

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

APRIL 1, 2021

Committee Members: Braymer, Geraghty, Driscoll, Conover and Magowan

I. Committee meeting called to order by Chairman.

II. Motion to approve minutes of prior Committee meetings.

III. Action Agenda

1) SUNY Adirondack representatives to provide an update on the College.

2) Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):

Resolution Tracking Report.

3) Requests/Items to be Discussed by the County Attorney (Mary Elizabeth Kissane, County Attorney):

A) Litigation update.

B) County Attorney personnel update.

4) Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):

Human Resources-

A) Review of report on tracking of vacancies filled.

B) Update on terminations and exit interviews

C) Request to amend the Table of Organization to update the title of the Associate Planner (9 hrs) listed in the Planning Departments Salary Schedule to reflect the correct title of "Associate Planner - Per Diem".

D) Discussion regarding the American Rescue Plan Act voluntary expansion of Families First Coronavirus Response Act.

5) Requests/Items to be Discussed by the Personnel Officer (Patricia Nenninger, Personnel Officer):

Request to fill the vacant position of Civil Service Specialist, Annual Salary \$46,222, due to resignation.

6) Requests/Items to be Discussed by the Director of Information Technology (Mike Colvin, Director, Information Technology):

Request to appropriate funds in the amount of \$10,000 from the Computer Reserve Fund to the Information Technology Budget to purchase computers and related equipment and software.

7) Referral from the Governmental Operations & Advocacy Committee (Chaired by Supervisor Beaty):

Board of Elections (William VanNess, Commissioner, Board of Elections (R) and Elizabeth McLaughlin, Commissioner, Board of Elections (D)-

Request to amend the Table of Organization and Salary Schedule to increase the hourly rate of pay for the Elections Inspectors from \$12.50/hr to \$15/hr, effective June 1, 2021, in an effort to resolve issues with retention and recruiting.

8) Referral from the Public Safety Committee (Chaired by Supervisor Diamond):

Sheriff (James LaFarr, Sheriff) -

Request to Adopt Warren County Sheriff Office policies; Correction Division Directive 003 and Public Safety Division Directive 006.

9) Referral from the Public Works Committee (Chaired by Supervisor Conover):

Solid Waste (Kevin Hajos, Superintendent of Public Works) -

Request to amend the Table of Organization and Salary Schedule to create and fill the position of Solid Waste/Recycling Compliance Coordinator, Annual Salary \$43,605, effective May 1, 2021.

CONTINUED

10) Request/Item to be Discussed by the County Treasurer (Mike Swan, County Treasurer):

Request to re-introduce the County Treasurer's request to remove the Payroll Supervisor and Payroll Technician positions from the CSEA Union and the associated requests for salary adjustments which were tabled at the June 6, 2019 Personnel & Higher Education Committee meeting.

IV. Pending Items:

Personnel - None.

Higher Education - None.

V. Positions authorized for filling by Standing Committees since last meeting:

- Public Health**
- Registered Professional Nurse #31, *Grade 19, Base Annual Salary \$47,523*, due to resignation.
 - Registered Professional Nurse #32, *Grade 19, Base Annual Salary \$47,523*, due to resignation.
 - Registered Professional Nurse #37, *Grade 19, Base Annual Salary \$47,523*, due to resignation.
 - Registered Professional Nurse #40, *Grade 19, Base Annual Salary \$47,523*, due to resignation.
 - WIC Assistant, *Grade 5, Base Annual Salary \$30,520*, due to resignation.
 - Infant Feeding Advocate-Part-time, *(20 hrs/week), Grade 3, Hourly Rate \$13.47*, due to resignation.

- DPW**
- MEO (L) #6, *Grade 7, Base Annual Salary \$33,600*, due to promotion.
 - MEO (L) #13, *Grade 7, Base Annual Salary \$33,600*, due to promotion.
 - MEO (L) #27, *Grade 7, Base Annual Salary \$33,600*, due to resignation.
 - MEO (M) #12, *Grade 9, Base Annual Salary \$36,214*, due to resignation.
 - Construction Specialist I, *Annual Salary \$65,566*, due to creation.
 - Engineer II, *Annual Salary \$73,670*, due to creation.

- Office of
Emergency
Services**
- Emergency Services Coordinator, *Annual Salary \$48,995*, due to resignation.

- Office for the
Aging**
- Aging Services Assistant - PT, *Grade 4, Base Annual Salary \$29,333 (20 hours/wk)*, due to creation. *(Emergency Fill)*

- Sheriff**
- Investigative Sergeant, *Annual Salary \$78,519*, due to promotion.
 - Investigator #TBD, *Annual Salary \$77,519*, due to promotion.
 - Patrol Lieutenant #1, *Annual Salary \$101,802*, due to retirement.
 - Patrol Officer #TBD, *Annual Salary \$42,373*, due to promotion.
 - Patrol Officer #TBD, *Annual Salary \$42,373*, due to promotion.
 - Patrol Officer #TBD, *Annual Salary \$42,373*, due to promotion.
 - Patrol Sergeant #4, *Annual Salary \$78,519*, due to retirement.
 - Patrol Sergeant #11, *Annual Salary \$78,519*, due to retirement.

- Social Services**
- Caseworker #15, In the Child Protective Services Unit, *Grade 16, Base Annual Salary \$43,390*, due to resignation.
 - Social Welfare Examiner #21, in the Temporary Assistance Unit, *Grade 8, Base Annual Salary \$34,988*, due to promotion.

VI. Privilege of the Floor/Public Comment (please allow for 15 second delay on live stream meetings)

VII. Motion to adjourn

RESOLUTION TRACKING REPORT
FEBRUARY 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
24	EXECUTIVE - MAKING SUPPLEMENTAL APPROPRIATIONS	PROCESSED BY CO. TREASURER
25	FINANCE - AMENDING WARREN COUNTY BUDGET FOR 2021 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY	PROCESSED BY CO. TREASURER
26	COUNTY FACILITIES (AIRPORT) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE FEDERAL AVIATION ADMINISTRATION/NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR THE CONSTRUCTION OF THE REHABILITATE TAXIWAY LIGHTING PROJECT FOR THE WARREN COUNTY (FLOYD BENNETT MEMORIAL) AIRPORT	APPLICATION SUBMITTED
27	CRIMINAL JUSTICE (DISTRICT ATTORNEY) - AUTHORIZING EXTENSION OF AGREEMENT WITH THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES FOR THE STATE AID TO PROSECUTION GRANT FOR THE DISTRICT ATTORNEY'S OFFICE	
28	ECONOMIC GROWTH & DEVELOPMENT (PLANNING & COMMUNITY DEVELOPMENT) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE HOUSING TRUST FUND CORPORATION OFFICE OF COMMUNITY RENEWAL FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING	APPLICATION SUBMITTED
29	HEALTH SERVICES (HEALTH SERVICES DEPARTMENT) - AUTHORIZING CONTINUATION OF A LEASE AGREEMENT WITH HUDSON HEADWATERS HEALTH NETWORK FOR USE OF SPACE AT THE WARRENSBURG HEALTH CENTER FOR PUBLIC HEALTH'S MONTHLY WIC CLINIC	SENT TO COMPANY
30	HEALTH SERVICES (HEALTH SERVICES DEPARTMENT) - APPOINTING PAUL BACHMAN, M.D. AS MEDICAL DIRECTOR FOR THE HEALTH SERVICES DIVISION OF HOME CARE	OATH OF OFFICE PRODUCED
31	HEALTH SERVICES (HEALTH SERVICES DEPARTMENT) - APPOINTING WILLIAM BORGOS, M.D. AS MEDICAL DIRECTOR FOR THE HEALTH SERVICES DIVISION OF PUBLIC HEALTH	OATH OF OFFICE PRODUCED

RESOLUTION TRACKING REPORT
FEBRUARY 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
32	HEALTH SERVICES (<i>HEALTH SERVICES DEPARTMENT</i>) - APPOINTING MEMBERS OF THE LOCAL EARLY INTERVENTION COORDINATING COUNCIL (LEICC) FOR THE EDUCATION OF PHYSICALLY HANDICAPPED CHILDREN'S PROGRAM	OATHS OF OFFICE PRODUCED
33	HEALTH SERVICES (<i>HEALTH SERVICES DEPARTMENT</i>) - APPOINTING MEMBERS OF PROFESSIONAL ADVISORY COMMITTEE FOR THE HEALTH SERVICES DEPARTMENT	OATHS OF OFFICE PRODUCED
34	HUMAN SERVICES (<i>DEPARTMENT OF SOCIAL SERVICES</i>) - AUTHORIZING THE CHAIR OF THE BOARD OF SUPERVISORS AND THE WARREN COUNTY TREASURER TO EXECUTE AN APPLICATION FOR YOUTH PROGRAM FUNDS FROM THE NEW YORK STATE OFFICE OF CHILDREN & FAMILY SERVICES AS OUTLINED IN THE 2020 RESOURCE ALLOCATION PLAN	APPLICATION EXECUTED
35	HUMAN SERVICES (<i>DEPARTMENT OF SOCIAL SERVICES</i>) - AUTHORIZING AGREEMENT WITH COUNCIL FOR PREVENTION OF ALCOHOL AND SUBSTANCE ABUSE, INC. FOR THE YOUTH COURT PROGRAM	CONTRACT EXECUTED
36	HUMAN SERVICES (<i>DEPARTMENT OF SOCIAL SERVICES</i>) - AUTHORIZING AGREEMENTS BETWEEN WARREN COUNTY AND THE TOWNS OF WARREN COUNTY FOR REIMBURSEMENT OF A PORTION OF THE COSTS FOR RECREATIONAL PROGRAMS	SENT TO TOWNS
37	PUBLIC SAFETY (<i>OFFICE OF EMERGENCY SERVICES</i>) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES UNDER THE FY21 STATE HOMELAND SECURITY GRANT PROGRAM FOR THE OFFICE OF EMERGENCY SERVICES	APPLICATION SUBMITTED
38	PUBLIC SAFETY (<i>OFFICE OF EMERGENCY SERVICES</i>) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES FOR FY21 LOCAL EMERGENCY MANAGEMENT PERFORMANCE GRANT FUNDING FOR THE OFFICE OF EMERGENCY SERVICES	APPLICATION SUBMITTED

RESOLUTION TRACKING REPORT
FEBRUARY 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
39	PUBLIC SAFETY (<i>OFFICE OF EMERGENCY SERVICES</i>) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES FOR THE FY21 HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANT FOR THE LOCAL EMERGENCY PLANNING COMMITTEE (OFFICE OF EMERGENCY SERVICES)	APPLICATION SUBMITTED
40	PUBLIC WORKS (<i>DPW</i>) - AWARDING BID AND AUTHORIZING AGREEMENT WITH LOWEST RESPONSIBLE BIDDER FOR WARREN COUNTY 2021 HIGHWAY PROJECTS (WC 63-20)	CONTRACTS EXECUTED
41	PUBLIC WORKS (<i>DPW</i>) - AWARDING BID AND AUTHORIZING AGREEMENT WITH ROZELL EAST, INC. TO PROVIDE CRANE SERVICES FOR THE DEPARTMENT OF PUBLIC WORKS (WC 69-20)	CONTRACT EXECUTED
42	PUBLIC WORKS (<i>DPW</i>) - AUTHORIZING CHANGE ORDER WITH NEW CASTLE PAVING LLC. FOR CONSTRUCTION SERVICES FOR CAPITAL PROJECT H377, SUNNYSIDE ROAD (CR 54) AND SUNNYSIDE EAST (CR 39) PAVEMENT PRESERVATION PROJECT, TOWN OF QUEENSBURY (WC 24-20) AND AUTHORIZING THE SUPERINTENDENT OF PUBLIC WORKS TO EXECUTE SUCH CHANGE ORDER	
43	PUBLIC WORKS (<i>DPW</i>) - RESOLUTION DECLARING WARREN COUNTY THE SEQRA LEAD AGENCY FOR THE HORICON AVENUE (CR 11) OVER FINKLE BROOK CULVERT REPLACEMENT PROJECT AND AUTHORIZING THE CHAIR OF THE BOARD TO EXECUTE THE SEQRA ENVIRONMENTAL ASSESSMENT AND NEGATIVE DECLARATION FORM	
44	PUBLIC WORKS (<i>DPW</i>) - AMENDING RESOLUTION NO. 423 OF 2020, WHICH AUTHORIZED AN AGREEMENT WITH LOWEST RESPONSIBLE BIDDER FOR FIRE SUPPRESSION INSPECTION AND MAINTENANCE FOR FUELING FACILITIES LOCATED THROUGHOUT WARREN COUNTY, TO CHANGE THE CONTRACT TERMS	CONTRACT EXECUTED

RESOLUTION TRACKING REPORT
FEBRUARY 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
45	PUBLIC WORKS (DPW) - RESOLUTION SUPPORTING THE VILLAGE OF LAKE GEORGE'S REQUEST TO CHANGE THE NAME OF WEST BROOK ROAD TO SEN. ELIZABETH O'C LITTLE BOULEVARD	
46	TOURISM & OCCUPANCY TAX COORDINATION (TOURISM) - AUTHORIZING AGREEMENT WITH BENCHMARK PRINTING, INC. FOR PRINTING OF THE 2021 WARREN COUNTY ALL SEASONS TRAVEL GUIDE FOR THE TOURISM DEPARTMENT	CONTRACT EXECUTED
47	TOURISM & OCCUPANCY TAX COORDINATION (TOURISM) - AUTHORIZING CONTINUATION OF THE INTERMUNICIPAL AGREEMENT WITH THE VILLAGE OF LAKE GEORGE TO PROVIDE FUNDING FOR PROMOTION SPACE WITHIN THE LAKE GEORGE VISITOR CENTER	SENT TO VILLAGE
48	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2021	PROCESSED BY PAYROLL/HUMAN RESOURCES
49	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (CLERK OF THE BOARD) - ADOPTING WARREN COUNTY TRAVEL, EDUCATION AND VEHICLE USE POLICY	POLICY POSTED TO SHAREPOINT
50	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (HUMAN RESOURCES) - AMENDING SALARY SCHEDULE IN THE 2021 SALARY AND COMPENSATION PLAN TO CORRECT CLERICAL ERROR	PROCESSED BY PAYROLL/HUMAN RESOURCES
51	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (INFORMATION TECHNOLOGY) - AMENDING RESOLUTION NO. 486 OF 2019, WHICH AUTHORIZED AN AGREEMENT WITH CATALOG & COMMERCE SOLUTIONS FOR WEBSITE RE-DESIGN FOR WARREN COUNTY (WC 70-19), TO INCLUDE SUPPORT AND MAINTENANCE	CONTRACT EXECUTED

RESOLUTION TRACKING REPORT
FEBRUARY 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
52	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>INFORMATION TECHNOLOGY</i>) - RATIFYING THE ACTIONS OF THE INFORMATION TECHNOLOGY DEPARTMENT IN EXECUTING A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES TO BOLSTER CYBER-SECURITY	
53	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>OFFICE OF EMERGENCY SERVICES</i>) - AMENDING RESOLUTION NO. 70 OF 2020, AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2020 AND 2021, TO CHANGE THE SALARY OF THE COUNTY FIRE COORDINATOR - TEMPORARY FOR THE OFFICE OF EMERGENCY SERVICES	PROCESSED BY PAYROLL/HUMAN RESOURCES
54	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>OFFICE OF EMERGENCY SERVICES</i>) - AMENDING RESOLUTION NO. 397 OF 2020, AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2020, TO EXTEND THE DELETION DATE OF THE FIRE COORDINATOR/DIRECTOR FOR THE OFFICE OF EMERGENCY SERVICES	PROCESSED BY PAYROLL/HUMAN RESOURCES
55	FINANCE (<i>COUNTRYSIDE ADULT HOME</i>) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE COUNTRYSIDE REHABILITATION RESERVE TO THE COUNTRYSIDE ADULT HOME BUDGET TO FUND BOILER REPAIRS AT COUNTRYSIDE ADULT HOME; AMENDING WARREN COUNTY BUDGET FOR 2021	PROCESSED BY CO. TREASURER
56	FINANCE (<i>DPW</i>) - ESTABLISHING 2021 AND 2022 ROAD FUND PROJECTS AND AMENDING WARREN COUNTY BUDGET FOR 2021	PROCESSED BY CO. TREASURER
57	FINANCE (<i>INFORMATION TECHNOLOGY</i>) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE COMPUTER RESERVE FUND TO VARIOUS DEPARTMENTAL BUDGETS; AMENDING 2021 WARREN COUNTY BUDGET	PROCESSED BY CO. TREASURER
58	FINANCE (<i>OFFICE OF EMERGENCY SERVICES</i>) - INCREASING CAPITAL PROJECT NO. H254, FIRE TRAINING CENTER PROJECT; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2021	PROCESSED BY CO. TREASURER

RESOLUTION TRACKING REPORT
FEBRUARY 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
59	FINANCE (PLANNING & COMMUNITY DEVELOPMENT) - AUTHORIZING COUNTY TREASURER TO CLOSE CD74(COUNTRYSIDE ADULT HOME) PROJECT	PROCESSED BY CO. TREASURER
60	FINANCE (REAL PROPERTY TAX SERVICES) - AUTHORIZING THE APPROPRIATION OF ADDITIONAL FUNDS FROM THE ENVIRONMENTAL TESTING RESERVE FUND TO THE REAL PROPERTY TAX SERVICES BUDGET TO PAY ATLANTIC TESTING LABORATORIES FOR ADDITIONAL ASBESTOS PROJECT MONITORING FEES FOR TOWN OF QUEENSBURY TAX MAP PARCEL NO. 302.8-1-2 (275 BAY ROAD); AND AMENDING 2021 WARREN COUNTY BUDGET	PROCESSED BY CO. TREASURER
61	FINANCE (TREASURER) - CANCELLING OR CORRECTING OF ASSESSMENTS AND REFUNDS OR CHARGEBACKS OF TAXES FOR PILOT PAYMENTS MADE IN 2020 <i>RESOLUTION AMENDED AFTER MAILING</i>	PROCESSED BY CO. TREASURER
62	EXECUTIVE - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED SURPLUS TO THE INFORMATION TECHNOLOGY BUDGET; AMENDING 2021 WARREN COUNTY BUDGET	PROCESSED BY CO. TREASURER
63	EXECUTIVE - RESOLUTION AMENDING THE WARREN COUNTY FOIL POLICY AND THE PRIOR CHAIRS OF THE BOARD OF SUPERVISORS TO DECIDE AND SIGN FOIL APPEALS WHEN THERE IS A CONFLICT OF INTEREST WITH THE FOIL APPEALS OFFICER <i>RESOLUTION AMENDED FROM THE FLOOR AT THE BOARD MEETING</i>	NO ACTION
64	EXECUTIVE - AMENDING RESOLUTION NO. 20 OF 2021, APPOINTING MEMBERS TO THE WARREN-WASHINGTON COUNTIES INDUSTRIAL DEVELOPMENT AGENCY AND CIVIC DEVELOPMENT CORPORATION, TO INCLUDE WASHINGTON COUNTY APPOINTMENTS	FORWARDED TO WASHINGTON CO.
65	EXECUTIVE - RESOLUTION TO COMMIT TO FUNDING TO ADDRESS THE NEEDS AT COUNTRYSIDE ADULT HOME PURSUANT TO THE BEARDSLEY REPORT	

RESOLUTION NOS. 24-65 WERE DISTRIBUTED TO THE BOARD OF SUPERVISORS AND POSTED TO THE WARREN COUNTY WEBSITE ON TUESDAY FEBRUARY 16, 2021

RESOLUTION TRACKING REPORT
FEBRUARY 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
66	SUPERVISORS BRAYMER AND GERAGHTY - WAIVING THE RULES OF THE BOARD REQUIRING THAT RESOLUTIONS BE PROVIDED TO THE MEMBERS OF THE BOARD OF SUPERVISORS ON THE TUESDAY PRIOR TO A REGULAR BOARD MEETING REGARDING A RESOLUTION APPOINTING COUNTY FIRE COORDINATOR	NO ACTION
67	SUPERVISORS SHEPLER AND MAGOWAN - APPOINTING COUNTY FIRE COORDINATOR	OATH PRODUCED
	<i>RESOLUTION NO. 67 OF 2021 WAS PRESENTED IN ADVANCE AS FLOOR RESOLUTION NO. 1, BECAUSE IT WAS NOT APPROVED BY A COMMITTEE, A WAIVING OF THE RULES WAS REQUIRED</i>	
68	SUPERVISORS CONOVER AND BEATY - WAIVING THE RULES OF THE BOARD REQUIRING THAT RESOLUTIONS BE PROVIDED TO THE MEMBERS OF THE BOARD OF SUPERVISORS ON THE TUESDAY PRIOR TO A REGULAR BOARD MEETING REGARDING A RESOLUTION AMENDING THE RULES OF THE BOARD	NO ACTION
69	SUPERVISORS SHEPLER AND BRAYMER - RESOLUTION ALTERING THE STANDING RULES OF THE BOARD, AS ADOPTED BY RESOLUTION NO. 6 OF 2021, TO MAKE CHANGES TO THE STANDING COMMITTEE LIST	RULES POSTED TO WEB
	<i>RESOLUTION NO. 69 OF 2021 WAS APPROVED FROM THE FLOOR AT THE BOARD MEETING AND THEREFORE A WAIVING OF THE RULES WAS REQUIRED</i>	

2021 - INTENT TO FILL VACANT POSITIONS

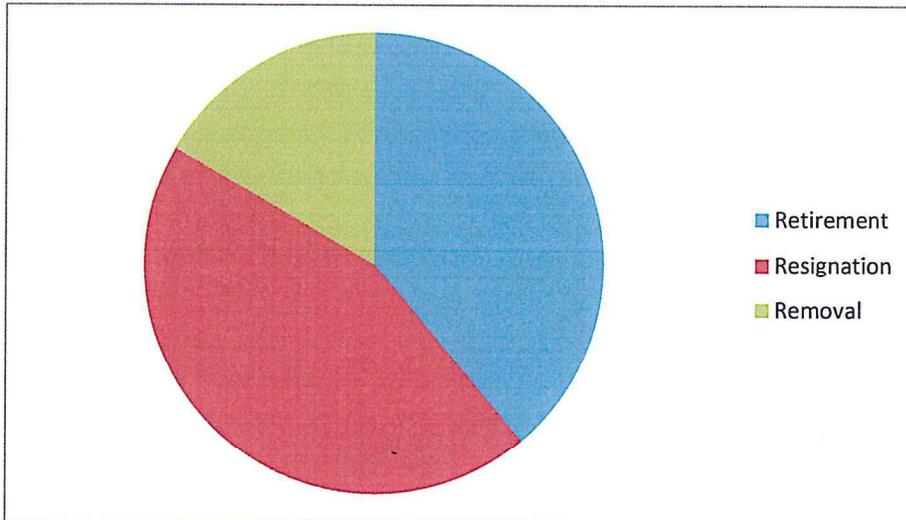
Personnel Cmt./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
1/1/2021	Countryside	Case Manager- Part Time	N/A	N	N/A	\$ 25,596.00		vacant			-
1/1/2021	Countryside	Institutional Aide #18 Part Time (2629)	N/A	N	N/A	\$ 14,013.00		vacant			-
1/1/2021	Health Services	Public Health Assistant #1 - PT (2627)	N/A	N	N/A	\$ 22,580.00	1/1/2021	Stack	\$ 22,580.00	\$ -	\$ -
1/1/2021	Health Services	Senior Account Clerk #3 (2637)	N/A	N	N/A	\$ 33,600.00	1/1/2021	Gillis	\$ 42,036.00	\$ 8,436.00	\$ -
1/1/2021	Social Services	Caseworker #38 (2615)	N/A	N	N/A	\$ 43,390.00	1/1/2021	Arbuco	\$ 43,390.00	\$ -	\$ -
1/1/2021	Social Services	Caseworker #39 (2616)	N/A	N	N/A	\$ 43,390.00	1/1/2021	Putnick	\$ 43,390.00	\$ -	\$ -
1/1/2021	Social Services	Caseworker #27 (1658)	Pratt	PR	\$ 46,286.00	\$ 43,390.00		vacant			
1/1/2021	Social Services	Case Supervisor B #1 (1641)	Mulcahy	RT	\$ 62,152.00	\$ 49,557.00	1/18/2021	Terry	\$ 60,152.00	\$ 10,595.00	\$ (2,000.00)
1/1/2021	Social Services	Senior Caseworker #7 (2268)	Terry	PR	\$ 56,671.00	\$ 46,492.00	2/15/2021	Pratt	\$ 49,554.00	\$ 3,062.00	\$ (7,117.00)
1/1/2021	Social Services	Case Manager (2569)	N/A	N	N/A	\$ 38,818.00	1/1/2021	Palermo	\$ 42,249.00	\$ 3,431.00	-
1/29/2021	Public Works	Director of Facilities	N/A	N	N/A	\$ 73,670.00		vacant			
1/29/2021	Public Works	Superintendent of Bldgs. & Grounds- PT Temp (2643)	N/A	N	N/A	\$39.87/hour	2/1/2021	Morehouse	\$39.87/hour		
1/29/2021	Health Services	Temporary Per Diem Senior Account Clerk (2642)	N/A	N	N/A	\$20.93/ hour	1/26/2021	DeCesare	\$20.93/hour		
3/1/2021	Countryside	Part- Time Leisure Time Activities Aide	N/A	N	N/A	\$ 16,815.60	3/1/2021	Durkin	\$ 16,815.60	\$ -	\$ -
3/1/2021	Countryside	Senior Account Clerk	N/A	N	N/A	\$ 33,600.00	3/1/2021	Tennant	\$ 35,974.00	\$ 2,374.00	\$ -
2/4/2021	Emergency Services	County Fire Coordinator- Part Time (2644)	N/A	N	N/A	\$ 11,500.00	2/4/2021	Ogden	\$ 11,500.00	\$ -	\$ -
2/22/2021	Public Works	Engineer I #4	N/A	N	N/A	\$ 58,384.00	3/29/2021	Stuart	\$ 58,384.00	\$ -	\$ -
1/29/2021	Airport	Airport Manager (1182)	DeGraw	RS	\$ 83,722.00	\$ 78,090.00		vacant			
1/29/2021	Buildings & Grounds	Maintenance Mechanic (2469)	Maston	RT	\$ 46,503.00	\$ 36,214.00	2/15/2021	Ruland	\$ 37,427.00	\$ 1,213.00	\$ (9,076.00)
1/29/2021	Buildings & Grounds	Maintenance Mechanic #1 (2194)	Ashline	RT	\$ 45,503.00	\$ 36,214.00		vacant			
1/29/2021	Public Works	HEO #6 (1241)	Harrington	PR	\$ 43,974.00	\$ 37,633.00	2/15/2021	Tyrell	\$ 40,223.00	\$ 2,590.00	\$ (3,751.00)
1/29/2021	Public Works	HEO #11 (1230)	Frasier	RT	\$ 48,615.00	\$ 37,633.00	2/15/2021	Perrone	\$ 43,974.00	\$ 6,341.00	\$ (4,641.00)
1/29/2021	Public Works	HEO #14 (2186)	Ross	PR	\$ 46,615.00	\$ 37,633.00		vacant			
1/29/2021	Social Services	Resource Clerk #3 (1636)	Johnson	O	\$ 29,333.00	\$ 29,333.00		vacant			
1/29/2021	Health Services	RPN #6	Saville	RS	\$ 60,152.00	\$ 47,523.00		vacant			
1/29/2021	Health Services	Senior Account Clerk #1 (1538)	DeCesare	RT	\$ 43,536.00	\$ 33,600.00		vacant			
4/1/2021	Tourism	Tourism Development & Events Coordinator	N/A	N	N/A	\$ 61,855.00		vacant			
3/4/2021	Buildings & Grounds	Building Maint. Worker #2 (2142)	Woodard	PR	\$ 34,767.00	\$ 33,600.00		vacant			
3/4/2021	Buildings & Grounds	Building Maint. Worker #6 (2138)	Ruland	PR	\$ 34,767.00	\$ 33,600.00		vacant			
3/4/2021	Buildings & Grounds	Cleaner #12 (2470)	Rawson	O	\$ 28,016.00	\$ 27,438.00		vacant			
3/4/2021	Countryside	Food Service Helper #3 (1873)	Morrison	RT	\$ 37,037.00	\$ 27,438.00		vacant			
3/4/2021	Countryside	Institutional Aide PT #2 (1894)	Semon	RS	\$ 22,421.00	\$ 22,421.00	3/16/2021	Porter	\$ 22,421.00	\$ -	\$ -
3/4/2021	Public Works	MEO (M) #5 (1246)	Perrone	PR	\$ 42,335.00	\$ 36,214.00	3/15/2021	Bent	\$ 36,793.00	\$ 579.00	\$ (5,542.00)
3/4/2021	Public Works	MEO (M) #26 (2420)	Tyrell	PR	\$ 38,727.00	\$ 36,214.00	3/15/2021	Kennedy, Jr.	\$ 36,793.00	\$ 579.00	\$ (1,934.00)
3/4/2021	Fire Prev. & Bldg. Codes	Fire Prev. & Bldg. Code Enf. Officer #6 (2163)	Bollinger	RS	\$ 46,031.00	\$ 45,455.00	3/15/2021	Farr	\$ 45,455.00	\$ -	\$ (576.00)
3/4/2021	Office for the Aging	Mealsite Manger #5 (1925)	Ranous	RS	\$ 18,115.00	\$ 17,149.00		vacant			
3/4/2021	Office for the Aging	Fiscal Coordinator (1924)	Ross	RT	\$ 58,120.00	\$ 42,141.00	3/15/2021	Haines	\$ 42,141.00	\$ -	\$ (15,979.00)
3/4/2021	Planning	Assistant County Planner (2521)	Belden	RS	\$ 65,303.00	\$ 61,855.00	4/12/2021	Gaddy	\$ 61,855.00	\$ -	\$ (3,448.00)
3/4/2021	Sheriff	Communications Officer #6 (1422)	Moyer	RS	\$ 52,834.00	\$ 41,740.00		vacant			
3/4/2021	Sheriff	Investigator #9 (1368)	Maday	RT	\$ 77,519.00	\$ 72,561.00	3/1/2021	Morse	\$ 72,561.00	\$ -	\$ (4,958.00)
3/4/2021	Sheriff	Patrol Officer #3 (1377)	Morse	PR	\$ 66,361.00	\$ 42,373.00	3/1/2021	Baker II	\$ 48,121.00	\$ 5,748.00	\$ (18,240.00)
3/4/2021	Treasurer	Account Clerk (part-time) #1	Callanan	PR	\$ 13,933.00	\$ 13,933.00	2/22/2021	Kelly	\$ 13,933.00	\$ -	\$ -
									TOTALS:	\$ 44,948.00	\$ (77,262.00)

Warren County Department of Human Resources



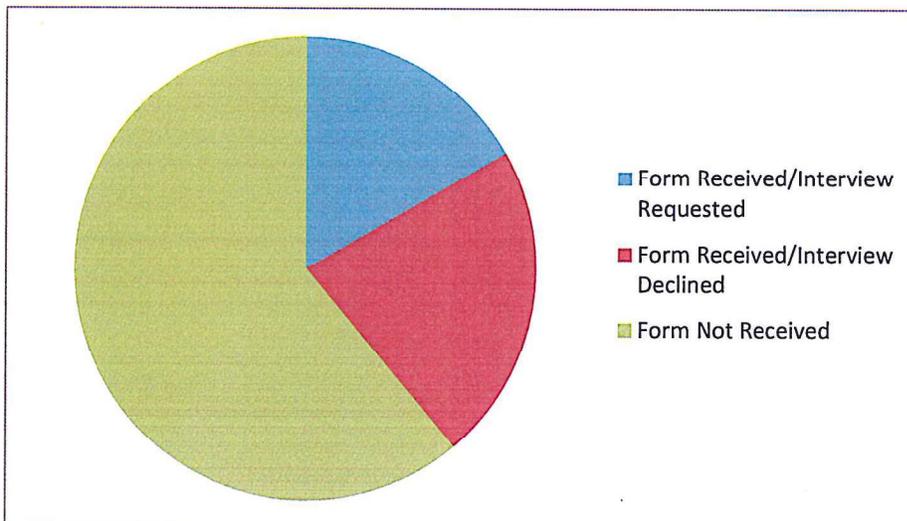
Separations through February 28, 2021

Retirement	7
Resignation	8
Removal	3
Total	18



Exit Interviews through February 28, 2021

Form Received/Interview Requested	3
Form Received/Interview Declined	4
Form Not Received	11



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: Planning

DATE: 3/24/21

- (a) Purpose of Request: **To amend the Table of Organization to correct the position listing of the Associate Planner (9 hrs) listed in the Planning department's salary schedule. The position should be updated to "Associate Planner - Per Diem"**
- (b) Details: **The (9hrs) designation has been attached to the position since it was created in 2017, and no longer reflects the Per Diem nature of the position.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.8021**

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

* as listed in budget and LOGOS

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: Civil Service Administration Payroll Dept. No: 17
Title of Position: Civil Service Specialist Base Salary of Position: \$46,222 Grade: 9 Non-bargaining
Filling at Step # (If Known):
Budget code and title: A.1430.110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Sara Casey Date of Vacancy: 3/27/21
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
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 3/12/21

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 3/15/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Personnel, Administration & Higher Education
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

CIVIL SERVICE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class is responsible for assisting the Personnel Officer in highly complex, technical aspects of the administration of Civil Service Law and Warren County Civil Service Rules for all civil divisions that fall within the jurisdiction of the County. Duties include oversight of exam and eligible list management as well as other assigned areas of recruitment, classification, employee transactions, records maintenance, and related functions. This work involves considerable contact with the public, agency officials, departments, civil divisions and employees. Work is performed under general supervision of the Personnel Officer. Supervision and training may be exercised over subordinate personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Administers and participates in all aspects of civil service examination and eligible list management programs for the county, schools, towns, villages and special districts;

Acts in liaison capacity with County departments, municipalities, city, college and special districts including providing information and training on Civil Service Law, rules and regulations, operating procedures relating to examination and eligible list matters;

Administers and/or participates in all aspects of assigned program areas which may include civil service transaction processes, payroll certification processes and other related functions;

Assists in the review of applications for examinations against adopted minimum qualifications in accordance with state law and local rules;

Administers civil service examinations and follows established procedures to ensure an objective testing process;

Participates in the maintenance of classification plans, including development of new and revised position specifications, job analysis, and the preparation of amendments to County Civil Service Rules;

Assists in the development, update and implementation of new processes and procedures relating to candidate recruitment, position classification or other assigned areas;

Makes recommendations for new methods and procedures for more efficient operation of the department;

Compiles and prepares statistical reports, account keeping records and reports;

Uses computer applications or other database software in performing work assignments;

Provides assistance with budget matters;

Performs related office functions necessary to meet the needs of the Department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTIC

Good knowledge of New York State Civil Service Law and Warren County Civil Service Rules and Regulations; good knowledge of principals and procedures of civil service administration; good knowledge of records administration within an automated information systems environment; good knowledge of office terminology, procedures, and equipment; good knowledge of business math and English; ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data; ability to perform close, detailed work involving considerable visual effort, concentration and computational skills; ability to analyze and organize data and prepare and maintain detailed records and reports; ability to understand and follow complex oral and written instructions; ability to establish and maintain effective working relationships with others and to deal effectively with the public; initiative; sound judgment.

MINIMUM QUALIFICATIONS: Either:

- a. Graduation from a regionally accredited or New York State college or university with a Bachelor's degree or higher in Human Resource Management or Business Administration and two (2) years of full-time paid experience, or its part-time equivalent, in the field of human resource administration, business administration, public administration or closely related field; or
- b. Graduation from a regionally accredited or New York State college or university with an Associate's degree or higher in Human Resource Management or Business Administration and four (4) years of full-time paid experience, or its part-time equivalent, in the field of human resource administration, business administration, public administration or closely related field.

NOTE: A Master's Degree in Human Resource Management or Business Administration may be substituted for one year of experience as defined in (a) or (b) above.

WC: 2019, 2021
JC: Competitive

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: Information Technology

DATE: April 2021

(a) Purpose of Request: **To appropriate funds from the Computer Reserve Fund to departmental budgets to purchase computers and related equipment and software.**

(b) Details:
Information Technology A.1680 220.1 \$10,000

(c) Previous Resolution Number: **N/A**

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.895.00 Computer Reserve Fund**

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: BOE****DATE: 03/16/2021**

- (a) Employee Name, Title and Employee No.: **Numerous Election Inspectors**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$240per day flat rate 16 hours (\$15.00ph)**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$200per day flat rate 16 hours (\$12.50ph)**
- (d) Effective Date for Salary Change:* **06/01/2021**
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A1450.439 Misc.
- (f) Justification of Request: **To increase the pay for our Pollsite Election Inspectors for retention and recruitment purposes.**

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: Sheriff

DATE: March 22, 2021

- (a) **Purpose of Request:** Adoption of two Warren County Sheriff's Office policies relating to leave; Correction Division Directive 003 and Public Safety Division Directive 006.

- (b) **Details:** Warren County Sheriff's Office Correction Division Directive 003 and Public Safety Division Directive 006 outline policies and procedures governing leave administration for the Sheriff's Office, to include leave relating to the Family and Medical Leave Act of 1993.

- (c) **Previous Resolution Number:** N/A

- (d) **Where are Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:**

N/A

* as listed in budget and LOGOS

CORRECTION DIVISION



WARREN COUNTY SHERIFF'S OFFICE



DIRECTIVE 003: REQUESTS FOR LEAVE

EFFECTIVE DATE: 02/05/21

AUTHORITY: SHERIFF JIM LAFARR

PRIOR REVISION: 01/01/20

ACCREDITATION STANDARDS:

REVIEW DATE: 02/05/21

The responsibility for the preparation of agency schedules and processing of leave requests is as follows. All leave requests, except sick leave as outlined in this manual, shall be submitted to these authorized members in the order outlined below:

Correction Sergeant	Correction Officer	CD Kitchen Staff	CD Support Staff
Correction Lieutenant	Designated Sergeant	Designated Sergeant	Correction Lieutenant
Correction Captain	Correction Lieutenant	Correction Lieutenant	Correction Captain
Undersheriff	Correction Captain	Correction Captain	Undersheriff

GENERAL RULES

1. Leave shall be administered in accordance with this directive and pursuant to the provisions outlined in each member's applicable collective bargaining agreement.
2. Absent exigent circumstances, all Regular leave requests shall be submitted using the "WCSO Leave Request Program". Early leave requests shall be submitted on a "Leave Request Form".
3. Leave may only be granted for time that has been accrued by the member, with the exception of a DLO which may be used on the day it is earned.
4. Members submitting leave requests to the "Designated Sergeant", as directed above, must ensure this Sergeant will be on-duty prior to the date of leave. Members should submit leave requests to an available "Correction Lieutenant" when the "Designated Sergeant" will not be on-duty prior to the requested leave date, and therefore will not be available to review their request in a timely manner.
5. The authorized members responsible for preparing schedules may, at their discretion, waive or amplify any restriction or requirement when necessary to ensure adequate staffing and to promote a fair and equitable granting of leave time for all employees. Such decisions may take into consideration, but not be limited to the following:
 - A. Minimum staffing;
 - B. Special events, details, and assignments;
 - C. Training;
 - D. Holidays;
 - E. Seniority, experience, and rank levels of staff;
 - F. Any incident that might justify an increase or decrease in staffing; or
 - G. Any emergency which impacts on agency services.

LEAVE REQUESTS

Early Requests

CORRECTION DIVISION

Members may submit Early leave requests to the appropriate authorizing members above, no later than January 15th, for dates in the current calendar year. All early leave requests will be reviewed after January 15th and granted based upon seniority.

NOTE: Members submitting leave requests for time off between January 1st and January 15th shall submit a Regular Leave Request in accordance with this directive.

Regular Requests

1. Members may submit Regular leave requests after January 15th for dates in the current calendar year. Regular leave requests will be granted based upon the following criteria in the order provided:

- A. Date and Time of Submission
- B. Availability/Staffing Levels
- C. Seniority

2. Regular leave requests should be submitted no later than 48 hours prior to the commencement of the intended leave. This restriction may be waived at the discretion of a member authorized above.

NOTE: Correction Officers requesting leave for the remainder of a current shift, the next oncoming shift and/or the shift immediately following (no more than 16 hours prior to the commencement of the intended leave) shall submit such request to the Tour Supervisor when the Designated Sergeant is unavailable.

LEAVE CATEGORIES

1. Eligible members earn DLO's for shifts worked on County approved holidays. All DLO's must be taken within six (6) months of the date they are earned. DLO's not taken within this time period shall be forfeited with no compensation to the member, unless such leave was not taken at no fault of the member.

2. Vacation leave shall be used in the calendar year earned and may not be carried over from calendar year to the next, unless such leave was earned and not otherwise taken through no fault of the member.

3. Personal leave is utilized for personal business and may be taken in hourly increments. Personal leave is not cumulative and no part shall be carried over from one calendar year to the next, unless such leave was not taken through no fault of the member.

4. Military leave entitles a members serving in the military to be absent from work without loss of pay to fulfill necessary military obligations. Military leave shall be administered in strict accordance with the provisions of the member's collective bargaining agreement

5. Bereavement leave entitles a member to be absent from work without loss of pay by reason of death of an immediate family member. Bereavement leave shall be administered in strict accordance with the provisions of the member's collective bargaining agreement.

6. Paid administrative leave is a temporary administrative action that entitles an employee to be absent from work, without loss of pay, following approval from the Sheriff or Undersheriff. The leave may be due to an employee's physical or physiological fitness for duty, pending disciplinary action, or a circumstance where the health and/or safety of any member or other person is in question or at risk.

7. It shall the member's responsibility to demonstrate that leave was earned and not otherwise taken through no fault of such member. Any request to carry over unused leave from one year to the next must be submitted to the Sheriff for review and approval.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken such leave. Employees are also entitled to return to their same or an equivalent position at the end of the leave.

CORRECTION DIVISION

POLICY

It is the policy of the Warren County Sheriff's Office to grant up to 12 weeks (480 hours) of family and medical leave during any rolling 12-month period to eligible employees, in accordance with the Family and Medical Leave Act (FMLA), and/or up to 26 weeks of leave in any rolling 12-month period in compliance with the expansion of FMLA under The Support for Injured Servicemembers Act of 2007. The FMLA leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this directive.

The Code of Federal Regulations, 29 CFR Part 825, The Family and Medical Leave Act of 1993 shall serve as the Sheriff's Office compliance guide for eligibility, entitlements and definitions relating to FMLA.

ELIGIBILITY

In order to take leave under the FMLA, an employee must:

1. Have worked for the Warren County Sheriff's Office for 12 months or 52 weeks, and the 12 months or 52 weeks are not required to be consecutive; and
2. Have worked at least 1,250 hours during the 12 months prior to the start of leave, and the 1,250 hours includes only those hours actually worked, not time spent on paid or unpaid leave.

QUALIFYING CONDITIONS

Leave under the FMLA shall be granted for one or more of the following reasons:

1. Birth of a child and to care for/bond with the newborn child;
2. Placement of a child for adoption or foster care and to care for/bond with the newly placed child;
3. Care for spouse, child, or parent (not "parent in-law") with a serious health condition;
4. Serious health condition of the employee;
5. A qualifying military exigency arising out of the fact that the employee's spouse, child, or parent is on covered active duty status as a member of the National Guard, Reserves, or Active Armed Forces; and/or
6. To care for an injured or ill Servicemember.

CALCULATION OF LEAVE

Eligible employees can take up to 12 weeks (26 weeks to care for injured or ill Servicemembers) during a 12 month period under the FMLA. The leave may be in consecutive weeks or intermittently, but it may not exceed 12 weeks (26 weeks to care for injured or ill Servicemembers) over a rolling 12-month period. The 12-month period shall be measured starting from the date an employee first uses FMLA leave in accordance with this directive.

FMLA LEAVE PROCEDURES

1. Employees wishing to use FMLA leave must submit a completed Warren County Sheriff's Office Family and Medical Leave Request Form (A-14) to the Sheriff.
2. Employees requesting FMLA leave due to a serious health condition, or to care for an immediate family member with a serious health condition, must submit the appropriate U.S. Department of Labor Certification form. This form should be completed by a physician and returned to the Sheriff within 15 calendar days. U.S. Department of Labor FMLA forms are available in Administration.
3. Periodic reports and additional physician certifications may also be required during leave relating to serious health conditions. The Sheriff's Office may, at its own expense, require a second (or third) opinion regarding a medical certification. Employees failing to provide timely certification may risk having leave benefits delayed or denied.
4. Employees requesting FMLA leave for reasons other than a serious health condition, or to care for an immediate family member with a serious health condition, must submit the appropriate U.S. Department of Labor Certification form. U.S. Department of Labor FMLA forms are available in Administration.

CORRECTION DIVISION

5. Employees must use all accrued leave prior to the approval of unpaid FMLA leave for requests due to the employee's own serious health condition. When paid leave is used for an approved FMLA covered reason, the leave is FMLA protected.
6. Employees must use all accrued vacation leave, personal leave, holiday leave, and benefit day leave prior to the approval of unpaid FMLA leave for requests due to a reason, other than, the employee's own serious health condition. When paid leave is used for an approved FMLA covered reason, the leave is FMLA protected.
7. Employees do not automatically receive FMLA leave during a leave of absence from employment. FMLA leave must be requested in writing in accordance with this directive.
8. Employees will receive notification from the Sheriff within five business days of receiving completed certifications. The notification will specify whether the FMLA leave was approved, or reason for denial, as applicable.
9. Employees may be subject to disciplinary sanctions, up to and including termination, if the employee knowingly provides false information to receive, or continue, benefits under FMLA.

EMPLOYEE STATUS AND BENEFITS

1. The County will continue an employee's health benefits during the period of FMLA leave, at the same level and under the same conditions, as if the employee had continued to work, provided the employee continues to pay his or her portion of the health care premiums.
2. While on paid leave (i.e. using sick leave in conjunction with FMLA leave), the County will continue to complete payroll deductions to collect the employee's share of health insurance premiums. While on unpaid FMLA leave, the employee must make payments for their portion of health insurance premiums to the Warren County Treasurer. The payments must be received by the 15th day of each month. Health insurance coverage will be terminated if these payments are not received by the 30th of each month.

NOTE: The County's Benefit Broker will provide 15 days' notice prior to the employee's loss of coverage.

3. The County will require the employee reimburse the amount the County paid for the employee's health insurance premiums during the period of unpaid leave if the employee chooses not to return to work for reasons other than; a continued serious health condition of the employee, continued care of an immediate family member with a serious health condition, or a circumstance beyond the employee's control.

RETURNING TO WORK

1. Employment restoration is guaranteed for up to 12 weeks of approved FMLA leave, except under certain circumstances as provided by law.
2. Employees returning to work following FMLA leave will return to their original position, on the same shift/work schedule, retaining salary, benefits, and all other terms of employment.
3. Employees returning to work following FMLA leave relating to their own serious health condition must submit documentation from a physician affirming their ability to perform all essential functions for their position and adequate fitness for duty.
4. Proceedings under New York State Civil Service Law Sections 71 or 73 may be initiated if an employee fails to return to work following the expiration of FMLA leave.

PUBLIC SAFETY DIVISION

	<h2 style="margin: 0;">WARREN COUNTY SHERIFF'S OFFICE</h2>	
DIRECTIVE 006: SCHEDULES & LEAVE		EFFECTIVE DATE: 02/05/21
AUTHORITY: SHERIFF JIM LAFARR		PRIOR REVISION: 01/01/20
ACCREDITATION STANDARDS:		REVIEW DATE: 02/05/21

The responsibility for the preparation of agency schedules and processing of leave requests is as follows. All leave requests, except sick leave as outlined in this manual, shall be submitted to the authorized members in the order outlined below:

Patrol	Investigations	Communications	Civil	Support Staff
Designated Sergeant	Investigative Sergeant	Communications Supervisor	Civil Sergeant	Lieutenant
Lieutenant	Lieutenant	Sr. Communication Officer	Undersheriff	Undersheriff
Undersheriff/ Sheriff	Undersheriff/ Sheriff	Lieutenant	Lieutenant	Sheriff

GENERAL INFORMATION (SCHEDULES)

1. For the purposes of this directive, shifts shall be defined as A and B for Patrol and A, B, Modified B, and C for Communications. Available Communications shifts are outlined below.
2. Patrol and Communications members will work permanent shifts and Patrol will have fixed pass days.
3. Shifts will be bid by seniority.
4. Current schedules will be available electronically to all members. New schedules will be released and available for viewing no less than seven (7) days prior to the first date on such schedule.
5. The Administration Office may waive or amplify the provisions of this directive as needed to ensure adequate shift coverage at all levels.

BIDDING FOR SHIFTS

1. Each group (Patrol & Communications) will bid for available shifts, as provided in this directive, on an annual basis.
2. Bids will be made between November 1st and November 30th each calendar year.
3. This directive sets available shifts, as described above, and any changes from the previous year will be provided by means of an updated directive.
4. The bid process will be administered by the member holding the responsibility for the preparation of work schedules, as outlined in this directive.
5. Shift assignments will be determined each year by Administration following the bidding process.

PUBLIC SAFETY DIVISION

6. In the event a vacancy occurs on any shift, the slot shall remain open until such time as a new member is hired and trained to fill the vacancy. Newly hired members will initially work a training schedule and then shall fill the existing vacancy until the next bidding period.

7. In those cases where staffing mandates a change in assignments prior to the next bidding period, the policy of following seniority to fill positions will be used to the extent possible under the scheduling situation at the time.

8. No changes will be made to the designated shift slots, Patrol or Communications, during the calendar year. Changes, if any, will be announced prior to the bidding process for the following year.

GENERAL INFORMATION (LEAVE)

1. Leave shall be administered in accordance with this directive and pursuant to the provisions outlined in each member's applicable collective bargaining agreement.

2. Absent exigent circumstances, all Regular leave requests shall be submitted using the "WCSO Leave Request Program". Early leave requests shall be submitted on a "Leave Request Form".

3. Leave may only be granted for time that has been accrued by the member, with the exception of a DLO which may be taken on the day it is earned.

4. Members submitting leave requests to the "Designated Sergeant", as directed above, must ensure this Sergeant will be on-duty prior to the date of leave. Members should submit leave requests to an available "Patrol Sergeant" when the "Designated Sergeant" will not be on-duty prior to the requested leave date, and therefore will not be available to review their request in a timely manner.

5. The authorized members responsible for preparing schedules may, at their discretion, waive or amplify any restriction or requirement when necessary to ensure adequate staffing and to promote a fair and equitable granting of leave time for all members. Such decisions may take into consideration, but not be limited to the following:

- A. Minimum staffing;
- B. Special events, details, and assignments;
- C. Training;
- D. Holidays;
- E. Seniority, experience, and rank levels of staff;
- F. Any incident that might justify an increase or decrease in staffing; or
- G. Any emergency which impacts on agency services.

LEAVE REQUESTS

Early Requests

Members may submit Early leave requests to the appropriate authorizing members above, no later than January 15th, for dates in the current calendar year. All early leave requests will be reviewed after January 15th and granted based upon seniority.

NOTE: Members submitting leave requests for time off between January 1st and January 15th shall submit a Regular Leave Request in accordance with this directive.

Regular Requests

1. Members may submit Regular leave requests after January 15th for dates in the current calendar year. Regular leave requests will be granted based upon the following criteria in the order provided:

PUBLIC SAFETY DIVISION

- A. Date and Time of Submission
- B. Availability/Staffing Levels
- C. Seniority

LEAVE CATEGORIES

1. Non-Patrol members earn DLO's for shifts worked on County approved holidays. All DLO's must be taken within six (6) months of the date they are earned. DLO's not taken within this time period shall be forfeited with no compensation to the member, unless such leave was not taken at no fault of the member.
2. Patrol members earn two (2) Benefit Days quarterly. Benefit days are available for use during the quarter earned, and not later than six months following the commencement such quarter, or the end of the calendar year in which earned, whichever occurs first. Benefit Days earned and not otherwise taken through no fault of the member shall be paid to the member at the end of the quarter they were earned.
3. Vacation leave shall be used in the calendar year earned and may not be carried over from calendar year to the next, unless such leave was earned and not otherwise taken through no fault of the member.
4. Personal leave is utilized for personal business and may be taken in hourly increments. Personal leave is not cumulative and no part shall be carried over from one calendar year to the next, unless such leave was not taken through no fault of the member.
5. Military leave entitles a members serving in the military to be absent from work without loss of pay to fulfill necessary military obligations. Military leave shall be administered in strict accordance with the provisions of the member's collective bargaining agreement
6. Bereavement leave entitles a member to be absent from work without loss of pay by reason of death of an immediate family member. Bereavement leave shall be administered in strict accordance with the provisions of the member's collective bargaining agreement.
7. Paid administrative leave is a temporary administrative action that entitles an employee to be absent from work, without loss of pay, following approval from the Sheriff or Undersheriff. The leave may be due to an employee's physical or physiological fitness for duty, pending disciplinary action, or a circumstance where the health and/or safety of any member or other person is in question or at risk.
8. It shall the member's responsibility to demonstrate that leave was earned and not otherwise taken through no fault of such member. Any request to carry over unused leave from one year to the next must be submitted to the Sheriff for review and approval.

REPORTING FOR DUTY (COMMUNICATIONS)

1. All Communication Officers are to be ready for work 15 minutes prior to the start of their respective shifts. This includes being fully dressed, equipped and prepared to work. This time will be used by members coming on and going off shift to exchange information effecting operations from the preceding shift. Members being relieved must remain on duty until completion of their shift.
2. Time sheets should be marked as follows:

<u>Shift</u>	<u>Time Sheet Entry</u>
A Line	22:45 - 07:00
B Line	06:45 - 15:00
C Line	14:45 - 23:00

PUBLIC SAFETY DIVISION

AVAILABLE SHIFTS (COMMUNICATIONS)

Shifts are available as follows:

Slot #	Shift	Slot #	Shift
1	Sr. Comm Officer	14	Sr. Comm Officer
2	A - 2	15	C - 2
3	A - 3	16	C - 3
4	A - 4	17	C - 4
5	A - 5	18	C - 5
6	A - 6	19	C - 6
7	Sr. Comm Officer	20	C - 7
8	B - 2	21	C - 8
9	B - 3		
10	B - 4		
11	B - 5		
12	B - 6		
13	B - 7		

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken such leave. Employees are also entitled to return to their same or an equivalent position at the end of the leave.

POLICY

It is the policy of the Warren County Sheriff's Office to grant up to 12 weeks (480 hours) of family and medical leave during any rolling 12-month period to eligible employees, in accordance with the Family and Medical Leave Act (FMLA), and/or up to 26 weeks of leave in any rolling 12-month period in compliance with the expansion of FMLA under The Support for Injured Servicemembers Act of 2007. The FMLA leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this directive.

The Code of Federal Regulations, 29 CFR Part 825, The Family and Medical Leave Act of 1993 shall serve as the Sheriff's Office compliance guide for eligibility, entitlements and definitions relating to FMLA.

ELIGIBILITY

In order to take leave under the FMLA, an employee must:

1. Have worked for the Warren County Sheriff's Office for 12 months or 52 weeks, and the 12 months or 52 weeks are not required to be consecutive; and
2. Have worked at least 1,250 hours during the 12 months prior to the start of leave, and the 1,250 hours includes only those hours actually worked, not time spent on paid or unpaid leave.

QUALIFYING CONDITIONS

Leave under the FMLA shall be granted for one or more of the following reasons:

1. Birth of a child and to care for/bond with the newborn child;
2. Placement of a child for adoption or foster care and to care for/bond with the newly placed child;

PUBLIC SAFETY DIVISION

3. Care for spouse, child, or parent (not "parent in-law") with a serious health condition;
4. Serious health condition of the employee;
5. A qualifying military exigency arising out of the fact that the employee's spouse, child, or parent is on covered active duty status as a member of the National Guard, Reserves, or Active Armed Forces; and/or
6. To care for an injured or ill Servicemember.

CALCULATION OF LEAVE

Eligible employees can take up to 12 weeks (26 weeks to care for injured or ill Servicemembers) during a 12 month period under the FMLA. The leave may be in consecutive weeks or intermittently, but it may not exceed 12 weeks (26 weeks to care for injured or ill Servicemembers) over a rolling 12-month period. The 12-month period shall be measured starting from the date an employee first uses FMLA leave in accordance with this directive.

FMLA LEAVE PROCEDURES

1. Employees wishing to use FMLA leave must submit a completed Warren County Sheriff's Office Family and Medical Leave Request Form (A-14) to the Sheriff.
2. Employees requesting FMLA leave due to a serious health condition, or to care for an immediate family member with a serious health condition, must submit the appropriate U.S. Department of Labor Certification form. This form should be completed by a physician and returned to the Sheriff within 15 calendar days. U.S. Department of Labor FMLA forms are available in Administration.
3. Periodic reports and additional physician certifications may also be required during leave relating to serious health conditions. The Sheriff's Office may, at its own expense, require a second (or third) opinion regarding a medical certification. Employees failing to provide timely certification may risk having leave benefits delayed or denied.
4. Employees requesting FMLA leave for reasons other than a serious health condition, or to care for an immediate family member with a serious health condition, must submit the appropriate U.S. Department of Labor Certification form. U.S. Department of Labor FMLA forms are available in Administration.
5. Employees must use all accrued leave prior to the approval of unpaid FMLA leave for requests due to the employee's own serious health condition. When paid leave is used for an approved FMLA covered reason, the leave is FMLA protected.
6. Employees must use all accrued vacation leave, personal leave, holiday leave, and benefit day leave prior to the approval of unpaid FMLA leave for requests due to a reason, other than, the employee's own serious health condition. When paid leave is used for an approved FMLA covered reason, the leave is FMLA protected.
7. Employees do not automatically receive FMLA leave during a leave of absence from employment. FMLA leave must be requested in writing in accordance with this directive.
8. Employees will receive notification from the Sheriff within five business days of receiving completed certifications. The notification will specify whether the FMLA leave was approved, or reason for denial, as applicable.
9. Employees may be subject to disciplinary sanctions, up to and including termination, if the employee knowingly provides false information to receive, or continue, benefits under FMLA.

EMPLOYEE STATUS AND BENEFITS

1. The County will continue an employee's health benefits during the period of FMLA leave, at the same

PUBLIC SAFETY DIVISION

level and under the same conditions, as if the employee had continued to work, provided the employee continues to pay his or her portion of the health care premiums.

2. While on paid leave (i.e. using sick leave in conjunction with FMLA leave), the County will continue to complete payroll deductions to collect the employee's share of health insurance premiums. While on unpaid FMLA leave, the employee must make payments for their portion of health insurance premiums to the Warren County Treasurer. The payments must be received by the 15th day of each month. Health insurance coverage will be terminated if these payments are not received by the 30th of each month.

NOTE: The County's Benefit Broker will provide 15 days' notice prior to the employee's loss of coverage.

3. The County will require the employee reimburse the amount the County paid for the employee's health insurance premiums during the period of unpaid leave if the employee chooses not to return to work for reasons other than; a continued serious health condition of the employee, continued care of an immediate family member with a serious health condition, or a circumstance beyond the employee's control.

RETURNING TO WORK

1. Employment restoration is guaranteed for up to 12 weeks of approved FMLA leave, except under certain circumstances as provided by law.

2. Employees returning to work following FMLA leave will return to their original position, on the same shift/work schedule, retaining salary, benefits, and all other terms of employment.

3. Employees returning to work following FMLA leave relating to their own serious health condition must submit documentation from a physician affirming their ability to perform all essential functions for their position and adequate fitness for duty.

4. Proceedings under New York State Civil Service Law Sections 71 or 73 may be initiated if an employee fails to return to work following the expiration of FMLA leave.



WARREN COUNTY SHERIFF'S OFFICE

1400 STATE ROUTE 9
LAKE GEORGE, NY 12845
(518) 743-2500



FAMILY AND MEDICAL LEAVE REQUEST FORM

I, _____, an employee of the Warren County Sheriff's Office, am requesting a leave pursuant to the provisions outlined in the Family and Medical Leave Act.

I am requesting leave for:

- 1. The birth of a child or to care for/bond with a newborn.
- 2. Placement of a child for adoption/foster care or to care for/bond with a newly placed child.
- 3. Care for family member with a serious health condition. [circle one: spouse - child - parent]
- 4. My inability work due to a serious health condition.
- 5. A qualifying military exigency.
- 6. The care of an injured or ill Servicemember.

If box 3 or 4 is checked, a U.S. Department of Labor certification form must be completed by a physician.

Leave Start Date: _____

Anticipated Return Date: _____

Employee Signature: _____
Signature Date

Sheriff Signature: _____
Signature Date

Director of Human Resources: _____
Signature Date

- Please note a 426 must accompany this request -

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: DPW - Solid Waste****DATE: 3/23/21**

- (a) Title of Requested Position: Solid Waste/Recycling Compliance Coordinator
- (b) Annual **Base** Salary (and Grade if Applicable): Out of unit Grade 8 - \$43,605
- (c) Effective Date for New Position:* May 1, 2021
*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): N/A
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: TBD
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes, both Personnel Officer and HR director have reviewed position
- (g) Is this a mandated position? If so, please explain: No
- (h) Is there expected revenue from this position? If so, please explain: No

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19
Title of Position: Solid Waste/Recycling Compl. Coord. Base Salary of Position: \$43,605 Grade:
Filling at Step # (If Known):
Budget code and title: Solid Waste/Recycling Compliance Coord. Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy:
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
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 3/23/21

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

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee
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

SOLID WASTE/RECYCLING COMPLIANCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Warren County Department of Public Works and involves responsibility for compliance oversight of the management and handling by municipalities and businesses of solid waste and recyclables processes/activities within Warren County. Duties include the administration of the County Solid Waste Management Plan, including but not limited to record keeping, assisting Towns and their transfer stations, education of the public, permitting of haulers and enforcement of local laws. The incumbent ensures that methods and procedures for solid waste collection, recycling and disposal comply with statute, rules and regulations. The work is performed under the general supervision of the Superintendent of Public Works with leeway allowed for the exercise of independent judgment in planning the details of activities and assuring responsibility for results. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates and oversees County wide material recycling compliance activities and develops, implements and evaluates reporting and data collection;
 Provides assistance/education to municipalities, businesses and institutions in developing and implementing compliance strategies;
 Researches and assesses current solid waste management and waste collection practices of area municipalities to insure compliance with applicable laws, rules and regulations;
 Issues haulers permits for collection of recyclable and solid waste and compiles data for reporting;
 Works on various new solid waste projects as required;
 Analyzes current and future federal and state solid waste regulations to insure compliance;
 Assists Public Information Officer with public education programs;
 Writes and applies for various solid waste/recycling grants.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of solid waste management and recycling principles and practices; good knowledge of business and management skills regarding recycling program development and evaluation; good knowledge of federal and state solid waste management regulations; ability to work effectively with advisory groups, government officials and private business to develop and promote public awareness; ability to work independently within the scope of general direction; ability to prepare news releases, education materials and conduct training; ability to express ideas and concepts both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

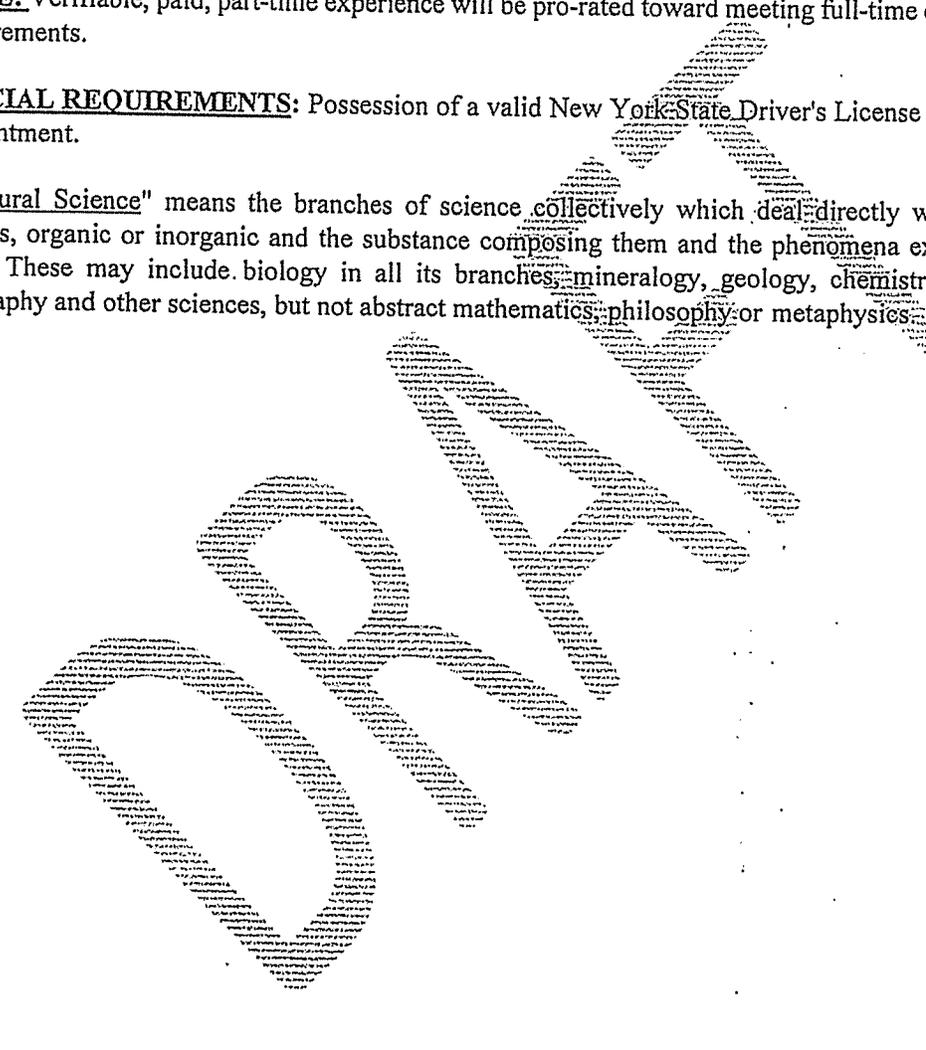
- (A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Environmental Planning, Ecology, Natural Resources, Natural Sciences*, Environmental Education, Environmental Science, Environmental Engineering, Environmental or Natural Resource Management, Environmental Studies or a closely related field, and one (1) year of experience with solid waste management planning or analysis activities directly related to solid waste management which shall have included regulation compliance activities; OR

- (B) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in Ecology, Natural Resources, Natural Sciences*, Environmental Science, Environmental Engineering, Engineering Technology, Environmental Technology, Environmental Studies or a closely related field and three (3) years of experience as outlined in (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Verifiable, paid, part-time experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Possession of a valid New York State Driver's License at time of appointment.

*"Natural Science" means the branches of science collectively which deal directly with natural objects, organic or inorganic and the substance composing them and the phenomena exhibited by them. These may include biology in all its branches, mineralogy, geology, chemistry, physics, geography and other sciences, but not abstract mathematics, philosophy or metaphysics.



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: Treasurer

DATE: June 3, 2019

- (a) Purpose of Request: **To remove the Payroll Supervisor and Payroll Technician positions from the CSEA union.**
- (b) Details: **These positions should not be in the union due to the confidential nature of the positions and their involvement in implementing labor relations policies and their regular access to confidential information concerning the collective bargaining process.**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.1325 110 - County Treasurer - Salaries - Regular.**

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Treasurer

DATE: June 3, 2019

- (a) Employee Name, Title and Employee No.: Payroll Supervisor,
- (b) Current Annual Base Salary (and Grade if Applicable): \$62,000, Out of Bargaining Unit
- (c) Former Annual Base Salary (and Grade if Applicable): Base (Entry) - \$46,492, Grade 18. Actual salary is \$56,671.
- (d) Effective Date for Salary Change:* June 24, 2019
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A.1325 110 - County Treasurer, Salaries - Regular \$2,665
A.1325 830 - County Treasurer, Social Security - \$165
A.1325 831 - County Treasurer, Medicare Contribution - \$39
A.1325 810 - County Treasurer, Retirement - \$418
- The increase will be covered by the 2019 budget.
- (f) Justification of Request: This position is responsible for overseeing the processing of a \$40 million payroll and reviewing the work of the Human Resources department for accuracy. The salary should be adjusted to reflect the level of responsibility required of this position and in line with salaries of other County departments and the area employment market.

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Treasurer

DATE: June 3, 2019

- (a) Employee Name, Title and Employee No.: Payroll
Technician
- (b) Current Annual Base Salary (and Grade if Applicable): **\$48,500, Out of Bargaining Unit**
- (c) Former Annual Base Salary (and Grade if Applicable): **Base (Entry) - \$37,633, Grade 10. Actual salary is \$39,541.**
- (d) Effective Date for Salary Change:* **June 24, 2019**
 *Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A.1325 110 - County Treasurer, Salaries - Regular - \$4,480
A.1325 830 - County Treasurer, Social Security - \$278
A.1325 831 - County Treasurer, Medicare Contribution - \$65
A.1325 810 - County Treasurer, Retirement - \$703
- The increase will be covered by the 2019 budget.**
- (f) Justification of Request: **This position provides administrative support to the Payroll Supervisor for a \$40 million payroll, serves as back up to the Payroll Supervisor in her absence and reviews the work of the Human Resources department for accuracy. The salary should be adjusted to reflect the level of responsibility required of this position and in line with salaries of other County departments and the area employment market.**

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 Payroll Dept. No: 36.0
Title of Position: Registered Professional Nurse #31 Base Salary of Position: \$47,523 *2019 Contract Grade: 19
Filling at Step # (If Known):
Budget code and title: A.4010.110 Health Services Full Time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #13434/Bogardus Date of Vacancy: 6/16/2020
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] State [] Other Insurance % Variable based on caseload

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. [Signature] 3/15/21

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 3/16/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas

Date 3/19/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services

[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 Edna A. Fraser

Date 3/22/21

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 Payroll Dept. No: 36.0
Title of Position: Registered Professional Nurse #32 Base Salary of Position: \$47,523 *2019 Contract Grade: 19
Filling at Step # (If Known):
Budget code and title: A.4010.110 Health Services Full Time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #13144/Westcott Date of Vacancy: 3/24/2020
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] State [] Other Insurance % Variable based on caseload

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. NA 3/15/21

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 3/16/21

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 3/19/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[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 Edna A. Fraser Date 3/22/21

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 Payroll Dept. No: 36.0
Title of Position: Registered Professional Nurse #37 Base Salary of Position: \$47,523 Grade: 19
Filling at Step # (If Known):
Budget code and title: A.4010.110/Health Services full-time salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13315/Brouillette Date of Vacancy: 3/19/21
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal % [] State % [X] Other variable % insurance

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. 3/11/21

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 3/12/21

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 3/15/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[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 3/22/21

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 Payroll Dept. No.
Title of Position: Registered Professional Nurse #40 Base Salary of Position: \$47,523 *2019 Contract Grade: 19
Filling at Step # (If Known):
Budget code and title: A.4193.110 CommCare Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Created 8/2020 Date of Vacancy: 9/21/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State 100% Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 3/15/21

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 3/16/21

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 3/19/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee: Health 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 3/22/21

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 Payroll Dept. No: 36.01
Title of Position: WIC Assistant Base Salary of Position: \$30,520 *2019 Contract Grade: 5
Filling at Step # (If Known):
Budget code and title: A.4013.110 WIC Full Time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 10754/Stockwell Date of Vacancy: 2/26/2020
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] State WIC Grant 100% [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] 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. 3/19/21

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 3/16/21

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 3/19/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[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 3/22/21

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 Payroll Dept. No: 36.01
Title of Position: Part Time Not to Exceed 20 hrs/wk Infant Feeding Advocate Base Salary of Position: \$28,024 (\$13,476) **2019 Contract Grade: 3
Filling at Step # (If Known):
Budget code and title: A.4013 WIC Part Time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: Langworthy/ #13262 Date of Vacancy: 12/6/2019
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] % [X] State WIC 100 [] % [] 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. [Signature] 3/15/21

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 3/16/21

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 3/19/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[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 3/22/21

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.63
 Title of Position: MEO (L) #6 Base Salary of Position: \$33,600 Grade: 7
 Filling at Step # (If Known): _____
 Budget code and title: D.5110 MEO (L) #6 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other _____
 Employee No./Last Name: 13327/Bent Date of Vacancy: 03/15/2021
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. DA 3/17/21
 Human Resources Director has approved this form when initialed. AF 3/17/21

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 3/17/21

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 3/19/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

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

Ranking Committee Member Signature R. Conover approved verbally (initials) Date 3/24/21

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.63
Title of Position: MEO (L) #13 Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) #13 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13326/Kennedy Date of Vacancy: 03/15/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 3/17/21 3/14/21

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 3/17/21

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 3/19/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature R. Conner approved Date 3/24/21
Verbally [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.63
Title of Position: MEO (L) #27 Base Salary of Position: \$33,600 Grade: 7
Budget code and title: D.5110 MEO (L) #27 Union [x] Non-Union []
This position is vacated due to: [] Retirement [x] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13489/Mitchell Date of Vacancy: 03/27/2021
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. [Signature] 3/17/21

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 3/17/21

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 3/19/21

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 R. Conroy Approved Date 3/24/21
Verbally [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.63
Title of Position: MEO (M) #12 Base Salary of Position: \$36,214 Grade: 9
Filling at Step # (If Known):
Budget code and title: D.5110 County Roads.Maintenance of Roads Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #12200/ MOREHOUSE Date of Vacancy: 02/6/2021
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [checked] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 3/17/21 3/14/21

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 3/17/21

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 3/19/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature R. Conroy approved Date 3/24/21
Verbally [Signature]

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: 19.62
Title of Position: Construction Specialist Base Salary of Position: \$65,500 Grade: 15
Filling at Step # (If Known):
Budget code and title: D.5020 Engineering Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy: Lack of Applicants
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 3/17/21 3/16/21

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 3/17/21

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 3/19/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature [Signature] Date 3/24/21

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: 19.62
 Title of Position: Engineer II Base Salary of Position: \$73,670 Grade: 17
 Filling at Step # (If Known): _____
 Budget code and title: D.5020 Engineering Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: _____ Date of Vacancy: Lack of qualified appl.
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. PA 3/24/21
 Human Resources Director has approved this form when initialed. AP 3/24/21

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 3/25/21

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 _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____
 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 _____

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 of Emergency Services Payroll Dept. No: 35 OES-Civil Defense
Title of Position: Emergency Services Coordinator Base Salary of Position: \$48,995 Grade:
Filling at Step # (If Known):
Budget code and title: A.3640 Civil Defense Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 9456/Drexel Date of Vacancy: February 2, 2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initiated. JK/JF 3/10/21

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 3/12/21

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 3/15/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee 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 3/22/21

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: OFA Payroll Dept. No: 57.011
Title of Position: Aging Services Assistant - PT Base Salary of Position: \$29,333 (20hours/wk) Grade: 4
Filling at Step # (If Known): 0
Budget code and title: A6772.130 OFA - Warren County, Salaries - Part Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Created in 2021 Budget
Employee No./Last Name: Date of Vacancy:
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other 100% DSRIP Funding

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 3/12/21

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 3/15/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 3/15/21
E. Frasier approved by emarp

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
Title of Position: Investigative Sergeant Base Salary of Position: \$78,519 Grade:
Filling at Step # (If Known):
Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: 9116/Lail Date of Vacancy: March 29, 2021
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 [X] 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

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature Date 3/22/21

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 Date 3/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee 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 Date 3/23/2021

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
Title of Position: Investigator #TBD Base Salary of Position: \$77,519 Grade:
Filling at Step # (If Known):
Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: TBD Date of Vacancy: March 29, 2021
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

[X] 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

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature Date 3/22/21

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 Date 3/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee 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 Date 3/23/2021

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
Title of Position: Patrol Lieutenant #1 Base Salary of Position: \$101,802 Grade:
Filling at Step # (If Known):
Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union [X] Non-Union []
This position is vacated due to: [X] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 9088/Stockdale Date of Vacancy: March 29, 2021
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

[X] 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. POW 3/1/21
Human Resources Director has approved this form when initialed. AS 3/17/21

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 3/22/21

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 3/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 3/23/2021

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
Title of Position: Patrol Officer #TBD Base Salary of Position: \$42,373 (1st Yr) Grade:
Filling at Step # (If Known):
Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: TBD Date of Vacancy: March 29, 2021
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

[X] Competitive-active eligible list [X] 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. [Signature] 3/17/21

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 3/22/21

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 3/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 3/27/2021

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
Title of Position: Patrol Officer #TBD Base Salary of Position: \$42,373 (1st Yr) Grade:
Filling at Step # (If Known):
Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: TBD Date of Vacancy: March 22, 2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 3/17/21 3/17/21

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 3/22/21

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 3/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature [Signature] Date 3/23/2021

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
Title of Position: Patrol Officer #TBD Base Salary of Position: \$42,373 (1st Yr) Grade:
Filling at Step # (If Known):
Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: TBD Date of Vacancy: TBD
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

[X] Competitive-active eligible list [X] 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. [Signature] 3/17/21

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 3/22/21

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 3/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 3/24/21
Verbally [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
Title of Position: Patrol Sergeant #4 Base Salary of Position: \$78,519 Grade:
Filling at Step # (If Known):
Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [checked] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 8882/Webster Date of Vacancy: March 22, 2021
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.

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 Date 3/22/21

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 Date 3/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee 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 Date 3/23/2021

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
Title of Position: Patrol Sergeant #11 Base Salary of Position: \$78,519 Grade:
Filling at Step # (If Known):
Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 9124/Riley Date of Vacancy: Upon Retirement
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
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 3/22/21

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 3/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee: 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 3/27/2021

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 #15 Base Salary of Position: \$43,390 (2019) Grade: 16
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 12268/Cahill Date of Vacancy: 02/22/21
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [X] Federal 50 % [X] State 25 % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] 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. 3/12/21

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 3/12/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 3/15/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[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 B. Driscoll approved by email. [Signature] Date 3/22/21

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: 40.12
Title of Position: Social Welfare Examiner #21 Base Salary of Position: \$34,988 (2019) Grade: 8
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: 11427/Palermo Date of Vacancy: 01/20/21
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [X] Federal 50% [X] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] 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. 3/12/21

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: 3/12/21

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: 3/13/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee: Human Services
[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: B. Driscoll approved by [Signature] Date: 3/22/21
Email: [Signature]