

OFFICE OF THE WARREN COUNTY CLERK
PAMELA J. VOGEL, COUNTY CLERK
SUEANNE S. LINEHAN, DEPUTY

**Warren County Support Services Committee: Co. Clerk/DMV - Agenda
January 22, 2019 - 9 a.m.**

- I. Committee Meeting Call to Order: Supervisor Bill Loeb
- II. Motion to approve minutes of prior committee meeting (No pending items)
- III. Action Agenda/New Business:

a. Notice to Fill: MV License Reg. Clerk # 10 Full Time- Grade 8 - \$ 34,988

Due to termination, the office requests approval to fill vacancy. Full-time with benefits, Grade 8, 2019 Entry: \$ 34,988 (\$16.8212 hr). A. 1410 110 Full-time salaries. Assignment will be from Certification of Eligibles List from Warren Co. Civil Service. Position is within the office's organizational structure; responsibilities include processing all motor vehicle transactions (office: 68,988 trans. 2018 >14% over 2017). As agent for NYS DMV, office is required to meet DMV needs of public using appropriate, trained staffing. Warren County retains approx. 12.7% of fees collected annually (\$ 585,989 in 2018 >\$20% over 2017) to Warren Co.; exclusive of MV Use Tax which is an additional, separate revenue stream). Employee will be required to complete FBI/Homeland Security Background Checks. Notice to Fill sent to Civil Service Director and from there to County Administrator and Budget Officer.

No Further Business.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: County Clerk (DMV) Payroll Dept. No: 15
Title of Position: MV License Registration Clerk #10 Base Salary of Position: \$ 34,988 Grade: 8
Filling at Step # (If Known): Entry Level
Budget code and title: A 1410 110 Full-time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12892, LoVerde Date of Vacancy: 12/27/2018
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____% 12.75% DMV transaction are retained by WC

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. Jan 1/15/19
Human Resources Director has approved this form when initialed. 1/15/19

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 1/16/19

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 Thomas Date 1/22/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Support Services

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

Ranking Committee Member Signature William Cook Date 1/25/19