

PERSONNEL AND HIGHER EDUCATION COMMITTEE

AGENDA

AUGUST 29, 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) Jaeger & Flynn representatives to make a presentation on benefit renewals for 2019-2020 plan year.
  - 3) **Referrals from the Health, Human & Social Services Committee:**

***Countryside -***

    - A) Request to amend Resolution No. 451 of 2018 to temporarily increase the hours of the Food Service Helper PT#4 to 40 per week, to cover sick leave of an employee who will be out-of-work for six weeks.

***Office for the Aging -***

    - B) Request to amend the Table of Organization and Salary Schedule and create and fill the position of Aging Services Assistant - Temp, *Grade 4, Base Annual Salary \$29,333*, effective October 1<sup>st</sup> through March 31<sup>st</sup> of each year, not to exceed 1,040 hours annually for the purpose of assisting with HEAP applications.
  - 4) **Referral from the Public Works Committee, *Parks, Recreation & Railroad:***

Request to amend the Salary Schedule and decrease the salary of the Naturalist #2 position from \$42,384 to \$40,000 effective retroactive to July 29, 2019.
  - 5) **Referral from the Tourism Committee:**

Request to amend the Table of Organization and Salary Schedule to create and fill the position of Communications Assistant - Tourism, *Grade 9, Base Annual Salary \$36,214*, and delete the position of Senior Tourism Specialist, *Grade 6, Base Annual Salary \$31,824*, effective September 23, 2019.
  
- V. **Pending Items:**

PERSONNEL: No items this month.  
HIGHER EDUCATION: No items this month.

*Continued*

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

**Buildings & Grounds-  
Countryside -  
County Clerk -** Cleaner #12, *Grade 2, Base Annual Salary \$27,438*, due to resignation  
Senior Aide #2, *Grade 7, Base Annual Salary \$33,600*, due to promotion  
Sr. Legal Recording Clerk, *Grade 12, Base Annual Salary \$38,818*  
Legal Recording/Recording Clerk #TBD, *Grade 7, Base Annual Salary \$33,600*,  
due to promotion

**Public Health-** Registered Professional Nurse #11, *Grade 19, Base Annual Salary \$47,523*,  
due to resignation

**Parks, Rec. & RR -  
Public Works -** Naturalist #3, *Annual Salary \$42,384*, due to retirement  
MEO - Light #28, *Grade 7, Base Annual Salary \$33,600*  
MEO - Medium #7, *Grade 9, Base Annual Salary \$36,214*, due to promotion  
Senior Engineering Technician, *Grade 12, Base Annual Salary \$38,818*, due  
to resignation

**Self- Insurance -** Self-Insurance Specialist, *Grade 12, Base Annual Salary \$38,818*, due to  
resignation.

**Sheriff -** Communications Officer #15, *Annual Salary \$40,563.88*, due to resignation  
Emergency Fill - Patrol Sergeant #10, *Annual Salary \$73,561*, due to  
retirement  
Emergency Fill - Communication Officer #5, *Annual Salary \$40,563.88*, due  
to resignation  
Emergency Fill - Patrol Officer #TBD, *Annual Salary \$42,373*, due to  
promotion

**Social Services -** Social Welfare Examiner #40, *Grade 8, Base Annual Salary \$34,988*, due to  
promotion  
Social Welfare Examiner #38, *Grade 8, Base Annual Salary \$34,988*

2019 - INTENT TO FILL VACANT POSITIONS

Personnel Cate./ 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	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
1/31/2019	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	4/22/2019	Hall	\$ 44,036.00	\$ 10,436.00	\$ -
1/31/2019	County Clerk/DMV	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)	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	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	\$ -	\$ -
1/31/2019	Office for the Aging	Food Service Manager (1929)	Lapasnaskas	RS	\$ 26,392.00	\$ 25,666.00	1/28/2019	Peters-Dashr	\$ 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) #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	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	\$ (7,646.00)	\$ (7,646.00)
1/31/2019	Social Services	Caseworker #32 (1661)	Berry	PR	\$ 30,609.00	\$ 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)	Sproy	RT	\$ 36,338.00	\$ 50,000.00	5/27/2019	Bady	\$ 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	Fernigan	\$ 40,000.00	\$ -	\$ -
4/5/2019	Buildings & Grounds	Janitor #3 (2139)	Heid	PR	\$ 32,194.00	\$ 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)	Hortler	RS	\$ 48,101.00	\$ 47,523.00	5/6/2019	Koraus	\$ 47,523.00	\$ -	\$ (578.00)
4/5/2019	Planning	Junior Planner (2483)	N/A	N	N/A	\$ 38,818.00	4/1/2019	Beck	\$ 38,818.00	\$ -	\$ -

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

4/5/2019	Public Works	Senior Account Clerk (1207)	RS	\$ 39,324.00	\$ 33,600.00	6/24/2019	Koosis	\$ 33,600.00	\$ -	\$ (5,724.00)
4/5/2019	Public Works	HEO #14 (2186)	PR	\$ 45,434.00	\$ 37,633.00	6/24/2019	Tyrell	\$ 39,541.00	\$ 1,908.00	\$ (5,893.00)
4/5/2019	Social Services	Asst. SS Attorney- Part Time (20 hours)	RS	\$ 37,741.00	\$ 34,260.00	vacant				
4/5/2019	Social Services	Social Welfare Examiner #17 (1722)	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)	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	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	N/A	\$ 47,302.07	5/1/2019	Smith	\$ 47,302.07	\$ -	
5/2/2019	Sheriff	Building Maintenance Mechanic PT Temp.	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 (2377)	RS	\$ 17,050.00	\$ 17,494.00	8/5/2019	Lewis	\$ 17,494.00	\$ -	\$ 444.00
5/2/2019	Public Defender	5th Assistant Public Defender (1078)	RS	\$ 63,066.00	\$ 63,066.00	7/22/2019	Leahy	\$ 63,066.00	\$ -	
5/2/2019	Veterans Services	Program Coordinator Peer to Peer Support Services	N	N/A	\$ 21,684.00	7/24/2019	Taylor	\$ 21,684.00	\$ -	
6/6/2019	Public Defender	Case Manager- Public Defender	N	N/A	\$ 40,954.00	vacant				
6/6/2019	Public Defender	Legal Clerk	N/A	N/A	\$ 30,520.00	vacant				
6/6/2019	Social Services	Supervisor Case B #5 (2578)	N	N/A	\$ 49,557.00	7/8/2019	Neel	\$ 60,152.00	\$ 10,595.00	
6/6/2019	Countyside	Institutional Aide #2- Part Time (1894)	O	\$ 29,594.00	\$ 28,026.00	7/8/2019	Hanna	\$ 28,026.00	\$ -	\$ (1,568.00)
6/6/2019	County Attorney	1st Assistant County Attorney	RS	\$ 66,690.00	\$ 65,258.00	8/12/2019	Terrwilliger	\$ 65,258.00	\$ -	\$ (1,432.00)
6/6/2019	IT	Computer Help Desk Technician I #3 (2543)	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)	RS	\$ 35,037.00	\$ 27,438.00	8/5/2019	Medick	\$ 27,438.00	\$ -	\$ (7,599.00)
6/6/2019	DPW- Up Yonda	Naturalist #2	PR	\$ 42,384.00	\$ 40,000.00	7/29/2019	Wilson	\$ 40,000.00	\$ -	\$ (2,384.00)
6/6/2019	Public Defender	8th Assistant Public Defender	N	N/A	\$ 47,500.00	6/17/2019	Duhany	\$ 47,500.00	\$ -	
6/6/2019	Sheriff	Communication Officer #3 (1431)	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)	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)	RT	\$ 61,768.00	\$ 54,179.70	6/1/2019	Helm	\$ 59,540.00	\$ 5,360.30	\$ (2,228.00)
6/6/2019	Sheriff	Investigator #4 (1357)	RT	\$ 74,181.00	\$ 72,561.00	5/31/2019	Grenier	\$ 72,561.00	\$ -	\$ (1,620.00)
6/6/2019	Sheriff	Patrol Officer #47	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)	PR	\$ 28,605.00	\$ 28,026.00	vacant				
6/6/2019	Social Services	Keyboard Specialist #7 (2306)	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)	RT	\$ 49,286.00	\$ 38,225.00	8/19/2019	Morgan	\$ 44,656.00	\$ 6,431.00	\$ (4,630.00)
7/1/2019	County Clerk	Motor Vehicle Registration Clerk #1 (1120)	RS	\$ 37,436.00	\$ 34,988.00	vacant				
7/1/2019	District Attorney	Crime Victim Specialist Part- Time (2526)	O	\$ 29,073.00	\$ 28,668.00	7/8/2019	Choppa	\$ 28,668.00	\$ -	\$ (405.00)
7/1/2019	Public Health	PHN #22 (2549)	N	N/A	\$ 50,816.00	vacant				
7/1/2019	Public Health	PHN #35 (2250)	RS	\$ 57,622.00	\$ 50,816.00	vacant				
7/1/2019	Public Defender	6th Assistant Public Defender (2380)	RS	\$ 55,149.00	\$ 55,149.00	7/22/2019	Duhany	\$ 55,149.00	\$ -	\$ -
7/1/2019	Public Defender	7th Assistant Public Defender (2419)	PR	\$ 60,327.00	\$ 60,327.00	7/29/2019	Fredette	\$ 60,327.00	\$ -	\$ -
7/1/2019	Sheriff	Patrol Officer #14 (1388)	PR	\$ 66,361.00	\$ 42,373.00	7/19/2019	Herrmann	\$ 55,517.00	\$ 13,144.00	\$ (10,844.00)
7/1/2019	Social Services	Senior Social Welfare Examiner (1628)	PR	\$ 48,786.00	\$ 38,225.00	7/1/2019	McKinney	\$ 44,656.00	\$ 6,431.00	\$ (4,130.00)
7/1/2019	Social Services	Senior Support Investigator #1 (1742)	PR	\$ 47,786.00	\$ 38,225.00	vacant				
7/1/2019	Social Services	Social Welfare Examiner #14 (1631)	PR	\$ 40,922.00	\$ 34,988.00	7/10/2019	Rowland	\$ 40,922.00	\$ 5,934.00	\$ -
7/1/2019	Treasurer	Accounting Technician #2	O	\$ 47,523.00	\$ 47,523.00	7/1/2019	Rothermel	\$ 47,523.00	\$ -	\$ -
8/1/2019	District Attorney	Legal Clerk #1	N	N/A	\$ 31,100.00	8/19/2019	Fox	\$ 31,100.00	\$ -	
8/1/2019	District Attorney	Legal Clerk #2	N	N/A	\$ 39,038.00	8/19/2019	Derbyshire	\$ 39,038.00	\$ -	
8/1/2019	District Attorney	Legal Clerk #3	N	N/A	\$ 32,177.00	8/19/2019	Troelstra	\$ 32,177.00	\$ -	
8/1/2019	District Attorney	Legal Clerk #4	N	N/A	\$ 31,635.00	8/19/2019	Graham	\$ 31,635.00	\$ -	
8/1/2019	Buildings & Grounds	Cleaner #6	RT	\$ 35,037.00	\$ 27,438.00	vacant				
8/1/2019	Public Health	Part Time Public Health Liaison (1619)	RS	\$ 20,160.00	\$ 20,160.00	vacant				
8/1/2019	Sheriff	Communications Officer #20 (2544)	N	\$ 40,563.88	\$ 40,563.88	7/9/2019	Crispell	\$ 40,563.88	\$ -	\$ -
8/1/2019	Social Services	Caseworker #6 (1652)	PR	\$ 46,286.00	\$ 43,390.00	vacant				
8/1/2019	Social Services	Senior Caseworker #3 (1681)	O	\$ 54,186.00	\$ 46,492.00	8/19/2019	Flewelling	\$ 49,554.00	\$ 3,062.00	\$ (4,632.00)
8/1/2019	Social Services	Senior Caseworker #4 (1657)	PR	\$ 56,671.00	\$ 46,492.00	8/5/2019	Montanye	\$ 54,186.00	\$ 7,694.00	\$ (2,485.00)
8/1/2019	Social Services	Social Services Attorney	RS	\$ 77,688.00	\$ 77,688.00	vacant				
8/1/2019	Social Services	Social Welfare Examiner #20 (1720)	O	\$ 40,921.00	\$ 34,988.00	vacant				
								TOTALS:	\$ 169,150.97	\$ (151,613.12)

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

**RESOLUTION REQUEST FORM NO. 20****MISCELLANEOUS**

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: COUNTRYSIDE ADULT HOME

DATE: 08/26/19

- (a) Purpose of Request: Request to Amend Resolution No. 451 of 2018 temporarily.
- (b) Details: Increase the hours to cover sick leave of an employee out for 6 weeks due to leave of absence. Both positions are grade 2 and the line of work is in both job descriptions. *(Food Service Helper PT #4)*
- (c) Previous Resolution Number: No. 451 of 2018
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:
- (e) A.6030 130 Salaries

Sample: A.8021 470 Planning & Community Development – Contract

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION No. 451 OF 2018

RESOLUTION INTRODUCED BY SUPERVISORS GERAGHTY, FRASIER, MCDEVITT, LEGGETT, BRAYMER, SIMPSON, HYDE, DIAMOND, LOEB, MERLINO AND SOKOL

### AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2018

RESOLVED, that the Table of Organization and the Warren County Salary and Compensation Plan for 2018 are hereby amended as follows:

<u>COUNTRYSIDE ADULT HOME</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
Creating Position: <u>A.6030.130</u> TITLE: * Food Service Helper PT #4	11/26/2018	\$26,743* Grade 2 *pro-rated - not to exceed 24 hrs per week
Deleting Position: <u>A.6030.130</u> TITLE: Institutional Aide PT #7	11/26/2018	\$29,340 Grade 3
<u>DPW</u> Creating Position: <u>D.5110.110</u> TITLE: Motor Equipment Operator Light #33	12/01/2018	\$32,749 Grade 7
Deleting Position: <u>D.5110.110</u> TITLE: Working Supervisor #5	12/01/2018	\$38,199 Grade 6

*increase to 40 hrs/week.*

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

DEPARTMENT NAME: Warren/Hamilton Counties Office for the Aging

DATE: 8/20/2019

- (a) Title of Requested Position: Aging Services Assistant - TEMP
- (b) Annual Base Salary (and Grade if Applicable): \$29,333.00, Grade 4
- (c) Effective Date for New Position:\* 10/1/2019 (end date of ~~June 1st, 2020~~ <sup>March 31,</sup>)  
 \*Please do not backdate unless the purpose is to correct an error.  
*Position to be used ~~from~~ Oct. 1st - March 31st annually*
- (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:  
**DSRIP Funding - 100% Reimbursable**
- (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

October - March of each yr.

Department: OFA Payroll Dept. No: \_\_\_\_\_

Title of Position: Aging Services Assistant - Temp Base Salary of Position: \_\_\_\_\_ Grade: 4

Filling at Step # (If Known): 0

Budget code and title: A6772.130 OFA - Warren County, Salaries - Part Time Union [ ] Non-Union [x]

This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [x] Other

Employee No./Last Name: \_\_\_\_\_ Date of Vacancy: \_\_\_\_\_

Is this position mandated? [ ] Yes [x] No Is the position reimbursable? [x] Yes [ ] No

Source of reimbursement: [ ] Federal \_\_\_\_\_% [ ] State \_\_\_\_\_% [x] Other 100% DSRIP Funding

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. 8/22/19

Human Resources Director has approved this form when initialed. 8-26-19

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 8/21/19

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 8/22/19

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. Francis Date 8/26/19

**RESOLUTION REQUEST FORM NO. 13*****Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: DPW****DATE: 08/20/19**

- (a) Employee Name, Title and Employee No.: Naturalist #2
- (b) Current Annual **Base** Salary (and Grade if Applicable): \$40,000
- (c) Former Annual **Base** Salary (and Grade if Applicable): \$42,384
- (d) Effective Date for Salary Change:\* 7/29/19 (correction needed, was never reduced by resolution)  
\*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: Reviewed similar job titles, entry level range was between \$39,000 to \$43,000

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

DEPARTMENT NAME: Tourism Department

DATE: August 28, 2019

- (a) Title of Requested Position: **Communications Assistant - Tourism**
- (b) Annual Base Salary (and Grade if Applicable): **\$36,214 / Grade 9**
- (c) Effective Date for New Position:\* **September <sup>23</sup>~~20~~, 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):  
**Senior Tourism Specialist, Grade 6, \$31,824**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**Salaries Regular Tourism A.6417.0001.110**
- (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**

**COMMUNICATIONS ASSISTANT - TOURISM**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class assists senior department personnel in planning, photographing, writing, and disseminating materials designed to highlight tourism assets within Warren County. Duties include the creation of print ads, e-blasts, website updating, marketing collateral, photo/video shoots, content creation and social media management. Additionally, the incumbent is expected to attend local events, attractions and venues, as well as visit local businesses and develop a good rapport with local business people and media. The position requires imagination and a flair for writing and visual presentation of informational material. The work is performed under the general supervision of a higher level supervisor, with leeway allowed in carrying out the details of the work. The incumbent performs related work as required.

**EXAMPLES OF WORK:** (Illustrative only)

- Creates content for blog stories, print collateral, e-blasts, social media, and advertisements;
- Uses computer, digital camera and relevant software to produce blog stories, print collateral, e-blasts, social media stories, and advertisements;
- Gathers information from a variety of sources to use as material for publication;
- Attends, photographs, represents Tourism Department at local events, attractions, recreational venues and businesses;
- Maintains working relationship with local businesses and media;
- May assist in illustrating maps, charts, graphs and other departmental reports and presentations;
- May crop, size and retouch photographs for departmental use;
- Catalogs and maintains Tourism Department photo library;
- Proofreads written material for publication;
- May assist the Creative Director with developing artistic graphics and narrative information for publications;
- Performs assigned day-to-day office administrative tasks which may include answering telephones, preparing mail, maintaining database, greeting the public and other clerical duties;
- May travel to consumer shows or marketplaces, including weekend and multi-day trips;
- Performs a variety of related work as required

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles, terminology and techniques of preparing, producing and disseminating information to the various media; good knowledge of computer applications including existing and emerging technologies and digital camera capabilities; working knowledge of the geographic attractions and activities of Warren County; strong written and verbal communication skills; strong interpersonal skills; ability to formulate and present a wide variety of written and multi-media materials; ability to translate ideas into finished content piece; ability to follow oral and written directions; ability to multi-task, prioritize and manage time efficiently; ability to get along well with others; ability to plan and organize; ability to work flexible hours; initiative; resourcefulness; tact; courtesy; good judgment; physical condition commensurate with job duties.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or higher in communications, english, journalism, public relations, travel/tourism, graphic design or related field and one year of full-time (or equivalent part-time or volunteer) experience in a position involving tourism development, public relations, marketing or community development and which shall have included writing or editing of written and/or visual promotional materials; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associates' degree in communications, english, journalism, public relations, travel/tourism, graphic design or related field and three years of full-time (or equivalent part-time or volunteer) experience in a position involving tourism development, public relations, marketing or community development and which shall have included writing or editing of written and/or visual promotional materials.

NOTE: Only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

Warren County Civil Service  
Adopted: 6/7/16, \_\_\_\_\_  
JC: Competitive

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: Tourism Department Payroll Dept. No: 5303
Title of Position: Communications Assistant Base Salary of Position: \$36,214 Grade: 9
Filling at Step # (If Known):
Budget code and title: Salaries Regular Tourism A.6417.0001.110 Union [X] Non-Union [ ]
This position is vacated due to: [X] Retirement [ ] Resignation [ ] Termination [ ] Promotion [ ] Other [ ]
Employee No./Last Name: 10681/Himmelblau Date of Vacancy: August 29, 2019
Is this position mandated? [ ] Yes [X] No Is the position reimbursable? [ ] Yes [X] No
Source of reimbursement: [ ] Federal [ ] State [ ] Other [ ]

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: [Signature] 8/26/19
Human Resources Director has approved this form when initialed. [Signature] 8/27/19

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 8/27/19

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 8/28/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Tounson
[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 8/28/19

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 Works Payroll Dept. No: 19.10
Title of Position: Cleaner #12 Base Salary of Position: 27,438 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1620 Cleaner #12 Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [checked] Resignation [ ] Termination [ ] Promotion [ ] Other
Employee No./Last Name: 13277/PATTY JARVIS Date of Vacancy: 08/14/2019
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

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [ ] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 8-14-19

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 8/14/19

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 8/16/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities

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

Ranking Committee Member Signature [Signature] Date 8/20/19

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: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00  
 Title of Position: Senior Aid # 2 Base Salary of Position: 33,600 Grade: 7  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: Salaries FT A6030 100 Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other \_\_\_\_\_  
 Employee No./Last Name: 8428 / McByrne Date of Vacancy: 3/24/19  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal \_\_\_\_\_%  State 50%  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 for 8/13/19  
 Human Resources Director has approved this form when initialed. AF 8-13-19

**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 8/13/19

**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 8/16/19

**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 8/20/19

## 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: County Clerk Payroll Dept. No: 15  
 Title of Position: Sr. Legal Recording Clerk Base Salary of Position: \$38,818 Grade: 12  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: A.1410 110 Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No./Last Name: 8891/Ryther Date of Vacancy: 7/15/2019  
 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.

Human Resources Director has approved this form when initialed. 10 8/15/19

**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 8/19/19

**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 8/19/19

**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 William Lusk Date 8/19/19

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: County Clerk Payroll Dept. No: 15
Title of Position: Legal Recording/Recording Clerk #TBD Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known):
Budget code and title: A.1410 110 Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [X] Promotion [ ] Other
Employee No./Last Name: TBD Date of Vacancy: TBD
Is this position mandated? [X] Yes [ ] No Is the position reimbursable? [ ] Yes [X] No
Source of reimbursement: [ ] Federal [ ] State [ ] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] 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.

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 8/19/19

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 8/19/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Support 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 [Signature] Date 8/19/19

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: 36.00
Title of Position: Registered Professional Nurse #11 Base Salary of Position: \$47,523 Grade: 19
Budget code and title: A.4010.110; Health Services Full Time Salaries Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [checked] Resignation [ ] Termination [ ] Promotion [ ] Other [ ]
Employee No./Last Name: #13294/ Maxwell Date of Vacancy: 8/23/2019
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 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.
Human Resources Director has approved this form when initialed. 8-15-19

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 8/15/19

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 8/16/19

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 [Signature] Date 8/20/19

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: DPW-Up Yonda Payroll Dept. No: 19.41
Title of Position: Naturalist #3 Base Salary of Position: \$40,000 42384 Grade:
Filling at Step # (If Known):
Budget code and title: A.7111 Up Yonda Farm Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: #10237 Peter Olesheski Date of Vacancy: 08/25/2019
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other 100% Up Yonda Trust

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 8/16/19

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 8/16/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Date 8/20/19

**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 Payroll Dept. No: 19.63  
 Title of Position: MEO-Light #28 Base Salary of Position: \$33,600 Grade: 7  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: D.5110 Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No./Last Name: #13017 Russell Date of Vacancy: 11/19/2018  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal \_\_\_\_\_ %  State \_\_\_\_\_ %  Other \_\_\_\_\_ %

**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL**

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
**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.** 2019/8/14/19  
**Human Resources Director has approved this form when initialed.** AS 8-14-19

**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 8/14/19

**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 8/16/19

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee Public Works

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

Ranking Committee Member Signature [Signature] Date 8/20/19

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 Payroll Dept. No: 19.63
Title of Position: MEO-Medium #7 Base Salary of Position: \$36,214 Grade: 9
Filling at Step # (If Known):
Budget code and title: D.5110 Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [X] Promotion [ ] Other
Employee No./Last Name: Bederian/11972 Date of Vacancy: 09/23/2019
Is this position mandated? [ ] Yes [X] No Is the position reimbursable? [ ] Yes [X] No
Source of reimbursement: [ ] Federal [ ] State [ ] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [ ] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 8-14-19

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 8/14/19

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 8/16/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

- [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 8/20/19

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 Payroll Dept. No: 19.62
Title of Position: Senior Engineering Technician Base Salary of Position: \$38,818 Grade: 12
Filling at Step # (If Known):
Budget code and title: D.5020 Senior Engineering Technician Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [checked] Resignation [ ] Termination [ ] Promotion [ ] Other
Employee No./Last Name: 13238 / Meixner Date of Vacancy: 8/9/2019
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 [ ] 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] 8-14-19

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 8/14/19

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 8/16/19

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 [Signature] Date 8/20/19

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: Self-Insurance Payroll Dept. No: 91.00  
 Title of Position: Self-Insurance Specialist Base Salary of Position: 38,818 Grade: 12  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: S1710 110 Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other \_\_\_\_\_  
 Employee No./Last Name: 9064/Bolton Date of Vacancy: 7/26/19  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other 100% Self-Insurance Fund

**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. PO 8/2/19  
 Human Resources Director has approved this form when initialed. 8-2-19

**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 8/2/19

**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 8/16/19

**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 William Loch Date 8/19/19

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: Communication Officer # 15 Base Salary of Position: \$40563.88 Grade:
Filling at Step # (If Known): 1
Budget code and title: A.3020 110 Communcations Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 11915 Farmer Date of Vacancy: 7/24/2019
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.
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 8/5/19

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 Date 8/16/19

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 8/19/19
Vice Chair

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 Sergeant #10 Base Salary of Position: \$73561.00 (5yr) Grade:
Filling at Step # (If Known):
Budget code and title: A.3110 110 Law Enforcement Salary Union [X] Non-Union [ ]
This position is vacated due to: [X] Retirement [ ] Resignation [ ] Termination [ ] Promotion [ ] Other
Employee No./Last Name: 7580 - Fidd Date of Vacancy: 08/31/2019
Is this position mandated? [ ] Yes [X] No Is the position reimbursable? [ ] Yes [X] No
Source of reimbursement: [ ] Federal [ ] 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. 8-21-19

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 8/21/19

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 8/22/19

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.
[X] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 8-26-19

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: Communication Officer #5 Base Salary of Position: 40563.88 Grade:
Filling at Step # (If Known): 1
Budget code and title: A.3020 110 Communications Salary Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [checked] Resignation [ ] Termination [ ] Promotion [ ] Other [ ]
Employee No./Last Name: 11063-Morse Date of Vacancy: 08/28/2019
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. [Signature] 8-21-19

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 8/21/19

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 8/22/19

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.
[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 8-26-19

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 #TBD Base Salary of Position: \$42373.00 Grade:
Filling at Step # (If Known):
Budget code and title: A.3110 110 Law Enforcement Salary Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: TBD Date of Vacancy: 08/31/2019
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.
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 8/21/19

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 8/22/19

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 8-26-19

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: 40.06  
 Title of Position: Social Welfare Examiner #40 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: 11975/Burlingame Date of Vacancy: 08/19/19  
 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. PO 8/12/19  
 Human Resources Director has approved this form when initiated. 8/12/19

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 [Signature] Date 8/12/19

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 8/16/19

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 Frazer Date 8/26/19

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: 40.03
Title of Position: Social Welfare Examiner #38 Base Salary of Position: \$34,988 Grade: 8
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [X] Other
Employee No./Last Name: 12226/Morgan Date of Vacancy: 08/19/19
Is this position mandated? [X] Yes [ ] No Is the position reimbursable? [X] Yes [ ] No
Source of reimbursement: [X] Federal 50% [X] State 25% [ ] 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 initiated. 8/22/19

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 8/20/19

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 8/22/19

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 [Signature] Date 8/20/19