

CRIMINAL JUSTICE & PUBLIC SAFETY COMMITTEE

PUBLIC DEFENDER

AGENDA

May 31, 2019

Committee Members: Supervisors **Leggett**, Geraghty, Simpson, Wild, Magowan, Sokol, Hogan, Braymer, Driscoll, Merlino, VACANT

- I. Committee meeting called to order by Chairman
- II. Motion to approve the minutes of the prior meeting
- III. Action Agenda/New Business Items:
 1. Request to Amend County Budget (*Hurrell- Haring Year One/ C700052 Budget needs)
 2. Request to Create New Position: Case Manager-Public Defender
 3. Notice of Intent to Fill Vacant Position: Case Manager-Public Defender
 4. Request to Create New Position: Legal Clerk
 5. Notice of Intent to Fill Vacant Position: Legal Clerk
 6. UPDATE EXISTING Notice of Intent to Fill Vacant Position: 8th Assistant Public Defender
- IV. Referrals/Pending Items:

None
- V. Discussion Items:
 1. C700052 Contract Received for Chairman signature
- VI. Privilege of the floor to discuss any additional item to come before the Committee
- VII. Motion to adjourn

Attachments:

Statewide Expansion/ C700052 Budget Needs

Request to Amend County Budget

Request to Create New Position (2)

Notice of Intent to Fill Vacant Position (2)

UPDATE EXISTING Notice of Intent to Fill Vacant Position

C70002 Contract, Budget, Work Plan

STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

<p>STATE AGENCY (Name & Address):</p> <p>NYS Office of Indigent Legal Services A. E. Smith Building, 11th Floor 80 South Swan Street Albany, NY 12210</p>	<p>BUSINESS UNIT/DEPT. ID: OLS01 1350200</p> <p>CONTRACT NUMBER: C700052</p> <p>CONTRACT TYPE:</p> <p><input checked="" type="checkbox"/> Multi-Year Agreement <input type="checkbox"/> Simplified Renewal Agreement <input type="checkbox"/> Fixed Term Agreement</p>
<p>CONTRACTOR SFS PAYEE NAME:</p> <p>Warren, County of</p>	<p>TRANSACTION TYPE:</p> <p><input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment</p>
<p>CONTRACTOR DOS INCORPORATED NAME:</p>	<p>PROJECT NAME:</p> <p>Distribution #7</p>
<p>CONTRACTOR IDENTIFICATION NUMBERS:</p> <p>NYS Vendor ID Number: 1000002438 Federal Tax ID Number: 14-6002576 DUNS Number (if applicable):</p>	<p>AGENCY IDENTIFIER:</p> <p>CFDA NUMBER (Federally funded grants only):</p>
<p>CONTRACTOR PRIMARY MAILING ADDRESS:</p> <p>Warren County Board of Supervisors Municipal Center 1340 State Route 9 Lake George, NY 12845-9803</p> <p>CONTRACTOR PAYMENT ADDRESS: <input checked="" type="checkbox"/> Check if same as primary mailing address</p> <p>CONTRACTOR MAILING ADDRESS: <input checked="" type="checkbox"/> Check if same as primary mailing address</p>	<p>CONTRACTOR STATUS:</p> <p><input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Municipality, Code: 520100000000 <input type="checkbox"/> Tribal Nation <input type="checkbox"/> Individual <input type="checkbox"/> Not-for-Profit</p> <p>Charities Registration Number:</p> <p>Exemption Status/Code:</p> <p><input type="checkbox"/> Sectarian Entity</p>

Contract Number: C700052

Page 1 of 2

Master Grant Contract, Face Page

IN WITNESS THEREOF, the parties hereto have executed or approved this Master Contract on the dates below their signatures.

CONTRACTOR:

By: _____

Printed Name

Title: _____

Date: _____

STATE AGENCY:

NYS Office of Indigent Legal Services

By: _____

William J. Leahy

Printed Name

Title: Director – Office of Indigent Legal Services

Date: _____

STATE OF NEW YORK

County of _____

On the _____ day of _____, _____, before me personally appeared _____, to me known, who being by me duly sworn, did depose and say that he/she resides at _____, that he/she is the _____ of the _____, the contractor described herein which executed the foregoing instrument; and that he/she signed his/her name thereto as authorized by the contractor named on the face page of this Master Contract.

(Notary) _____

ATTORNEY GENERAL'S SIGNATURE

Printed Name

Title: _____

Date: _____

STATE COMPTROLLER'S SIGNATURE

Printed Name

Title: _____

Date: _____

Contract Number: C700052

Page 1 of 1

Master Contract for Grants, Signature Page

ATTACHMENT B-1

BUDGET

**Office of Indigent Legal Services
DISTRIBUTION #7
January 1, 2017 - December 31, 2019**

COUNTY OF WARREN

Total Contract Amount: \$160,218.00

Budget Expenditure Item	Year 1 1/1/17 - 12/31/17	Year 2 1/1/18 - 12/31/18	Year 3 1/1/19 - 12/31/19
PUBLIC DEFENDER'S OFFICE			
PERSONNEL:			
Public Defender Office - Retention Salary Increases	\$22,643.00	\$22,643.00	\$22,643.00
Public Defender Office - Retention Fringe Increases	\$1,732.00	\$1,732.00	\$1,732.00
Public Defender Office - Subtotal Personnel	\$24,375.00	\$24,375.00	\$24,375.00
ASSIGNED COUNSEL PLAN			
PERSONNEL:			
Assigned Counsel Clerk (PT) - Salary	\$0.00	\$0.00	\$5,000.00
Assigned Counsel Clerk (PT) - Fringe Benefits	\$0.00	\$0.00	\$382.50
Assigned Counsel Plan - Subtotal Personnel	\$0.00	\$0.00	\$5,382.50
ASSIGNED COUNSEL PLAN			
OTPS:			
Case Management System	\$14,031.00	\$14,031.00	\$8,648.50
Assigned Counsel Plan - Subtotal OTPS	\$14,031.00	\$14,031.00	\$8,648.50
Contracted/Consultant:			
Legal Aid Society of Northeastern NY - Paralegal (FT)	\$15,000.00	\$15,000.00	\$15,000.00
Subtotal Contracted/Consultant	\$15,000.00	\$15,000.00	\$15,000.00
TOTAL	\$53,406.00	\$53,406.00	\$53,406.00
THREE-YEAR TOTAL	\$160,218.00		

ATTACHMENT C
WORK PLAN
OFFICE OF INDIGENT LEGAL SERVICES
DISTRIBUTION #7
JANUARY 1, 2017 – DECEMBER 31, 2019
COUNTY OF WARREN

Goal: To improve the quality of services provided under Article 18-B of the County Law.

PUBLIC DEFENDER'S OFFICE

Task #1

Provide funding of retention salary increase and fringe benefits for the Public Defender, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th Assistant Public Defenders, and two (2) Confidential Secretary's within the Public Defender's Office.

Performance Measure:

- Greater ability to retain skilled employees and alignment between job responsibilities and compensation
- Maintain a competitive work environment with ability to attract and retain qualified staff
- One (1) Confidential Secretary assists the Public Defender position and the other one (1) Confidential Secretary assists the 1st Assistant Public Defender position

Program Location:

- Office of the Public Defender, Warren County

ASSIGNED COUNSEL PLAN

Task #1

Provide funding of additional hours for a part-time clerk/office assistant position of salary and fringe benefits to assist the Assigned Counsel Administrator with State and County filings and workload.

Performance Measure:

- Streamlined administrative and office processes that increase efficiency in workload
- Relieve current workload management of Assigned Counsel Administrator
- Maintain a competitive work environment with ability to attract and retain qualified staff

Program Location:

- Assigned Counsel Plan, Warren County

Task #2

Provide funding for the Case Management System Software to improve case management processes, communications, data reporting, and financial workflows for the County's Assigned Counsel office.

Performance Measure:

- Increased efficiency in preparing and submitting compensation claims
- Increase in productivity due to enhanced technology
- Better utilization of new technologies and existing resources to more efficiently handle increasing caseload
- Increase in productivity due to office upgrades and enhanced technology

Program Location:

- Assigned Counsel Plan, Warren County

LEGAL AID SOCIETY-NORTHEASTERN NEW YORK

Task #1

Provide funding for salary and fringe benefits to hire a full-time Paralegal to support the Conflict Family Court Defender at the Legal Aid Society of Northeastern New York.

Performance Measure:

- Number of indigent clients who receive case management support as a result of the creation of this position
- Impact on outcome of Family Court cases where case management services were received

Program Location:

- Legal Aid Society of Northeastern New York, 40 New Street, Saratoga Springs, NY

STATEWIDE EXPANSION/ C700052 BUDGET NEEDS

Expenses necessary as soon as possible

Caseload Relief

Merit Based Salary Enhancement	\$44,000
Paid to Employees in 2019 Budget (Criminal = \$34,950) (Family = \$	
fringe	\$7,370
Retention Stipend	\$50,995.00
New Attorney Salary Schedule 2019 (Criminal = \$38,832.44) (Family = \$12,162.56)	
fringe	\$8,542
Office Furniture	\$14,000

NEW POSITIONS:

Coordinating Supervisor (FT Attorney)	\$77,688 - \$92,623	grade 4-5
health	\$17,000	
fringe	\$14,238	
Investigator (PT)	\$20,800	
fringe	\$1,600	
Social Worker (FT)	\$42,249	grade 14
health	\$8,450	
fringe	\$7,075	
Legal Clerk (FT)	\$30,520	grade 5
health	\$6,104	
fringe	\$5,110	
Data Officer	\$9,617.50	
fringe	\$1,697.50	

Quality Improvement

Computer Equipment (printers)	\$3,600
Computer Equipment	\$3,600
Attorney Registration & Notary Fees	\$3,000

Counsel At First Appearance

After-Hour Stipends (Arraignments)	\$11,867.50
fringe	\$1,932.71

ATTACHMENT B-1

BUDGET

Office of Indigent Legal Services
Statewide Expansion of Hurrell-Harring
April 1, 2018 - March 31, 2023

COUNTY OF WARREN

Total Contract Amount: \$3,970,289.43

Budget Expenditure Item	Year 1 4/1/18 - 3/31/19	Year 2 4/1/19 - 3/31/20	Year 3 4/1/20 - 3/31/21	Year 4 4/1/21 - 3/31/22	Year 5 4/1/22 - 3/31/23
PUBLIC DEFENDER'S OFFICE					
CASELOAD RELIEF					
Personnel:					
Coordinating Supervisor	\$18,720.00				
Coordinating Supervisor - Fringe	\$6,865.00				
Investigator	\$5,200.00				
Investigator - Fringe	\$400.00				
Social Worker	\$10,400.00				
Social Worker - Fringe	\$3,821.00				
Data Entry/Secretary	\$4,680.00				
Data Entry/Secretary - Fringe	\$320.00				
Data Officer	\$9,617.50				
Data Officer - Fringe	\$1,222.50				
Merit Based Salary Enhancement	\$27,000.00				
Merit Based Fringe Enhancement	\$4,480.00				
Retention Stipend	\$22,080.00				
Retention Stipend - Fringe	\$3,675.00				
Subtotal Personnel	\$118,481.00	\$0.00	\$0.00	\$0.00	\$0.00
OTPS:					
Office Furniture	\$24,000.00				
Subtotal OTPS	\$24,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Caseload Relief - Subtotal	\$142,481.00	\$0.00	\$0.00	\$0.00	\$0.00
QUALITY IMPROVEMENT					
Contracted/Consultant:					
Experts/Interpreters/Transcriptions/ Medical and other Specialists	\$5,000.00				
Mentor Program	\$4,150.00				
Subtotal Contracted/Consultant	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00
OTPS:					
Continuing Legal Education (CLE)/Trainings	\$6,000.00				
Updated Office Equipment	\$8,500.00				
Computer Equipment	\$12,000.00				
PDCMS Licenses/Features	\$1,160.00				
Attorney Registration/Notary Fees	\$6,130.00				
Legal Reference Material/Books	\$4,720.00				

Budget Expenditure Item	Year 1 4/1/18 - 3/31/19	Year 2 4/1/19 - 3/31/20	Year 3 4/1/20 - 3/31/21	Year 4 4/1/21 - 3/31/22	Year 5 4/1/22 - 3/31/23
Cell Phones	\$3,000.00				
Internet Usage	\$1,000.00				
Client Transportation	\$482.52				
Subtotal OTPS	\$42,992.52	\$0.00	\$0.00	\$0.00	\$0.00
Quality Improvement - Subtotal	\$52,142.52	\$0.00	\$0.00	\$0.00	\$0.00
COUNSEL AT FIRST APPEARANCE					
Personnel:					
After-Hour Stipends - Week Arraignment	\$10,867.50				
After-Hour - Night Arraignment	\$1,000.00				
After-Hour - Fringe	\$1,932.71				
Counsel at First Appearance - Subtotal	\$13,800.21	\$0.00	\$0.00	\$0.00	\$0.00
PUBLIC DEFENDER'S OFFICE - TOTAL	\$208,423.73	\$0.00	\$0.00	\$0.00	\$0.00
ASSIGNED COUNSEL PLAN					
CASELOAD RELIEF					
Personnel:					
Clerk - Salary	\$9,000.00				
Clerk - Fringe	\$688.50				
Grants Manager - Salary	\$3,395.04				
Grants Manager - Fringe	\$684.84				
ACP Administrator - Salary	\$5,300.00				
ACP Administrator - Fringe	\$424.20				
Subtotal Personnel	\$19,492.58	\$0.00	\$0.00	\$0.00	\$0.00
CONTRACTED/CONSULTANT:					
Supervising Attorney	\$14,320.50				
Rural Law Center Criminal Appeals	\$10,589.32				
Subtotal Contracted/Consultant	\$24,909.82	\$0.00	\$0.00	\$0.00	\$0.00
Caseload Relief - Subtotal	\$44,402.40	\$0.00	\$0.00	\$0.00	\$0.00
QUALITY IMPROVEMENT					
Contracted/Consultant:					
Investigators/Experts/Interpreters/ Social Workers, etc.	\$6,859.83				
Subtotal Contracted/Consultant	\$6,859.83	\$0.00	\$0.00	\$0.00	\$0.00
OTPS:					
Office Furniture/Computer Equipment	\$5,000.00				
Subtotal Contracted/Consultant	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Quality Improvement - Subtotal	\$11,859.83	\$0.00	\$0.00	\$0.00	\$0.00
COUNSEL AT FIRST APPEARANCE					
Personnel/Contracted/Consultant/OTPS:	\$0.00				
Counsel at First Appearance - Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ASSIGNED COUNSEL PLAN - TOTAL	\$56,262.23	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$264,685.96	\$529,371.92	\$794,057.89	\$1,058,743.85	\$1,323,429.81
FIVE-YEAR TOTAL	\$3,970,289.43				

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: Public Defender's Office

DATE: 05/24/2019

- (a) Purpose of Amendment: **Request Grant/ Distribution Funds be allocated for immediate necessary Furniture & Computer/ Printer Equipment expenses**

- (b) Appropriation Code, Object Code, Full Title and Amount:
A.1171 210 Furniture/ Furnishings \$14,000
A.1171 220 Computer Equipment \$7,200

- (c) Revenue Code (with title), and Amount:
A.1171 3045 Office of Indigent Legal Services Distribution - \$21,200.00

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Public Defender's Office

DATE: 05/24/2019

- (a) Title of Requested Position: **Case Manager- Public Defender**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$40,954 (Grade 14)**
- (c) Effective Date for New Position:* **07/01/2019**
*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:
1171.110 Salaries Regular
- (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:
- (h) Is there expected revenue from this position? If so, please explain:

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 Public Defender Payroll Dept. No: 6.01 A.1171
Title of Position: Case Manager - Public Defender Base Salary of Position: \$40,954.00 Grade: 14
Filling at Step # (If Known): _____
Budget code and title: A. 1171 110 (Public Defender Salary - Regular) 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 100% 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. 2/25/19

Human Resources Director has approved this form when initialed. AP 5-30-19 *based on draft description

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 5/31/19

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 5/31/19

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 5-31-19

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Public Defender's Office

DATE: 05/24/2019

- (a) Title of Requested Position: **Legal Clerk**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$30,520.00 (Grade 5)**
- (c) Effective Date for New Position:* **07/01/2019**
*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:
1171.110 Salaries Regular.
- (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:
- (h) Is there expected revenue from this position? If so, please explain:

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 Public Defender Payroll Dept. No: 6.01 A.1171
Title of Position: Legal Clerk Base Salary of Position: \$30,520.00 Grade: 5
Filling at Step # (If Known): _____
Budget code and title: A. 1171 110 (Public Defender Salary - Regular) 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 100% 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. pan 5/29/19

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 5/31/19

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 5/31/19

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 5-31-19

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 Public Defender Payroll Dept. No: 6.01 A.1171
Title of Position: 8th Assistant Public Defender Base Salary of Position: \$47,500 Grade: _____
Filling at Step # (If Known): _____
Budget code and title: A. 1171 110 (Public Defender Salary - Regular) 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 100% 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. 12-5-2018 5/21/18

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 5/31/19

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 5/31/19

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 5-31-19

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 Public Defender Payroll Dept. No.: 6.01 A.1171

Title of Position: 8th Assistant Public Defender Base Salary of Position: \$47,500 Grade:

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

Budget code and title: A.1171 110 (Public Defender Salary - Regular) Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other New *to be created*

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

Source of reimbursement: Federal % State 100% Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other *PIC - Provisional Exempt*

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. PD 5-21-17

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 5/26/17

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 6/1/17

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 *Donald Minter* Date 6/29/17