

PERSONNEL AND HIGHER EDUCATION COMMITTEE

AGENDA

OCTOBER 4, 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) An executive session is required to discuss the CSEA negotiations with Larry Paltrowitz, *Legal Counsel*.
 - B) Review of report on tracking of vacancies filled.
 - C) Request for a transfer of funds in the amount of \$1,500 from the Contingent Account to replenish the funding budgeted for purchases to accommodate requests under the ADA Policy.
 - D) Human Resources Budget presentation by the Director of Human Resources.
 - Civil Service-***
 - E) Civil Service Budget presentation by the Personnel Officer.

 - 3) **Referrals from the Criminal Justice & Public Safety Committee, Assigned Counsel:**
 - A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Account Clerk (Part-Time), *Grade 4, Base Annual Salary \$29,333*, effective October 21, 2019.
 - B) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Part-Time Grant Administrator, *\$20 per hour, not to exceed \$5,200 per year*, effective October 21, 2019.

 - 4) **Referral from the Health, Human & Social Services Committee, Countryside Adult Home:**

Request to amend Resolution No. 166 of 2019 to extend the termination date of the Sr. Aide - Part-Time Temporary position to December 31, 2019, unless the position is filled sooner, for training purposes.

- V. **Pending Items:**
 - Personnel*** - None.
 - Higher Education*** - None.

- VI. **Vacancies Approved for Filling by Oversight Committee:**
 - Employment & Training-*** Employment & Training Director II, *Annual Salary TBD*, due to resignation.
 - Public Works-***
 - Auto Mechanic #9, *Grade 11, Base Annual Salary \$38,225*, due to resignation.
 - MEO(L) #13, *Grade 7, Base Annual Salary \$33,600*, due to promotion.
 - MEO(L) #6, *Grade 7, Base Annual Salary \$33,600*, due to resignation.
 - Sheriff -*** Senior Account Clerk #7, *Annual Salary \$39,216.24*.
 - Social Services -*** Caseworker #34, *Grade 16, Base Annual Salary \$43,390*, due to resignation.

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	\$ 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	\$ -
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)	Lapinskas	RS	\$ 26,392.00	\$ 25,666.00	1/28/2019	Peters-Dashnaw	\$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)	Toll	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	\$ (728.00)	\$ (7,646.00)
1/31/2019	Social Services	Caseworker #32 (1661)	Bery	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)	Sprow	RT	\$ 58,338.00	\$ 50,000.00	5/27/2019	Badley	\$50,000.00	\$ -	\$ (8,338.00)
3/1/2019	Social Services	Social Services Investigator #2 (1758)	Wildley	RS	\$ 44,656.00	\$ 38,223.00	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	\$ -	\$ -

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

4/5/2019	Countryside	Institutional Aide #12 (1870)	Moore	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)
4/5/2019	Planning	Junior Planner (2483)	N/A	N	N/A	\$ 38,818.00	4/1/2019	Beck		\$ 38,818.00	\$ -	
4/5/2019	Public Works	Senior Account Clerk (1207)	Binder	RS	\$ 39,324.00	\$ 33,600.00	6/24/2019	Kocsis		\$ 33,600.00	\$ -	\$ (5,724.00)
4/5/2019	Public Works	HEO #14 (2186)	Ross	PR	\$ 45,434.00	\$ 37,633.00	6/24/21	Tyrell		\$ 39,541.00	\$ 1,908.00	\$ (5,893.00)
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	DuFrey		\$ 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 (2377)	LoVerde	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)	Gregor	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/A	N	N/A	\$ 21,684.00	7/24/2019	Taylor		\$ 21,684.00	\$ -	
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	7/8/2019	Neel		\$ 60,152.00	\$ 10,595.00	
6/6/2019	Countryside	Institutional Aide #2- Part Time (1894)	Smith	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	Lavine	RS	\$ 66,690.00	\$ 65,258.00	8/12/2019	Terwilliger		\$ 65,258.00	\$ -	\$ (1,432.00)
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	8/5/2019	Medick		\$ 27,438.00	\$ -	\$ (7,599.00)
6/6/2019	DPW- Up Yonda	Naturalist #2	Badey	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/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)	Meade	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)	Rivers	RS	\$ 37,436.00	\$ 34,988.00	vacant					
7/1/2019	District Attorney	Crime Victim Specialist Part- Time (2526)	Wilson	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/A	N	N/A	\$ 50,816.00	vacant					
7/1/2019	Public Health	PHN #35 (2250)	Hauser	RS	\$ 57,622.00	\$ 50,816.00	vacant					
7/1/2019	Public Defender	6th Assistant Public Defender (2380)	Bates	RS	\$ 55,149.00	\$ 55,149.00	7/22/2019	Duhaney		\$ 55,149.00	\$ -	\$ -
7/1/2019	Public Defender	7th Assistant Public Defender (2419)	Leahy	PR	\$ 60,327.00	\$ 60,327.00	7/29/2019	Fredette		\$ 60,327.00	\$ -	\$ -
7/1/2019	Sheriff	Patrol Officer #14 (1388)	Habschi	RS	\$ 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)	Hill	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)	Hargraves	PR	\$ 47,786.00	\$ 38,225.00	vacant					
7/1/2019	Social Services	Social Welfare Examiner #14 (1631)	Murray	PR	\$ 40,922.00	\$ 34,988.00	7/10/2019	Rowland		\$ 40,922.00	\$ 5,934.00	\$ -
7/1/2019	Treasurer	Accounting Technician #2	White	O	\$ 47,523.00	\$ 47,523.00	7/1/2019	Rothermel		\$ 47,523.00	\$ -	\$ -
8/1/2019	District Attorney	Legal Clerk #1	N/A	N	N/A	\$ 31,100.00	8/19/2019	Fox		\$ 31,100.00	\$ -	
8/1/2019	District Attorney	Legal Clerk #2	N/A	N	N/A	\$ 39,038.00	8/19/2019	Derbyshire		\$ 39,038.00	\$ -	
8/1/2019	District Attorney	Legal Clerk #3	N/A	N	N/A	\$ 32,177.00	8/19/2019	Troelstra		\$ 32,177.00	\$ -	
8/1/2019	District Attorney	Legal Clerk #4	N/A	N	N/A	\$ 31,635.00	8/19/2019	Graham		\$ 31,635.00	\$ -	

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

8/1/2019	Buildings & Grounds	Cleaner #6	Trentacoste	RT	\$ 35,037.00	\$ 27,438.00	9/9/2019	Lawrence	\$ 27,438.00	\$ -	\$ (7,599.00)
8/1/2019	Public Health	Part Time Public Health Liaison, (1619)	Potter	RS	\$ 20,160.00	\$ 20,160.00	vacant				
8/1/2019	Sheriff	Communications Officer #20 (2544)	N/A	N	\$ 40,563.88	\$ 40,563.88	7/9/2019	Crispell	\$ 40,563.88	\$ -	\$ -
8/1/2019	Social Services	Caseworker #6 (1652)	Flewelling	PR	\$ 46,286.00	\$ 43,390.00	9/9/2019	Seigfried	\$ 44,727.00	\$ 1,337.00	\$ (1,559.00)
8/1/2019	Social Services	Senior Caseworker #3 (1681)	Montanye	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)	Neel	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 (1684)	Perry	RS	\$ 77,688.00	\$ 77,688.00	vacant				
8/29/2019	Social Services	Social Welfare Examiner #20 (1720)	Rowland	O	\$ 40,921.00	\$ 34,988.00	vacant				
8/29/2019	Office for the Aging	Aging Services Assistant- temp. (2583)	N/A	N	N/A	\$ 29,333.00	vacant				
8/29/2019	Tourism	Communications Assistant	N/A	N	N/A	\$ 36,214.00	vacant				
8/29/2019	Buildings & Grounds	Cleaner #12 (2470)	Jarvis	R	\$ 27,438.00	\$ 27,438.00	vacant				
8/29/2019	Countryside	Senior Aide #2 (2395)	McByrne	PR	\$ 43,536.00	\$ 33,600.00	vacant				
8/29/2019	County Clerk	Sr. Legal Recording Clerk (1111)	Ryther	O	\$ 49,459.00	\$ 38,818.00	8/19/2019	Latham	\$ 45,341.00	\$ 6,523.00	\$ (4,118.00)
8/29/2019	County Clerk	Legal Recording Clerk (1123)	Latham	PR	\$ 39,324.00	\$ 33,600.00					
8/29/2019	Public Health	RPN #11 (2548)	Maxwell	RS	\$ 48,935.00	\$ 47,523.00					
8/29/2019	Parks, Recreation & Railroad	Naturalist #3 (1200)	Olesheski	RS	\$ 42,384.00	\$ 42,384.00	9/23/2019	Landry	\$ 42,384.00	\$ -	\$ -
8/29/2019	Public Works	MEO Light #28 (2320)	Russell	O	\$ 33,313.00	\$ 33,600.00	9/23/2019	Secor	\$ 33,600.00	\$ -	\$ 287.00
8/29/2019	Public Works	MEO- Medium #7 (1256)	Bederman	PR	\$ 42,335.00	\$ 36,214.00	vacant				
8/29/2019	Public Works	Sr. Engineering Technician (2321)	Meixner	RS	\$ 38,818.00	\$ 38,818.00	vacant				
8/29/2019	Self- Insurance	Self- Insurance Specialist (2458)	Bolton	RS	\$ 39,397.00	\$ 38,818.00	9/30/2019	Smith	\$ 45,341.00	\$ 6,523.00	\$ 5,944.00
8/29/2019	Sheriff	Communications Officer # 15 (1435)	Farmer	RS	\$ 51,345.00	\$ 40,563.88	8/19/2019	Rivers	\$ 40,563.88	\$ -	\$ (10,781.12)
8/29/2019	Sheriff	Communications Officer #5	Morse	RS	\$ 51,345.00	\$ 40,563.88	9/17/2019	Stortini	\$ 40,563.88	\$ -	\$ (10,781.12)
8/29/2019	Sheriff	Patrol Sergeant #10 (1360)	Fidd	RT	\$ 78,519.00	\$ 73,561.00	8/31/2019	Combs	\$ 78,519.00	\$ 4,958.00	\$ -
8/29/2019	Sheriff	Patrol Officer #2 (1382)	Combs	PR	\$ 71,319.00	\$ 42,373.00	9/1/2019	Murphy	\$ 55,517.00	\$ 13,144.00	\$ (15,802.00)
8/29/2019	Social Services	Social Welfare Examiner #40 (2101)	Burlingame	PR	\$ 40,922.00	\$ 34,988.00	9/23/2019	Long	\$ 34,988.00	\$ -	\$ (5,934.00)
8/29/2019	Social Services	Social Welfare Examiner #38 (2082)	Morgan	O	\$ 40,922.00	\$ 34,988.00	vacant				
TOTALS:									\$201,635.97		\$ (201,956.36)

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Human Resources

SIGNED: *[Signature]*

DATE: 9/24/19

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.1435.439	Misc Fees & Expenses	\$1,500.00

Please state reason for transfer request: No remaining budgeted funds to purchase accomodation requests under ADA

Please file original request with Clerk of the Board and retain copy for your records.

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2020 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Human Resources

BUDGET ACCOUNT CODE: A.1435

OBJECT CODES	2018 EXPENDITURES	2019 ADOPTED	2019 AMENDED	2020 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$124,636.04	\$149,630.00	\$149,630.00	\$149,630.00
200's EQUIPMENT	\$8,440.67	\$0.00	\$15,830.00	\$0.00
400's CONTRACTUAL	\$39,537.03	\$52,135.00	\$49,805.00	\$55,702.00
800's EMPLOYEE BENEFITS	\$52,405.55	\$61,803.00	\$61,803.00	\$63,358.00
TOTALS	\$225,019.29	\$263,568.00	\$277,068.00	\$268,690.00

2018 REVENUES	2019 ADOPTED REVENUES	2019 AMENDED REVENUES	2020 DEPARTMENT REQUESTS
\$64.25	\$0.00	\$0.00	\$0.00

SIGNED: *[Signature]*
DEPARTMENT HEAD

TITLE: County HR Director

DATE: 9/4/19

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
REVENUE						
	Department 1435 - Human Resources					
	<i>Miscellaneous & Local Source</i>					
2770	Other Unclassified Revenue	64.25	.00	.00	71.81	.00
	<i>Miscellaneous & Local Source Totals</i>	\$64.25	\$0.00	\$0.00	\$71.81	\$0.00
	Department 1435 - Human Resources Totals	\$64.25	\$0.00	\$0.00	\$71.81	\$0.00
	REVENUE TOTALS	\$64.25	\$0.00	\$0.00	\$71.81	\$0.00

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
EXPENSE						
	Department 1435 - Human Resources					
	Employee Benefits					
831	Medicare Contribution	1,649.78	2,169.00	2,169.00	1,164.28	2,169.00
860	Hospitalization	31,007.54	34,131.00	34,131.00	22,316.24	34,984.00
865	Dental Insurance	287.45	288.00	288.00	188.36	288.00
	<i>Employee Benefits Totals</i>	\$50,730.99	\$59,631.00	\$59,631.00	\$37,018.93	\$61,233.00
	<i>Other Benefits</i>					
840	Workmen's Compensation	674.62	672.00	672.00	671.96	625.00
862	Health Insurance Cost Reimbursement	999.94	1,500.00	1,500.00	1,048.72	1,500.00
	<i>Other Benefits Totals</i>	\$1,674.56	\$2,172.00	\$2,172.00	\$1,720.68	\$2,125.00
	Department 1435 - Human Resources Totals	\$225,019.29	\$263,568.00	\$277,068.00	\$166,652.42	\$268,690.00
	EXPENSE TOTALS	\$225,019.29	\$263,568.00	\$277,068.00	\$166,652.42	\$268,690.00
Fund A - General Totals						
	REVENUE TOTALS	\$64.25	\$0.00	\$0.00	\$71.81	\$0.00
	EXPENSE TOTALS	\$225,019.29	\$263,568.00	\$277,068.00	\$166,652.42	\$268,690.00
Fund A - General Totals		(\$224,955.04)	(\$263,568.00)	(\$277,068.00)	(\$166,580.61)	(\$268,690.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$64.25	\$0.00	\$0.00	\$71.81	\$0.00
	EXPENSE GRAND TOTALS	\$225,019.29	\$263,568.00	\$277,068.00	\$166,652.42	\$268,690.00
	Net Grand Totals	(\$224,955.04)	(\$263,568.00)	(\$277,068.00)	(\$166,580.61)	(\$268,690.00)

2020 Salary Schedule (Position Budgeting)
Human Resources

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan 1 Grade & Rate	Ann. Grade & Rate				
12524	Figuroa, Jacqueline N/A / \$45.33	County Human Resources Director N/A / \$45.33	\$82,500.00	Full Time	Appointed F/T	5/12/2014
12840	Howe, Jennifer N/A / \$22.80	Human Resources Specialist N/A / \$22.80	\$47,430.00	Full Time	Out of Unit FT	10/5/2015
13279	Williams, Teresa N/A / \$15.38	Human Resources Clerk N/A / \$15.38	\$19,200.00	Part Time	Out of Unit PT	1/7/2019
		HR Overtime	\$500.00			
		N/A / \$0.00				
			\$149,630.00			
				4		

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2020 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Civil Service

BUDGET ACCOUNT CODE: A. 1430

OBJECT CODES	2018 EXPENDITURES	2019 ADOPTED	2019 AMENDED	2020 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$161,909.39	\$180,134.00	\$180,134.00	\$180,134.00
200's EQUIPMENT	\$739.26			\$0.00
400's CONTRACTUAL	\$11,699.10	\$20,500.00	\$20,500.00	\$20,500.00
800's EMPLOYEE BENEFITS	\$88,463.20	\$102,377.00	\$102,377.00	\$79,167.00
TOTALS	\$262,810.95	\$303,011.00	\$303,011.00	\$279,801.00

2018 REVENUES	2019 ADOPTED REVENUES	2019 AMENDED REVENUES	2020 DEPARTMENT REQUESTS
\$4,815.00	\$6,000.00	\$6,000.00	\$9,000.00

SIGNED: Patricia Pennington
 DEPARTMENT HEAD
 Personnel Officer
 DATE: 9/9/19

Budget Worksheet Report

Budget Year 2020

Account Fund	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
REVENUE						
Department 1430 - Civil Service						
Intergovernmental Charges						
2220	Civil Service Fees	4,815.00	6,000.00	6,000.00	7,122.50	9,000.00
	<i>Intergovernmental Charges Totals</i>	\$4,815.00	\$6,000.00	\$6,000.00	\$7,122.50	\$9,000.00
Department 1430 - Civil Service						
REVENUE TOTALS		\$4,815.00	\$6,000.00	\$6,000.00	\$7,122.50	\$9,000.00
		\$4,815.00	\$6,000.00	\$6,000.00	\$7,122.50	\$9,000.00
EXPENSE						
Department 1430 - Civil Service						
Personal Services						
110	Salaries - Regular	153,547.92	161,499.00	161,499.00	96,872.54	163,680.00
120	Salaries - Overtime	1,341.56	3,500.00	3,500.00	81.08	3,500.00
130	Salaries - Part Time	7,019.91	15,135.00	15,135.00	6,194.40	12,954.00
	<i>Personal Services Totals</i>	\$161,909.39	\$180,134.00	\$180,134.00	\$103,148.02	\$180,134.00
Equipment						
220	Office Equipment	739.26	.00	.00	.00	.00
	<i>Equipment Totals</i>	\$739.26	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Expense						
410	Supplies	1,475.37	1,600.00	1,600.00	1,105.64	1,600.00
423	Telephone	744.82	600.00	600.00	435.27	700.00
424	Postage	993.64	1,700.00	1,700.00	952.96	1,600.00
426	Subscriptions	276.00	300.00	300.00	300.00	300.00
427	Memberships & Dues	100.00	100.00	100.00	.00	100.00
428	Data Processing & Internet Fees	558.09	700.00	700.00	544.07	700.00
435	Medical Fees	1,210.00	3,000.00	3,000.00	1,925.00	3,000.00
436	Advertising Fees	1,361.18	2,000.00	2,000.00	237.60	2,000.00
439	Misc Fees & Expenses	4,805.00	9,000.00	9,000.00	.00	9,000.00
444	Travel/Education/Conference	175.00	1,500.00	1,500.00	147.00	1,500.00

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
EXPENSE						
Department 1430 - Civil Service						
Contractual Expense						
		\$11,699.10	\$20,500.00	\$20,500.00	\$5,647.54	\$20,500.00
Contractual Expense Totals						
Comments						
Account	Level	Comment				
424	Departmental Request	Postage reflects expenses for testing administration and list management processes and notices.				
428	Departmental Request	Fees for remote internet access and yearly internet fees.				
435	Departmental Request	Medical Exam charges for Police and Patrol Officer candidates				
439	Departmental Request	Annual Exam Fees (encumbered and paid in February of subsequent year) plus other program update expenses				
444	Departmental Request	2020 conference and staff training				
Employee Benefits						
810	Retirement	19,394.73	24,915.00	24,915.00	13,042.46	22,077.00
830	Social Security	9,461.90	11,168.00	11,168.00	6,113.91	11,168.00
831	Medicare Contribution	2,212.86	2,613.00	2,613.00	1,429.86	2,613.00
860	Hospitalization	35,098.63	42,865.00	42,865.00	14,254.91	22,307.00
865	Dental Insurance	622.60	696.00	696.00	282.60	408.00
		\$66,790.72	\$82,257.00	\$82,257.00	\$35,123.74	\$58,573.00
Employee Benefits Totals						
Other Benefits						
840	Workmen's Compensation	1,099.21	894.00	894.00	893.32	874.00
861	Retirees Hospitalization	20,573.27	19,226.00	19,226.00	12,826.08	19,720.00
		\$21,672.48	\$20,120.00	\$20,120.00	\$13,719.40	\$20,594.00
Other Benefits Totals						
Department 1430 - Civil Service Totals		\$262,810.95	\$303,011.00	\$303,011.00	\$157,638.70	\$279,801.00
EXPENSE TOTALS		\$262,810.95	\$303,011.00	\$303,011.00	\$157,638.70	\$279,801.00
Fund A - General Totals						
REVENUE TOTALS		\$4,815.00	\$6,000.00	\$6,000.00	\$7,122.50	\$9,000.00

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
	EXPENSE TOTALS					
Fund A - General Totals		(\$257,995.95)	(\$297,011.00)	(\$297,011.00)	(\$150,516.20)	(\$270,801.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$4,815.00	\$6,000.00	\$6,000.00	\$7,122.50	\$9,000.00
	EXPENSE GRAND TOTALS	\$262,810.95	\$303,011.00	\$303,011.00	\$157,638.70	\$279,801.00
	Net Grand Totals	(\$257,995.95)	(\$297,011.00)	(\$297,011.00)	(\$150,516.20)	(\$270,801.00)

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

DEPARTMENT NAME: Assigned Counsel

DATE: 9/24/2019

- (a) Title of Requested Position: **PT Account Clerk**
- (b) Annual Base Salary (and Grade if Applicable): **\$29,333 (FT), Grade 4**
- (c) Effective Date for New Position:* **Immediately.**
This a position change for a current part-time employee. Same reflects additional duties and responsibilities that fall outside her current job title.
*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): **None**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **This position is fully funded by CSTWIDEHH49, A. 1170-130-Legal Defense, Part Time Account Clerk, \$29,333, Grade 4.**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) **Civil Service is working with this office to complete this process.**
- (g) Is this a mandated position? If so, please explain: **No**
- (h) Is there expected revenue from this position? If so, please explain: **No**

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Assigned Counsel Payroll Dept. No: 6.00
Title of Position: Part-time Account Clerk (Part-time) Base Salary of Position: \$29,333 Grade: 4
Filling at Step # (If Known): Unknown
Budget code and title: A.1170 130 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [X] Other
Employee No./Last Name: 7222 - Delarm, Martha Date of Vacancy: New Position
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] 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. [Signature] 9/18/19
Human Resources Director has approved this form when initialed. [Signature] 9/18/19

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 9/24/19

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 9/24/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & Public Safety
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.

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

Ranking Committee Member Signature [Signature] Date 9/24/19

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Assigned Counsel

DATE: 9/24/2019

- (a) Title of Requested Position: **PT Grant Administrator**
- (b) Annual Base Salary (and Grade if Applicable): ~~\$TBD, Grade TBD~~
\$20/hr. not to exceed \$5200/yr.
- (c) Effective Date for New Position:* **October 1, 2019.**
Fully executed contract was just received last week. Employee is a current county employee and recently stepped down as Grant Administrator for another county department.
 *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): **None**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **Fully funded by CSTWIDEHH49, A.1170-130-Legal Defense, Part Time Grant Administrator, \$TBD, Grade TBD**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) **Civil Service is working with this office to complete this process.**
- (g) Is this a mandated position? If so, please explain: **No.**
- (h) Is there expected revenue from this position? If so, please explain: **No.**

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Assigned Counsel Payroll Dept. No: 6.00
Title of Position: Part-Time Grant Administrator Base Salary of Position: \$20/hr. Grade: EDD
Filling at Step # (If Known): Unknown not to exceed \$5,200/yr.
Budget code and title: A.1170 130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 11704 - Miller, Patty Date of Vacancy: New Position
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 100 % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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 9/24/19

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 Date 9/24/19

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 9/24/19

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: 9/30/19

- (a) Purpose of Request: Request to Extend Resolution No. 166 of 2019, which authorized a temporary Senior Aide position for training purposes. The extension would be from 10/22/19 thru 12/31/19 or until position is filled.
- (b) Details: Training of current Senior Aide to ensure that she has the skills to train when Senior Aide #2 position is filled.
- (c) Previous Resolution Number: No. 166 of 2019
- (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. 166 OF 2019

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 2019

RESOLVED, that the Table of Organization and the Warren County Salary and Compensation Plan for 2019 are hereby amended as follows:

COUNTRYSIDE ADULT HOME

<u>Creating Position:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
A.6030.130		
<u>TITLE:</u>	04/22/2019	\$33,600
Sr. Aide - Part Time Temporary	<i>(up to six months)</i>	Grade 7

COUNTY ATTORNEY

<u>Decrease Salary From:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
A.1420.110		
<u>TITLE:</u>	04/22/2019	\$48,017
Legal Assistant #2		

<u>Decrease Salary To:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
A.1420.110		
<u>TITLE:</u>	04/22/2019	\$45,000
Legal Assistant #2		

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: Employment & Training Payroll Dept. No:
Title of Position: EFT Director II Base Salary of Position: TBD Grade: N/A
Filling at Step # (If Known): N/A
Budget code and title: 40 - EFT Director II Union Non-Union
This position is vacated due to: Resignation
Employee No./Last Name: 11843 / Hunsinger Date of Vacancy: 10/25/19
Is this position mandated? Yes Is the position reimbursable? Yes
Source of reimbursement: Federal 100% 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 9/16/19

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 9/19/19

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 Date 9/30/19

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: 19.70
Title of Position: Auto Mechanic #9 Base Salary of Position: \$38,225 Grade: 11
Filling at Step # (If Known):
Budget code and title: DM.5130 Auto Mechanic #9 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13112/Desourdy Date of Vacancy: 09/13/2019
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) [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. [initials] 9/17/19
Human Resources Director has approved this form when initialed. JF 9/17/19

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 9/17/19

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 9/19/19

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 10/1/19

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: 19.63
Title of Position: MEO (L) #13 Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) #13 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: #12906 Webb Date of Vacancy: 09/30/2019
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) [X] 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. [Handwritten initials and dates]

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 [Handwritten Signature] Date 9/17/19

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 [Handwritten Signature] Date 9/19/19

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 [Handwritten Signature] Date 10/1/19

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: 19.63
 Title of Position: MEO (L) #6 Base Salary of Position: \$33,600 Grade: 7
 Filling at Step # (If Known): _____
 Budget code and title: D.5110 MEO (L) #13 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: #13015 Earl Date of Vacancy: 08/29/2019
 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. SC 9/11/19
Human Resources Director has approved this form when initialed. JF 9/17/19

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 9/17/19

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 9/19/19

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 10/1/19

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: Senior Account Clerk #1 Base Salary of Position: \$39,216.24 (1st yr) Grade: _____
 Filling at Step # (If Known): _____
 Budget code and title: A.3110 110 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: _____ Date of Vacancy: 09/30/2019
 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. Don 9/18/19
 Human Resources Director has approved this form when initialed. 12 9/18/19

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 9/18/19

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 9/19/19

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 9/24/19

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: SOCIAL SERVICES Payroll Dept. No: 40.01
 Title of Position: Caseworker #34 Base Salary of Position: \$43,390 Grade: 16
 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: 12907/Beaudette Date of Vacancy: 10/05/19
 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. SC 9/11/19
Human Resources Director has approved this form when initialed. SF 9/12/19

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 9/17/19

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 9/19/19

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 [Signature] Date 9/30/19