

PERSONNEL AND HIGHER EDUCATION COMMITTEE

AGENDA

MARCH 1, 2019

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 amend the Table of Organization and Salary Schedule to create and fill the new position of Civil Service Specialist, *Annual Salary \$43,500*, and delete the position of Principal Personnel Clerk, *Annual Salary \$44,342*, effective March 18, 2019.
 - D) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Civil Service Assistant, *Annual Salary \$40,000*, and delete the position of Senior Personnel Clerk, *Annual Salary \$36,977*, effective March 18, 2019.
 - E) Request to amend the Salary Schedule to decrease the salary of the Clerk-Temp position from \$5,000 to \$2,819 effective March 18, 2019.
 - 3) **Referrals from the Health, Human & Social Services Committee:**
 - Countryside-***
 - A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Case Manager, *Grade 14, Base Annual Salary \$40,954*, and delete the position of Caseworker-PT, *Grade 16, Annual Salary \$21,695*, effective March 18, 2019.
 - Social Services -***
 - B) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Account Clerk-Temporary (up to 6 months), *Grade 4, Base Annual Salary \$29,333*, effective March 18, 2019.
 - Veterans' Services -***
 - C) Request to Amend the Table of Organization and Salary Schedule to create the new position of Program Coordinator Peer-to-Peer Support Services (temporary, part-time), *Annual Salary \$21,684, up to 20 hours per week*, effective April 29, 2019.
 - 4) **Referral from the Public Works Committee, Parks, Recreation & Railroad:**
 - A) Request to amend the Salary Schedule to decrease the salary of the Environmental Education Administrator from \$58,338 to \$50,000 effective April 1, 2019.
 - B) Request to amend the Table of Organization and Salary Schedule to create the new position of Assistant Naturalist-Temp, *Annual Salary \$4,000*, effective March 18, 2019.
 - 5) **Requests/Items to be discussed by the County Administrator:**
 - Attorney salaries

- V. **Pending Items:** None.

Continued

VI. Vacancies Approved for Filling by Oversight Committee:

- Health Services-** Registered Professional Nurse #39, *Grade 19, Base Annual Salary \$47,523*, due to termination.
Part-Time Public Health Liaison (24 hr/week/avg), *Grade 7, Base Annual Salary \$16.15/hr*.
Assistant Director of Public Health, *Annual Salary \$80,891*, due to promotion.
- Parks, Rec. & RR -** Up Yonda-Environmental Education Administrator, *Annual Salary \$50,000* due to retirement.
- Social Services-** Social Services Investigator #2, *Grade 11, Base Annual Salary \$38,225*, due to resignation.
- Sheriff-** Patrol Officer #34, *Annual Salary \$40,390*, due to promotion.
Investigator #1, *Annual Salary \$69,456*, due to retirement.

2019 - INTENT TO FILL VACANT POSITIONS

Personnel Cnte./ Approval Date	Department	Position Title	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
1/1/2019	HR	HR Clerk (24 hours/ week)	N/A	N	N/A	\$ 19,200.00	1/7/2019	Williams	\$ 19,200.00	\$ -	\$ -
1/1/2019	Health Services	Children w/ Special Needs Program Mgr.	N/A	N	N/A	\$ 50,816.00	1/1/2019	Mastrianni	\$ 61,519.00	\$ 10,703.00	\$ -
1/1/2019	Health Services	Office Specialist	N/A	N	N/A	\$ 33,600.00	1/1/2019	Caldwell	\$ 42,536.00	\$ 8,936.00	\$ -
1/1/2019	Health Services	Public Health Program Manager	N/A	N	N/A	\$ 51,816.00	1/7/2019	Oxford	\$ 51,394.00	\$ (422.00)	\$ -
1/1/2019	Health Services	RPN #11 (2548)	N/A	N	N/A	\$ 47,523.00	2/4/2019	Maxwell	\$ 48,935.00	\$ 1,412.00	\$ -
1/1/2019	Health Services	PHN #22 (2549)	N/A	N	N/A	\$ 50,816.00	vacant				
1/1/2019	Health Services	Quality Assurance Evaluator #1- PD	N/A	N	N/A	\$100/ unit	vacant				
1/1/2019	Health Services	Quality Assurance Evaluator #2- PD	N/A	N	N/A	\$100/ unit	vacant				
1/1/2019	Health Services	Quality Assurance Evaluator #3- PD	N/A	N	N/A	\$100/ unit	vacant				
1/1/2019	Fire Prev. & Bldg. Code Enf.	Fire Prev. & Bldg. Code Enf. Officer #6 (2163)	N/A	N	N/A	\$ 45,455.00	1/7/2019	Bollinger	\$ 45,455.00	\$ -	\$ -
1/1/2019	Health Services	Public Health Program Coordinator	Oxford	PR	\$ 47,071.00	\$ 46,492.00	1/14/2019	Shah	\$ 46,492.00	\$ -	\$ 579.00
1/1/2019	Health Services	WIC Nutrition Facilitator- PT	Shah	PR	\$ 21,145.00	\$ 21,695.00	vacant				
1/31/2019	Countryside	Account Clerk #3 PT (2197)	Chilson	RS	\$ 28,588.00	\$ 29,333.00	vacant				
1/31/2019	Countryside	Senior Aide #1 (2394)	Durkin	RT	\$ 44,036.00	\$ 33,600.00	vacant				
1/31/2019	County Clerk/DMV	MV License/Registration Clerk #10 (1170)	LoVerde	O	\$ 34,101.00	\$ 34,988.00	vacant				
1/31/2019	District Attorney	5th Assistant DA (1062)	Shkolnik	RS	\$ 60,178.00	\$ 60,178.00	2/16/2019	McCarthy	\$ 60,178.00	\$ -	\$ -
1/31/2019	District Attorney	6th Assistant DA (1063)	McCarthy	PR	\$ 54,371.00	\$ 54,371.00	2/16/2019	Goldstein	\$ 54,371.00	\$ -	\$ -
1/31/2019	District Attorney	7th Assistant DA (2421)	Goldstein	PR	\$ 52,260.00	\$ 52,260.00	vacant				
1/31/2019	Office for the Aging	Meal Site Cook #10 (1944)	Freeburn	RS	\$ 25,612.00	\$ 27,438.00	vacant				
1/31/2019	Office for the Aging	Food Service Manager (1929)	Lapinskas	RS	\$ 26,392.00	\$ 25,666.00	1/28/2019	Peters-Dashnav	\$ 25,666.00	\$ -	\$ 726.00
1/31/2019	Public Works - Parks Rec RR	Building Maintenance Worker #11 (1193)	Shaughness	PR	\$ 33,600.00	\$ 33,600.00	vacant				
1/31/2019	Public Works	MEO (L) #21(1262)	Toll	PR	\$ 33,312.00	\$ 33,600.00	vacant				
1/31/2019	Public Works	MEO (L) #28 (2320)	Russell	PR	\$ 33,312.00	\$ 33,600.00	vacant				
1/31/2019	Social Services	Medicaid Clerk #3 (2071)	Murray	PR	\$ 34,862.00	\$ 30,520.00	vacant				
1/31/2019	Social Services	Intake Clerk #7 (2406)	Heid	O	\$ 36,251.00	\$ 29,333.00	vacant				
1/31/2019	Social Services	Caseworker #32 (1661)	Berry	PR	\$ 50,609.00	\$ 43,390.00	vacant				
										\$ 20,629.00	\$ 1,305.00

* (RT= Retired, RS= resigned, PR= promotion, O= Other, N= New)

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: Civil Service Administration****DATE: 2/19/19**

- (a) Title of Requested Position: **Civil Service Specialist**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$43,500**
- (c) Effective Date for New Position:* **3/18/19**
*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):
Principal Personnel Clerk \$44,342
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.1430.110
- (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:

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: Civil Service Specialist Base Salary of Position: \$43,500 Grade: N/A
 Filling at Step # (If Known): N/A
 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: _____ 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. SCA 2/20/19
 Human Resources Director has approved this form when initialed. 1/2 2-21-19

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 _____

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. 11***Request to Create New Position*****DEPARTMENT NAME: Civil Service Administration****DATE: 2/19/19**

- (a) Title of Requested Position: **Civil Service Assistant**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$ 40,000**
- (c) Effective Date for New Position:* **3/18/19**
*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):
Senior Personnel Clerk \$36,977
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.1430.110
- (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: Civil Service Administration Payroll Dept. No: 17
Title of Position: Civil Service Assistant Base Salary of Position: \$40,000 Grade: N/A
Filling at Step # (If Known): N/A
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: 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. [Signature] 2-21-19

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

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. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Civil Service Administration****DATE: 2/19/19**

- (a) Employee Name, Title and Employee No.: **Clerk-temp**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$ \$2,819**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$5,000**
- (d) Effective Date for Salary Change:* **3/18/19**
*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:
- (f) Justification of Request:

Staffing Proposal- Civil Service Administration

Resolution Requests: (Budget neutral):

<u>TITLE</u>	<u>REQUEST</u>	<u>DELETE</u>	<u>CREATE</u>
Principal Personnel Clerk	Delete Position	Delete \$ 44,342	
Senior Personnel Clerk	Delete Position	Delete \$ 36,977	
Civil Service Specialist	Create Position		Add \$ 43,500
Civil Service Assistant	Create Position		Add \$ 40,000
Clerk- PT	Amend Salary	Delete \$ 5,000	Add \$ 2,819
		Total: \$86,319	Total: \$ 86,319

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position***DEPARTMENT NAME: **Social Services**DATE: **2/12/19**

- (a) Title of Requested Position: **Case Manager**
- (b) Annual Base Salary (and Grade if Applicable): **\$40,954 (Grade 14)**
- (c) Effective Date for New Position:* **3/18/19**
*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):
Caseworker - PT (Grade 16, \$21,695)
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.6010 110 Salaries - Regular \$20,477 A.6030 110 Salaries - Regular \$20,477
- (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:
CSAH (\$20,477) will be reimbursed by NYS - 50%
DSS (\$20,477) to be reimbursed by NYS Grant (HMIS) at 100% 1st year with hopes the grant will continue.

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: SOCIAL SERVICES & COUNTRYSIDE ADULT HOME Payroll Dept. No: 40.00 / 42.00
 Title of Position: Case Manager Base Salary of Position: 40,954 Grade: 14
 Filling at Step # (If Known): _____
 Budget code and title: Salaries-Regular A6010 110 (DSS) / A6030 110 (CAH) Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: _____ Date of Vacancy: 03/18/19
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 37 % State 40 % 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. SW 2/20/19
 Human Resources Director has approved this form when initialed. NS 2-19-19

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 [Signature] Date 2/25/19

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 2/25/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social 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 Edna A. Fauci Date 2/25/19

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Social Services

DATE: 2/12/19

(a) Title of Requested Position: **Account Clerk - Temporary, up to 6 months**

(b) Annual Base Salary (and Grade if Applicable): **\$29,333 (Grade 4)**

(c) Effective Date for New Position:* **3/18/19**
*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:

A.6010 110 Salaries - Regular \$14,667

(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:
This position is to fill in for a Senior Account Clerk who is out on long-term disability.

(h) Is there expected revenue from this position? If so, please explain:

All DSS positions are reimbursed at approximately 77% (37% Fed, 40% State)

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: SOCIAL SERVICES Payroll Dept. No: 40.02
Title of Position: Account Clerk - Temporary Base Salary of Position: 29,333 Grade: 4
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy: 03/18/19
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 37% State 40% 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. 2/21/19
Human Resources Director has approved this form when initialed. 2-19-19

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 [Signature] Date 2/19/19

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 2/21/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human + Social 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 Edna G. Garcia Date 2/25/19

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: Veterans' Services****DATE: 02/14/2019**

- (a) Title of Requested Position: **Program Coordinator - Peer-to-Peer Support Services (temporary, part-time)**
- (b) Annual **Base** Salary (and Grade if Applicable): **To be finalized before the Personnel Committee.**
- (c) Effective Date for New Position:* **4/29/19**
*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): **n/a**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.6510.0125 130 - Peer-to-Peer Support Services, Part-time Salaries**
- (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: **Yes, \$185,000, 100% State Aid, NYS OMH. This is a NYS Senate initiative. Funding availability is dependent on annual re-authorization in the NYS budget.**

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

DEPARTMENT NAME: DPW

DATE: 02/21/19

- (a) Employee Name, Title and Employee No.: Matt Sprow, Environmental Education Administrator, 6256
- (b) Current Annual **Base** Salary (and Grade if Applicable): \$50,000
- (c) Former Annual **Base** Salary (and Grade if Applicable): \$58,338
- (d) Effective Date for Salary Change:*. April 1, 2019
*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:
A.7111 110 Up Yonda Farm, Decrease
- (f) Justification of Request:

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: DPW****DATE: 02/21/19**

- (a) Title of Requested Position: Assistant Naturalist -Temp
- (b) Annual Base Salary (and Grade if Applicable): \$4,000
- (c) Effective Date for New Position:* March 18, 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 (with title), Object Code (with title), and Amount: D.7111 130 Up Yonda Farm - Part Time Salaries
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes, Same as previous 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

2019 ATTY

GRADE	entry	MERIT INCREMENT									
		1	2	3	4	5	10	15	20	25	30
5%	1	\$62,150	\$66,075	\$67,396	\$68,407	\$74,564	\$78,292	\$82,206	\$86,317	\$90,632	\$95,164
5%	2	\$65,258	\$69,275	\$70,661	\$71,721	\$78,175	\$82,084	\$86,188	\$90,498	\$95,023	\$99,774
5%	3	\$68,520	\$72,636	\$74,089	\$75,200	\$81,968	\$86,066	\$90,370	\$94,888	\$99,633	\$104,614
25%	4	\$77,688	\$82,078	\$83,720	\$84,975	\$92,623	\$97,254	\$102,117	\$107,223	\$112,584	\$118,213
5%	5	\$81,572	\$86,079	\$87,801	\$89,118	\$97,138	\$101,995	\$107,095	\$112,450	\$118,072	\$123,976

Attorneys	\$2,000	3.00%	2.00%	1.50%	9.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
	1	2	3	4	5	10	15	20	25	30		

CSEA	\$580	1.73%	1.73%	1.73%	9.30%	6.50%	\$500	\$500	\$500	\$500	\$500	\$500
	1	2	3	4	5	10	15	20	25	30		

2019

Grade	Entry	1	2	3	4	5	10	15	20	25	30
1	\$26,727	\$27,305	\$27,773	\$28,249	\$28,733	\$31,396	\$34,232	\$34,732	\$35,232	\$35,732	\$36,232
2	\$27,438	\$28,016	\$28,495	\$28,984	\$29,483	\$32,215	\$35,037	\$35,537	\$36,037	\$36,537	\$37,037
3	\$28,026	\$28,605	\$29,096	\$29,594	\$30,103	\$32,897	\$35,710	\$36,210	\$36,710	\$37,210	\$37,710
4	\$29,333	\$29,911	\$30,426	\$30,947	\$31,478	\$34,401	\$37,194	\$37,694	\$38,194	\$38,694	\$39,194
5	\$30,520	\$31,099	\$31,634	\$32,176	\$32,731	\$35,769	\$38,537	\$39,037	\$39,537	\$40,037	\$40,537
6	\$31,824	\$32,402	\$32,960	\$33,525	\$34,102	\$37,274	\$40,017	\$40,517	\$41,017	\$41,517	\$42,017
7	\$33,600	\$34,179	\$34,767	\$35,365	\$35,974	\$39,324	\$42,036	\$42,536	\$43,036	\$43,536	\$44,036
8	\$34,988	\$35,567	\$36,179	\$36,802	\$37,436	\$40,922	\$43,611	\$44,111	\$44,611	\$45,111	\$45,611
9	\$36,214	\$36,793	\$37,427	\$38,072	\$38,727	\$42,335	\$45,003	\$45,503	\$46,003	\$46,503	\$47,003
10	\$37,633	\$38,213	\$38,872	\$39,541	\$40,223	\$43,974	\$46,615	\$47,115	\$47,615	\$48,115	\$48,615
11	\$38,225	\$38,803	\$39,472	\$40,152	\$40,845	\$44,656	\$47,286	\$47,786	\$48,286	\$48,786	\$49,286
12	\$38,818	\$39,397	\$40,077	\$40,768	\$41,472	\$45,341	\$47,959	\$48,459	\$48,959	\$49,459	\$49,959
13	\$40,004	\$40,582	\$41,283	\$41,995	\$42,719	\$46,709	\$49,308	\$49,808	\$50,308	\$50,808	\$51,308
14	\$40,954	\$41,533	\$42,249	\$42,980	\$43,722	\$47,800	\$50,384	\$50,884	\$51,384	\$51,884	\$52,384
15	\$42,141	\$42,719	\$43,457	\$44,206	\$44,971	\$49,172	\$51,734	\$52,234	\$52,734	\$53,234	\$53,734
16	\$43,390	\$43,968	\$44,727	\$45,501	\$46,286	\$50,609	\$53,147	\$53,647	\$54,147	\$54,647	\$55,147
17	\$45,455	\$46,031	\$46,827	\$47,638	\$48,460	\$52,994	\$55,494	\$55,994	\$56,494	\$56,994	\$57,494
18	\$46,492	\$47,071	\$47,884	\$48,713	\$49,554	\$54,186	\$56,671	\$57,171	\$57,671	\$58,171	\$58,671
19	\$47,523	\$48,101	\$48,935	\$49,779	\$50,641	\$55,376	\$57,844	\$58,344	\$58,844	\$59,344	\$59,844
19.1	\$49,023	\$49,601	\$50,435	\$51,279	\$52,141	\$56,876	\$59,344	\$59,844	\$60,344	\$60,844	\$61,344
19.2	\$50,523	\$51,101	\$51,935	\$52,779	\$53,641	\$58,376	\$60,844	\$61,344	\$61,844	\$62,344	\$62,844
20	\$49,557	\$50,136	\$51,002	\$51,886	\$52,782	\$57,722	\$60,152	\$60,652	\$61,152	\$61,652	\$62,152
20.1	\$51,057	\$51,636	\$52,502	\$53,386	\$54,282	\$59,222	\$61,652	\$62,152	\$62,652	\$63,152	\$63,652
20.2	\$52,557	\$53,136	\$54,002	\$54,886	\$55,782	\$60,722	\$63,152	\$63,652	\$64,152	\$64,652	\$65,152
21	\$50,816	\$51,394	\$52,283	\$53,187	\$54,108	\$59,120	\$61,519	\$62,019	\$62,519	\$63,019	\$63,519
21.1	\$52,316	\$52,894	\$53,783	\$54,687	\$55,608	\$60,620	\$63,019	\$63,519	\$64,019	\$64,519	\$65,019
21.2	\$53,816	\$54,394	\$55,283	\$56,187	\$57,108	\$62,120	\$64,519	\$65,019	\$65,519	\$66,019	\$66,519

	<u>hire date</u>	<u>position grade</u>	<u>revised salary</u>	<u>current salary</u>	
1st Assistant DA	6/6/2005	5	\$101,995	\$98,185	\$3,810
2nd Assistant DA	7/31/2017	4	\$82,078	\$79,182	\$2,896
3rd Assistant DA	7/30/2012	4	\$84,975	\$77,070	\$7,905
4th Assistant DA	11/17/2014	3	\$75,200	\$68,096	\$7,104
5th Assistant DA	1/1/2017	2	\$69,275	\$60,178	\$9,097
6th Assistant DA	1/2/2018	2	\$67,258	\$54,371	\$12,887
7th Assistant DA	vacant	2	\$65,258	\$52,260	\$12,998
			<u>\$546,039</u>		<u>\$56,697</u>
1st Assistant CA	3/5/2018	2	\$67,258	\$66,690	\$568
2nd Assistant CA	8/1/2018	1	\$62,150	\$62,142	\$8
			<u>\$129,408</u>		<u>\$576</u>
SSAttorney	vacant	4	\$77,688	\$77,500	\$188
Asst. SSAttorney	3/13/2017	3	\$75,480	\$75,480	\$0
Asst. SSAttorney PT	vacant	3	\$34,260	\$37,741	-\$3,481
			<u>\$187,428</u>		<u>-\$3,293</u>

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: Health Services Payroll Dept. No: 36.00
Title of Position: Registered Professional Nurse #39 Base Salary of Position: 47,523 Grade: 19
Filling at Step # (If Known):
Budget code and title: A.4010.110; Health Services Full Time Salaries Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [checked] Termination [] Promotion [] Other
Employee No./Last Name: Altman #10852 Date of Vacancy: 9/24/2018
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal [] State [checked] Other Insurance % Variable based on patient caseload

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] 2/12/19
Human Resources Director has approved this form when initialed. [Signature] 2-12-19

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 2/12/19

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 2/14/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services
[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 Edna A. Fusier Date 2/25/19

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: Health Services Payroll Dept. No: 37.05
Title of Position: Part Time Public Health Liaison (24 hrs/ week avg) Base Salary of Position: \$16.15/hr Grade: 7
Budget code and title: A.4189.130 Public Health Bioterrorism- Part Time salaries Union [x] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [x]
Employee No./Last Name: #13110/ Oxford Date of Vacancy: 2/28/2018
Is this position mandated? [] Yes [x] No Is the position reimbursable? [x] Yes [] No
Source of reimbursement: [x] Federal 100 % [] State % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[x] 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. 2-12-19

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[x] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 2/12/19

BUDGET OFFICER COMPLETES THIS SECTION

[x] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 2/14/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services
[x] 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 Edna G. Truesi Date 2/25/19

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: Health Services Payroll Dept. No: 36.05
Title of Position: Assistant Director of Public Health Base Salary of Position: \$80,891 Grade: N/A
Filling at Step # (If Known): N/A
Budget code and title: A.4018. 110/ Preventive Full Time Salary Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: #9058/ Jones Date of Vacancy: 4/2/18
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 36 % 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. 2-12-19

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 2/12/19

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 2/14/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human + Social 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 Edna A. Fusco Date 2/25/19

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: Public Work-Parks, Recreation and Railroad Payroll Dept. No: 19.41
Title of Position: Up Yonda - Environmental Education Administrator Base Salary of Position: \$50,000 Grade: NA
Filling at Step # (If Known):
Budget code and title: A.7111 Union [checked] Non-Union []
This position is vacated due to: [checked] Retirement [] Resignation [] Termination [] Promotion [checked] Other []
Employee No./Last Name: 6256 M. Sprow Date of Vacancy: 02/19/2019
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 [checked] 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

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature Date 2/11/19

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 Date 2/14/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
[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 Date 2/21/19

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: SOCIAL SERVICES Payroll Dept. No: 40.14
 Title of Position: Social Services Investigator #2 Base Salary of Position: 38,225 Grade: 11
 Filling at Step # (If Known): Wildley/12426
 Budget code and title: A6010 110 Salaries Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: _____ Date of Vacancy: 02/15/19
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 37 % State 40 % 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. 2/19/19
 Human Resources Director has approved this form when initialed. 1/2 2-19-19

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 [Signature] Date 2/19/19

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 2/21/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social 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 Edna A. Frazier Date 2/25/19

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: Sheriff Payroll Dept. No: 30.00
Title of Position: Patrol Officer #34 Base Salary of Position: \$40,390.00 Grade:
Filling at Step # (If Known):
Budget code and title: A.3110 Sheriff Law Enforcement Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: 10626 Date of Vacancy: 02/28/2019
Is this position mandated? [] Yes [X] 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 [X] Other Lateral Transfer
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. 2-20-19

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 2/20/19

BUDGET OFFICER COMPLETES THIS SECTION

- [X] 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 2/21/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & Public Safety

- [X] 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 2-25-2019

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: Investigator #1 Base Salary of Position: \$69,456 Grade:
Filling at Step # (If Known):
Budget code and title: A.3110 Sheriff Law Enforcement Union [checked] Non-Union []
This position is vacated due to: [checked] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 10336 Date of Vacancy: 02/28/2019
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

[checked] 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. AG 2-20-19

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 2/20/19

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 2/21/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & Public Safety

[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 2-25-2019