20/18**

- (a) Employee Name, Title and Employee No.: Steven Johnson, Highway Manager #2 13039
- (b) Current Annual Base Salary (and Grade if Applicable): \$76,989
- (c) Former Annual Base Salary (and Grade if Applicable): \$73,989
- (d) Effective Date for Salary Change:* October 1, 2018
*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:
D.5020 110 County Road Engineering
- (f) Justification of Request: Stipend to act (Deputy Supt.) on behalf of the Superintendent in his absence.

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME:** Information Technology**DATE:** August 27, 2018

- (a) Title of Requested Position: ~~Temporary~~ Computer Help Desk Technician I - Temp
- (b) Annual **Base** Salary (and Grade if Applicable): \$21.15/hour
- (c) Effective Date for New Position:* 9/24/18 - 12/31/18
*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:
A1680.120
- (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: Computer Help Desk Technician ^{F-Temp} Base Salary of Position: \$21.15/hour Grade: _____
 Filling at Step # (If Known): _____
 Budget code and title: A.1680 120, Salaries Part Time Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 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 temp
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. AG 8/27/18

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 _____ 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

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works - Airport Payroll Dept. No: 19.30
Title of Position: Airport Maintenance Worker Base Salary of Position: \$34,102 Grade: 8
Filling at Step # (If Known):
Budget code and title: A.5610 General Airport (DPW) Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked]
Employee No./Last Name: Date of Vacancy:
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] 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) [checked] 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. 8/21/18

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 8/22/18

BUDGET OFFICER COMPLETES THIS SECTION

[checked] 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 8/23/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities
[checked] 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 8/27/18
Vice Chair

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.62
Title of Position: Sr. Civil Engineering Technician Annual Base Salary: \$37,835 Grade: N/A
Budget code and title: D.5020 Sr. Civil Engineering Tech Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No: 13188 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. 8/21/18

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Works Date 8/27/18
The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature]

BUDGET OFFICER COMPLETES THIS SECTION

Date 8/23/18
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

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works Date 8/20/18
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]

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 #41 Base Salary of Position: \$40,390.00 Grade:
Filling at Step # (If Known):
Budget code and title: A.3110 Sheriff Law Enforcement Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13061 Date of Vacancy: 09/03/2018
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 Transf
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 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 Date 8/27/18

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Social Services Payroll Dept. No: 40.01
 Title of Position: Caseworker #9 Base Salary of Position: 42,290 Grade: 16
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 13147 Curtis Date of Vacancy: August 27, 2018
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 50 % State 25 % 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 _____