

Support Services Committee
Self- Insurance Department

AGENDA

August 19, 2019 10:05 am

Committee Members:

Chairman, Supervisor Loeb
Supervisor Leggett
Supervisor Sokol
Supervisor Hyde
Supervisor Magowan
Supervisor Hogan
Supervisor Wild
Supervisor Driscoll
Supervisor Dickinson

I. Action Agenda/New Business

1. Notice of intent to fill vacant position. Due to a resignation the position of Self-Insurance Specialist is vacant and we would like to fill this position as soon as possible.
2. Resolution requested allowing the Self-Insurance Administrator to serve as Secretary of the Empire State Safety Association.

Attachments:

1. Notice of Intent to Fill Vacant Position form.
2. Resolution Request form.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

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

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. PO 8/2/19

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 8/2/19

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.

The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 8/16/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Support Services

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy.

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

In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature William Losh Date 8/19/19

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: Self-Insurance

DATE: 8/19/19

- (a) Purpose of Request: **Authorizing Administrator of Self-Insurance Department to Serve as Secretary of the Empire State Safety Association.**
- (b) Details: **Term 8/5/19-12/13/20**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **N/A**

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

* as listed in budget and LOGOS