

PERSONNEL AND HIGHER EDUCATION COMMITTEE

AGENDA

DECEMBER 5, 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) Request to authorize a new contract with Milliman, Inc. for independent medical claim actuarial services.
 - 3) **Referral from the Criminal Justice & Public Safety Committee, Sheriff:**
Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Corrections Officer #80, *Annual Salary \$41,590*, and delete the position of Corrections Inspector, *Annual Salary \$64,823*, effective December 23, 2019.
 - 4) **Referral from the Health, Human & Social Services Committee, Health Services:**
Request to authorize enrollment in job-related course: Jignasha Shah, *Public Health Program Coordinator*, to enroll in HEPI 501 - Principles & Methods of Epidemiology at SUNY Albany School of Public Health. Course begins January 22, 2020; Cost: \$1,650 plus related expenses. If this request is approved, Ms. Shah will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.
 - 5) **Requests/Items to be Discussed by the County Administrator:**
 - A) Introduction of Liza Ochsendorf, the new Director of the Employment & Training Administration.
 - B) Request to amend Resolution No. 536 of 2016 to make changes to the Department Head Evaluation Policy.
 - C) 2020 Compensation Schedule technical corrections.
- V. **Pending Items:**
Personnel -
Continuing discussion regarding approval of the Non-Salary Grid.
Higher Education - None.
- VI. **Vacancies Approved for Filling by Oversight Committee:**

<i>Countryside -</i>	Cook # 5 Full-time, <i>Grade 4, Base Annual Salary \$29,333</i> , due to creation.
<i>District Attorney -</i>	8 th Assistant District Attorney, <i>Annual Salary \$66,563</i> , due to creation.
	Legal Clerk #5, <i>Grade 5, Base Annual Salary \$30,520</i> , due to creation.
<i>Health Services -</i>	Medical Records Coder (Part-time), <i>Grade 10, Base Hourly Rate \$18.09</i> , due to creation.
<i>Office for the Aging-</i>	Service Specialist, OFA, <i>Grade 10, Base Annual Salary \$37,633</i> , due to promotion.
<i>Parks, Rec & RR -</i>	Hatchery Aide, <i>Grade 6, Base Annual Salary \$31,824</i> , due to retirement.
<i>Social Services -</i>	Caseworker #36, <i>Grade 16, Base Annual Salary \$43,390</i> , due to resignation.
	Resource Clerk #1, <i>Grade 4, Base Annual Salary \$29,333</i> , due to promotion.
<i>Treasurer -</i>	Senior Account Clerk #4, <i>Grade 7, Base Annual Salary \$33,600</i> , due to termination (<i>Emergency Fill</i>).

2019 - INTENT TO FILL VACANT POSITIONS

Personnel Cmtc./ Approval Date	Department	Position Title	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
1/1/2019	HR	HR Clerk (24 hours/ week)	N/A	N	N/A	\$ 19,200.00	1/7/2019	Williams	\$ 19,200.00	\$ -	\$ -
1/1/2019	Health Services	Children w/ Special Needs Program Mgr.	N/A	N	N/A	\$ 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
1/3/2019	Countryside	Account Clerk #3 PT. (2197)	Chilson	RS	\$ 28,588.00	\$ 29,333.00	vacant				
1/3/2019	Countryside	Senior Aide #1 (2394)	Durkin	RT	\$ 44,036.00	\$ 33,600.00	4/22/2019	Hall	\$ 44,036.00	\$ 10,436.00	\$ -
1/3/2019	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
1/3/2019	District Attorney	5th Assistant DA (1062)	Shkolnik	RS	\$ 60,178.00	\$ 60,178.00	2/16/2019	McCarthy	\$ 60,178.00	\$ -	\$ -
1/3/2019	District Attorney	6th Assistant DA (1063)	McCarthy	PR	\$ 54,371.00	\$ 54,371.00	2/16/2019	Goldstein	\$ 54,371.00	\$ -	\$ -
1/3/2019	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
1/3/2019	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
1/3/2019	Office for the Aging	Food Service Manager (1929)	Lapsinskas	RS	\$ 26,392.00	\$ 25,666.00	1/28/2019	Peters-Dashmaw	\$ 25,666.00	\$ -	\$ (726.00)
1/3/2019	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	\$ -	\$ -
1/3/2019	Public Works	MEO (L) #21(1262)	Toil	PR	\$ 33,312.00	\$ 33,600.00	3/4/2019	Figura	\$ 33,600.00	\$ -	\$ 288.00
1/3/2019	Public Works	MEO (L) #28 (2320)	Russell	PR	\$ 33,312.00	\$ 33,600.00	vacant				
1/3/2019	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
1/3/2019	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)
1/3/2019	Social Services	Caseworker #32 (1661)	Berry	PR	\$ 50,609.00	\$ 43,390.00	4/15/2019	Norton	\$ 43,390.00	\$ -	\$ (7,219.00)
1/3/2019	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)	Aliman	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)	Sproh	RT	\$ 58,338.00	\$ 50,000.00	5/27/2019	Badey	\$ 50,000.00	\$ -	\$ (8,338.00)
3/1/2019	Social Services	Social Services Investigator #2 (1758)	Wildey	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	Cassey	\$ 43,500.00	\$ -	\$ -
3/1/2019	Civil Service	Civil Service Assistant (2568)	N/A	O	N/A	\$ 40,000.00	3/18/2019	Jernigan	\$ 40,000.00	\$ -	\$ -
4/5/2019	Buildings & Grounds	Janitor #3 (2139)	Heid	PR	\$ 37,194.00	\$ 29,333.00	4/29/2019	Hilton	\$ 34,401.00	\$ 5,068.00	\$ (2,793.00)
4/5/2019	Buildings & Grounds	Cleaner #11 (2264)	Hilton	PR	\$ 32,215.00	\$ 27,438.00	4/29/2019	Kelly	\$ 27,438.00	\$ -	\$ (4,777.00)
4/5/2019	County Attorney	Legal Assistant #2 (1129)	Morgan	O	\$ 48,016.00	\$ 45,000.00	5/1/2019	Calo	\$ 45,000.00	\$ -	\$ (3,016.00)
4/5/2019	Countryside	Institutional Aide Per Diem (2525)	Martindale	RS	\$ 28,026.00	\$ 28,026.00	4/8/2019	Hall	\$ 28,026.00	\$ -	\$ -
4/5/2019	Countryside	Institutional Aide #12 (1870)	Moon	RT	\$ 37,710.00	\$ 38,026.00	4/1/2019	Durkin	\$ 38,026.00	\$ -	\$ (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)

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

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	Koosis	\$ 33,600.00	\$ -	\$ (5,724.00)
4/5/2019	Public Works	HEO #14 (2186)	Ross	PR	\$ 45,434.00	\$ 37,633.00	6/24/219	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 #	N/A	O	N/A	\$ 58,586.21	5/1/2019	DuPrey	\$ 61,281.58	\$ 2,695.37	
5/2/2019	Sheriff	Building Maintenance Mechanic #1	N/A	O	N/A	\$ 47,302.07	5/1/2019	Smith	\$ 47,302.07	\$ -	
5/2/2019	Sheriff	Building Maintenance Mechanic PT Temp.	N/A	N	N/A	\$ 47,302.07	5/1/2019	Diamond	\$ 47,302.07	\$ -	
5/2/2019	County Clerk/DMV	Motor Vehicle Lic. Reg. Clerk P.T. (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	\$ -	
7/1/2019	Public Defender	Case Manager- Public Defender (2576)	N/A	N	N/A	\$ 40,954.00	vacant				
7/1/2019	Public Defender	Legal Clerk (2577)	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	8/1/2019	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	Bady	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)	Leari	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)	Mead	RT	\$ 49,286.00	\$ 38,225.00	8/19/2019	Morgan	\$ 44,656.00	\$ 6,431.00	\$ (4,630.00)
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	12/9/2019	Gutowski	\$ 55,376.00	\$ 4,560.00	
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)	Habshi	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	\$ -	
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	10/21/2019	Lesperance	\$ 77,688.00	\$ -	\$ -

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

8/1/2019	Social Services	Social Welfare Examiner #20 (1720)	Rowland	O	\$ 40,922.00	\$ 34,988.00	8/26/2019	McMahon	\$ 40,922.00	\$ 5,934.00	\$ -
8/29/2019	Office for the Aging	Aging Services Assistant- temp. (2583)	N/A	N	N/A	\$ 29,333.00	10/21/2019	Cabana	\$ 29,333.00	\$ -	\$ -
8/29/2019	Tourism	Communications Assistant (2417)	N/A	N	N/A	\$ 36,214.00	12/11/2019	O'Brien	\$ 36,214.00	\$ -	\$ -
8/29/2019	Buildings & Grounds	Cleaner #12 (2470)	Jarvis	R	\$ 27,438.00	\$ 27,438.00	11/25/2019	Rawson	\$ 27,438.00	\$ -	\$ -
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)	Ryher	O	\$ 49,459.00	\$ 38,818.00	8/19/2019	Latham	\$ 45,341.00	\$ 6,523.00	\$ (4,118.00)
8/29/2019	Public Health	Legal Recording Clerk (1123)	Latham	PR	\$ 39,324.00	\$ 33,600.00	vacant				
8/29/2019	Parks, Recreation & Railroad	RPN #11 (2548)	Maxwell	RS	\$ 48,935.00	\$ 47,523.00	9/9/2019	Allocco	\$ 55,376.00		
8/29/2019	Public Works	Naturalist #3 (1200)	Oleschski	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)	Boderian	PR	\$ 42,335.00	\$ 36,214.00	9/30/2019	Webb	\$ 36,793.00		
8/29/2019	Public Works	Sr. Engineering Technician (2321)	Meixner	RS	\$ 38,818.00	\$ 38,818.00	10/21/2019	Webster	\$ 38,818.00		
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	Storini	\$ 40,563.88	\$ -	\$ (10,781.12)
8/29/2019	Sheriff	Communications Officer #5 (1428)	Morse	RS	\$ 51,345.00	\$ 40,563.88	9/17/2019	Rivers	\$ 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				
10/4/2019	Assigned Counsel	Account Clerk (PT) (2586)	N/A	N	N/A	\$ 29,333.00	11/12/2019	DeLam	\$ 29,333.00	\$ -	\$ -
10/4/2019	Assigned Counsel	Part-Time Grant Administrator (2587)	N/A	N	N/A	\$20/hour	11/12/2019				
10/4/2019	Employment & Training	Employment & Training Director II (2119)	Hunsinger	RS	\$ 64,330.00	\$ 64,330.00	11/25/2019	Ochsendorf	\$ 64,330.00	\$ -	\$ -
10/4/2019	Public Works	Auto Mechanic #9 (1272)	Desourdy	RS	\$ 39,472.00	\$ 38,225.00	vacant				
10/4/2019	Public Works	MEO (L) #13 (1263)	Webb	PR	\$ 34,179.00	\$ 33,600.00	10/21/2019	Kennedy	\$ 33,600.00	\$ -	\$ (579.00)
10/4/2019	Public Works	MEO (L) #6 (1259)	Earl	RS	\$ 34,767.00	\$ 33,600.00	10/21/2019	Bent	\$ 33,600.00	\$ -	\$ (1,167.00)
10/4/2019	Sheriff	Senior Account Clerk #7 (2584)	N/A	N	N/A	\$ 39,216.24	vacant				
10/4/2019	Social Services	Caseworker #34 (2407)	Beaudette	RS	\$ 45,501.00	\$ 43,390.00	10/21/2019	Cogdill	\$ 43,390.00	\$ -	\$ (2,111.00)
10/31/2019	County Clerk/DMV	Sr. Motor Vehicle Examiner (2604)	N/A	N	N/A	\$ 37,633.00	vacant				
10/31/2019	District Attorney	3rd Assistant District Attorney	Brown	RS	\$ 84,975.00	\$ 82,078.00	10/21/2019	Smith	\$ 82,078.00	\$ -	\$ (2,897.00)
10/31/2019	District Attorney	4th Assistant District Attorney	Smith	PR	\$ 75,200.00	\$ 69,275.00	10/21/2019	McCarthy	\$ 69,275.00	\$ -	\$ (5,925.00)
10/31/2019	District Attorney	5th Assistant District Attorney	McCarthy	PR	\$ 69,275.00	\$ 70,520.00	10/21/2019	Goldstein	\$ 70,520.00	\$ -	\$ 1,245.00
10/31/2019	District Attorney	6th Assistant District Attorney	Goldstein	PR	\$ 67,258.00	\$ 65,258.00	10/21/2019	Gebru	\$ 65,258.00	\$ -	\$ (2,000.00)
10/31/2019	District Attorney	7th Assistant District Attorney	Gebru	PR	\$ 65,258.00	\$ 65,258.00	11/24/2019	Jones	\$ 65,258.00	\$ -	\$ -
10/31/2019	Public Works	MEO (L) #3 (1249)	Shaughnessy	RS	\$ 33,600.00	\$ 33,600.00	11/18/2019	Cameron	\$ 33,600.00	\$ -	\$ -
10/31/2019	Public Works	MEO (M) #8 (1251)	Duggan	RS	\$ 37,427.00	\$ 36,214.00	vacant				
10/31/2019	Public Works	Highway Manager #2	Johnson	RS	\$ 78,991.00	\$ 78,991.00	vacant				
10/31/2019	Sheriff	Communications Officer #11 (1425)	Roberts	RT	\$ 55,711.00	\$ 41,740.24	vacant				
10/31/2019	Social Services	Senior Account Clerk #4 (1686)	Mammone	O	\$ 39,324.00	\$ 33,600.00	11/25/2019	Stoller	\$ 35,365.00	\$ 1,765.00	\$ (3,959.00)
								TOTALS:	\$ 213,894.97	\$ (219,349.36)	\$ -

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

RESOLUTION REQUEST FORM NO. 3**Request for New Contract****DEPARTMENT NAME: Human Resources****DATE: December 5, 2019**

- (a) Is this a Result of a Bid or Request for Proposal? **Yes, WC69-19**
- (b) Purpose of Contract: **Independant Medical Claim Actuarial Services**
- (c) Name of Contractor: **Milliman**
- (d) Address of Contractor: **3424 Peachtree Road NE, Suite 1900, Atlanta, GA 30326-1123**
- (e) Contractor's Contact Person and Telephone Number: **Paul Sakhrani, 404-254-6729**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **Upon execution**
- (h) Termination Date of Contract: **Upon completion of work**
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$35,000**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: T 020.01 Group Insurance EPO - \$35,000**

Sample: A.1010 470 Legislative Board – Contract Sxx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations Sxx.xx

*as listed in budget and LOGOS

WARREN COUNTY BID TABULATION SHEET

<p>BID NO: WC 69-19</p> <p>ITEM(S): REQUEST FOR PROPOSALS FOR INDEPENDENT MEDICAL CLAIM ACTUARIAL SERVICES FOR WARREN COUNTY</p> <p>DATE: NOVEMBER 14, 2019</p> <p>TIME: 3:00 PM.</p>	<p>NAME & ADDRESS OF BIDDER</p> <p>Milliman Inc. Attn: Paul Sakhrani 3424 Peachtree Rd. NE, Ste. 1900 Atlanta, GA 30326 Ph: 404-237-7060 Fx: 404-237-6984</p>	<p>NAME & ADDRESS OF BIDDER</p> <p>The Segal Company (Eastern States) Inc. Attn: Margaret Lennon 333 West 34th St. New York, NY 10001 Ph: 212-251-5000 Fx: 646-365-3243</p>	<p>NAME & ADDRESS OF BIDDER</p> <p>BPAS Actuarial and Pension Services, LLC Attn: Steven Chase 706 N. Clinton St. Ste. 200 Syracuse, NY 13204 Ph: 315-703-8986 Fx: 315-292-6468</p>
<p>LUMP SUM FEE:</p>	<p>BID PRICE</p> <p>\$35,000.00</p>	<p>BID PRICE</p> <p>\$32,000 for medical network discount analysis; \$30,000 for medical plan RFP</p>	<p>BID PRICE</p> <p>\$47,000.00</p>
<p>ADDITIONAL SERVICES & HOURLY RATES:</p>	<p>Principal & Consulting Actuary \$630.00</p>	<p>Lead Consultant \$510</p>	<p>Medicare Advantage w/ PDP Management & Analysis \$125-580</p>
	<p>Senior Healthcare Consultant & Clinical Strategist \$450.00</p>	<p>Health Consultant \$430</p>	<p>Other Health Plan Consulting \$125-580</p>
	<p>Consulting Actuary \$395.00</p>	<p>Associate Health Consultant \$320</p>	<p>GASB 75 Actuarial Valuation Services \$125-580</p>
	<p>Associate Actuary \$300.00</p>		
	<p>Healthcare Consultant \$260.00</p>		
<p>BID AWARDED TO:</p>	<p>TERM OF BID: UNTIL COMPLETION</p>		
<p>RESOLUTION NO. xx OF 2019</p>	<p>✓ JULIE A. BUTLER, PURCHASING AGENT</p>		

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Sheriff

DATE: November 19, 2019

- (a) Title of Requested Position: **Corrections Officer #80**
- (b) Annual Base Salary (and Grade of Applicable): **\$41,590**
- (c) Effective Date for New Position:* **12/23/2019**
 *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):
Corrections Inspector (\$64,823)
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.3150 110 General Sheriff's Correction Division Salaries - Regular
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? **Yes**
 (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain:
Yes, NYS Commission of Correction minimum staffing requirements
- (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: Sheriff Payroll Dept. No: 31.00
Title of Position: Corrections Officer #80 Base Salary of Position: \$41,590 (1st yr) Grade:
Filling at Step # (If Known):
Budget code and title: A.3150 110 Sheriff's Correction Division Salaries - Regular Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [X] Other
Employee No./Last Name: New Position Date of Vacancy:
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

[] 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. [Handwritten: 11/15/19]
Human Resources Director has approved this form when initialed. [Handwritten: SE 11/15/19]

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 [Handwritten Signature] Date 11/15/19

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 11/19/19

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 [Handwritten Signature] Date 11/19/19

RESOLUTION REQUEST FORM NO. 19
Application for Approval to Enroll in Job-Related Courses by Employee

1. Name: Jignasha Shah
2. Position: Public Health Program Coordinator (attach job description)
3. Department: Health Services
A.4018.0040 444.01 Preventive Program,
 Health Education, Job Related Courses
4. Course Title: HEPI 501- Principles & Methods of Epidemiology
5. Institution or School: SUNY Albany College of Public Health
6. Please explain how this course relates to your current position (attach course description):
 This course provides information on epidemiology, which is a core component of public health, providing understanding of illness and other threats to public health. This course is also a requirement for a Certificate in Public Health.
7. Starting Date: 01/22/2020
8. Completion Date: 05/13/2020
9. Cost (attach documentation): \$ 1650 approx. + related expenses

10. Employee Signature: Jignasha Shah Date: 11/4/19

11. Supervisor Comments (Approve/Deny)
 Supervisor Signature: Pat Boden Date: 11/7/19

12. Department Head Comments (Approve/Deny) Is there funding in the departmental budget for this? (Yes/No)
 Department Head Signature: Geneke Jones Date: 11/4/19

13. Human Resources Comments (Approve/Deny)
 Human Resources Signature: P. Figueroa Date: 11/7/19

14. Committee Recommendation:
 Committee Chair Signature: Edna Q. Garcia Date: 11/18/2019

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and be eligible for up to 50% reimbursement for costs in number 9 above. Employee must complete the course with at least a grade of C, its equivalent, or better. Employee then submits a Tuition Reimbursement Voucher with receipts verifying costs as listed and a copy of their final grade.

PUBLIC HEALTH PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position is responsible for planning, developing, administering and coordinating a multiple component health program in the Warren County Health Services Department. Duties include developing, coordinating and implementing the program, evaluating program effectiveness and initiating staff development. The incumbent oversees program activities, policies and personnel, including the management of both financial and equipment resources. The work is performed under general supervision, with leeway allowed for the use of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates and administers the day-to-day operational activities of an assigned program(s);
 Coordinates program services with various divisions of the Health Department, based on an assessment of community needs and resources as well as departmental goals and objectives;
 Coordinates program services with other community programs to promote comprehensive services and to prevent the duplication of services;
 Interprets and implements laws and regulations governing the provision of program services;
 Evaluates program operations and recommends changes in organization and procedures as required to meet program objectives;
 Initiates and develops the active participation and cooperation of various professional groups, governmental bodies, volunteer agencies, citizen's groups and educational institutions in the development of the program;
 Represents the Health Department at meetings with governmental agencies, community groups and the public concerning program components and related community activities;
 Establishes and maintains frequent contact with State funding managers;
 Attends and participates in conferences, community meetings and seminars;
 Develops, implements and evaluates outreach activities directed at the program's target groups as well as the general public;
 Develops and implements performance standards for quality assurance control;
 Establishes management systems and administrative procedures to monitor and evaluate the program, and conducts periodic program reviews;
 Designs and drafts program proposals, including grant applications, for the extension of current programming and for the development of additional related projects;
 Posts, monitors and maintains agency social media and promote agency
 Prepares necessary reports as required;
 Uses computer applications or other automated systems such as word processors, spreadsheets, calculators, e-mail and database software in performing work assignments;
 May present the Department's position on program issues at Committee meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Public Health principles and skill in their application to community health programs in the area of assignment;
 Thorough knowledge of the principles and practices of organizational and administrative processes and techniques;
 Good knowledge of community and human service agencies;
 Good knowledge of health education and public relations organizations;
 Ability to use computer applications such as spreadsheets, word processing, e-mail and database software;
 Ability to assemble, organize and present information clearly in both oral and in written form;
 Ability to communicate effectively for public speaking;
 Ability to establish and maintain effective working relationships with both professional and non-professional personnel, volunteers and community representatives;
 Resourcefulness;
 Good judgment;
 Initiative; Tact.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State college or university with a Master's Degree in public health, health care administration, nursing or closely related field; OR
- B) Graduation from a regionally accredited or New York State college or university with a Bachelor's Degree in public health, health care administration, nursing or closely related field and two years of experience in the development and/or administration of a health related program(s); OR
- C) Graduation from a regionally accredited or New York State college or university with a Bachelor's Degree and three years of experience in the development and/or administration of a health related program; OR
- D) An equivalent combination of training and experience as defined between the limits of A), B) or C) above.

Warren County Civil Service
Adopted: 2.9.18
JC: Competitive

Jignasha Shah

Spring 2020 > Graduate > University at Albany

HEPI 501 - Principles & Methods Epidem I

Status	Units	Grading	Grade
Enrolled	3.00	Graded	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
10122	0001	Lecture		Arranged	Alvaro Carrascal	01/22/2020 - 05/05/2020

[Return to My Class Schedule](#)

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Public Health Fundamentals and Principles Certificate Program

CERTIFICATE IN PUBLIC HEALTH FUNDAMENTALS AND PRINCIPLES

The School of Public Health offers a fully online Certificate program in Public Health Fundamentals and Principles (CPH-FP). The Certificate is aimed at preparing students for the continuously changing challenges in public health. Building upon the School's relationship with the New York State Department of Health (DOH) and local health departments, the program acknowledges the emerging need for creative educational modalities in health.

The program requires the completion of 18 graduate course credits. These consist of 6 Master of Public Health (MPH) courses. All of the CPH-FP courses are available online through the Blackboard Learning System. The courses include:

- EPI 500 Basic Principles and Methods of Epidemiology or EPI 501 Principles and Methods of Epidemiology I (3 credits)
- EPI 503 Principles of Public Health (3 credits)
- EPI 551 Basic Principles of Statistical Inference or EPI 552/STA 552 Principles of Statistical Inference I (3 credits)
- HPM 500 Health Care Organization, Delivery and Financing (3 credits)
- HPM 525 Social and Behavioral Aspects of Public Health (3 credits)
- EHS 590 Introduction to Environmental Health (3 credits)

Course waivers can be obtained only through prior approval and there is a transfer credit limit of one course (3 credits). To obtain the degree, each student must maintain a cumulative grade point average of 3.0 or higher and file an application for Certificate completion within four years of admission.

Students who are enrolled in a School of Public Health degree program and who would like to pursue the Certificate degree can do so if they fulfill the above-mentioned requirements for degree completion.

All of the Certificate's six required courses are identified by the Master of Public Health (MPH) program at the School of Public Health. Students who have completed the CPH-FP and who have been admitted to pursue a MPH may apply these courses to a degree at the School if they have maintained a cumulative grade point average of 3.0 or higher while pursuing the Certificate; have completed the courses within five years of application to the degree program and have fulfilled the admission requirements of the desired degree program.

Graduate Bulletin Indices[Degrees & Programs Index](#)[Course Index](#)[Site Index](#)**Related Links**[The Graduate School](#)[Officers of the University at Albany](#)[International Programs](#)

[Program of Study](#)

[Pathway to the MPH](#)

[Tuition Assistance](#)

[Admission Requirements](#)

[◀ SPH Home \(/sph\)](#)

Program of Study

Coursework can be completed part-time and entirely online. Rolling admission allows you to start in spring, summer, or fall. The graduate public health certificate does not require an internship.

Principles and Methods of Epidemiology I

Master epidemiologic investigation by learning how to describe patterns of illness in populations, research disease etiology, quantify public health risks, and calculate rate standardization.

Principles of Public Health

Learn how to assess public health needs, develop prevention and control initiatives, and create campaigns and programming for diverse populations. This course covers the basics of epidemiology, biostatistics, health care planning and administration, policy creation, and community organization.

Principles of Statistical Inference I

In this descriptive statistics course, you calculate central tendency and variability, probability distributions and confidence intervals, and learn how to test hypotheses. Course material also covers statistical computing.

Health Care Organization Delivery and Financing

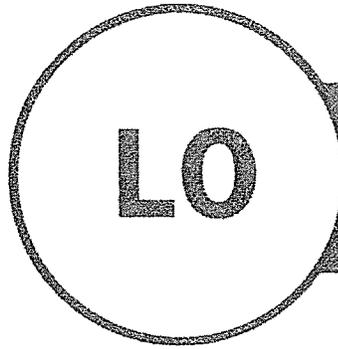
Examine how health care services are planned, organized, delivered, financed, and measured for efficacy. Topics include government policies that ensure access, contain costs, and assess quality of care.

Social and Behavioral Aspects of Public Health

Analyze the social, cultural, psychological, behavioral, and demographic factors that impact public health. Explore the ways they increase or decrease population vulnerability to disease, mortality rates, and community wellness.

Introduction to Environmental Health

Survey the ways environmental contaminants and pollutants are transmitted from source to subject, and learn how to reduce their impact on human populations by effectively managing environmental risks.



LIZA M. OCHSENDORF
 COMPASSIONATE | LEADER | COLLABORATOR

OBJECTIVE

Obtain a position that allows me to collaborate with others to problem solve and meet overall goals that serve clients and communities.

SKILLS

- Effective and compassionate communicator
- Proficient in Microsoft applications
- Types 75 WPM
- Problem solver
- Team-builder
- Conflict resolution facilitator
- Resourceful collaborator
- Creative & innovative thinker

EXPERIENCE

DIRECTOR OF STUDENT LIFE

SEED SCHOOL OF WASHINGTON, DC
 JULY, 2017-AUGUST, 2019

Managed the female residence hall, supervised staff, worked with families to meet the needs of students, oversaw the social-emotional and life skills learning programs, maintained community partnerships, conducted investigations of student or staff conduct and determined next steps, responded to crisis situations, oversaw a 200K annual budget and wrote quarterly board reports.

DEAN OF STUDENTS

SEED SCHOOL OF WASHINGTON, DC
 JULY, 2015-JUNE, 2017

Processed behavior referrals for alleged violations of the code of student conduct and investigated incidents to determine appropriate responses. Facilitated mediations and restorative circles to resolve conflicts and maintain a positive living and learning community. Collaborated with several departments on campus as well as police officers and mental health professionals off-campus. Trained staff and provided support for best practices in working with youth and families.

STUDENT LIFE COORDINATOR, SEED DC

JULY, 2011-JUNE, 2015

ASSISTANT STUDENT LIFE COORDINATOR, SEED DC

JULY, 2010-JUNE, 2011

LIFE SKILLS COUNSELOR, SEED DC

JULY, 2005-JUNE, 2010

UNIVERSITY JUDICIAL ADVISOR, SYRACUSE UNIVERSITY.

SYRACUSE, NY
 AUGUST, 2003-JUNE, 2005

EDUCATION

MASTER OF ARTS (ALL BUT THESIS)

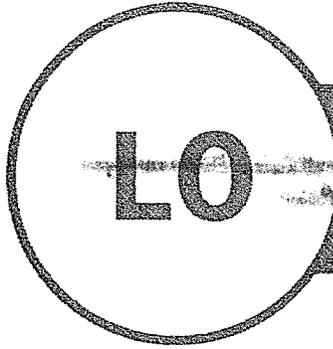
SYRACUSE UNIVERSITY, 2005

CHILD & FAMILY STUDIES

BACHELOR OF SCIENCE

SYRACUSE UNIVERSITY, 2003

CHILD & FAMILY STUDIES



**LIZA M. OCHSENDORF
COMPASSIONATE | LEADER**

LEADERSHIP & INITIATIVES

- Founded and developed annual Compassion Campaign
- Founded the Young Women of Distinction Awards
- Founded the Young Women of Worth program
- Blueprint writer for the SEED Foundation
- Introduced and trained staff on Restorative Justice
- Facilitated staff professional learning on Positive Psychology and Strength-Based Approach, Culturally Responsive Teaching, and dealing with change
- Senior Leadership Team Member, School Safety Committee, Women's History Month Committee

CERTIFICATIONS/MEMBERSHIPS

- On-site Boystown Consultant (Behavior Modification Model)
- Restorative Justice Facilitator/Consultant
- ALICE (Active Shooter Training)
- ASCD Member
- CPR

LO

LIZA M. OCHSENDORF

COMPASSIONATE | LEADER | COLLABORATOR

CONTACT

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

WARREN COUNTY HUMAN RESOURCES

October 10, 2019

Dear Ms. Figueroa,

I am writing to express my interest in the Employment & Training Director II position. I believe that my experience over the last 16 years coaching and teaching students and staff towards college and career success has prepared me to support the county's objectives of supporting residents seeking employment and job readiness skills, as well as businesses who are recruiting valuable local employees.

I am committed to not only providing technical skill training to the local workforce, but also soft-skills training for the 21st century, to include but not limited to: problem solving, public speaking, effective communication, collaboration, creative thinking, leadership, financial literacy, adaptability, and decision making. I feel that my leadership in organizing events and trainings around these skills can assist local residents with more opportunities for successful job interviews and careers.

I have taught life skills and social skills as a Life Skills Counselor. I have planned numerous special events for large groups of people as a boarding school administrator and by partnering with community businesses and organizations. I have guided many employees towards success as their supervisor by focusing on their attributes and using a strength-based approach. Everyone in our Warren County community has value and none of us is successful without the help of others. It is my passion and purpose to support others and I serve with humility and gratitude for what I learn from them as well. It would be a privilege to serve as an Employment and Training Director in the same community where my ancestors have worked for over a century.

I am happy to share more information with you about my experience and qualifications and answer any questions you may have. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,
Liza M. Ochsendorf

will be utilized in memorandum this resolution, and the following procedure will be used:

SCHEDULE "A"

DEPARTMENT HEAD EVALUATION POLICY

The County has developed a department head evaluation policy program to increase communications between Department Heads and the Board of Supervisors and to be used as a tool in determining the appropriateness of salary increases. *and to ~~increase~~ promote good management -*

Department Heads will be evaluated by April 1 and October 1 of each year in order to allow for consideration for pay increases during the annual budget process. All Department Heads will be evaluated by a team consisting of the County Administrator, Chairperson of their oversight committee, and a member of the Performance Evaluation Committee based on the attached Department Head Evaluation Form (Appendix B) in accordance with the following procedure:

1. Each Department Head shall communicate departmental goals by submitting a goal setting report of projects completed during the previous year, their goals for the current year, and any other pertinent data (Appendix A). This report will be provided to the Director of Human Resources by January 10th. In cases where State and Federal actions may make it impossible for a Department Head to set realistic goals by January 10, the County Administrator shall have the authority to set a more appropriate date for the formulation of such departmental goals. *The County Administrator will meet with Department Heads to discuss these submissions. in conjunction with the annual budget process.*
2. Department Heads will be evaluated by April 1 and October 1 of each year. Performance will be measured based on the goals set at the beginning of each year. *and other such factors in the context of as deemed appropriate by County.*
3. The evaluating team shall personally present and review the evaluation with each Department Head. *County Administrator and shall include any such Supervisor listed above as may desire*

A copy of all Department Head evaluations will be maintained in the individual's personnel folder on file in the Human Resources Office. *to attend such meeting.*

with such input as may be offered by the Chairperson of the oversight committee, the Personnel Chair, the Budget Officer, and the Chair of the Board or his/her designee.

Non-Bargaining Employee Evaluation Form

Employee Name: _____

Title: _____

Distinguished (5) Outstanding performance that results in extraordinary and exceptional accomplishments with significant contributions to objectives of the department.

Commendable (4) Consistently generates results above those expected of the position.

Fully Satisfactory (3) Good performance, with all position requirements fulfilled.

Needs Improvement (2) Performance leaves room for improvement, which may be attributable to being new on the job, not responding favorably to instruction, or other factors.

Marginal (1) Performance is clearly less than acceptable and well below minimum requirements.

CATEGORY	RATING (1-5)	COMMENTS (OPTIONAL)
<p><u>Job Knowledge</u> Displays the technical knowledge necessary to successfully perform the functions of the position; demonstrates interest in learning new or additional skills and techniques; maintains sufficient knowledge of services.</p>		
<p><u>Organization & Effectiveness</u> Ability to analyze work, set realistic goals, develop plans of action and utilize time; ability to make good decisions in a timely manner.</p>		
<p><u>Contribution to Morale</u> Ability to work harmoniously with other staff, train and develop staff if applicable, effectively supervise and discipline if applicable, motivate others, and respond positively to instructions and corrective actions.</p>		
<p><u>Initiative & Creativity</u></p>		

<p>Ability to take self-directed action; proactively requests opportunities for self-development; proposes new methods, procedures, efficiencies.</p>		
<p>Judgment Able to arrive at sound decisions after receiving information and weighing facts objectively and without emotion.</p>		
<p>Quality of Work Produces accurate work product free from errors; completes tasks in a thorough and timely manner; demonstrates a positive attitude toward tasks; professional interactions with superiors, subordinates, colleagues and members of the public.</p>		
<p>Reliability Extent to which the employee can be depended upon to be available for work, do it properly, and complete it on time; the degree to which the employee is trustworthy and persistent.</p>		

COMPREHENSIVE SCORE: _____ (calculate by averaging the scores above)

Evaluated by:

signed *printed* *date*

2020 BUDGET CORRECTIONS									
Position	Department	2019 Rate/hr	2019 Salary	2020 Budget	2020 Rate/hr	2020 Salary	2020 Rate/hr	2020 Salary	Change
Investigator #4	District Attorney	\$ 28.1462	\$ 23,418	no increase	\$ 28.7095	\$ 23,886	\$ 28.7095	\$ 23,886	\$ 469
Investigator #2	District Attorney	\$ 28.1462	\$ 11,709	no increase	\$ 28.7095	\$ 11,943	\$ 28.7095	\$ 11,943	\$ 234
Investigator #3	District Attorney	\$ 28.1462	\$ 23,418	no increase	\$ 28.7095	\$ 23,886	\$ 28.7095	\$ 23,886	\$ 469
Asst SS Attorney #2	Social Services		\$ 68,520	\$ 76,704		\$ 69,891		\$ 69,891	\$ (6,813)
								TOTAL CHANGE	\$ (5,641)

Promulgated November 15, 2019

Administrative Directive: Non-Bargaining Pay Scale Application

Authorization

On October 31, 2019, the Personnel Committee and Finance Committee approved a pay scale for non-bargaining managerial/confidential positions (attached hereto) in Warren County. The philosophy behind this pay scale is threefold:

- To recognize varying levels of responsibility, workload sizes, job duties and salaries for comparable positions in other jurisdictions by designating **Job Grades** to be assigned to each such position in the County;
- To incentivize experienced employees to remain with the county by establishing **Salary Increments** for which they will qualify upon reaching certain employment milestones; and
- To motivate said employees to excel by designating these Salary Increments as **Merit Increments** to be earned in accordance with job performance.

The Board of Supervisors authorized new salaries based on this pay scale by approving the 2020 Budget & Salary Schedule at the November 15, 2019 Board meeting. The new salaries are effective January 1, 2020. The pay scale will be maintained by the County Administrator and will be revised only as recommended by the Budget Officer and approved by the Board of Supervisors via the Salary Schedule. This pay scale is intended to provide an objective guide to the Board of Supervisors in setting salaries for non-bargaining attorney positions. As the governing body of the county, however, the Board of Supervisors reserves the right to deviate from the pay scale as it deems appropriate.

Rules for Application of Pay Scale

- 1. Initial Pay Scale.** The starting salaries for Job Grades were determined by the County Administrator, Human Resources Director and Personnel Officer after studying salaries for comparable positions in other jurisdictions. The growth factors between succeeding Salary Increments were also determined by this group based in part on analysis of pay scales for our unionized employees. Growth factors from one Salary Increment to the next are uniformly applied to every Job Grade in this pay scale.
- 2. Initial Salaries Established.** The initial designation of Job Grades and Merit Increments to specific non-bargaining positions was a joint recommendation of the County Administrator and the Department Head. These recommendations were in turn approved by the Budget Officer. The initial salaries were then included in the 2020 Budget & Salary Schedule.
- 3. Changing Job Grades.** From time to time, especially when positions are vacated or job duties are changed, it may be appropriate to elevate or decrease a particular position's Job Grade. Such action is subject to the approval of the amended salary by the full Board of Supervisors.
- 4. Determining Qualification for Salary Increments.** Unless otherwise authorized by the Board of Supervisors, the employee will be paid at the Entry Increment upon appointment to the position. If appointed to the position before August 1, the employee will qualify for the 1st Increment on January 1 of the subsequent calendar year. If appointed to the position on or

Promulgated November 15, 2019

after August 1, the employee must serve for a minimum of 12 months, after which he/she will qualify for the 1st Increment on January 1 of the subsequent calendar year. Thereafter, qualification for subsequent increments will occur on January 1st of subsequent years, provided the employee has not departed from county service.

5. **Exceptions to Starting at the Entry Increment.** From time to time, it may be appropriate for an employee to assume a position at an advanced salary increment. Examples include the necessity of offering a higher salary for job recruitment based upon experience. For all cases in which a non-bargaining employee is appointed to a position in a Salary Increment other than the Entry Increment, the corresponding salary must be approved by the Board of Supervisors.
6. **Awarding Merit Increments.** Merely qualifying for a Salary Increment does not guarantee that a non-bargaining employee will be paid at that level. In order to earn a Salary Increment to which an employee is qualified by virtue of his/her time on the job, the Department Head must affirmatively award the employee that Increment. The decision of whether or not to award these Merit Increments will be based on a job performance evaluation performed annually by the Department Head, documented, and submitted to the employee, the County Administrator, and the Human Resources Director no later than the Budget Request due date. A prescribed form (attached hereto) utilizing a 1-5 grading system will be used for these evaluations. An employee whose Comprehensive Score is below 3 should not be recommended for a Merit Increment. Otherwise, the Department Head will use his/her discretion in establishing a numerical threshold for earning the Increment. Merit Increments will only be awarded during the budget process, subject to the approval of the Budget Officer and Board of Supervisors, and will only take effect on January 1 (never mid-year).
 - a. In the case of Department Heads, the County Administrator will perform the evaluation outlined above in consultation with the Oversight Committee Chair, Personnel Committee Chair, Budget Officer, and Chairman of the Board or his/her designee. The completed evaluation will be provided to the Department Head during an annual evaluation meeting with the County Administrator, during which the Goal Setting Form submitted by the Department Head each January will also be discussed.
7. **Budget Formulation.** Every year, when budget instructions are disseminated to the Department Heads, the County Administrator will distribute a list of non-bargaining employees to each applicable Department Head. This list, which will be independently verified by the Human Resources department, will indicate the current Job Grade, Salary Increment, and salary of each employee as well as the Salary Increment(s) and corresponding salary for which that employee would qualify on the subsequent January 1. Based on the evaluation process outlined above, the Department Head will recommend the appropriate Increment and salary by marking this list. The Department Head will include the recommended salary in the Budget Request and will submit a signed copy of the marked list along with other budget materials.
8. **Cost of Living Adjustments (COLA).** Subject to recommendation by the Budget Officer and approval of the Board of Supervisors, a COLA may be applied uniformly to the non-bargaining pay scale during the budget process and will take effect on the subsequent January 1.

2020 NON Bargaining Positions

First Name	Last Name	Department Description	Position Title	GRADE
Ron	Conover	BOS	Chairman of Board stipend	BOS
coroners	coroners	Coroner	Coroner (x4)	BOS
Matt	Sokol	BOS	Vice Chairman stipend	BOS
supervisors	supervisors	BOS	Supervisor (x 20)	BOS
Frank	Thomas	BOS	Budget Officer stipend	BOS
Pamela	Vogel	County Clerk	County Clerk	BOS
Michael	Swan	Treasurer	County Treasurer	BOS
Nathan	York	Sheriff/Sheriff Law Enforcement	Sheriff	BOS
Patricia	Miller	Stop DWI	Traff Saf Bd Exec Sec	BOS
Elizabeth	McLaughlin	Board of Elections	Commissioner Elections #1	BOS
William	VanNess	Board of Elections	Commissioner Elections #2	BOS
Ryan	Moore	Administrative Fiscal Services	County Administrator	BOS
Marcy	Flores	Public Defender	Public Defender	24
Mary Elizabeth	Kissane	County Attorney	County Attorney	24
Kevin	Hajos	DPW/DPW Administration	Superintendent of Public Works	23
Christian	Hanchett	Social Services/Social Services Admin- 02	Commissioner Social Services	22
Robert	Lynch	Treasurer	Deputy Treasurer	22
Ginelle	Jones	Public Health/Preventive Program (CHA)	Director Pub Health/Patient Svc	21
Christopher	Lamouree	Sheriff/Sheriff Law Enforcement	Undersheriff	20
Edward	Doughney	DPW/Engineering	Senior Civil Engineer	19
Steven	Johnson	DPW/Maintenance Roads	Highway Manager #2	19
Robert	Iusi	Probation/Probation	Director of Probation	18
Wayne	Lamothe	Planning/Planning	County Planner	18
Jacqueline	Figueroa	Human Resources	County Human Resources Director	18
Robert	York	Mental Health	Director Mental Health	18
Michael	Colvin	Information Technology	Director Information Technology	18
Donald	DeGraw	DPW/Airport	Airport Manager	18
Frank	Morehouse	DPW/Buildings and Grounds	Superintendent Bldgs & Grounds	17
Patricia	Nenninger	Civil Service	Personnel Officer	17
Albert	Maday	Sheriff/Jail	Corrections Captain	17
James	LaFarr	Sheriff/Sheriff Law Enforcement	Major	17
Amy	Clute	Self Insurance	Insurance Administrator	16
Julie	Butler	Purchasing	Purchasing Agent	16
Timothy	Benway	DPW/Parks and Recreation	Director of Parks, Rec & RR Div.	16
Amanda	Allen	Clerk of the Legislative Board	Clerk of the Board	16
Tamara	DeLorenzo	Administrative Fiscal Services	Assist to County Administrator	16
Valerie	Whisenant	Public Health/Health Services	Assistant Director Patient Serv	16
Sara	Frankenfeld	Planning/GIS Program	Planning GIS Coordinator	16
Patricia	Belden	Public Health/Preventive Program (CHA)	Assistant Director Public Health	16
Christina	Mastrianni	Social Services/Social Services Admin- 02	Deputy Commissioner Soc Services	16
Daniel	Smith	DPW/Road Machinery	Fleet and Equipment Manager	16
Brian	LaFlure	Fire Prevention	Fire Coordinator/Director OES	16
Joanne	Conley	Tourism	Director of Tourism	15
Patricia	Tatich	Planning/Planning	Associate Planner (P/T)	15
Daniel	Donohue	Treasurer	Accountant	15
Jodi	Brynes	Public Health/Health Services	Supervising PHN #7	15
Robin	McLaughlin	Public Health/Health Services	Supervising PHN #4	15
Jeremy	Scrim	Information Technology	Sr. Computer Sys Analyst/Program	15
VACANT		Public Health/Disease Control	Supervising PHN #6	15
Christopher	Belden	Planning/Planning	Assistant County Planner	14
Carla	Sherman	County Auditor	County Auditor	14
Amy	Secor	Probation/Probation	Probation Supervisor #1	14
Lexie	Delurey	Real Property Tax	Director Real Property	14
Adam	Stephenson	Probation/Probation	Probation Supervisor #2	14
Chris	Hunsinger	Employment & Training/WIA-Admin (Staff)	E & T Director II	14

2020 NON Bargaining Positions

First Name	Last Name	Department Description	Position Title	GRADE
Charles	Wallace	Building & Fire Code	Administrator Fire & Bldg Code	14
Lisa	Coutu	Mental Health	Deputy Director Clinical	14
Peter	Girard	Tourism	Creative Director	14
Deanna	Park	Office for the Aging	Director Office for the Aging	14
Joy	LaFountain	Legal Defense - Indigents	Assigned Counsel Administrator	13
Maiken	Holmes	DPW/Engineering	Engineer I #3	13
Tawn	Driscoll	Public Health/Preventive Program (CHA)	Public Health Fiscal Manager	13
Tammy	Breen	Social Services/Social Services Admin- 02	Case Supervisor A	13
Julie	Montero	Social Services/Social Services Admin- 02	DSS Fiscal Manager	13
Carrie	Wright	Mental Health	Mental Health Program Analyst	13
Amy	McByrne	Countryside Adult Home	Director Countryside Adult Home	13
Linda	Wright	Mental Health	Children and Youth SPOA Coord.	13
Tod	Beadnell	DPW/Engineering	Engineer I #2	13
Christopher	LaLuna	Information Technology	Programmer II	13
William	Mahar	Information Technology	Network Coordinator	13
Marlo	Barboza	Sheriff/Jail	Corrections Inspector	13
Karin	Badey	DPW/Up Yonda Farm	Environmental Education Admin	12
Betsy	Henkel	DPW/DPW Administration	Fiscal Manager	12
Denise	DiResta	Veterans Service	Director Veterans	12
Harold	Carlson	Mental Health	Dpty Dir Mental Health/Fiscal	12
Mark	Neale	Sheriff/Sheriff Law Enforcement	Systems Maintenance Coordinator	12
Cynthia	Ross	Office for the Aging	Fiscal Manager	12
Herbert	Levin	Weights & Measures	Director Weights & Measures	12
Heidi	LeClair	Treasurer	Payroll Supervisor	12
Jeffrey	Inglee	DPW/Parks and Recreation	Fish Management Specialist	11
John	Osgood	Information Technology	Computer Help Desk Tech II #2	11
Robert	Hosford	Information Technology	Computer Help Desk Technician II	11
Jason	Shpur	Purchasing	Deputy Purchasing Agent	11
Scott	McLaughlin	Telecommunication	Telecommunications Analyst	11
Sueanne	Linehan	County Clerk	1st Deputy County Clerk	11
Jessica	Burnham	Self Insurance	Deputy Insurance Administrator	11
Monica	Stark	Treasurer	Junior Accountant	11
Sara	Hettel	Public Health/W.I.C.	WIC Coordinator/Nutritionist	11
Adam	Baker	DPW/Engineering	Assistant Engineer #1	10
Kristen	MacEwan	Real Property Tax	Deputy Director Real Property	10
Shannon	Colin	Board of Elections	Deputy Commissioner Elections #1	10
Kimberly	Ross	Board of Elections	Deputy Commissioner Elections #2	10
Amelia	Drexel	Office of Emergency Services/Civil Defense	Emergency Services Coordinator	10
Sarah	McLenithan	Clerk of the Legislative Board	Deputy Clerk of the Board	10
Martin	Fitzgerald	Planning/Planning	Construction Cost Coordinator	10
Peter	Olesheski	DPW/Up Yonda Farm	Naturalist #3	9
Tosha	Brownell	Information Technology	Computer Help Desk Tech. I #1	9
Albert	Smith	Information Technology	Computer Help Desk Tech I #2	9
Darrell	Boutin	Information Technology	Computer Help Desk Tech. I #3	9
Paul	Tackett	Tourism	Assistant Tourism Coordinator	9
Sarah	Casey	Civil Service	Civil Service Specialist	9
Jennifer	Howe	Human Resources	Human Resources Specialist	9
Lisa	Carpenter	DPW/Engineering	Junior Transportation Analyst	9
Amy	Turcotte	County Attorney	Secretary to the County Attorney	9
Stanley	Cianfarano	Historian	County Historian (P/T)	8
Kristy	Miller	Administrative Fiscal Services	Conf Secr to Cty Administrator	8
Samantha	Hogan	Clerk of the Legislative Board	Sr Legislative Ofc Specialist #1	8
Michelle	Rodriguez	Probation/Probation	Princ Steno Confidential	8
Madlyn	Wilson	DPW/Up Yonda Farm	Naturalist #2	8
Paulette	McDonald	District Attorney/District Attorney	Secretary to DA	8

2020 NON Bargaining Positions

First Name	Last Name	Department Description	Position Title	GRADE
Raymond	Reiter	County Attorney	Tax Coordinator	8
Karyn	Calo	County Attorney	Legal Assistant #2	8
Jennifer	Smith	Sheriff/Sheriff Law Enforcement	Secretary to the Sheriff	8
Erin	Brothers	Public Defender	Conf. Sec. to 1st Asst. Pub. Def	7
Joanne	Collins	Social Services/Social Services Admin- 02	Confidential Secretary	7
Joan	Wolfe	DPW/DPW Administration	Conf. Asst.-Super. of Pub. Works	7
Susan	Ringler	Public Defender	Confidential Secretary	7
Melissa	Durett-Clapper	Treasurer	Payroll Technician	7
Leslie	Lovlace	Clerk of the Legislative Board	Secretary to the Clerk of Board	6
Molly	Ganotes-Gleason	Clerk of the Legislative Board	Legislative Office Specialist #4	6
Bayla	Jernigan	Civil Service	Civil Service Assistant	6
Teresa	Williams	Human Resources	Human Resources Clerk	5

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: Cook # 5 Full Time Base Salary of Position: \$29333.00 Grade: 4
Filling at Step # (If Known):
Budget code and title: Salaries-FT A6030 110 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [checked] Other ~~evacation~~
Employee No./Last Name: Date of Vacancy: 1/1/20
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal [] % [checked] 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.
Human Resources Director has approved this form when initialed. 11/15/19

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 11/8/19

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 11/7/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Edna A. Francis Date 11/18/2019

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
Title of Position: 8th Assistant District Attorney Base Salary of Position: \$66,563.00 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1165 110 Salaries-Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy: January 1, 2020
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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 11/19/19

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 Date 11/19/19

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 Date 11/19/19

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: District Attorney Payroll Dept. No: 5.0
Title of Position: Legal Clerk #5 Base Salary of Position: \$30,520.00 Grade: 5
Filling at Step # (If Known): 1
Budget code and title: A.1165 110 Salaries Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked]
Employee No./Last Name: Date of Vacancy: January 1, 2020
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

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 11/19/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & Public Safety
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 11/19/19

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- Homecare Payroll Dept. No: 36.00
Title of Position: Medical Records Coder- Part Time avg 24-26 hrs/week Base Salary of Position: Hourly rate \$18.09/ Budgeted \$24,461 Grade: 10
Filling at Step # (If Known): 130 Part
Budget code and title: A4010, 110 Health Services Full Time Salaries Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other creation [checked]
Employee No./Last Name: New Position in 2020 Budget/ anticipated January 2020 Date of Vacancy: N/A
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [checked] Other [] % Helps agency pursue revenue

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [checked] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. 11/7/19
Human Resources Director has approved this form when initialed. 11/7/19

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 11/7/19

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 11/7/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Edna A. Fassei Date 11/18/2019

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office for the Aging Payroll Dept. No: 57.01
Title of Position: Services Specialist, OFA Base Salary of Position: \$37,633.00 Grade: 10
Filling at Step # (If Known): 4
Budget code and title: A.6772.110 Warren County - Salaries FT Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: Kathleen McLaughlin Date of Vacancy: 07/13/2018
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal % [checked] State 75 % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 10/25/19

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 10/28/19

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 11/18/2019

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.40
Title of Position: Hatchery Aide Base Salary of Position: #31,824 Grade: 6
Budget code and title: A.7110 Hatchery Aide Union [x] Non-Union []
This position is vacated due to: [x] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: #11527 Catherine Dzierba Date of Vacancy: 11/20/2019
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.

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 11/13/19

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 11/15/19

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 11/18/2019

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker #36 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: 12440/Williams-Snowball Date of Vacancy: 11/12/19
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.
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 11/12/19

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 Date 11/15/19

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 11/18/2019

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.00
Title of Position: Resource Clerk #1 Base Salary of Position: \$29,333 Grade: 4
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: 11941/McMahon Date of Vacancy: 8/19/19
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50 % [checked] State 25 % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [checked] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. [Signature] 11/12/19
Human Resources Director has approved this form when initiated. [Signature] 11/12/19

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 11/12/19

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 11/15/19

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 11/18/2019

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Treasurer Payroll Dept. No: 11.00
Title of Position: Senior Account Clerk #4 Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known): Base
Budget code and title: A.1325 110 County Treasurer, Salaries-Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [checked] Termination [] Promotion [] Other
Employee No./Last Name: 12925/Nieves Date of Vacancy: 11/25/2019
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. 11/25/19

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 11/25/19

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 11/25/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Finance
[] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[checked] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date November 25, 2019