

PERSONNEL AND HIGHER EDUCATION COMMITTEE

AGENDA

JULY 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.

V. **Pending Items:** None.

VI. Vacancies Approved for Filling by Oversight Committee:

<i>County Clerk-</i>	Motor Vehicle Registration Clerk #1, <i>Grade 8, Base Annual Salary \$34,988</i> , due to resignation.
<i>District Attorney</i>	Crime Victim Specialist Part-Time, <i>Grade 14, Base Annual Salary \$28,668</i> , due to termination.
<i>Public Health-</i>	Public Health Nurse #22, <i>Grade 21, Base Annual Salary \$50,816</i> . Public Health Nurse #35, <i>Grade 21, Base Annual Salary \$50,816</i> , due to retirement.
<i>Public Defender -</i>	5 th Assistant Public Defender, <i>Annual Salary \$63,066</i> , due to resignation. 6 th Assistant Public Defender, <i>Annual Salary \$55,149</i> , due to resignation. 7 th Assistant Public Defender, <i>Annual Salary \$60,327</i> , due to promotion.
<i>Sheriff -</i>	Patrol Officer #14, <i>Annual Salary \$42,373</i> , due to resignation.
<i>Social Services -</i>	Sr. Social Welfare Examiner #7, <i>Grade 11, Base Annual Salary \$38,225</i> , due to promotion. Sr. Support Investigator #1, <i>Grade 11, Base Annual Salary \$38,225</i> , due to promotion. Social Welfare Examiner #14, <i>Grade 8, Base Annual Salary \$34,988</i> , due to promotion.
<i>Treasurer -</i>	Accounting Technician #2, <i>Grade 19, Base Annual Salary \$47,523</i> , due to termination. (<i>Emergency Fill</i>)

2019 - INTENT TO FILL VACANT POSITIONS

Personnel Cmtc./ 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	\$ 30,816.00	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	6/7/2019	DiMezza	\$100/unit		
1/1/2019	Health Services	Quality Assurance Evaluator #2- PD	N/A	N	N/A	\$100/ unit	6/7/2019	Grover	\$100/unit		
1/1/2019	Health Services	Quality Assurance Evaluator #3- PD	N/A	N	N/A	\$100/ unit	vacant	Russom	\$100/unit		
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	3/4/2019	Martin	\$ 21,695.00	\$ -	\$ 550.00
1/1/2019	Health Services	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	4/22/2019	Hall	\$ 44,036.00	\$ 10,436.00	\$ -
1/31/2019	Countryside	MV License/Registration Clerk #10 (1117)	LoVerde	O	\$ 34,101.00	\$ 34,988.00	3/25/2019	Bruno	\$ 34,988.00	\$ -	\$ 887.00
1/31/2019	District Attorney	5th Assistant DA (1062)	Sihkolnik	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	5/13/2019	Gebru	\$ 65,258.00	\$ 12,998.00	\$ 12,998.00
1/31/2019	Office for the Aging	Meal Site Cook #10 (1944)	Freeburn	RS	\$ 25,612.00	\$ 27,438.00	2/25/2019	Allen	\$ 27,438.00	\$ -	\$ 1,826.00
1/31/2019	Office for the Aging	Food Service Manager (1929)	Lapasnaskas	RS	\$ 26,392.00	\$ 25,666.00	1/28/2019	Peters-Dash	\$ 25,666.00	\$ -	\$ (726.00)
1/31/2019	Public Works - Parks Rec RR	Building Maintenance Worker #11 (1193)	Shaughnessy	PR	\$ 33,600.00	\$ 33,600.00	3/18/2019	Rumble	\$ 33,600.00	\$ -	\$ -
1/31/2019	Public Works	MEO (L) #21(1262)	Toil	PR	\$ 33,312.00	\$ 33,600.00	3/4/2019	Figura	\$ 33,600.00	\$ -	\$ 288.00
1/31/2019	Public Works	MEO (L) #23 (2320)	Russell	PR	\$ 33,312.00	\$ 33,600.00	vacant				
1/31/2019	Public Works	Medicaid Clerk #3 (2071)	Murray	PR	\$ 34,862.00	\$ 30,520.00	3/11/2019	Murray	\$ 35,769.00	\$ 5,249.00	\$ 907.00
1/31/2019	Social Services	Intake Clerk #7 (2406)	Heid	O	\$ 36,251.00	\$ 29,333.00	4/1/2019	Licari	\$ 28,605.00	\$ (728.00)	\$ (7,646.00)
1/31/2019	Social Services	Caseworker #32 (1661)	Berry	PR	\$ 50,609.00	\$ 43,390.00	4/15/2019	Norton	\$ 43,390.00	\$ -	\$ (7,219.00)
1/31/2019	Treasurer	Principal Account Clerk #4 (2566)	N/A	O	N/A	\$ 37,633.00	2/18/2019	Nieves	\$ 37,633.00	\$ -	\$ -
3/1/2019	Health Services	RPN #39 (2379)	Altman	O	\$ 53,973.00	\$ 47,523.00	4/15/2019	Steady	\$ 47,523.00	\$ -	\$ (6,450.00)
3/1/2019	Health Services	Public Health Liaison - PT (24hr/wk) (1619)	Oxford	PR	\$15.75/hr	\$ 20,160.00	3/25/2019	Potter	\$ 20,160.00	\$ -	\$ -
3/1/2019	Health Services	Assistant Director Public Health (1598)	Jones	PR	\$ 80,891.00	\$ 80,891.00	4/1/2019	Belden	\$ 80,891.00	\$ -	\$ -
3/1/2019	Parks, Recreation & Railroad	Environmental Education Administrator (1198)	Spro	RT	\$ 58,338.00	\$ 50,000.00	5/27/2019	Badey	\$ 50,000.00	\$ -	\$ (8,338.00)
3/1/2019	Social Services	Social Services Investigator #2 (1758)	Wildley	RS	\$ 44,656.00	\$ 38,225.00	3/11/2019	McKinney	\$ 44,656.00	\$ 6,431.00	\$ -
3/1/2019	Social Services	Account Clerk - Temporary (2570)	N/A	O	N/A	\$ 29,333.00	3/21/2019	Sady	\$ 29,333.00	\$ -	\$ -
3/1/2019	Social Services	Case Manager (2569)	N/A	O	N/A	\$ 40,954.00	6/17/2019	Hill	\$ 51,884.00	\$ 10,930.00	\$ -
3/1/2019	Sheriff	Patrol Officer #34 (1384)	Wittenberg	PR	\$ 67,981.00	\$ 40,390.00	2/28/2019	Long	\$ 52,919.00	\$ 12,529.00	\$ (15,062.00)
3/1/2019	Sheriff	Investigator #1 (1378)	Hatin	RT	\$ 74,181.00	\$ 69,456.00	2/28/2019	Wittenberg	\$ 74,181.00	\$ 4,725.00	\$ -
3/1/2019	Civil Service	Civil Service Specialist (2567)	N/A	O	N/A	\$ 43,500.00	4/15/2019	Casey	\$ 43,500.00	\$ -	\$ -
3/1/2019	Civil Service	Civil Service Assistant (2568)	N/A	O	N/A	\$ 40,000.00	3/18/2019	Jernigan	\$ 40,000.00	\$ -	\$ -
4/5/2019	Buildings & Grounds	Janitor #3 (2139)	Heid	PR	\$ 37,194.00	\$ 29,333.00	4/29/2019	Hilton	\$ 34,401.00	\$ 5,068.00	\$ (2,793.00)
4/5/2019	Buildings & Grounds	Cleaner #11 (2264)	Hilton	PR	\$ 32,215.00	\$ 27,438.00	4/29/2019	Kelly	\$ 27,438.00	\$ -	\$ (4,777.00)
4/5/2019	County Attorney	Legal Assistant #2 (1129)	Morgan	O	\$ 48,016.00	\$ 45,000.00	5/1/2019	Calo	\$ 45,000.00	\$ -	\$ (3,016.00)
4/5/2019	Countryside	Institutional Aide Per Diem (2525)	Martindale	RS	\$ 28,026.00	\$ 28,026.00	4/8/2019	Hall	\$ 28,026.00	\$ -	\$ -
4/5/2019	Countryside	Institutional Aide #12 (1870)	Moon	RT	\$ 37,710.00	\$ 28,026.00	4/1/2019	Durkin	\$ 28,026.00	\$ -	\$ (9,684.00)
4/5/2019	Countryside	Food Service Helper per diem (2126)	Durkin	PR	\$ 27,438.00	\$ 27,438.00	vacant				
4/5/2019	Health Services	RPN #37 (13295)	Smith	RS	\$ 55,376.00	\$ 47,523.00	4/15/2019	Brouillette	\$ 47,523.00	\$ -	\$ (7,853.00)
4/5/2019	Health Services	RPN #31 (1597)	Hoerter	RS	\$ 48,101.00	\$ 47,523.00	5/6/2019	Koraus	\$ 47,523.00	\$ -	\$ (578.00)

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

2019 - INTENT TO FILL VACANT POSITIONS												
Personnel Cmte./ Approval Date	Department	Position Title	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired	
4/5/2019	Planning	Junior Planner (2483)	N/A	N	N/A	\$ 38,818.00	4/1/2019	Beck	\$ 38,818.00	\$ -	\$ (5,724.00)	
4/5/2019	Public Works	Senior Account Clerk (1207)	Binder	RS	\$ 39,324.00	\$ 33,600.00	6/24/2019	Kocsis	\$ 33,600.00	\$ -	\$ -	
4/5/2019	Public Works	HEO #14 (2186)	Ross	PR	\$ 45,434.00	\$ 37,633.00	vacant					
4/5/2019	Social Services	Asst. SS Attorney- Part Time (20 hours)	DeStefano	RS	\$ 37,741.00	\$ 34,260.00	vacant					
4/5/2019	Social Services	Social Welfare Examiner #17 (1722)	Snowball	PR	\$ 40,922.00	\$ 34,988.00	4/15/2019	Murray	\$ 40,922.00	\$ 5,934.00	\$ -	
4/5/2019	Social Services	Social Welfare Examiner #43 (2167)	McKinney	PR	\$ 40,922.00	\$ 34,988.00	5/13/2019	Kelley	\$ 34,988.00	\$ -	\$ (5,934.00)	
5/2/2019	Sheriff	Senior Building Maintenance Mechanic/ Auto Mech #1	N/A	O	N/A	\$ 58,586.21	5/1/2019	DuPrey	\$ 61,281.58	\$ 2,695.37		
5/2/2019	Sheriff	Building Maintenance Mechanic #1	N/A	O	N/A	\$ 47,302.07	5/1/2019	Smith	\$ 47,302.07	\$ -		
5/2/2019	Sheriff	Building Maintenance Mechanic PT Temp.	N/A	N	N/A	\$ 47,302.07	5/1/2019	Diamond	\$ 47,302.07	\$ -		
5/2/2019	County Clerk/DMV	Motor Vehicle Lic. Reg. Clerk PT	LoVerde	RS	\$ 17,050.00	\$ 17,494.00	vacant					
5/2/2019	Public Defender	5th Assistant Public Defender (1078)	Gregor	RS	\$ 63,066.00	\$ 63,066.00	vacant					
5/2/2019	Veterans' Services	Program Coordinator Peer to Peer Support Services	N/A	N	N/A	\$ 21,684.00	vacant					
6/6/2019	Public Defender	Case Manager- Public Defender	N/A	N	N/A	\$ 40,954.00	vacant					
6/6/2019	Public Defender	Legal Clerk	N/A	N	N/A	\$ 30,520.00	vacant					
6/6/2019	Social Services	Supervisor Case B #5 (2578)	N/A	N	N/A	\$ 49,557.00	vacant					
6/6/2019	Countryside	Institutional Aide #2- Part Time (1894)	Smith	O	\$ 29,594.00	\$ 28,026.00	vacant					
6/6/2019	County Attorney	1st Assistant County Attorney	Lavine	RS	\$ 66,690.00	\$ 65,258.00	vacant					
6/6/2019	IT	Computer Help Desk Technician I #3 (2543)	N/A	O	N/A	\$ 44,000.00	6/10/2019	Boutin	\$ 44,000.00	\$ -		
6/6/2019	Office for the Aging	Meal Site Cook #4 (1938)	Hoey	RS	\$ 35,037.00	\$ 27,438.00	vacant					
6/6/2019	DPW- Up Yonda	Naturalist #2	Bailey	PR	\$ 42,384.00	TBD	vacant					
6/6/2019	Public Defender	8th Assistant Public Defender	N/A	N	N/A	\$ 47,500.00	6/17/2019	Duhaney	\$ 47,500.00	\$ -		
6/6/2019	Sheriff	Communication Officer #3 (1431)	Wells	PR	\$ 54,597.00	\$ 40,563.88	6/24/2019	Rivers	\$ 40,563.88	\$ -	\$ (14,033.12)	
6/6/2019	Sheriff	Senior Communication Officer #3 (2245)	Helms	PR	\$ 56,790.00	\$ 51,399.70	6/1/2019	Wells	\$ 57,347.00	\$ 5,947.30	\$ 557.00	
6/6/2019	Sheriff	Communication Supervisor (1419)	Jeffords	RT	\$ 61,768.00	\$ 54,179.70	6/1/2019	Helms	\$ 59,540.00	\$ 5,360.30	\$ (2,228.00)	
6/6/2019	Sheriff	Investigator #4 (1357)	Jeffords	RT	\$ 74,181.00	\$ 72,561.00	5/31/2019	Grenier	\$ 72,561.00	\$ -	\$ (1,620.00)	
6/6/2019	Sheriff	Patrol Officer #47	Grenier	PR	\$ 66,361.00	\$ 42,373.00	6/1/2019	Villano	\$ 48,121.00	\$ 5,748.00	\$ (18,240.00)	
6/6/2019	Social Services	Keyboard Specialist #4 (2096)	Licari	PR	\$ 28,605.00	\$ 28,026.00	vacant					
6/6/2019	Social Services	Keyboard Specialist #7 (2306)	Hanchett	PR	\$ 29,594.00	\$ 28,026.00	6/25/2019	Moore	\$ 28,026.00	\$ -	\$ (1,568.00)	
6/6/2019	Social Services	Social Services Investigator #3 (2073)	Mcade	RT	\$ 49,286.00	\$ 38,225.00	vacant					
									TOTALS:	\$ 113,951.97	\$ (106,055.12)	

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

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: County Clerk Payroll Dept. No: 15
 Title of Position: MV License Reg. Clerk # 1 Base Salary of Position: 34,988 Grade: 8
 Filling at Step # (If Known): Entry
 Budget code and title: A. 1410 110 County Clerk Full Time Salaries Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: # 12702- Rivers Date of Vacancy: 6/23/2019
 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. RCV 6/5/19
Human Resources Director has approved this form when initialed. AP 6-5-19

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 6/6/19

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 6/11/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Support Services

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 6/24/19

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: District Attorney/Crime Victim-Assist DA Payroll Dept. No: 5.02
 Title of Position: Crime Victim Specialist Part-time (28 hrs) Base Salary of Position: \$28,668.00 Grade: 14
 Filling at Step # (If Known): 0
 Budget code and title: A.1168 130 Salaries-Part-time Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 13184/Wilson Date of Vacancy: July 6, 2019
 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. 6/21/19
 Human Resources Director has approved this form when initialed. 6-24-19 6/21/19

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 [Signature] Date 6/24/19

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 6/25/19

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 6/28/19

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: 36.0
 Title of Position: Public Health Nurse #22- Extension Base Salary of Position: \$50,816 Grade: 21
 Filling at Step # (If Known): _____
 Budget code and title: A.4010.110; Health Services Full Time Salaries Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: New Position January 2019 Date of Vacancy: January 2019
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other Insurance Reimbursement % Variable based on caseload

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. *Jan 6/24/19*

Human Resources Director has approved this form when initialed. *17 6-24-19*

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 6/24/19

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 6/25/19

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. Garcia*

Date 6/25/19

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: 36.0
Title of Position: Public Health Nurse #35- Extension Base Salary of Position: \$50,816 Grade: 21
Filling at Step # (If Known):
Budget code and title: A.4010.110; Health Services Full Time Salaries Union [x] Non-Union []
This position is vacated due to: [x] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: #13119/ Hauser Date of Vacancy: 12/21/2018
Is this position mandated? [] Yes [x] No Is the position reimbursable? [x] Yes [] No
Source of reimbursement: [] Federal [] State [x] Other Insurance Reimbursement % Variable based on caseload

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [x] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 6-24-19

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 6/24/19

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 6/25/19

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 A. Gasco Date 6/25/19

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 Defender's Office Payroll Dept. No:
Title of Position: 5th Assistant Public Defender Base Salary of Position: \$63,066 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: Grayer - 13236 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 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. 6-24-19

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 6/24/19

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 6/25/19

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 6/28/19

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 Defender's Office Payroll Dept. No:
Title of Position: 6th Assistant Public Defender Base Salary of Position: \$55,149 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: 13203-Bates 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 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. PCW 6/24/19
Human Resources Director has approved this form when initialed. 6-24-19

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 6/24/19

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 [Signature] Date 6/25/19

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 6/28/19

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 Defender's Office Payroll Dept. No: _____
 Title of Position: 7th Assistant Public Defender Base Salary of Position: \$60,327 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: 12993- Leahy 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 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. PCW 6/24/19
 Human Resources Director has approved this form when initialed. AS 6-24-19

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 6/24/19

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 6/25/19

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 6/28/19

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 #14 Base Salary of Position: \$42,373 Grade:
Filling at Step # (If Known): 3
Budget code and title: A.3110 110 Salaries-Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12314 Habshi Date of Vacancy: 07/18/19
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.
Administrator Signature Date 6/6/19

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 6/11/19

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 6/28/19

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: Sr. Social Welfare Examiner #7 Base Salary of Position: \$38,225 Grade: 11
 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: 8253/Hill Date of Vacancy: 06/17/19
 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. 8253 6/19/19

Human Resources Director has approved this form when initialed. AS 6-19-19

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 _____

Date 6/19/19

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 6/19/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services 6/25

- 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 Favian

Date 6/25/19

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: SOCIAL SERVICES Payroll Dept. No: 40.07
 Title of Position: Sr. Support Investigator #1 Base Salary of Position: \$38,225 Grade: 11
 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: 9816/Hargraves Date of Vacancy: 01/28/19
 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. 2/19/19
 Human Resources Director has approved this form when initialed. 6/19/19

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 6/19/19

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 6/19/19

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. Gasser Date 6/25/19

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: SOCIAL SERVICES Payroll Dept. No: 40.00
 Title of Position: Social Welfare Examiner #14 Base Salary of Position: \$34,988 Grade: 8
 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: 12294/Murray R Date of Vacancy: 03/11/19
 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. Pen 6/19/19
 Human Resources Director has approved this form when initialed. AP 6-19-19

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 6/17/19

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 6/19/19

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. Franier Date 6/25/19

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: Treasurer Payroll Dept. No: 11.00
Title of Position: Accounting Technician #2 Base Salary of Position: \$47,523 Grade: 19
Filling at Step # (If Known):
Budget code and title: A.1325 110, County Treasurer, Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [checked] Termination [] Promotion [] Other
Employee No./Last Name: 12643/White Date of Vacancy: 6/14/2019
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. [Signature] 6/13/19

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 6/14/19

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 [Signature] Date 6/19/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Finance
[] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[checked] 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 June 20, 2019