

**Economic Growth & Development And Higher Education**  
**Department of Employment and Training**

**AGENDA**

**February 24, 2020**

**Committee Members:** Wild, Hogan, Leggett, Braymer, Diamond, Dickinson, Magowan, McDevitt, and Seeber

- I. **Committee meeting called to order by Chairman**
- II. **Motion to approve minutes of prior Committee meeting**
- III. **Action Agenda/New Business:**
  1. Request to Amend Contract with Seeley Office Systems to pay for services rendered.
  2. Request to delete two positions and add two positions. Deleting a vacant Employment & Training Counselor PT position. Deleting a Senior Employment & Training Counselor (retired February 21, 2020). Adding Part-Time Office Specialist and Full-Time Employment & Training Coordinator.
- IV. **Referral/Pending Items**
  1. No outstanding items
- V. **Information for Discussion/Review**
  1. No new information
- VI. **Privilege of the Floor** to discuss any additional items to come before the Committee
- VII. **Motion to adjourn**

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**Attachments:**

1. Resolution Request 4 to Amend Contract
2. Resolution Request 11 to Create Positions (2 requests)
3. Resolution Request 12 Notice of Intent to Fill (2 requests)

## **RESOLUTION REQUEST FORM NO. 4**

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME: Employment & Training Administration**

**DATE: 02/11/2020**

- (a) Purpose of Contract Change:  
**To increase the contract amount so that we can pay an invoice for services already rendered.**
  
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:  
**369 of 2000**
  
- (c) Name of Contractor:  
**Seeley Office Systems**
  
- (d) Address of Contractor: **95 Broad Street, P.O. Box 475 Glens Falls, NY 12801**
  
- (e) Contractor's Contact Person and Telephone Number:  
**Brian Seeley 518-793-5168**
  
- (f) Commencement Date of Extension: **2/11/2020**
  
- (g) Termination Date of Extension: **N/A**
  
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed **\$3000.00/year**
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.  
**As needed**
  
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount:  
**300 470    305 470    310 470    313 470    355 470**

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

\*as listed in budget and LOGOS

***RESOLUTION REQUEST FORM NO. 11***

***Request to Create New Position***

**DEPARTMENT NAME: Employment & Training**

**DATE: 2/18/2020**

- (a) Title of Requested Position: **Office Specialist (Part-Time)**
- (b) Annual Base Salary (and Grade if Applicable): **Grade 7, Base salary \$33,600-Part-time**
- (c) Effective Date for New Position:\* **3/23/2020**  
\*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):  
**Employment & Training Counselor #1 (Part-Time--vacant)**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**Current 2020 Budget 40.6293.310 130**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)  
**Yes.**
- (g) Is this a mandated position? If so, please explain:  
**No.**
- (h) Is there expected revenue from this position? If so, please explain:

# 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: 40.6293  
Title of Position: Office Specialist -PT Base Salary of Position: 33,600 (Part-time) Grade: 7  
Filling at Step # (If Known): Entry Not to exceed 32 hours per week  
Budget code and title: 40.6293.300.130 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: New position- Deleting other PT vacant position. Date of Vacancy: 3/23/2020  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal 100 %  State \_\_\_\_\_ %  Other WIOA % \_\_\_\_\_

### 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. *Personnel Officer*  
Human Resources Director has approved this form when initialed. *JF 2/20/2020*

### 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 2/21/20

### BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.  
Budget Officer Signature *[Signature]* Date 2/24/20

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Economic Growth + Dev. and Higher Ed.  
 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 2/24/20

***RESOLUTION REQUEST FORM NO. 11***

***Request to Create New Position***

**DEPARTMENT NAME:** Employment & Training

**DATE:** 2/18/2020

- (a) Title of Requested Position: **Employment & Training Coordinator**
- (b) Annual **Base** Salary (and Grade if Applicable): **Grade 8**
- (c) Effective Date for New Position:\* **3/23/2020**  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):  
**Senior Employment & Training Counselor**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**Existing 2020 Budget 40.6293.300 110 Base salary \$34,988**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)  
**Yes.**
- (g) Is this a mandated position? If so, please explain:  
**No.**
- (h) Is there expected revenue from this position? If so, please explain:

# 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: 40.6293  
Title of Position: Employment & Training Coordinator Base Salary of Position: 34,988 Grade: 8  
Filling at Step # (If Known): Entry Not to exceed 32 hours per week  
Budget code and title: 40.6293.300 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: New position- Employee retiring from other position Date of Vacancy: 3/23/2020  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal 100 %  State \_\_\_\_\_ %  Other WIOA % \_\_\_\_\_

### 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. OK 2/20/20  
Human Resources Director has approved this form when initialed. SF 2/20/2020

### 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 2/21/20

### BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature [Signature] Date 2/24/20

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Economic Growth + Dev. and Higher Ed.

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 2/24/20