

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

JUNE 3, 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):

A) Resolution Tracking Report.

B) Request for funding for NACo Travel.

3) Warren County Ethics and Disclosure Law

4) Requests/Items to be Discussed by the County Attorney (Robert Terwilliger, First Assistant County Attorney):

A) Litigation update - Executive Session.

B) Update regarding the County Attorney position.

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

A) Review of report on tracking of vacancies filled.

B) Update on terminations and exit interviews.

C) Discussion regarding vacation carryover of 60 extra days.

D) Update on the recruitment process for the County Attorney position.

E) Discussion regarding Notice of Workplace Violence investigation - Executive session.

F) Request to ratify the approval of the contract with the CSEA.

G) "Warren County Leadership training via Metrix".

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

Request for a new contract with Spectrum Enterprise to replace the current public internet connection.

7) Referral from the Criminal Justice Committee (Chaired by Supervisor Leggett):

District Attorney (Jason Carusone, District Attorney) -

Request to amend the Table of Organization and Salary Schedule to delete the position of Senior Crime Victim Specialist, *Annual Salary \$55,494*, and to create and fill the new position of Crime Victim Specialist, *Annual Salary \$40,954*, effective June 21, 2021.

8) Referrals from the Health Services Committee (Chaired by Supervisor Frasier):

Office for the Aging (Dee Park, Director, Office for the Aging) -

A) Request to amend the Table of Organization and Salary Schedule to delete the position of Services Specialist, *Grade 10, Base Annual Salary \$37,633*, and to create and fill the new position of Services Assistant - Office for the Aging #1, *Grade 7, Base Annual Salary \$33,600*, effective June 21, 2021.

B) Request to amend the Table of Organization and Salary Schedule to delete the position of Supervisor of Volunteers, *Grade 4, Base Annual Salary \$29,333*, and to create and fill the new position of Services Assistant - Office for the Aging #2, *Grade 7, Base Annual Salary \$33,600*, effective June 21, 2021.

C) Request to amend the Table of Organization and Salary Schedule to delete the position of Aging Services Assistant - PT, *Grade 4, Base Annual Salary \$29,333 (20 hours/week)*, and to create and fill the new position of Services Assistant - Office for the Aging PT, *Grade 7, Base Annual Salary \$33,600 (20 hours/week)*, effective June 21, 2021.

CONTINUED

9) Referral from the Human Services Committee (Chaired by Supervisor Driscoll):

Countryside Adult Home (Amy McByrne, Director, Countryside Adult Home) -

Request to amend the Table of Organization and Salary Schedule to delete the position of Part-Time Case Manager and to create and fill the new position of Case Manager, *Grade 14, Base Annual Salary \$40,954.*

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 & Administration -

Robert Terwilliger, *First Assistant County Attorney*, to research whether it is possible to increase the appointment of the County Attorney beyond a two-year term and report back to Committee. (04.29.21)

Higher Education - None.

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

Buildings and Grounds - Cleaner #11, *Grade 2, Base Annual Salary \$27,438*, due to termination.

District Attorney - 6th Assistant District Attorney, *Base Annual Salary \$66,563*, due to resignation.
- 7th Assistant District Attorney, *Base Annual Salary \$66,563*, due to promotion.
- 8th Assistant District Attorney, *Base Annual Salary \$66,563*, due to promotion.
- Legal Clerk #2, *Base Annual Salary \$30,520*, due to promotion.
- Legal Clerk #1, *Base Annual Salary \$30,520*, due to resignation - *EMERGENCY FILL.*

Health Services - Registered Professional Nurse #22, *Grade 19, Base Annual Salary \$47,523*, due to resignation.

Human Resources - Human Resources Specialist, *Annual Salary \$46,222*, due to resignation - *EMERGENCY FILL.*

Office for the Aging - Food Service Manager, *Grade 4, Base Annual Salary \$29,333 (35 hrs/week)*, due to resignation - *EMERGENCY FILL*

Parks, Recreation & Railroad - Building Maintenance Mechanic, *Grade 15, Base Annual Salary \$42,141.*

Public Defender - Coordinating Assistant Public Defender, *Annual Salary \$94,475*, extending prior authorization.

Sheriff - Communications Officer #5, *Annual Salary \$41,740*, due to resignation.

Social Services - Caseworker #13, *Grade 16, Base Annual Salary \$43,390*, due to resignation.
- Caseworker #34, *Grade 16, Base Annual Salary \$43,390*, due to termination.

Treasurer - Accounting Technician #2, *Grade 19, Base Annual Salary \$47,523*, due to resignation.

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

VII. Motion to adjourn

RESOLUTION TRACKING REPORT
APRIL 16, 2021 BOARD MEETING

ITEM 2A

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
PR05	PROCLAMATION - NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK	
PR06	PROCLAMATION - CRIME VICTIMS' RIGHTS WEEK	
PR07	PROCLAMATION - FAIR HOUSING MONTH	
PR08	PROCLAMATION - MENTAL HEALTH AWARENESS MONTH	
PR09	PROCLAMATION - OLDER AMERICANS MONTH	
PR10	PROCLAMATION - LAW DAY IN WARREN COUNTY	
PR11	PROCLAMATION - DO SOMETHING GOOD FOR YOUR NEIGHBOR DAY	
112	FINANCE - MAKING SUPPLEMENTAL APPROPRIATIONS	PROCESSED BY TREASURER'S OFFICE
113	FINANCE - AMENDING WARREN COUNTY BUDGET FOR 2021 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY	PROCESSED BY TREASURER'S OFFICE
114	COUNTY FACILITIES (<i>AIRPORT</i>) - ACCEPTING PROPOSAL AND AUTHORIZING LAND LEASE WITH NEXAMP SOLAR FOR FLOYD BENNETT MEMORIAL AIRPORT SOLAR OR OTHER APPROVED USE LAND LEASE (WC 44-20) <i>RESOLUTION REVISED FROM THE FLOOR</i>	NEGOTIATING LANGUAGE IN CONTRACT
115	COUNTY FACILITIES (<i>AIRPORT</i>) - ENACTING LOCAL LAW NO. 3 OF 2021, ENTITLED "DISPENSING WITH THE REQUIREMENTS UNDER NEW YORK STATE GENERAL MUNICIPAL LAW SECTION 352 AND AUTHORIZING A LEASE OF AIRPORT REAL PROPERTY"	SUBJECT TO 45-DAY PERMISSIVE REFERENDUM
116	COUNTY FACILITIES (<i>DEPARTMENT OF SOCIAL SERVICES</i>) - RATIFYING THE ACTIONS OF THE COMMISSIONER OF SOCIAL SERVICES IN EXECUTING A GRANT APPLICATION TO THE NEW YORK STATE DEPARTMENT OF HEALTH DIVISION OF ADULT CARE FACILITIES FOR FUNDING UNDER THE ENHANCING THE QUALITY OF ADULT LIVING (EQUAL) PROGRAM FOR THE DEPARTMENT OF SOCIAL SERVICES	

RESOLUTION TRACKING REPORT
APRIL 16, 2021 BOARD MEETING

ITEM 2A

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
117	CRIMINAL JUSTICE (ASSIGNED COUNSEL) - AUTHORIZING CONTINUATION OF AGREEMENT WITH LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC. FOR FAMILY COURT CONFLICT CASES	ATTORNEY REVIEW
118	CRIMINAL JUSTICE (ASSIGNED COUNSEL) - AUTHORIZING AGREEMENT WITH LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC. TO PROVIDE PARALEGAL/CASE MANAGEMENT SUPPORT SERVICES FOR INDIGENT PERSONS FOR THE ASSIGNED COUNSEL OFFICE (OILS CONTRACT #C800052)	WAITING FOR GRANT FROM NYS
119	CRIMINAL JUSTICE (ASSIGNED COUNSEL) - AUTHORIZING AGREEMENT WITH LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC. TO PROVIDE PARALEGAL/CASE MANAGEMENT SUPPORT SERVICES FOR INDIGENT PERSONS FOR THE ASSIGNED COUNSEL OFFICE (OILS CONTRACT #C100052)	CONTRACT SENT TO COMPANY
120	CRIMINAL JUSTICE (ASSIGNED COUNSEL) - AMENDING AGREEMENT WITH A SUPERVISING ATTORNEY FOR THE ASSIGNED COUNSEL OFFICE, TO ADD LANGUAGE REGARDING REIMBURSEMENT FOR FEES AND DISBURSEMENTS	CONTRACT EXECUTED
121	CRIMINAL JUSTICE (PUBLIC DEFENDER) - AMENDING RESOLUTION NO. 32 OF 2020, WHICH AUTHORIZED AN AMENDMENT AGREEMENT WITH RELX D/B/A LEXISNEXIS FOR A SUBSCRIPTION FOR A LAW LIBRARY RESEARCH SYSTEM FOR THE PUBLIC DEFENDER'S OFFICE, TO UTILIZE LEXISNEXIS LEGAL RESEARCH	NO NEW CONTRACT NEEDED
122	CRIMINAL JUSTICE (PUBLIC DEFENDER) - AUTHORIZING EXTENSION OF THE PUBLIC DEFENSE CASE MANAGEMENT SYSTEM MAINTENANCE AND SOFTWARE SUPPORT AGREEMENT WITH NEW YORK STATE DEFENDERS ASSOCIATION, INC. FOR THE PUBLIC DEFENDER'S OFFICE	ATTORNEY REVIEW
123	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 UNDER THE CORONA VIRUS AID, RELIEF AND ECONOMIC SECURITY (CARES) ACT	

RESOLUTION TRACKING REPORT
APRIL 16, 2021 BOARD MEETING

ITEM 2A

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
124	GOVERNMENTAL OPERATIONS & ADVOCACY (<i>BOARD OF ELECTIONS</i>) - AUTHORIZING AGREEMENT WITH NEEDHAM RISK MANAGEMENT RESOURCE GROUP, LLC TO PRODUCE A COMPUTER-BASED TRAINING VIDEO FOR TRAINING OF BOARD OF ELECTIONS INSPECTORS	CONTRACT EXECUTED
125	GOVERNMENTAL OPERATIONS & ADVOCACY (<i>COUNTY CLERK</i>) - ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT WITH INFO QUICK SOLUTIONS, INC. FOR ELECTRONIC DOCUMENT MANAGEMENT AND ARCHIVAL RECORDS MANAGEMENT SYSTEM FOR THE WARREN COUNTY CLERK'S OFFICE (WC 13-21)	CONTRACT EXECUTED
126	GOVERNMENTAL OPERATIONS & ADVOCACY (<i>COUNTY CLERK</i>) - COMMEMORATING THE 100TH ANNIVERSARY OF THE NEW YORK STATE ASSOCIATION OF COUNTY CLERKS AND THE 100TH ANNIVERSARY OF DMV OPERATIONS IN THE WARREN COUNTY CLERK'S OFFICE	
127	GOVERNMENTAL OPERATIONS & ADVOCACY (<i>PURCHASING</i>) - ADOPTING THE 2021 PURCHASING POLICY FOR WARREN COUNTY	ON FILE
128	HEALTH SERVICES (<i>OFFICE OF COMMUNITY SERVICES</i>) - APPOINTING MEMBERS TO THE WARREN COUNTY COMMUNITY SERVICES BOARD	OATHS OF OFFICE SENT TO APPOINTEES
129	HEALTH SERVICES (<i>OFFICE FOR THE AGING</i>) - AUTHORIZING MEMORANDUM OF UNDERSTANDING BETWEEN WARREN COUNTY OFFICE FOR THE AGING AND WARREN COUNTY HEALTH SERVICES TO PROVIDE ASSISTANCE IN ANSWERING PHONES AND REGISTERING SENIORS FOR COVID VACCINE CLINICS	MOU EXECUTED
130	HUMAN SERVICES (<i>DEPARTMENT OF SOCIAL SERVICES</i>) - APPOINTING/REAPPOINTING MEMBERS TO THE WARREN COUNTY YOUTH BOARD	OATHS OF OFFICE SENT TO APPOINTEES
131	PARK OPERATIONS & MANAGEMENT - AUTHORIZING FEE FOR USE OF THE FESTIVAL COMMONS AT THE CHARLES R. WOOD PARK FOR THE WORLD AWARENESS CHILDREN'S MUSEUM	

RESOLUTION TRACKING REPORT
APRIL 16, 2021 BOARD MEETING

ITEM 2A

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
132	PUBLIC SAFETY (<i>OFFICE OF EMERGENCY SERVICES</i>) - APPOINTING MEMBERS OF WARREN COUNTY EMS ADVISORY BOARD FOR THE OFFICE OF EMERGENCY SERVICES	OATHS OF OFFICE SENT TO APPOINTEES
133	PUBLIC SAFETY (<i>OFFICE OF EMERGENCY SERVICES</i>) - APPOINTING MEMBERS OF WARREN COUNTY FIRE ADVISORY BOARD FOR THE OFFICE OF EMERGENCY SERVICES	OATHS OF OFFICE SENT TO APPOINTEES
134	PUBLIC SAFETY (<i>OFFICE OF EMERGENCY SERVICES</i>) - APPROVING REVISED COMPREHENSIVE EMERGENCY MANAGEMENT PLAN FOR WARREN COUNTY FOR OFFICE OF EMERGENCY SERVICES	ON FILE
135	PUBLIC SAFETY (<i>SHERIFF</i>) - AUTHORIZING AGREEMENT WITH LEXIPOL FOR A SUBSCRIPTION FOR ONLINE POLICE AND CORRECTIONS TRAINING FOR THE WARREN COUNTY SHERIFF'S OFFICE	CONTRACT EXECUTED
136	PUBLIC SAFETY (<i>SHERIFF</i>) - AUTHORIZING AGREEMENT WITH NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION TO PROCURE FOOD PRODUCTS FOR THE WARREN COUNTY CORRECTIONAL FACILITY	CONTRACT EXECUTED
137	PUBLIC WORKS (<i>PARKS, RECREATION & RAILROAD</i>) - AMENDING LICENSE AGREEMENT WITH REVOLUTION RAIL COMPANY FOR USE OF COUNTY OWNED RAILROAD TRACKS, TO INCLUDE HADLEY AND THURMAN RAIL STATIONS	CONTRACT EXECUTED
138	TOURISM & OCCUPANCY TAX COORDINATION (<i>TOURISM</i>) - AUTHORIZING AGREEMENT WITH LAKE PLACID ADVERTISERS WORKSHOP, INC. TO PROVIDE WEB REDESIGN/WEBSITE HOSTING AND PRODUCTION SERVICES FOR THE TOURISM DEPARTMENT	CONTRACT SENT TO COMPANY
139	TOURISM & OCCUPANCY TAX COORDINATION (<i>TOURISM</i>) - AMENDING AGREEMENT WITH ADIRONDACK REGIONAL TOURISM COUNCIL, INC. FOR REGIONAL MARKETING SERVICES, TO INCLUDE MOBILE DATA TRACKING	CONTRACT EXECUTED

RESOLUTION TRACKING REPORT
APRIL 16, 2021 BOARD MEETING

ITEM 2A

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
140	PERSONNEL & ADMINISTRATION - AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2021	PROCESSED BY HR/PAYROLL
141	PERSONNEL & ADMINISTRATION (<i>BOARD OF ELECTIONS</i>) - AUTHORIZING INCREASE IN THE HOURLY RATE OF PAY FOR ELECTIONS POLLSITE INSPECTORS TO RESOLVE ISSUES WITH RETENTION AND RECRUITING	
142	PERSONNEL & ADMINISTRATION (<i>SHERIFF</i>) - ADOPTING CORRECTION DIVISION DIRECTIVE 003 (REQUESTS FOR LEAVE) POLICY FOR THE WARREN COUNTY SHERIFF'S OFFICE	
143	PERSONNEL & ADMINISTRATION (<i>SHERIFF</i>) - ADOPTING PUBLIC SAFETY DIVISION DIRECTIVE 006 (SCHEDULES & LEAVE) POLICY FOR THE WARREN COUNTY SHERIFF'S OFFICE	
144	FINANCE (<i>AIRPORT, BUILDINGS & GROUNDS AND DPW</i>) - AUTHORIZING COUNTY TREASURER TO CLOSE CAPITAL PROJECTS	PROCESSED BY TREASURER
145	FINANCE (<i>BOARD OF ELECTIONS</i>) - AUTHORIZING THE ANNUAL APPROPRIATION OF FUNDS FROM THE ELECTION EQUIPMENT RESERVE TO THE BOARD OF ELECTIONS BUDGET TO FUND THE LEASE OF DOMINION VOTING MACHINES; AND AMENDING WARREN COUNTY BUDGET FOR 2021	
146	FINANCE (<i>COUNTY ADMINISTRATOR</i>) - ADOPTING AMENDED WARREN COUNTY TRAVEL, EDUCATION AND VEHICLE USE POLICY	ON FILE
147	FINANCE (<i>COUNTY ADMINISTRATOR</i>) - ADOPTING REVISED CREDIT CARD POLICY FOR WARREN COUNTY	ON FILE
148	FINANCE (<i>DPW</i>) - INCREASING CAPITAL PROJECT NO. H351, CR44 OVER HUDSON RIVER BRIDGE PAINTING PROJECT; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2021	PROCESSED BY TREASURER
149	FINANCE (<i>DPW</i>) - RESOLUTION ESTABLISHING A REPAIR RESERVE FUND, DM.868.00, RESERVE, MOBILE BRINE UNIT, TO FINANCE REPAIRS TO MOBILE BRINE UNIT; AUTHORIZING APPROPRIATION OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2021	PROCESSED BY TREASURER

RESOLUTION TRACKING REPORT
APRIL 16, 2021 BOARD MEETING

ITEM 2A

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
150	FINANCE (<i>DPW</i>) - ESTABLISHING 2021 ROAD FUND PROJECT AND AMENDING WARREN COUNTY BUDGET FOR 2021	PROCESSED BY TREASURER
151	FINANCE (<i>DPW</i>) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE COUNTY ROAD FUND SURPLUS TO THE DEPARTMENT OF PUBLIC WORKS BUDGET; AND AMENDING 2021 WARREN COUNTY BUDGET	PROCESSED BY TREASURER
152	FINANCE (<i>EMPLOYMENT & TRAINING ADMINISTRATION</i>) - AUTHORIZING AGREEMENT WITH GREATER GLENS FALLS TRANSIT AND THE ALLOCATION OF FUNDS TO EXPAND THE CDPHP CYCLE BIKE SHARE PROGRAM TO WARREN COUNTY AS REQUESTED BY THE EMPLOYMENT & TRAINING ADMINISTRATION	CONTRACT SENT TO COMPANY
153	FINANCE (<i>INFORMATION TECHNOLOGY</i>) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE COMPUTER RESERVE FUND TO VARIOUS DEPARTMENTAL BUDGETS; AND AMENDING WARREN COUNTY BUDGET	PROCESSED BY TREASURER
154	FINANCE (<i>REAL PROPERTY TAX SERVICES</i>) - AUTHORIZING THE APPROPRIATION OF ADDITIONAL FUNDS FROM THE ENVIRONMENTAL TESTING RESERVE FUND TO THE REAL PROPERTY TAX SERVICES BUDGET TO PAY BRONZE CONTRACTING, LLC FOR REMOVAL OF CONTAMINATED SNOW FROM TOWN OF QUEENSBURY TAX MAP PARCEL NO. 302.8-1-2 (275 BAY ROAD); AND AMENDING 2021 WARREN COUNTY BUDGET	
155	FINANCE (<i>REAL PROPERTY TAX SERVICES</i>) - ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT WITH AUCTIONS INTERNATIONAL, INC. FOR PROFESSIONAL AUCTIONEER/BROKER TO CONDUCT LAND AUCTION (WC 10-21)	CONTRACT SENT TO COMPANY

RESOLUTION NOS. 112 - 155 WERE DISTRIBUTED TO THE BOARD OF SUPERVISORS AND POSTED TO THE WARREN COUNTY WEBSITE ON FRIDAY APRIL 9, 2021

RESOLUTION REQUEST FORM NO. 10*Request for Transfer of Funds*TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: BOARD OF SUPERVISORS

SIGNED:

DATE: JUNE 3, 2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.1010 444	Legislative Board, Travel/Education/Conf.	\$10,000

Please state reason for transfer request:

Funding for travel to July NACo Conference in Maryland - estimate is \$2500 pp for conference fee, hotel and transp. This was not budgeted for in 2021.

Please file original request with Clerk of the Board and retain copy for your records.

Funding amount requested is to cover four attendees - any unused funding will be carried over and used towards the cost of the Fall NYSAC Conf.

Early bird rates are available if registration is processed and paid before June 11th (saves \$185 pp on registration fee). Also asking permission to process registrations before this transfer is made using other funds in budget.

Warren County Board of Supervisors

RESOLUTION No. OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS

INTRODUCING PROPOSED LOCAL LAW NO. 5 OF 2021, ENTITLED
“A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 6 OF 2014,
WARREN COUNTY ETHICS AND DISCLOSURE LAW”

WHEREAS, by Resolution No. 550 of 2014 the Warren County Board of Supervisors enacted Local Law No. 6 of 2014 entitled “Warren County Ethics and Disclosure Law”, and

WHEREAS, certain updates and amendments to the Warren County Ethic and Disclosure Law have been presented to and reviewed by the Personnel, Administration & Higher Education Committee and the Committee does recommend the adoption of said updates and amendments, now, therefore, be it

RESOLVED, that proposed Local Law No. 5 of 2021 entitled “A Local Law Amending and Updating Local Law No. 6 of 2014, Warren County Ethics and Disclosure Law”, attached hereto and made a part hereof, be, and the same hereby is, introduced before the Warren County Board of Supervisors, and in order to give interested members of the public the opportunity to be heard thereon, the Board of Supervisor shall hold a public hearing at the Supervisors’ Rooms in the Warren County Municipal Center on the 16th day of June, 2021 at 4:00 p.m. in the matter of the adoption of said proposed Local Law No. 5 of 2021, and be it further

RESOLVED, that the Clerk of the Board of Supervisors be, and hereby is, authorized and directed to give notice of such public hearing in the manner provided by law.

SCHEDULE "A"

COUNTY OF WARREN
LOCAL LAW NO. 5 OF 2021

A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 6 OF 2014,
WARREN COUNTY ETHICS AND DISCLOSURE LAW

BE IT ENACTED, by the Board of Supervisors of the County of Warren, New York as follows:

SECTION 1. Title. This Local Law shall be entitled "Warren County Ethics and Disclosure Law."

SECTION 2. Purpose. Officers and employees of Warren County hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Board of Supervisors recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This code of ethics establishes those standards.

SECTION 3. Definitions.

- (a) "Board" means Warren County Board of Supervisors.
- (b) "Code" means this Code of Ethics.
- (c) "Dependent" means a dependent as defined in the U.S. Revenue Code.
- (d) "Interest" means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the municipality or an area of the municipality, or a lawful class of such residents or taxpayers. A municipal officer or employee is deemed to have an interest in any private organization when he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer, employee, or directly, collectively directly or indirectly owns or controls more than fifty percent (50%) of the organization.
- (d) (e) "Municipal officer or employee" means a paid or unpaid officer or employee of Warren County, including, but not limited to, the members of any municipal board and includes elected officials and officers or employees who hold policy making positions.
- (e) (f) "Relative" means a spouse, child or step-child, or dependent.
- (f) (g) "Spouse" means a husband or wife of the municipal officer or employee unless living separate and apart in contemplation of divorce or formal separation.

SECTION 4. Applicability. This code of ethics applies to the officers and employees of Warren County, and shall replace and supersede the Warren County Code of Ethics dated 2014. The provisions of this code of ethics shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, Article 18 of the General Municipal Law and all rules, regulations, policies and procedures of Warren County.

SECTION 5. Prohibition on use of municipal position for personal or private gain. No municipal officer or employee shall use his or her municipal position or official powers and duties to secure a financial or material benefit for himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

SECTION 6. Disclosure of interest in legislation and other matters.

- (a) Whenever a matter requiring the exercise of discretion comes before a municipal officer or employee, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the County officer or employee shall refrain from the exercise of discretion in the matter.
- (b) The County officer or employee shall also disclose in writing the nature of the interest. The disclosure shall be made when the matter requiring disclosure first comes before the County officer or employee, or when the County officer or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.
- (c) In the case of a person serving in an elective office, the disclosure shall be filed with the County Attorney and shall be provided to the Board of Ethics for a proactive review and consultation should a conflict exist within sixty (60) days of the notice being filed. In all other cases, the disclosure shall be filed with the person's supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the County officer, employee or board having the power to appoint to the person's position.

SECTION 7. Annual Disclosure.

- 1) Officers and employees required to file. The officers and employees of Warren County as set forth below and more particularly but not necessarily exhaustively set forth on a representative list of such officers and employees annexed and incorporated herein as Appendix "A", shall be required to sign and file an annual disclosure statement. The form annual disclosure statement is annexed hereto and incorporated herein as Appendix "B". The Board of Ethics as established under Section 18 hereof shall enforce such filing requirements, and shall have the authority to review the annual disclosure statements and shall do so within sixty (60) days of the filing due date and as needed to determine questions that may arise under this law. All officers and employees shall comply with General Municipal Law Article 18 and any amendments or revisions relative to the filing of financial statements.
 - (a) Elected officials; and
 - (b) The heads of any agency, department, division, council, board, commission, authority or bureau of Warren County and their deputies and other persons authorized to act on their behalf who make policy decisions; and
 - (c) Officers and employees who hold policymaking positions, including members of boards, commissions and public authorities of Warren County. A person shall be considered to hold a policymaking position if he or she meets the following criteria, based either on the powers and duties of the position held by the person as set forth in the job description or any applicable law or regulation, or based on the actual duties performed by the person:
 - (1) he or she has been determined to be managerial pursuant to Civil Service Law §201(7) because he or she formulates policy; or
 - (2) he or she is in the non-competitive class under §2.2 of the rules and regulations of the New York State Department of Civil Service, provided that the person holds a position that is designated in any applicable rules and regulations promulgated by the county civil service commission or County Personnel Officer pursuant to Civil Service Law §20, on the basis that the position requires the performance of functions influencing policy; or
 - (3) he or she exercises responsibilities of a broad scope in the formulation of plans for the implementation of goals or policy for a county agency or acts as an advisor to an

- individual in such a position, and
- (d) Officers and employees having discretionary authority with respect to:
- (1) Contracts, leases, franchises, concessions, permits, or licenses; or
 - (2) The purchase, sale, rental, or lease of real property, personal property, or services, or a contract therefore; or
 - (3) The obtaining of grants of money or loans; or
 - (4) Inspections; or
 - (5) The adoption or repeal of any rule or regulation having the force and effect of law, and
- 2) Time and place for filing. The annual disclosure statements shall be filed with the office of the County Attorney no later than the 31st of January each year. This filing may be completed electronically or hard copy as a fillable form, with a copy of certification of completion of the Warren County electronic ethics training. A complete list of filings shall be provided to the Board of Ethics members by February 14th of each year. Late or missing submissions shall be followed up on by the Board of Ethics with the assistance of the County Attorney's Office. After ninety (90) days, notification of any outstanding filings shall be sent to the County Administrator and members of the Board of Supervisors. Disclosure statements must be updated during the year as circumstances warrant.

SECTION 8. Recusal and abstention.

- (a) No County officer or employee may directly or indirectly participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.
- (b) In the event that this section prohibits a municipal officer or employee from exercising or performing a power or duty:
- (1) if the power or duty is vested in a municipal officer as a member of a board, then the power or duty shall be exercised or performed by the other members of the board; or
 - (2) if the power or duty that is vested in a municipal officer individually, then the power or duty shall be exercised or performed by his or her deputy or, if the officer does not have a deputy, the power or duty shall be performed by another person to whom the officer may lawfully delegate the function; or
 - (3) if the power or duty is vested in a municipal employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

SECTION 9. Prohibition inapplicable; disclosure, recusal and abstention not required.

- (a) This code's prohibition on use of a municipal position (section 5), disclosure requirements (sections 6 and 7), and requirements relating to recusal and abstention (section 8), shall not apply with respect to the following matters:
- (1) adoption of Warren County's annual budget;
 - (2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:
 - (i) all municipal officers or employees;
 - (ii) all residents or taxpayers of the municipality or an area of the municipality; or
 - (iii) the general public;

- (3) any matter that does not require the exercise of discretion.
- (b) Recusal and abstention shall not be required with respect to any matter:
 - (1) which comes before the Warren County Board of Supervisors or standing Committee or Special Committee thereof when a majority of the board's or committee's total membership would otherwise be prohibited from acting by section 8 of this code;
 - (2) which comes before a municipal officer when the officer would be prohibited from acting by section 8 of this code and the matter cannot be lawfully delegated to another person.

SECTION 10. Investments in conflict with official duties.

- (a) No Warren County officer or employee may acquire the following investments:
 - (1) investments that can be reasonably expected to require more than sporadic (i.e. three to four (3-4) times per year) recusal and abstention under section 8 of this code; or
 - (2) investments that would otherwise impair the person's independence of judgment in the exercise or performance of his or her official powers and duties.
- (b) This section does not prohibit a Warren County officer or employee from acquiring any other investments or the following assets:
 - (1) real property located within Warren County and used as his or her personal residence;
 - (2) less than five percent (5%) of the stock of a publicly traded corporation; or
 - (3) bonds or notes issued by a municipality and acquired more than one year after the date on which the bonds or notes were originally issued.

SECTION 11. Private employment in conflict with official duties.

- (a) No Warren County officer or employee, during his or her tenure as a municipal officer or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, and including serving as a Board member, consultant, contractor or passive investor of an entity that engages in any business or maintains any relationship with Warren County, provides to or oversees from the County any client referrals or competes with the County when the employment or activity:
 - (1) can be reasonably expected to require more than sporadic recusal and abstention pursuant to sections 8 and 10 of this code;
 - (2) can be reasonably expected to require disclosure or use of confidential information gained by reason of service as a municipal officer or employee;
 - (3) violates section 805-a(1)(c) or (d) of the General Municipal Law; or
 - (4) requires representation of a person or organization other than Warren County in connection with litigation, negotiations or any other matter to which Warren County is a party.
- (b) Outside Interest Form. If any Warren County officer or employee or immediate family member is currently or plans to be in the future an employee, Board member, consultant, owner, contractor or even a passive investor of an entity that engages in any business or maintains any relationship with Warren County; provides to or receives from Warren County any client referrals or competes with Warren County, they must fill out an Outside Interest Form in the office of the Warren County Attorney, and a copy of the completed Form must be provided to the Board of Ethics. Annexed hereto and made a part hereof as Appendix "C" is a sample copy of the Outside Interest Form.

SECTION 12. Future employment.

- (a) No Warren County officer or employee may ask for, pursue or accept a private post-government

employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the Warren County officer or employee, either individually or as a member of a board, while the matter is pending or within the thirty (30) days following final disposition of the matter.

- (b) No Warren County officer or employee, for the two-year period after serving as a Warren County officer or employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the Warren County office, board, department or comparable organizational unit for which he or she serves.
- (c) No Warren County officer or employee, at any time after serving as a Warren County officer or employee, may represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a Warren County officer or employee.

SECTION 13. Personal representations and claims permitted. This Code shall not be construed as prohibiting a Warren County officer or employee from:

- (a) representing himself or herself, or his or her spouse or minor children before Warren County; or
- (b) asserting a claim against Warren County on his or her own behalf, or on behalf of his or her spouse or minor children.

SECTION 14. Use of Warren County resources.

- (a) Warren County resources shall be used for lawful Warren County purposes. Warren County resources include, but are not limited to, municipal personnel, and Warren County's money, vehicles, equipment, materials, supplies or other property.
- (b) No Warren County officer or employee may use or permit the use of Warren County resources for personal or private purposes, but this provision shall not be construed as prohibiting:
 - (1) any use of Warren County resources authorized by law or municipal policy;
 - (2) the use of Warren County resources for personal or private purposes when provided to a Warren County officer or employee as part of his or her compensation; or
 - (3) the occasional and incidental use during the business day of Warren County telephones and computers for necessary personal matters such as family care and changes in work schedule.
- (c) No Warren County officer or employee shall cause Warren County to spend more than is reasonably necessary on transportation, meals or lodging in connection with official travel.
- (d) All Warren County officers and employees shall take a computer ethics training course. This training provides guidance regarding your outside activities while under County employment. A certification of this training shall be filed with your supervisor annually no later than January 31st or within ten (10) days of employment with Warren County.

SECTION 15. Interests in Contracts.

- (a) No Warren County officer or employee may have an interest in a contract that is prohibited by section 801 of the General Municipal Law.
- (b) Every Warren County officer and employee shall disclose interests in contracts with Warren County at the time and in the manner required by section 803 of the General Municipal Law.

SECTION 16. Nepotism. Except as otherwise required by law:

- (a) No Warren County officer or employee shall induce others to hire a relative of the officer or employee.

- (b) No Warren County officer or employee, either individually or as a member of a board, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position at, for or within Warren County or a Warren County board, except:
- (1) A Department Head may undertake to appoint, hire, promote, discipline or discharge a relative if no other County officer or employee can undertake the action, and the action is undertaken pursuant to Civil Service rules in accordance with the Civil Service Law and Rules promulgated thereunder for competitive positions; or
 - (2) if Civil Service rules do not apply In all other cases, a Department Head may undertake to appoint, hire, promote, discipline or discharge a relative if no other County officer or employee can undertake the action, and the Department Head obtains approval from the Board of Supervisors, which may seek a written advisory opinion from the Board of Ethics, before undertaking the action.
- (c) No Warren County officer or employee may **immediately or** directly manage and/or supervise a relative in the performance of a relative's official powers or duties. If a Warren County officer or employee would be responsible for the management or supervision of a relative, an alternative supervisory arrangement must be made to manage and supervise the relative; the management and supervision must be undertaken pursuant to Civil Service Law and Rules, if applicable, and any decision to appoint, hire, promote, discipline or discharge must be in accordance with subdivision (b) above.
- (d) Any Warren County officer or employee, or prospective officer or employee, may request a written advisory opinion from the Board of Ethics regarding the implementation of this Section.

SECTION 17. Political Solicitations.

- (a) No Warren County officer or employee shall directly or indirectly to compel or induce a subordinate Warren County officer or employee to make, or promise to make, any political contribution, whether by gift of money or service or other thing of value.
- (b) No Warren County officer or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any Warren County officer or employee, or an applicant for a position as a Warren County officer or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

SECTION 18. Confidential Information. No Warren County officer or employee who requires confidential information in the course of exercising or performing his or her official powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers and duties.

SECTION 19. Gifts.

- (a) No Warren County officer or employee shall solicit, accept or receive a gift in violation of section 805-a(1)(a) of the General Municipal Law as interpreted in this section.
- (b) No Warren County officer or employee may directly or indirectly solicit any gift.
- (c) No Warren County officer or employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of seventy-five dollars (\$75) or more when:
 - (1) the gift reasonably appears to be intended to influence the officer or employee in the exercise or performance of his or her official powers or duties;
 - (2) the gift could reasonably be expected to influence the officer or employee in the exercise or

- performance of his or her official powers or duties; or
- (3) the gift is intended as a reward for any official action on the part of the officer or employee.
- (d) For purposes of this section, a "gift" includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift's fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed seventy-five dollars (\$75) must be made by adding together the value of all gifts received from the donor by an officer or employee during the twelve-month period preceding the receipt of the most recent gift.
- (e) (1) A gift to a Warren County officer or employee is presumed to be intended to influence the exercise or performance of his or her official powers or duties when the gift is from a private person or organization that seeks Warren County action involving the exercise of discretion by or with the participation of the officer or employee.
- (2) A gift to a Warren County officer or employee is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained Warren County action involving the exercise of discretion by or with the participation of the officer or employee during the preceding twelve months.
- (f) This section does not prohibit any other gifts, including:
- (1) gifts made to Warren County;
 - (2) gifts from a person with a family or personal relationship with the officer or employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a Warren County officer or employee, is the primary motivating factor for the gift;
 - (3) gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;
 - (4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;
 - (5) awards and plaques having a value of seventy-five dollars (\$75) or less which are publicly presented in recognition of service as a Warren County officer or employee, or other service to the community; or
 - (6) meals and refreshments provided when a Warren County officer or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

SECTION 20. Board of Ethics.

- (a) There is hereby established a Board of Ethics for Warren County. The Board of Ethics shall consist of three (3) members, one shall be an officer or employee of Warren County, one shall be an elected or appointed officer or employee of a local Municipality located within Warren County, and one shall be a member of the public who is not a County officer or employee, nor an officer, employee, elected or appointed member of a local Municipality. The members of such Board of Ethics shall be appointed by the Board of Supervisors, serve at the pleasure of the appointing authority, and receive no salary or compensation for their services as members of the Board of Ethics. The Board of Supervisors may appoint alternate members for each category who shall serve in the event a member is unable to serve due to illness, unavailability or when a conflict is presented. Alternate members shall serve at the pleasure of the appointing authority, and receive no salary or compensation for their services as members of the Board of Ethics.

- (b) A member of the Board of Ethics shall not be an official, officer or committee person of a political party or hold any similar office or title in a political party.
- (c) The Board of Ethics shall render advisory opinions with respect to article 18 of the General Municipal Law and this code. Such advisory opinions must be rendered pursuant to a written request under such rules and regulations as the Board of Ethics may prescribe. In addition, the Board of Ethics may make recommendations with respect to the drafting and adoption of a Code of Ethics, or amendments to the Code of Ethics, upon the request of the Board of Supervisors. The Board of Ethics may accept from the general public or any of its own members a complaint or allegation of conflict of interest or violation of this Code of any officer or employee of Warren County. The Board of Ethics may initiate an investigation upon its own motion or upon receipt of a sworn complaint alleging a violation, and shall have the advice of legal counsel employed by the Board of Ethics, or if none, the municipality's legal counsel.
- (d) The board of ethics may establish such rules and policies that may be necessary for the proper discharge of its duties and may utilize the services of the office of the Warren County Attorney.
- (e) This Ethics and Disclosure Policy shall be reviewed and updated as needed with the new term of each Board, at a minimum of every two years. As such, the members of the Board of Ethics shall serve for the same duration and coincide with the term of the members of the Board of Supervisors. The contact information for the members of the Board of Ethics shall be maintained in the County Attorney's Office.
- (f) Members of the Board of Ethics shall meet at a minimum of twice a year to review disclosure and certifications of training and as needed. Documentation of the meeting date and time shall be provided to the County Attorney and the Board of Supervisors.
- (g) Members of the Board of Ethics shall be appointed for the remainder of the current term within sixty (60) days of the effectiveness of this Local Law, and they shall comply with the Local Law immediately upon appointment.

SECTION 21. Posting and distribution.

- (a) The Warren County Administrator or his or her designee must promptly cause a copy of this Local Law, and a copy of any amendment to this Local Law, to be posted publicly and conspicuously in each building under Warren County's control. The code must be posted within ten (10) days following the date on which the Local Law takes effect. An amendment to the Local Law must be posted within ten (10) days following the date on which the amendment takes effect.
- (b) The Warren County Administrator or his or her designee must promptly cause a copy of this Local Law, including any amendments to the Local Law, to be distributed, electronically or in hard copy, to every person who is or becomes an officer and employee of Warren County, who must acknowledge receipt to their supervisor within ten (10) days. In addition, the outside interest form (Appendix C) must be returned, if applicable, to the County Attorney's Office.
- (c) A copy of this Local Law shall be provided to all new officers and employees within ten (10) days of employment or assuming office, as the case may be.
- (d) Every Warren County officer or employee who receives a copy of this Local Law or an amendment to the Local Law must acknowledge such receipt in writing. Such acknowledgments must be filed with the Clerk of the Warren County Board of Supervisors who must maintain such acknowledgments as a public record.
- (e) The failure to post this Local Law or an amendment to the Local Law does not affect either the applicability or enforceability of the Local Law or the amendment. The failure of a Warren

County officer or employee to receive a copy of this Local Law of ethics or an amendment to the Local Law, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforceability of the Local Law or amendment to the Local Law.

SECTION 22. Enforcement. Any Warren County officer or employee who violates this Local Law may be censured, fined, suspended or removed from office or employment in the manner provided by law. Any County officer or employee who is being disciplined for violation of this Local Law must be referred by the officer's or employee's supervisor to the Board of Ethics for an opinion that will be added to the person's personnel file.

SECTION 23. Severability. In the event that any provision of this Local Law shall be determined by a Court of Law to be illegal and/or unenforceable, the Local Law, to the extent the Courts have determined practical shall continue in full force and effect as if the said illegal or unenforceable provision were not contained a part thereof.

SECTION 24. Effective date. This Local Law shall take effect immediately upon filing with the Secretary of State.

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APPENDIX "A"

The following Warren County officers and employees shall file a financial disclosure statement as provided by the Warren County Code of Ethics:

- Supervisor, Warren County Board of Supervisors
- Clerk of the Warren County Board of Supervisors
- Deputy Clerk of the Warren County Board of Supervisors
- District Attorney
- Assistant District Attorney
- Public Defender
- Assistant Public Defender
- Warren County Administrator
- Assistant to the Warren County Administrator
- County Auditor
- County Treasurer
- Deputy County Treasurer
- Budget Officer
- Purchasing Agent
- Deputy Purchasing Agent
- Director of Real Property Tax Services
- Deputy Director of Real Property Tax Services
- County Clerk
- Deputy County Clerk
- County Attorney
- Assistant County Attorney
- Director, County Human Resources
- Personnel Officer
- Commissioner of Elections
- Deputy Commissioners of Elections
- Superintendent of Public Works
- Deputy Superintendent Public Works
- Deputy Superintendent Public Works/Operations
- Airport Manager
- Director of Probation
- Sheriff
- Undersheriff
- Lieutenant, Sheriff's Office
- Director of Public Health/Patient Services, Health Services
- Assistant Director Public Health
- Assistant Director Patient Services
- Director, Community Mental Health Services
- Assistant Director of Mental Health
- Commissioner of Social Services
- Deputy Commissioner of Social Services
- Social Services Attorney

Appendix "A" con't

Assistant Social Services Attorney
Director Countryside Adult Home
Director of Employment and Training
Director of Tourism
Director of Weights & Measures
Director, Office for the Aging
County Historian
Warren County Planner
Associate Warren County Planner
Administrator, Fire Prevention and Building Code Enforcement
Administrator, Self-Insurance
Deputy Insurance Administrator
Director, Veterans' Services Agency
Director of Information Technology
Director, Office of Emergency Services
Fire Coordinator
Executive Director Lake Champlain/Lake George Regional Planning Board
Warren County Coroner
Warren County Medical Examiner
Director, Soil and Water Conservation District
Members of the Board of Ethics

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APPENDIX "B"

ANNUAL STATEMENT OF FINANCIAL DISCLOSURE
COUNTY OF WARREN FORM F-100
FOR 20_____

1. Name and Address

Last Name Middle Initial First Name

Title

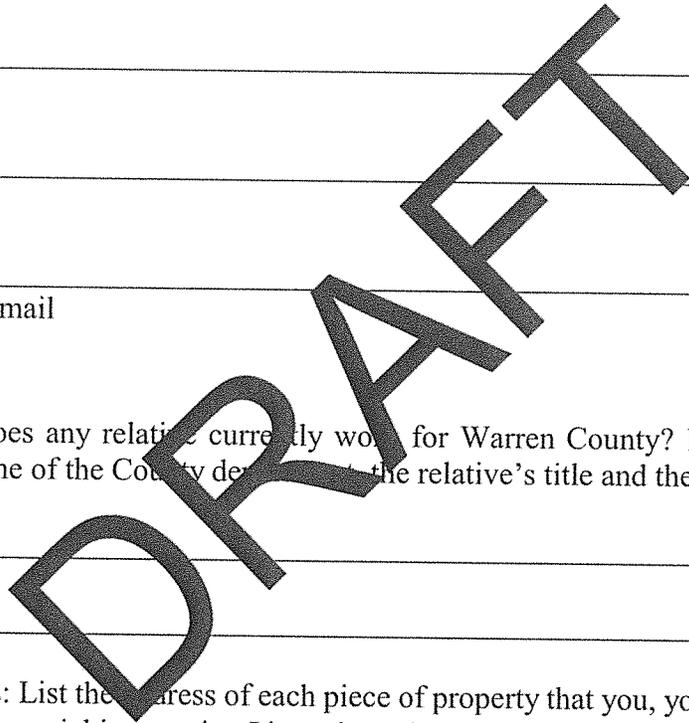
Department or Agency

Work Address

Work Telephone and Email

2. RELATIVE: Does any relative currently work for Warren County? If so, please provide the name(s) of the relative, the name of the County department, the relative's title and the date of hire.

3. REAL ESTATE: List the address of each piece of property that you, your spouse, or other relative own or have a financial interest in. List only real estate that is in Warren County.



4. OUTSIDE EMPLOYER OR BUSINESS: List the name of any outside employer or business from which you receive compensation for services rendered or goods sold or produced or of which you are a member, officer, or employee. Also include any entity in which you have an ownership interest, except a corporation of which you own less than five percent of the outstanding stock. Identify the type of business (such as partnership, corporation, or sole proprietorship) and list your relationship to the employer or business (such as employee, owner, shareholder, or partner).

Four horizontal lines for handwritten input.

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5. YOUR SPOUSE'S EMPLOYER OR BUSINESS: List the information in question 4 above for your spouse if your spouse's employer or business has any relationship with Warren County or receives any money or other material benefit from Warren County.

Three horizontal lines for handwritten input.

The requirements of law relating to the reporting of financial interests are in the public interest and no adverse inference or unethical or illegal conduct or behavior will be drawn merely from compliance with these requirements.

Signature of Reporting Person

Date

APPENDIX "C"

WARREN COUNTY

Outside Interest Form

This form is to be filled out if you or any relative is currently or plans to be in the future, an employee, board member, consultant, owner, contractor or even a passive investor of an entity that: (I) engages in any business or maintains any relationship with The County (The County); (ii) provides to, or receives from The County any client referrals, or (iii) competes with The County. The completed form must be submitted to the County Attorney.

Name: _____

Job Title: _____

If not an employee, describe the nature of your relationship with The County:

Describe the nature of your outside activities in any entity that engages in any business or maintains any relationship with The County.

Describe the nature of your outside activities in any entity that provides to, or receives from, The County any client referrals.

Describe the nature of your outside activities in any entity that competes with The County.

Date completed and signature

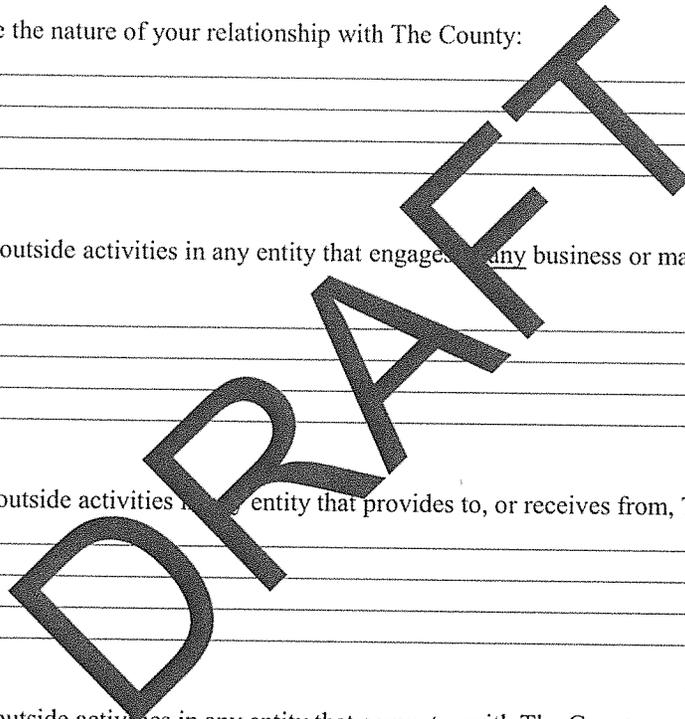
Signature

Date

Date reviewed by Compliance Officer and signature

Signature

Date



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 (2630)	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	1/11/2021	Arbuco	\$ 43,390.00	\$ -	\$ -
1/1/2021	Social Services	Caseworker #39 (2616)	N/A	N	N/A	\$ 43,390.00	1/11/2021	Putnick	\$ 43,390.00	\$ -	\$ -
1/1/2021	Social Services	Caseworker #27 (1658)	Pratt	PR	\$ 46,286.00	\$ 43,390.00	4/19/2021	Coulman	\$ 53,147.00	\$ 9,757.00	\$ 6,861.00
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	4/12/2021	Rogers	\$ 73,670.00	\$ -	\$ -
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 (2646)	N/A	N	N/A	\$ 16,815.60	3/1/2021	Durkin	\$ 16,815.60	\$ -	\$ -
3/1/2021	Countryside	Senior Account Clerk (2647)	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 (2648)	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	4/26/2021	Mapp	\$ 78,090.00	\$ -	\$ (5,632.00)
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	5/10/2021	Inglee	\$ 36,214.00	\$ -	\$ (9,289.00)
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	4/26/2021	Warner	\$ 29,333.00	\$ -	\$ -
1/29/2021	Health Services	RPN #6 (1552)	Saville	RS	\$ 60,152.00	\$ 47,523.00	4/12/2021	Rotolo	\$ 55,376.00	\$ 7,853.00	\$ (4,776.00)
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 Coördinator (2649)	N/A	N	N/A	\$ 61,855.00	4/26/2021	Hanifin	\$ 61,855.00	\$ -	\$ -
3/4/2021	Buildings & Grounds	Building Maint. Worker #2 (2142)	Woodard	PR	\$ 34,767.00	\$ 33,600.00	3/29/2021	Cleveland	\$ 33,600.00	\$ -	\$ (1,167.00)
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	5/3/2021	Tabano			
3/4/2021	Countryside	Food Service Helper #3 (1873)	Morrison	RT	\$ 37,037.00	\$ 27,438.00	3/29/2021	Potash	\$ 27,438.00	\$ -	\$ (9,599.00)
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 Manager #5 (1925)	Ranous	RS	\$ 18,115.00	\$ 17,149.00	vacant				
3/4/2021	Office for the Aging	Fiscal Coordinator (1924, 2649)	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 (2221)	Callanan	PR	\$ 13,933.00	\$ 13,933.00	2/22/2021	Kelly	\$ 13,933.00	\$ -	\$ -
4/1/2021	Civil Service	Civil Service Specialist (2567)	Casey	RS	\$ 46,222.00	\$ 46,222.00	5/28/2021	Chambers	\$ 46,222.00	\$ -	\$ -

ITEM 5A

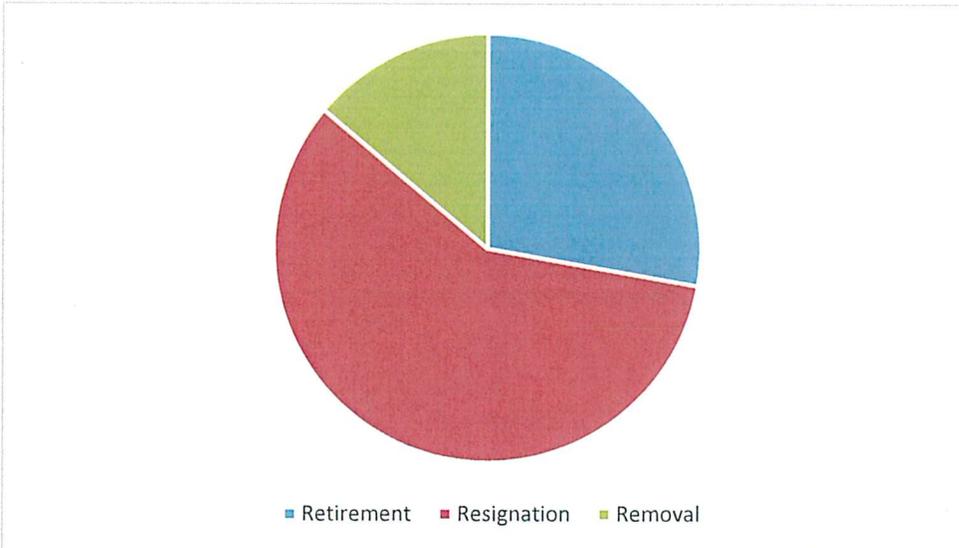
Personnel Cmte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
5/1/2021	Public Works	Solid Waste/Recycling Compliance Coordinator	N/A	N	N/A	\$ 43,605.00	vacant				
4/1/2021	Health Services	RPN #31 (1597)	Bogardus	RS	\$ 48,104.00	\$ 47,523.00	vacant				
4/1/2021	Health Services	RPN #32 (2332)	Wescott	RS	\$ 59,222.00	\$ 47,523.00	vacant				
4/1/2021	Health Services	RPN #37 (1543)	Brouillette	RS	\$ 48,101.00	\$ 47,523.00	vacant				
4/1/2021	Health Services	RPN #40 (2624)	N/A	N	N/A	\$ 47,523.00	vacant				
4/1/2021	Health Services	WIC Assistant (1582)	Stockwell	RS	\$ 31,099.00	\$ 30,520.00	vacant				
4/1/2021	Health Services	Infant Feeding Advocate-Part Time (2081)	Langworthy	RS	\$ 14,013.00	\$ 14,013.00	vacant				
4/1/2021	Public Works	MEO (L) #6 (1259)	Bent	PR	\$ 34,179.00	\$ 33,600.00	4/26/2021	Blydenburgh	\$ 33,600.00	\$ -	\$ (579.00)
4/1/2021	Public Works	MEO (L) #13 (1263)	Kennedy	PR	\$ 34,179.00	\$ 33,600.00	4/26/2021	Morehouse	\$ 42,036.00	\$ 8,436.00	\$ 7,857.00
4/1/2021	Public Works	MEO (L) #27 (2256)	Mitchell	RS	\$ 33,600.00	\$ 33,600.00	5/10/2021	Hart	\$ 33,600.00	\$ -	\$ -
4/1/2021	Public Works	MEO (M) #12 (1228)	Morehouse	RS	\$ 42,335.00	\$ 36,214.00	4/12/2021	Rounds	\$ 36,793.00	\$ 579.00	\$ (5,542.00)
4/1/2021	Public Works	Construction Specialist I (2626)	N/A	N	N/A	\$ 65,566.00	vacant				
4/1/2021	Public Works	Engineer II (2612)	N/A	N	N/A	\$ 73,670.00	5/3/2021	Monroe	\$ 73,670.00		
4/1/2021	Emergency Services	Emergency Services Coordinator (1524)	Drexel	RS	\$ 60,274.00	\$ 48,995.00	5/28/2021	Rivers	\$ 48,995.00	\$ -	\$ -
4/1/2021	Office for the Aging	Aging Services Assistant- PT (2634)	N/A	N	N/A	\$ 14,667.00	3/1/2021	Cabana	\$ 14,667.00	\$ -	\$ -
4/1/2021	Sheriff	Investigative Sergeant (2597)	Lail	PR	\$ 78,519.00	\$ 78,519.00	3/29/2021	David	\$ 78,519.00	\$ -	\$ -
4/1/2021	Sheriff	Investigator #5 (1341)	David	PR	\$ 77,519.00	\$ 77,519.00	3/29/2021	Pound	\$ 77,519.00	\$ -	\$ -
4/1/2021	Sheriff	Patrol Lieutenant #1 (1342)	Stockdale	RT	\$ 101,802.00	\$ 101,802.00	3/29/2021	Lail	\$ 101,802.00	\$ -	\$ -
4/1/2021	Sheriff	Patrol Officer #42 (1407)	Ordway	PR	\$ 71,319.00	\$ 42,373.00	vacant				
4/1/2021	Sheriff	Patrol Officer #37 (1348)	Pound	PR	\$ 71,319.00	\$ 42,373.00	vacant				
4/1/2021	Sheriff	Patrol Officer #65 (2619)	Baker II	O	\$ 48,121.00	\$ 42,373.00	vacant				
4/1/2021	Sheriff	Patrol Sergeant #4 (1366)	Webster	RT	\$ 78,519.00	\$ 78,519.00	3/29/2021	Ordway	\$ 78,519.00	\$ -	\$ -
4/1/2021	Sheriff	Patrol Sergeant #11 (1373)	Riley	RT	\$ 78,519.00	\$ 78,519.00	vacant				
4/1/2021	Social Services	Caseworker #15 (1665)	Cahill	RS	\$ 50,609.00	\$ 43,390.00	5/3/2021	Vachon	\$ 43,390.00	\$ -	\$ (7,219.00)
4/1/2021	Social Services	Social Welfare Examiner #21 (1729)	Palermo	PR	\$ 36,179.00	\$ 34,988.00	vacant				
5/24/2021	Health Services	EI Service Coordinator (2651)	N/A	N	N/A	\$ 46,492.00	5/24/2021	Bellizi-Sharro	49554	\$ 3,062.00	\$ -
5/24/2021	Sheriff	Patrol Officer- Part Time (2014)	N/A	N	N/A	\$20.3716/hour					
4/29/2021	Buildings & Grounds	Custodian (2620)	Cleveland	PR	\$ 31,824.00	\$ 31,824.00	5/10/2021	Hoss	\$ 31,824.00	\$ -	\$ -
4/29/2021	Buildings & Grounds	Cleaner #2 (2446)	Farmer	RS	\$ 28,984.00	\$ 27,438.00	vacant				
4/29/2021	Countryside	Senior Aide #1 (2394)	Hall	RT	\$ 44,036.00	\$ 33,600.00	vacant				
4/29/2021	Countryside	Institutional Aide #8 (1866)	Graves	RT	\$ 37,210.00	\$ 28,026.00	vacant				
4/29/2021	Office for the Aging	Food Service Helper #2 (1939)	Skinner	RS	\$ 35,037.00	\$ 28,026.00	vacant				
4/29/2021	Public Works	HEO #11 (1230)	Perrone	RS	\$ 43,974.00	\$ 37,633.00	vacant				
4/29/2021	Public Works	MEO (L) #2 (1239)	Menegan	RS	\$ 33,600.00	\$ 33,600.00	5/10/2021	Allen	\$ 33,600.00	\$ -	\$ -
4/29/2021	Public Works	MEO (L) #16 (1260)	Rounds	PR	\$ 34,179.00	\$ 33,600.00	vacant				
5/22/2021	Sheriff	Patrol Officer #22 (1408)	Benson	RT	\$ 71,319.00	\$ 42,373.00	vacant				
4/29/2021	Social Services	Caseworker #5 (1673)	Murray	RS	\$ 43,968.00	\$ 43,390.00	5/24/2021	Taylor	\$ 43,390.00	\$ -	\$ (578.00)
									TOTALS:	\$ 74,635.00	\$ (106,925.00)

Warren County Department of Human Resources



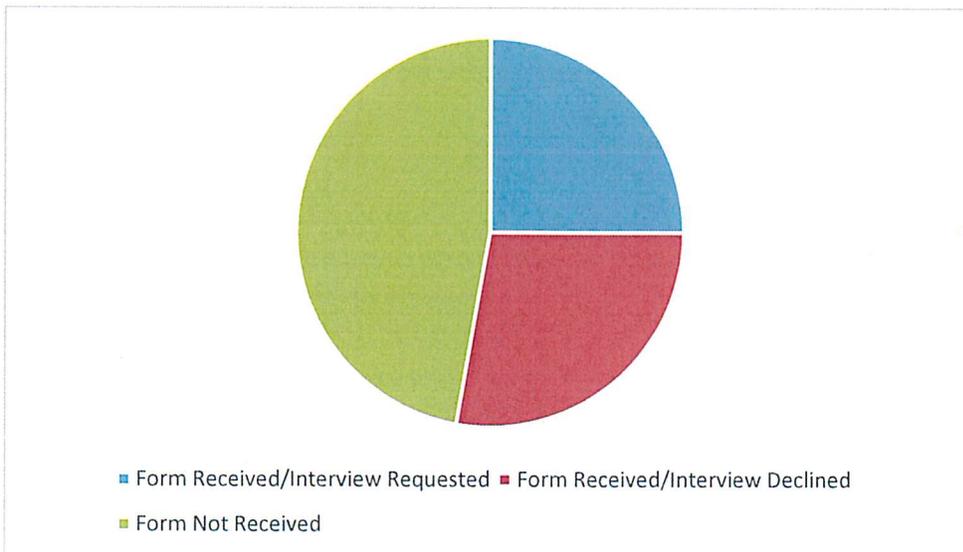
Separations through April 30, 2021

Retirement	10
Resignation	21
Removal	5
Total	36



Exit Interviews through April 30, 2021

Form Received/Interview Requested	9
Form Received/Interview Declined	10
Form Not Received	17



RESOLUTION REQUEST FORM NO. 3***Request for New Contract*****DEPARTMENT NAME: Information Technology****DATE: June 2021**

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **Replace current Public Internet connection**
- (c) Name of Contractor: **Spectrum Enterprise**
- (d) Address of Contractor: **12405 Powerscourt Drive, St. Louis, MO 63131**
- (e) Contractor's Contact Person and Telephone Number: **Amanda Ginder, 518-640-8572**
- (f) Has or will the Contract be provided, if so, please attach: **Yes**
- (g) Commencement Date of Contract: **Upon Execution**
- (h) Termination Date of Contract: **Upon notice of either party**
- (i) Payment Provisions: i) lump sum amount **\$99 install fee**
 ii) hourly rate amount
 iii) total amount not to exceed **\$119.99/month**
 iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **monthly**)
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **1680 428****

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

*as listed in budget and LOGOS

SERVICE ORDER

THIS SERVICE ORDER ("Service Order"), is executed and effective upon the date of the signature set forth in the signature block below ("Effective Date") and is by and between Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the Service(s) hereunder ("Spectrum") and Customer (as shown below) and is governed by and subject to the Spectrum Enterprise Commercial Terms of Service posted to the Spectrum Enterprise website, <https://enterprise.spectrum.com/> (or successor url) or, if applicable, an existing services agreement mutually executed by the parties (each, as appropriate, a "Service Agreement"). Except as specifically modified herein, all other terms and conditions of the Service Agreement shall remain unamended and in full force and effect.

Spectrum Enterprise Contact Information	
Spectrum Enterprise 12405 Powerscourt Drive St. Louis, MO 63131	Contact: Amanda Ginder Telephone: 518-640-8572 Email: amanda.ginder@charter.com

Customer Information		
Customer Name WARREN COUNTY MUNICIPAL CENTER	Order # 12583994	
Address 1340 STATE ROUTE 9 LAKE GEORGE NY 12845		
Telephone (518) 761-6407	Email: colvinm@warrencountyny.gov	
Contact Name Michael Colvin	Telephone (518) 761-6407	Email: colvinm@warrencountyny.gov
Billing Address 1340 STATE ROUTE 9 LAKE GEORGE NY 12845		
Billing Contact Name Michael Colvin	Telephone (518) 761-6407	Email: colvinm@warrencountyny.gov

NEW AND REVISED SERVICES AT 1340 State Route 9 , Lake George NY 12845				
Service Description	Contract Term	Quantity	Sales Price	Monthly Recurring Charges
Spectrum Internet	Month to Month	1	\$ 119.99	\$ 119.99
TOTAL*				\$119.99

ONE TIME FEES AT 1340 State Route 9 , Lake George NY 12845			
Service Description	Quantity	Sales Price	Install One Time Charge
Installation	1		\$ 99.00
TOTAL*			\$99.00

1. **TOTAL FEES.** Total Monthly Recurring Charges and Total One-Time Charges are due in accordance with the monthly invoice.
2. **TAXES.** Prices for Services do not include taxes, surcharges, or other fees.
3. **NO UNTRUE STATEMENTS.** Customer represents and warrants to Spectrum that neither this Service Order, nor any other information, including without limitation, any schedules or drawings furnished to Spectrum contains any untrue or incorrect statement of material fact or omits or fails to state a material fact.
4. **SPECIAL TERMS.**

The Parties have caused their duly authorized representatives to execute this Service Order.

CUSTOMER SIGNATURE

Signature: _____

Printed Name: _____

Title: _____

Company: _____

Date: _____

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: District Attorney Crime Victims Assistance Unit

DATE: May 24, 2021

- (a) Title of Requested Position: **Crime Victim Specialist**
- (b) Annual Base Salary (and Grade if Applicable): **\$40,954.00, Grade 14**
- (c) Effective Date for New Position:* **June 21, 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):
001065 Senior Crime Victim Specialist, \$55,494.00, Grade 17
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.1168 110 Salaries Regular
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
No
- (h) Is there expected revenue from this position? If so, please explain:
No

CRIME VICTIM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the District Attorney's Office and involves responsibility for delivery of program services to individuals who are victims of crimes. The incumbent assists in preparing victim impact statements, accompanies victims to court appearances when appropriate and assists the victim in communications with other representatives of the criminal justice system. Work is performed under the general direction of the Senior Crime Victim Specialist or higher level supervisor with discretion allowed for the use of independent judgment within established guidelines. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Interviews crime victims to determine types of assistance needed;
 Refers crime victims needing medical assistance, counseling, emergency shelter or legal assistance to appropriate agencies;
 Provides support to crime victims throughout court proceedings;
 Assists crime victims in preparing victim impact statements and claim forms to be submitted to the Crime Victims Board;
 Arranges for rape crisis and domestic violence counseling for victims of sexual assault and domestic violence;
 Assists victims in completing forms and paperwork regarding compensation, insurance claims, property and ancillary services;
 Provides follow-up services for continuing cases;
 May arrange appointments, transportation, lodging, interpreters and other services for crime victims;
 Serves as a liaison between victim and the District Attorney's office attorneys and staff;
 Assists the prosecutor in preparing victims to testify in Grand Jury or Court proceedings;
 Accompanies victim to court when sentencing occurs, assists in the development of sentencing victim impact statements, reads victim statements into court when requested on behalf of the victim and provides support to the victim when speaking at sentencing;
 May be present in local courts for victims assistance during scheduled court proceedings;
 Meets with all victims when referred to the program, including cross-complaint witness and victims in uncharged cases;
 Assists the Director, as assigned, with program audits;
 Maintains a variety of records and prepares statistical and financial reports regarding service delivery and program operations;
 Attends local conferences and meetings relating to victim advocacy, domestic violence and sexual assault;

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the structure, organization and procedures of the criminal justice system; working knowledge of the rights of victims; working knowledge of the policies and procedures of the District Attorney's Office; working knowledge of community resources and services available to crime victims; working knowledge of the principles and practices of interviewing & restitution requests and calculations; working knowledge of legal terminology; ability to assess the need for professional counseling and make appropriate referrals; ability to develop and maintain satisfactory working relationships with crime victims, professional staff and the public; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree or higher in criminal justice, psychology, sociology, social work or a related behavioral sciences or human services field, Or
- B) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in criminal justice, psychology, sociology, social work or a related behavioral sciences or human services field and two years of paid experience where the major function of the job was in the field of crime victim advocacy or criminal justice , OR
- C) An equivalent combination of experience and training as defined by the limits of (A) and (B)..

Warren County Civil Service
Adopted: 6/7/07
Amended: 10/18/17, 10/17/18

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Crime Victim Assistance Unit Payroll Dept. No: 5.02
Title of Position: Crime Victim Specialist Base Salary of Position: \$40,954.00 Grade: 14
Filling at Step # (If Known): 1
Budget code and title: A.1168 110 Salaries Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other [checked]
Employee No./Last Name: 11293/Johr (Senior Crime Victim Specialist) Date of Vacancy: May 18, 2021
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal [] % [checked] State [] % [] Other [] %

Creation of Crime Vch Specialist due to resignation Senior Crime Victim special

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. 5/10/21

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 5/10/21

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 5/13/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 5/20/21

Approved [Signature]

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Warren/Hamilton Counties Office for the Aging

DATE: 5/20/2021

- (a) Title of Requested Position: **Services Assistant - Office for the Aging #1**
- (b) Annual Base Salary (and Grade if Applicable): **\$33,600; Grade 7**
- (c) Effective Date for New Position:* **6/21/2021**
*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):
Services Specialist, Office for the Aging; Grade 10; \$37,633
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6772.110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
NO
- (h) Is there expected revenue from this position? If so, please explain:
NO

SERVICES ASSISTANT- OFFICE FOR THE AGING

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting higher level staff in the support of Office for the Aging programs. Duties may include assignments in the areas of client services assessments, Home Energy Assistance Program, volunteer coordination and other Department program and services functions. The work is performed under the general supervision of the Director of the Office for the Aging with some leeway allowed for the exercise of independent judgment. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Works directly with clients or their delegates to identify agencies and individuals offering appropriate services;

Performs home visit assessments in accordance with NYSOFA requirements to determine needs and well-being of clients and potential clients;

Assists in obtaining appropriate services for clients;

Assists clients in completing applications for various program services such as HEAP, Medicaid, MSP, Medicare, Social Security, STAR, Veteran's benefits, SNAP etc.,

Assists in the coordination of the Volunteer program for meal sites and medical transportation program;

Assists high level staff in a variety of tasks in support of Department programs and services;

Distributes and relates information about resources and services available to the elderly in the community;

Assists in the preparation and distribution of a variety of public relations materials including newsletters and news releases for local papers;

Prepares and maintains a variety of program records and reports;

Uses computer applications or other automated systems such as spread sheets, word processing, calendar, email and database software in performing work assignments;

Serves as general a source of information for visitors, phone contacts, employee contacts etc.;

May speak along with other Department staff before senior and other community groups to provide information on departmental programs;

Performs assigned office or program tasks to assist Department requirements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of programs and services available through the Office for the Aging and other service providers; good knowledge of office terminology, procedures and equipment; 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; ability to communicate clearly and effectively both verbally and in writing; ability to show empathy for the problems and feelings of the senior population, tact and courtesy, integrity.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Social or Behavioral Sciences, Human Services, Business Administration or related field; or
- B. Graduation from high school or possession of a high school equivalency diploma and two years of full-time paid experience, (or its part-time equivalent) providing services to seniors.

SPECIAL REQUIREMENT: Possession of a New York State driver's license at time of appointment.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office for the Aging Payroll Dept. No: 57.01
 Title of Position: Services Assistant-Office for the Aging #1 Base Salary of Position: \$33,600 Grade: 7
 Filling at Step # (If Known): _____
 Budget code and title: A6772.110 Warren - Salaries FT Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: _____ Date of Vacancy: 6/21/2021
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State 75% 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. Personnel Officer
 Human Resources Director has approved this form when initialed. 5/21/21

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 5/24/21

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 5/25/21

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 E. Tracie Weebelly Date 5/26/21
approved [Signature]

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME:** Warren/Hamilton Counties Office for the Aging**DATE:** 5/20/2021

- (a) Title of Requested Position: Services Assistant - Office for the Aging #2
- (b) Annual Base Salary (and Grade if Applicable): \$33,600; Grade 7
- (c) Effective Date for New Position:* 6/21/2021
*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):
Supervisor of Volunteers; Grade 4; \$29,333
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6772.110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title?
(This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
NO
- (h) Is there expected revenue from this position? If so, please explain:
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: Office for the Aging Payroll Dept. No: 57.01
Title of Position: Services Assistant-Office for the Aging #2 Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known): 3
Budget code and title: A6772.110 Warren - Salaries FT Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy: 6/21/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 75 % 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. 10/5/21/21

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 5/24/21

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 5/25/21

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 E. Anselmi Date 5/26/21
Approved (Signature)

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Warren/Hamilton Counties Office for the Aging

DATE: 5/20/2021

- (a) Title of Requested Position: Services Assistant - Office for the Aging PT
- (b) Annual Base Salary (and Grade if Applicable): \$33,600 (20 hours/week); Grade 7
- (c) Effective Date for New Position:* 6/21/2021
*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):
Aging Services Assistant - PT; Grade 4; \$29,333 (20 hours/week)
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6772.130
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
NO
- (h) Is there expected revenue from this position? If so, please explain:
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: Office for the Aging Payroll Dept. No: 57.01
Title of Position: Services Assistant-Office for the Aging PT Base Salary of Position: \$33,600 (20 hours/wk) Grade: 7
Filling at Step # (If Known): 1
Budget code and title: A6772.130 Warren - Salaries PT Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [X] Other
Employee No./Last Name: Date of Vacancy: 6/21/2021
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal % [X] State 75 % [] 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. 5/21/21
Human Resources Director has approved this form when initialed. 5/21/21

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 5/24/21

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 5/25/21

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 E. Frieser Verbally Date 5/26/21
Approved (Signature)

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Countryside Adult Home

DATE: 5/12/2021

- (a) Title of Requested Position: Case Manager
- (b) Annual Base Salary (and Grade if Applicable): Grade 14, \$40,954
- (c) Effective Date for New Position:* June 21st 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):
Part time Case Manager
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6030-110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title?
(This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
Yes staffing requiremnts are monitored by DOH in accoradance with NYCRR 487.9
- (h) Is there expected revenue from this position? If so, please explain:
Some of the job duties of a Case Manager are to help in marketing of Countryside and the evaluation and admitting of new residents that will create revenue. Positions are reimbursed at 50% by the state as well.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Case Manager Base Salary of Position: 40,954 Grade: 14
Filling at Step # (If Known): _____
Budget code and title: Salaries-FT A6030 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13507 Date of Vacancy: 3/4/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____ % State 50 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. RCN 5/26/21
Human Resources Director has approved this form when initialed. 10-5/26/21

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 5/26/21

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 6/3/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human 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 Bennett F. Dwyer Date 06/01/2021

CASE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class is responsible for providing case management services for both the DSS Temporary Assistance unit and Countryside Adult Home. Duties include coordinating and monitoring the provision of social services to those individuals and families that reside in temporary housing or are at risk of losing housing. The incumbent also acts as an advocate for Countryside residents and assists with their medical, social and environmental needs. The work is performed under general supervision within the framework of rules, regulations and guidelines of appropriate agencies. Does related work as required.

TYPICAL WORK ACTIVITIES: (ILLUSTRATIVE ONLY)

For DSS Temporary Assistance Unit:

Perform initial intake screenings and assessments of consumer service needs and develops an Independent Living Plan;
 Work with clients to set up needed services with appropriate agencies and community programs;
 Maintain case records including service plans, case notes and monitoring reports;
 Collaborate with DSS eligibility staff to help consumers comply with temporary assistance requirements, employment requirements, as well as other programmatic requirements;
 Coordinate with other agency service staff, including those in case services and fraud, to meet consumer needs;
 Identify potential temporary and non-temporary housing resources and ensure compliance with any required inspection or other regulatory requirements;
 Coordinate client transportation needs and other services provided for in the Independent Living Plan;
 Facilitate and participate in meetings with local resources, as well as advocate for consumers and the agency;
 Participate in meetings with the local Continuum of Care, Coordinated Entry, and additional meetings as necessary to meet the on-going needs of the homeless population;
 Complete the Continuum of Care Full Assessment for consumer referrals in addition to regulatory data reporting requirements;
 Assist in the completion of the Homeless Services Plan and maintains data for program performance outcomes;
 Perform other related duties as assigned.

For Countryside Adult Home:

Conduct community outreach to promote adult home and collaborate with administration to facilitate admission of new residents;
 Perform initial and periodic evaluations of resident needs and assist facility administrator and staff in meeting those needs;
 Work with residents and his/her family to set up needed services and assist in obtaining authorization for these services;
 Assist residents in obtaining and maintaining services and providers to meet his/her medical, social and mental health needs;
 Assist residents in efforts to develop and maintain family and community ties and to develop new relationships by encouraging resident participation in facility and community activities;
 Maintain case management notes to document resident needs and activities undertaken to meet those needs;
 Coordinate a variety of services for residents, including assisting with resident mail, budgeting, bill paying, etc;
 Assist residents with eligibility applications and recertification requirements for public assistance;
 Orient new residents and families to adjust to the facility routine and life;
 Maintain contact with family regarding their loved one's condition;
 Attend staff meetings and make recommendations regarding care of residents;
 Assist with resident discharge when alternate living arrangements are required;

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: Public Works Payroll Dept. No: 19.10
Title of Position: Cleaner #11 Base Salary of Position: \$27,438 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1620 Buildings and Grounds Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [checked] Termination [] Promotion [] Other
Employee No./Last Name: #13437/Mahoney Date of Vacancy: 05/17/2021
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) [] 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 [Signature] Date 6/11/21

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 F. Thomas approved by [Signature] Date 6/9/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities
[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 B. Magrison approved Verbally [Signature] Date 6/14/21

Amended, Warren County Personnel, January 9, 2013

CLEANER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work requiring efficient performance of simple cleaning tasks and may include moving tables and chairs, etc. for cleaning and/or meeting set ups under general supervision. The work of employees in this class involves only the thorough execution of tasks that follow a well-established routine. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Dust chairs, tables, desks, shelves and other furniture;
Wash windows, walls, woodwork, water closets, tubs and bowls;
Sweep, mop, wash and wax floors;
Gather and dispose of refuse;
Clean and polish furniture and fixtures;
May manually shovel snow and spread salt to keep entrances clean;
May set up and take down tables, chairs, microphones and related items as necessary;
Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Some knowledge of cleaning methods, materials and equipment; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to read and write; thoroughness; cleanliness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None is required but some experience in building cleaning work is desirable.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
Title of Position: 6th Assistant District Attorney Base Salary of Position: \$ 66,563.00 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1165 110 Salaries - Regular Union Non-Union
This position is vacated due to: Resignation
Employee No./Last Name: 13405/Jones Date of Vacancy: May 21, 2021
Is this position mandated? No Is the position reimbursable? No
Source of reimbursement: % State % Other %

BOS amend salary to reflect this amount. [Signature]

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list Non-Competitive Other Exempt
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. RCN 5/19/21
Human Resources Director has approved this form when initialed. [Signature] 5/20/21

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 5/20/21

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 5/21/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice
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 C. Leggett verbally approved [Signature] Date 5/20/21

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
Title of Position: 7th Assistant District Attorney Base Salary of Position: \$ 66,563.00 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1165 110 Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13417/Smith Date of Vacancy: May 21, 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 Exempt
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. per 5/19/21
Human Resources Director has approved this form when initiated. AT 5/20/21

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 5/20/21

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 5/21/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice
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 C. Leggett verbally approved [Signature] Date 5/26/21

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: District Attorney Payroll Dept. No: 5.0
Title of Position: 8th Assistant District Attorney Base Salary of Position: \$ 66,563.00 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1165 110 Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy: May 21, 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.

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 5/20/21

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 5/21/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice
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 5/20/21
Approved

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
Title of Position: Legal Clerk #2 Base Salary of Position: \$30,520.00 Grade: 5
Filling at Step # (If Known):
Budget code and title: A.1165 110 Salaries Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [checked] Other
Employee No./Last Name: 13347/Choppa Date of Vacancy: June 21, 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 [checked] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. RW 5/10/21
Human Resources Director has approved this form when initialed. [initials] 5/10/21

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 5/10/21

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 5/13/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice
[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 C. Leggett verbally approved [Signature] Date 5/20/21

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: District Attorney Payroll Dept. No: 5.0
Title of Position: Legal Clerk #1 Base Salary of Position: \$30,520.00 Grade: 5
Filling at Step # (If Known):
Budget code and title: A.1165 110 Salaries Regular Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 13122/Fox Date of Vacancy: May 24, 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. 5/13/21

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 5/14/21

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 5/17/2021

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice

[] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[X] 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 C. Leggett Approved by Lemaire Date 5/14/21

LEGAL CLERK

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class is responsible for performing a variety of moderately complex clerical assignments in a municipal legal or legal services office. Duties include reviewing, processing, indexing, digitizing and filing various legal documents while utilizing a full range of skills in the operation of computer programs and databases. The incumbent is expected to independently perform duties in accordance with a prescribed set of office policies and procedures. Supervisors are available for consultation on unusual problems and to provide instruction on new or difficult assignments. Work is performed under general supervision of a higher level supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Processes, indexes, scans, sorts and/or maintains confidential legal records and files necessary for the operations of the office;

Performs various general clerical support functions to enhance the operation of the office;

Assists in the preparation of various legal documents and correspondence;

Prepares routine legal forms in accordance with standard office policies and procedures;

Forwards copies of legal instruments to interested parties as needed;

Conducts routine correspondence and answers telephone requests on assigned matters where policy and procedures are well defined;

Handles routine telephone calls relating to assigned tasks or matters;

Examines and indexes a variety of legal instruments relating to civil and/or criminal matters;

Types a variety of records and reports relating to the indexing and recording procedure;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May act as receptionist;

Does related work as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of legal terminology, documents and legal services office procedures; working knowledge of office terminology, working knowledge of business english and spelling, ability to understand and follow oral and written instructions; ability to get along well with others, ability to maintain confidentiality of sensitive information, cases and files; accuracy; neatness; tact and courtesy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two years of full-time, paid clerical experience, one of which shall have been in a law office or related field.

NOTE: Study in a New York State registered or regionally accredited college or university in a law or criminal justice related field may be substituted for experience on a year for year basis.

WC: 2/1993, 10/2019

JC: Competitive

RESOLUTION REQUEST FORM NO. 12

ITEM V.

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
Title of Position: Registered Professional Nurse #22 Base Salary of Position: \$47,523 Grade: 19
Filling at Step # (If Known):
Budget code and title: A.4010; Health Services Full Time Salaries Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13404/ Gutowski Date of Vacancy: 6/3/2021
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal [] State [checked] 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) [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. [Signature] 5/13/21

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 5/14/21

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 Frank E. Thomas Date 5/19/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature E. Frusina approved Date 5/26/21
[Signature]

RESOLUTION REQUEST FORM NO. 12

ITEM V.

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: Human Resources Payroll Dept. No:
Title of Position: Human Resources Specialist Base Salary of Position: \$49,775(\$46,222 base) Grade: OOU 9
Filling at Step # (If Known):
Budget code and title: A.1435 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12840/Howc Date of Vacancy: 5/17/21
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. 5/14/21

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 Date 5/5/21

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 5/13/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Personnel
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 May 5, 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: Office for the Aging Payroll Dept. No: 57
Title of Position: Food Service Manager Base Salary of Position: \$29,333.00(35hr/week) Grade: 4
Filling at Step # (If Known): 0
Budget code and title: A.6772.110 Nutrition Program Warren Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #13290/Peters-Dashnaw Date of Vacancy: 3/27/2021
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [X] Federal 75% [] 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. 5/13/21

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 5/14/21

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 5/17/2021

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.
[X] 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 E. Tracie approved verbally Date 5/18/21

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: 19.40
Title of Position: Building Maintenance Mechanic Base Salary of Position: \$36,214 Grade: 15
Filling at Step # (If Known): \$42,141
Budget code and title: A.7110 General.Parks & Recreation Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [X] Other
Employee No./Last Name: #11265/Morehouse Date of Vacancy: 04/26/2021
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. 5/5/21

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 5/10/21

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 5/13/21

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. Conner Verbally Date 5/20/21
Approved [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: Warren County Public Defender Payroll Dept. No: 6.01 A.1171
Title of Position: Coordinating Assistant Public Defender Base Salary of Position: \$94,475 Grade: 4
Filling at Step # (If Known):
Budget code and title: A.1171 (Public Defender Salary - Regular) 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 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. 5/11/21

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 5/14/21

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 5/19/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice
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 C. Leggett Weiballen Date 5/20/21
Approved

Warren County Public Defender's Office has an opening for an attorney.

Please contact Public Defender Marcy Flores with a resume and a writing sample at:

floesm@warrencountyny.gov or at Warren County Public Defender's Office, 1340 State Route 9, Lake George, NY 12845. (518)761-6207. Fax number (518) 761-6208.

Coordinating Assistant Public Defender

- Salary of a range of \$72,074- \$92,623 with full county benefits.
- Work involves representing clients assigned by the Public Defender in criminal court proceedings. This involves representation through all stages of the proceeding following arrest and at the initial court appearance. Work is performed under the general supervision of the Public Defender with wide leeway allowed for the exercise of independent judgment. The attorney does work related to the case as required. The cases involve filing demands, motions, preparing for hearings, conducting hearings, evaluation of the case and plea bargaining. The attorney would also conduct legal research, prepare for trials and conduct the trial. Will be supervising other attorneys filing demands, motions, preparing for hearings, conducting hearings, evaluation of the case and plea bargaining. The attorney would also supervise other attorneys conducting legal research, preparing for trials and conducting the trial.
- Must be able to work nights and weekends as needed.
- Knowledge of family court law, criminal law and court proceedings would be necessary for the applicant.
- The ability to communicate effectively both orally and in writing is mandatory.
- The applicant must possess a NY State law license and have at least five years of experience as an attorney in the fields of criminal law.
- The applicant must possess a valid NYS driver's license.
- The position is subject to the approval of the Board of Supervisors.

Warren County is an EOE/AA Employer

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: 30.09
 Title of Position: Communications Officer #5 Base Salary of Position: \$41,740 Grade: _____
 Filling at Step # (If Known): _____
 Budget code and title: A.3020 110 Sheriff's 911 Center Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 13389/Stortini Date of Vacancy: 05/08/2021
 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. _____

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 _____

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 _____

Adopted, Warren County Personnel, December 2, 1993
Amended, December 18, 2003

COMMUNICATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for staffing the telecommunications console in the Sheriff's Office on an assigned shift in receiving and transmitting messages and requested information to road Patrol Officers, other law enforcement, emergency medical and fire fighting agencies and performing related communications activities involving operation of telephone, teletype and two-way radios. Incumbents learn accepted agency radio procedures and terminology on the job. Employees in this class must be able to function calmly in emergencies and take appropriate action in an efficient manner. An incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates two-way radio equipment to direct road patrol cars, fire units and/or EMS units to the scene of crimes, citizen complaints, fire and EMS calls or other emergencies;
Answers incoming telephone/911 calls and provides information or receives complaints from the public;
Directs activities of Patrol Officers on road patrol by setting priorities of assignment based on information received at headquarters;
Operates teletype system to obtain and relay information about motor vehicles, suspected law violators, missing persons, etc.;
Monitors police, fire and EMS frequencies continuously to be aware of occurrences which may require involvement of police and emergency vehicles;
May provide instructions for first aid to callers requesting emergency medical services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of telephone, teletype and two-way radio equipment operating procedures and terminology; good knowledge of the geography and municipalities of the county; working knowledge of computers and familiarity with computer keyboards; working knowledge of modern principles and practices of law enforcement; ability to remain calm in emergency situations; ability to understand and execute several complex oral and written directions simultaneously; ability to maintain records and prepare reports; ability to express oneself clearly by radio, on the telephone or in person; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency or comparable diploma.

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 #13 Base Salary of Position: \$43,390 (2019) Grade: 16
Filling at Step # (If Known): _____
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12416/Raymond Date of Vacancy: 5/31/20
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. 5/26/21
Human Resources Director has approved this form when initialed. 7/3 5/20/21

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 5/26/21

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 6/3/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human 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 [Signature] Date 06/01/2021

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 #34 Base Salary of Position: \$43,390 (2019) Grade: 16
Filling at Step # (If Known): _____
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Termination
Employee No./Last Name: 13453/Clynes Date of Vacancy: 5/24/21
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. Pass 5/18/21
Human Resources Director has approved this form when initialed. [Signature] 5/18/21

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 5/18/21

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 5/19/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human 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 [Signature] Date 06/01/2021

CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class renders casework services to adults, children and families to enhance their ability to cope with and resolve emotional, social, environmental and economic problems. The work requires the exercise of sound judgment in assessing the strengths and weaknesses of adults, children and families, identifying problem areas and developing and implementing an appropriate service plan. Incumbents must be emotionally mature, able to make decisions and able to work in stressful situations particularly those requiring crisis intervention. The work is generally performed under the direct supervision of an experienced Caseworker or other supervisor or administrative staff. Incumbents receive ongoing in-service training in social casework practices and procedures, including training in applicable laws and regulations.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Formulates and carries out plans to meet the needs of the individual or family;
Interviews clients to assess the need for social services;
Makes investigations to determine protective services for children and adults, verifies intake information and ascertains needs;
Provides counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle problems;
Finds, studies and evaluates family homes for the placement of children and adults;
Recommends foster homes and day care homes for certification;
Determines whether a child's or an adult's needs can best be met in an institution or foster home;
Supervises children/adults placed in foster homes or an institution;
Supervises foster parents in certified homes;
Makes appropriate referrals to support, paternity, fraud, medical service units, as well as outside resources;
Evaluates and helps to meet the needs of the child, the surrendering parent(s), and the adopting parent(s) in an adoption proceeding;
Coordinates and develops a treatment plan and goal for the reunion of families;
Reviews cases periodically to determine changes in clients' situations affecting eligibility and need for services;
Makes referrals to Family Court for protective services, as well as voluntary placement in foster care;
Prepares petitions, affidavits, court summaries and additional paper work as required for Family Court, Surrogate Court and Supreme Court;
Maintains case records;
Prepares letters and reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of federal, state and local laws and programs relating to public welfare and the care of children; ability to establish and maintain cooperative relationships with others; ability to prepare and maintain records and reports; ability to express ideas clearly, both orally and in writing; ability to understand and follow oral and written directions; good powers of observation and analysis; initiative; tact; good judgment; emotional maturity.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Social Work, Child Family Services, Psychology, Sociology, Criminal Justice, Education, Counseling or a closely related field; OR
- B. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree plus 2 years paid experience involving 1) direct service social casework in a public or private agency or 2) as an Examiner, Community Service Worker or child care worker in a social welfare or community services organization.

SPECIAL REQUIREMENTS:

- 1. Incumbent must be available to assume after-hours Protective Casework assignments as required. Assignments may be weeknights, weekends and holidays.
- 2. Certain assignments made to employees in this class will require access to transportation to meet field requirements made in the ordinary course of business in a timely and efficient manner.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Treasurer Payroll Dept. No: 11-00
Title of Position: Accounting Technician #2 Base Salary of Position: \$47,523 Grade: 19
Filling at Step # (If Known): Entry
Budget code and title: A.1325 110 County Treasurer, Salaries-Regular Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #13346 Rothcrnel Date of Vacancy: 4/30/21
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. [Handwritten initials and date 4/8/21]

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 [Handwritten Signature] Date 4/12/21

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 [Handwritten Signature: Frank E. Thomas] Date 4/13/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Finance
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Handwritten Signature] Date 4/29/21