

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

JUNE 29, 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 to appoint Mary King as a member of the Warren-Washington Counties IDA & CDC.

3) **Requests/Items to be Discussed by the County Attorney (Robert Terwilliger, Acting County Attorney):**

A) Litigation update - Executive Session.

B) Discussion regarding Opioid Litigation.

4) **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) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the HR Specialist from \$49,774 to \$46,222 effective July 19, 2021.

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

Public Defender (Marcy Flores, Public Defender) -

A) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Coordinating Assistant Public Defender (PT), *Annual Salary \$34,944*, effective August 1, 2021.

B) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Assistant Public Defender (PT), *Annual Salary \$43,680*, effective August 1, 2021.

6) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**

Department of Social Services (Christian Hanchett, Commissioner, Department of Social Services) -

A) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Caseworker - Part-Time - Temporary, *Grade 16, Base Annual Salary \$43,390*, effective July 19, 2021.

B) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Intake Clerk #8, *Grade 4, Base Annual Salary \$29,333*, and delete the position of Keyboard Specialist #2, *Grade 3, Base Annual Salary \$28,026*, effective July 19, 2021.

C) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Intake Clerk #9, *Grade 4, Base Annual Salary \$29,333*, and delete the position of Keyboard Specialist #7, *Grade 3, Base Annual Salary \$28,026*, effective July 19, 2021.

D) Request to temporarily pay Out-of-Title pay for the position of Principal Social Welfare Examiner as the result of an extended medical leave.

7) **Referral from the Tourism & Occupancy Tax Coordination Committee (Chaired by Supervisor Geraghty):**

Request to revise and re-establish criteria for the expenditure of County occupancy tax revenues in connection with conventions, trade shows and events.

8) **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.

CONTINUED

9. Discussion regarding “official correspondence”.

IV. Pending Items:

Personnel & Administration -

Robert Terwilliger, *First Assistant County Attorney*, to research whether it was possible to increase the appointment of the County Attorney beyond a two year term and report back to Committee. (04.29.21) Update: Mr. Terwilliger advised all of the materials he had reviewed indicated the term of the County Attorney was set to coincide with the same duration of that of a County Supervisor and could be no longer than a two year term; however, he noted, he would conduct more extensive research to determine if there was anything that indicated otherwise. (06.03.21) - *As per Mr. Terwilliger*

New York State County Law Section 500 delineates the term of the County Attorney. The term is to be the “term of office for which the then members of such board were elected.” The board being the board of supervisors for the county. With the Warren County Supervisors’ terms as two year terms, then the County Attorney is a two year term of appointment.

Higher Education - None.

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

Buildings and Grounds - Cleaner #8, *Grade 2, Base Annual Salary \$27,438*, due to resignation.

Health Services - Senior Account Clerk #1, *Grade 7, Base Annual Salary \$33,600*, extending prior authorization.

Office for the Aging - Meal Site Cook #4, *Grade 2, Base Annual Salary \$27,438 (35hr/week)*, due to promotion.

Parks, Recreation & Railroad - Building Maintenance Worker #8, *Grade 7, Base Annual Salary \$33,600*, due to promotion.

Public Works - MEO (M) #23, *Grade 9, Base Annual Salary \$36,214*, due to promotion.
- MEO (M) #14, *Grade 9, Base Annual Salary \$36,214*, due to promotion.

Social Services - Social Welfare Examiner #9, *Grade 8, Base Annual Salary \$34,988*, due to retirement.
Intake Clerk, *Grade 4, Base Annual Salary \$29,333*, due to promotion.

- V. Privilege of the Floor/Public Comment

- VII. Motion to adjourn

Allen, Amanda

From: David OBrien <dko@att.net>
Sent: Tuesday, June 22, 2021 3:16 PM
To: Allen, Amanda
Subject: IDA

Did Warren county pass a resolution appointing Mary King to the IDA Board?

Dave O'Brien
518-866-1022
Sent from my iPad

June 23, 2021

Elizabeth Garvey, Esq.
Counsel to the Governor
Executive Chamber
State Capitol
Albany, New York 12224
legislative.secretary@exec.ny.gov

Re: Legislation before the Governor

Bill Number: **A.6395-B (Woerner) / S.7194 (Rivera)**

Dear Ms. Garvey,

_____ County has reviewed the above referenced legislation and strongly encourages the Governor to sign it into law as soon as possible.

This legislation establishes a state fund which will consist of all monies received by the state as a result of litigation with entities that manufactured, sold, distributed or promoted opioids. Funds will be used for substance use disorder prevention, treatment and recovery programs; treatment programs for co-occurring mental illnesses; and public education campaigns.

The legislation is necessary to provide vital and essential support to state and local efforts to address and mitigate the harms associated with the opioid epidemic in the state of New York.

The opioid epidemic has caused a public health crisis in the United States and in particular, the state of New York. The human cost of that crisis has been profound, with more than 400,000 deaths linked to opioid-related drug abuse since 1997. The financial cost has been debilitating, with costs to the U.S. economy estimated in the hundreds of billions of dollars.

The Governor has repeatedly stated that opioid manufacturers knew how addictive and dangerous their products were, and they used it as a reckless business model for their own financial gain at the cost of thousands of human lives and billions of dollars. The Governor has demanded corporate responsibility for the harm caused by the opioid epidemic which continues to devastate families and communities throughout the state. He has a long and committed history of assisting victims and families traumatized by substance abuse disorders. The opioid addiction cycle has not only destroyed countless families and lives, but has also resulted in a tremendous increase in healthcare costs, including claims paid by commercial health insurers. In New York, the costs have been significant.

This legislation ensures that any proceeds resulting from litigation in this regard are used for prevention, treatment and recovery programs.

It is for these reasons that I respectfully request the Governor sign this legislation.

Respectfully submitted,

COUNTY EXECUTIVE

2021 - NOTICE OF INTENT TO FILL TRACKING

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	6/7/2021	Daly	\$ 46,615.00	\$ 8,982.00	\$ -
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 Coordinator (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	\$ 27,438.00	\$ -	\$ (578.00)
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	\$ -	\$ -
5/1/2021	Public Works	Solid Waste/Recycling Compliance Coordinator (2650)	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				

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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
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	6/21/2021	Luzzi	\$ 36,802.00	\$ 1,814.00	\$ 623.00
5/24/2021	Health Services	EI Service Coordinator (2651)	N/A	N	N/A	\$ 46,492.00	5/24/2021	Bellizi-Sharro	\$ 49,554.00	\$ 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	6/7/2021	Barton	\$ 28,984.00	\$ 1,546.00	\$ -
4/29/2021	Countryside	Senior Aide #1 (2394)	Hall	RT	\$ 44,036.00	\$ 33,600.00	6/1/2021	Graves	\$ 43,536.00	\$ 9,936.00	\$ (500.00)
4/29/2021	Countryside	Institutional Aide #8 (1866)	Graves	RT	\$ 37,210.00	\$ 28,026.00	6/2/2021	Rosson	\$ 28,026.00	\$ -	\$ (9,184.00)
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	6/2/2021	Moffitt	\$ 39,541.00	\$ 1,908.00	\$ (4,433.00)
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)
6/3/2021	District Attorney	Crime Victim Specialist (2652)	Johr	RS	\$ 40,954.00	\$ 40,954.00	6/21/2021	Choppa	\$ 41,533.00	\$ 579.00	\$ 41,533.00
6/3/2021	Office for the Aging	Services Assistant - OFA #1 (2653)	N/A	N	\$ 33,600.00	\$ 33,600.00	6/21/2021	McCarthy	\$ 35,365.00	\$ 1,765.00	\$ -
6/3/2021	Office for the Aging	Services Assistant - OFA #2 (2654)	N/A	N	\$ 33,600.00	\$ 33,600.00	vacant				
6/3/2021	Office for the Aging	Services Assistant - OFA PT (2655)	N/A	N	\$ 16,800.00	\$ 16,800.00	6/21/2021	Cabana	\$ 16,800.00	\$ -	\$ -
6/3/2021	Countryside	Case Manager (2656)	N/A	N	\$ 40,954.00	\$ 40,954.00	vacant				
6/3/2021	District Attorney	6th Assistant District Attorney (1063)	Geburu		\$ 68,603.00	\$ 66,563.00	6/21/2021	Jones	\$ 66,563.00	\$ -	\$ -
6/3/2021	District Attorney	7th Assistant District Attorney (2421)	Jones		\$ 66,563.00	\$ 66,563.00	6/21/2021	Smith	\$ 66,563.00	\$ -	\$ -
6/3/2021	District Attorney	8th Assistant District Attorney (2589)	Smith		\$ 66,563.00	\$ 66,563.00	vacant				
6/3/2021	District Attorney	Legal Clerk #1 (2579)	Fox	RS	\$ 32,176.00	\$ 30,520.00	6/3/2021	Caviano	\$ 30,520.00	\$ -	\$ -
6/3/2021	District Attorney	Legal Clerk #2 (2580)	Choppa	PR	\$ 31,099.00	\$ 30,520.00	vacant				
6/3/2021	Health Services	RPN #22 (2549)	Gutowski	RS	\$ 55,376.00	\$ 47,523.00	vacant				

2021 - NOTICE OF INTENT TO FILL TRACKING

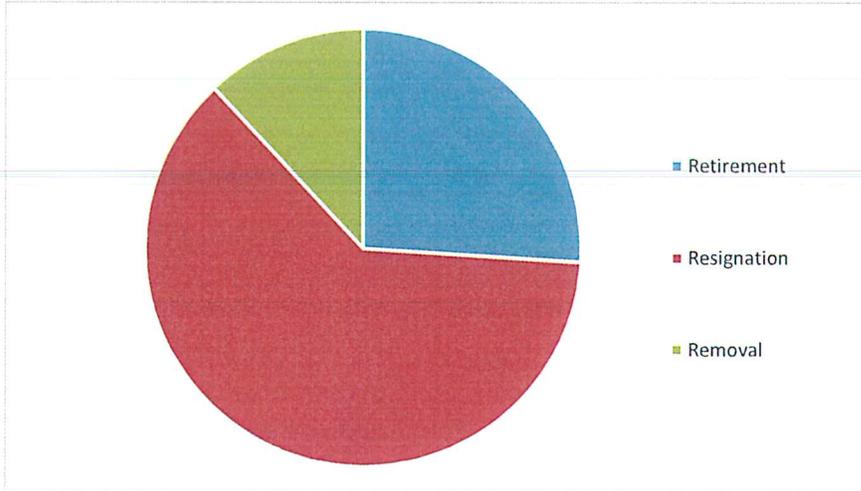
Personnel Cmt./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
6/3/2021	Human Resources	HR Specialist (2468)	Howe	RS	\$ 49,774.00	\$ 46,222.00	vacant				
6/3/2021	Office for the Aging	Food Service Manager (1929)	Peters-Dashn	RS	\$ 26,623.00	\$ 29,333.00	6/7/2021	Medick	\$ 26,172.00	\$ (3,161.00)	\$ -
6/3/2021	Parks, Rec & Railroad	Building Maintenance Mechanic (2430)	Morehouse		\$ 51,734.00	\$ 42,141.00	5/31/2021	Converse	\$ 49,172.00	\$ 7,031.00	\$ -
6/3/2021	Public Defender	Coordinating Assistant Public Defender (2588)	NA			\$ 94,475.00	vacant				
6/3/2021	Sheriff	Communications Officer #5 (1428)	Stortini	RS	\$ 50,060.00	\$ 41,740.00	vacant				
6/3/2021	Social Services	Caseworker #13 (1679)	Raymond	RS	\$ 50,609.00	\$ 43,390.00	vacant				
6/3/2021	Social Services	Caseworker #34 (2407)	Clynes	RM	\$ 43,390.00	\$ 43,390.00	vacant				
6/3/2021	Treasurer	Accounting Technician #2 (2532)	Rothermel	RS	\$ 48,101.00	\$ 47,523.00	6/1/2021	Mandy	\$ 47,523.00	\$ -	\$ -
									TOTALS	\$ 105,035.00	\$ (79,464.00)

Warren County Department of Human Resources



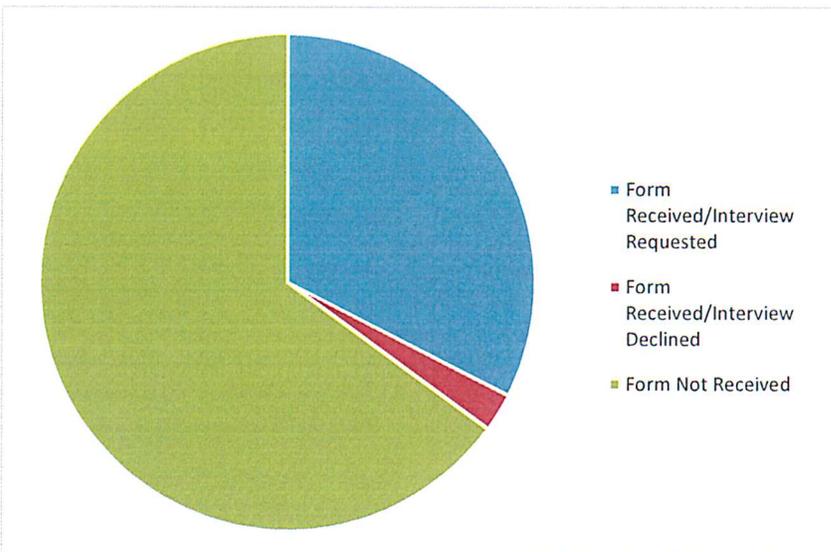
Separations through May 31, 2021

Retirement	13
Resignation	31
Removal	6
Total	50



Exit Interviews through May 31, 2021

Form Received/Interview Requested	13
Form Received/Interview Declined	1
Form Not Received	26



RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Human Resources****DATE: 6/23/21**

- (a) Employee Name, Title and Employee No.: **HR Specialist - vacant**
-
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$46,222**
-
- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$49,774**
- (d) Effective Date for Salary Change:* **7/19/21**
*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:
-
- (f) Justification of Request:
Decrease salary from \$49,774 to \$46,222 to return the position to the entry rate for the position.

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: Public Defender's Office****DATE: 6/21/2021**

- (a) Title of Requested Position: **Coordinating Assistant Public Defender (PT)**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$34,944.00 (ILS FUNDED)**
-
- (c) Effective Date for New Position:* **8/1/2021 (approx. based on date contract is executed)**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
n/a
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A. 1171 130 Salaries - Part Time
-
- (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

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:

floresm@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.

Part time Coordinating Assistant Public Defender

- Salary of \$34,944.
- 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. The attorney would also supervise the grant funding streams from ILS.
- Knowledge of 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 ten 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: Public Defender's Office Payroll Dept. No: 6.01 A.1171
Title of Position: Coordinating Assistant Public Defender (PT) Base Salary of Position: \$34,944.00 Grade: 4
Filling at Step # (If Known): (16102)
Budget code and title: A. 1171 130 Salaries - Part Time 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 EXEMPT (PSTE)
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. 2/11/21
Human Resources Director has approved this form when initialed. AP 10/1/21

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 6/11/21

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 6/17/21

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 [Signature] Date 6-21-2021

RESOLUTION REQUEST FORM NO. 11**Request to Create New Position****DEPARTMENT NAME: Public Defender's Office****DATE: 6/21/2021**

- (a) Title of Requested Position: **Assistant Public Defender (PT)**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$43,680.00 (ILS FUNDED)**
-
- (c) Effective Date for New Position:* **8/1/2021 (approx. based on date contract is executed)**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
n/a
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A. 1171 130 Salaries - Part Time
-
- (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

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

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

floresm@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.

Assistant Public Defender

- Salary – \$43,680 for 24 hours per week.
- 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.
- Knowledge of 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 two years of experience as an attorney in the field of criminal law.
- The applicant must possess a valid NYS driver's license.

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: Public Defender's Office Payroll Dept. No: 6.01 A.1171
Title of Position: Assistant Public Defender (PT) (24h/wk) Base Salary of Position: \$43,680.00 Grade: 4
Filling at Step # (If Known): _____
Budget code and title: A. 1171 130 Salaries - Part Time 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 EXEMPT (PT)
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. 6/11/21
Human Resources Director has approved this form when initialed. 6/14/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 6/14/21

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 6/17/21

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 [Signature] Date 6.21.2021

*RESOLUTION REQUEST FORM NO. 11**Request to Create New Position*

DEPARTMENT NAME: Social Services

DATE: 6/21/2021

- (a) Title of Requested Position: Part-Time Caseworker
- (b) Annual Base Salary (and Grade if Applicable): \$43,390 (2019) - Grade 16
-
- (c) Effective Date for New Position:* July 19, 2021
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
N/A
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6010-130
-
- (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:
- (h) Is there expected revenue from this position? If so, please explain:

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.

Amended, Warren County Civil Service: 7/15/10, 2/12/17
JC: Competitive

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 - Part-Time - Temporary Base Salary of Position: 43,390 (2019) Grade: 16
Filling at Step # (If Known): _____
Budget code and title: Salaries-PT A6010 130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: _____ Date of Vacancy: 7/19/2021
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. Person 6/16/21
Human Resources Director has approved this form when initiated. 17 6/16/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 6/16/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E Thomas Date 6/17/21

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 Dussault Date 06/21/21

RESOLUTION REQUEST FORM NO. 11*Request to Create New Position*

DEPARTMENT NAME: Social Services

DATE: 6/21/2021

- (a) Title of Requested Position: **Intake Clerk**
- (b) Annual Base Salary (and Grade if Applicable): **\$29,333 (2019) - Grade 4**
-
- (c) Effective Date for New Position:* **July 19, 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):
Keyboard Specialist #2 (Grade 3)
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6010-110
-
- (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:
- (h) Is there expected revenue from this position? If so, please explain:

Adopted, Warren County Personnel, May 11, 2005

INTAKE CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performance of routine clerical work and office functions in the Department of Social Services. Incumbents greet the public, screens all incoming requests for information either in person or by telephone and giving routine information, or directing requests to proper staff members. The incumbent is responsible for the initial screening for and intake of applications for assistance from individuals for various social services programs. The incumbent receives applications and information and forwards to appropriate examiners for determinations of eligibility for benefit programs such as financial assistance, medical assistance, food stamps and the Heat and Energy Assistance Program (HEAP). Additionally, employees in this class perform related clerical tasks assigned in support of a particular benefit program; specific tasks will vary depending on the program objectives of the unit to which the employee is assigned. The work is performed in accordance with a prescribed routine outlined by an administrative level supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Greets and receives the public, provides requested general information or makes appropriate referrals to staff members of the assigned unit;
- Answers telephone calls at reception desk, makes transfer connections to appropriate offices and takes messages or makes appointments;
- Screens the applicant with scripted questions on the computer to elicit needed information to make eligibility determinations and provides application if appropriate;
- Performs initial intake by receiving the individual's application and answers general questions related to various benefit programs and ensures that application information is complete;
- Registers the application for further processing by an examiner by opening new file or matching paperwork with an existing case file;
- Pulls materials from files and makes file searches, including electronic records, in order to answer a telephone or visitor request for information;
- Searches and retrieves data from computerized records by use of queries or updates records in accordance with procedures;
- Performs reproduction and collating duties of applications, materials and documents;
- Sends, receives and logs faxes;
- Maintains pamphlets, brochures and related materials for visitors;
- Receives, sorts and distributes incoming mail and processes outgoing mailing by addressing envelopes for mailing;
- May perform general clerical duties and maintain simple records related to the duties assigned.

(cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the benefit programs and requirements such as financial assistance, medical assistance, food stamps and the Heat and Energy Assistance Program (HEAP); working knowledge of office terminology, procedures and equipment; ability to enter data into query and issue reports from database and spreadsheet programs; ability to deal courteously with the public both in person and on the telephone; ability to understand and follow simple oral and written directions; ability to greet the public in a pleasing manner and provide requested information; ability to refer visitors to appropriate staff member after ascertaining their needs; ability to operate fax and copy machines; ability to hear well and speak distinctly; ability to write legibly; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience; or
 - (b) Two (2) years of clerical experience.
-

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: Intake Clerk #8 Base Salary of Position: 29,333 (2019) Grade: 4
Filling at Step # (If Known):
Budget code and title: Salaries-Regular A6010 110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [X] Other
Employee No./Last Name: Date of Vacancy: 7/19/2021
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal 50% [X] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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 6/22/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 6/29/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature [Signature] Date 06/29/2021

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position***

DEPARTMENT NAME: Social Services

DATE: 6/21/2021

- (a) Title of Requested Position: **Intake Clerk**
- (b) Annual Base Salary (and Grade if Applicable): **\$29,333 (2019) - Grade 4**
-
- (c) Effective Date for New Position:* **July 19, 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):
Keyboard Specialist #7 (Grade 3)
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6010-110
- (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:
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.03
Title of Position: Intake Clerk #9 Base Salary of Position: 29,333 (2019) Grade: 4
Filling at Step # (If Known):
Budget code and title: Salaries-Regular A6010 110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [X]
Employee No./Last Name: Date of Vacancy: 7/19/2021
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal 50% [X] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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 [Signature]

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature [Signature] Date 6/29/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature [Signature] Date 06/29/2021

*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: SOCIAL SERVICES

DATE: 06/21/21

- (a) Purpose of Request: Request Temporary Out-Of-Title Pay for the position of Principal Social Welfare Examiner, due to an extended medical leave.
- (b) Details:
- (c) Previous Resolution Number: n/a
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A6010 110

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

* as listed in budget and LOGOS

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: COUNTY ATTORNEY

DATE: June 24, 2021

- (a) Purpose of Request: **The purpose of the request is to rescind the model form agreement titled: Warren County Tourist and Convention Development Agreement pages 1-8 of attachment and replace with our standard language: "in a form approved by the County Attorney". This contract was originally mandated by resolution 238 of 2005, and reiterated in paragraphs "4." of resolutions 80 of 2008, 629 of 2008, and 177 of 2011.**
- (b) Details: **The model contract form contains clauses that are gramtically awkward and incorrect. In practice, the model contract form is frequently modified from its original form to make it correct in both form and substance. A copy of the model agreement is attached along with the resolutions listed below.**
- (c) Previous Resolution Number: **238 of 2005, 80 of 2008, 629 of 2008, 177 of 2011.**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **N/A**

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, GERAGHTY, DRISCOLL, CONOVER AND MAGOWAN

REVISING AND RE-ESTABLISHING CRITERIA FOR THE EXPENDITURE OF COUNTY OCCUPANCY TAX REVENUES IN CONNECTION WITH CONVENTIONS, TRADE SHOWS AND EVENTS

WHEREAS, by Resolution No. 238 of 2005, (subsequently amended by Resolution Nos. 717 of 2005, 80 of 2008, 629 of 2008 and 177 of 2011), the Warren County Board of Supervisors established criteria for the expenditure of County occupancy tax revenues in connection with conventions, trade shows and events, and

WHEREAS, the Tourism & Occupancy Tax Coordination Committee discussed the idea of replacing the antiquated “Warren County Tourism and Convention Development Agreement” included within Resolution No. 238 of 2005 with verbiage indicating that the contract shall be provided for in a form approved by the County Attorney, and

WHEREAS, the Tourism & Occupancy Tax Coordination Committee referred the matter to the Personnel and Administration Committee in order for the County Attorney to provide a draft resolution for review and approval, and

WHEREAS, the Personnel, Administration & Higher Education has reviewed the proposed resolution and agrees with same, now, therefore, be it

RESOLVED, that the Warren County Board does hereby revise and re-establish the criteria for the expenditure of County occupancy tax revenues in connections with conventions, trade shows and events as outlined in the attached “Schedule A” document, and be it further

RESOLVED, that all resulting contracts with special event organizers who shall receive occupancy tax funds shall be provided for in a form approved by the County Attorney, and be it further

RESOLVED, that this resolution shall supercede Resolution Nos. 238 of 2005, 80 of 2008, 629 of 2008 and 177 of 2011.

RESOLUTION No. OF 2021**PAGE 2 OF 2****SCHEDULE "A"****CRITERIA FOR THE EXPENDITURE OF COUNTY OCCUPANCY TAX REVENUES IN CONNECTION WITH CONVENTIONS, TRADE SHOWS AND EVENTS**

1. The expenditure of funds by the County for conventions, trade shows, and/or events shall be in accordance with the contract to be written in a form approved by the County Attorney; a copy of same shall be presented to the Standing Committee tasked with overseeing the distribution of occupancy tax funding and kept on file with the Clerk of the Board of Supervisors and the County Attorney's Office.
2. As a general rule, the County shall only contract for participation in multi-day conventions, trade shows or events while it is expected that one-day events will be addressed at the local Town, City or Village level - the Board of Supervisors will, however, consider exceptions to this rule in the instance of special circumstances.
3. The amount expended in connection with the contract with the sponsor of a particular convention, trade show or event will be established at the time of review of each request, but shall, in no event, exceed \$50,000.
4. The County will consider entering into contracts with only those sponsors of conventions, trade shows and/or events with at least 50% of funding available or committed before seeking County participation.
5. Warren County shall allocate a flat rate of Three Hundred Fifty Thousand Dollars (\$350,000) of the total occupancy tax revenue collected from the previous year for the funding of conventions, trade shows and events, including promotional expenses connected with attracting such events; (the expenditure or commitment to expend such funds shall be subject to approval and further resolution of the Board of Supervisors).
6. Applications for event funding will be due on November 1st of each year.
7. One hundred percent (100%) allocation of event funding for applications will be decided at an annual December Committee meeting.

Warren County Board of Supervisors

RESOLUTION NO. 238 OF 2005

Resolution introduced by Supervisors Caimano, W. Thomas, Tessier, Gabriels and Kenny

ESTABLISHING CRITERIA FOR THE EXPENDITURE OF COUNTY OCCUPANCY TAX REVENUES IN CONNECTION WITH CONVENTIONS, TRADE SHOWS AND EVENTS

RESOLVED, that the following criteria be established with regard to the expenditure of funds from the County Occupancy Tax revenues in connection with conventions, trade shows and/or events:

1. The expenditure of funds by the County for conventions, trade shows and/or events shall be in accordance with the terms and provisions of the model agreement titled "Warren County Tourist and Convention Development Agreement" a copy of the same being presented at this meeting and to be kept on file with the Clerk of the Board of Supervisors;
2. As a general rule the County shall only contract for participation in multi-day conventions, trade shows or events while it is expected that one-day events will be addressed at the local Town, City, or Village level - the Board of Supervisors will, however, consider exceptions to this rule in the instance of special circumstances;
3. The amount expended in connection with the contract with the sponsor of a particular convention, trade show or event will be established at the time of review of each request but shall, in no event, exceed \$50,000;
4. The County will consider entering into contracts with only those sponsors of conventions, trade shows and/or events with at least 50% of funding available or committed before seeking County participation; and be it further

RESOLVED, that the above criteria is hereby made effective immediately and shall be distributed to County Officers and Employees who are involved with tourist promotions and/or expenditure of Occupancy Tax revenues for purposes of establishing County standard operating guidelines.

WARREN COUNTY TOURIST AND CONVENTION DEVELOPMENT AGREEMENT

THIS AGREEMENT made by and between the COUNTY OF WARREN, a municipal corporation and political subdivision established under the Laws of the State of New York, having its principal offices and place of business located at the Warren County Municipal Center with a mailing address of 1340 State Route 9, Lake George, New York 12845, (the "COUNTY"), and

_____ an _____ formed under the laws of the State of New York, having its principal office and place of business located at _____, New York _____, (hereinafter called the "SPONSOR").

RECITALS

1. SPONSOR desires to hold _____ in Warren County, New York, during _____ of 200_, hereinafter the "EVENT".

2. The COUNTY has established a tourist and convention development program whereby the COUNTY will provide funding for certain qualifying conventions, events, trade shows and other directly related and supporting activities.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL REPRESENTATIONS AND COVENANTS CONTAINED HEREIN THE PARTIES AGREE AS FOLLOWS:

1. EVENT. SPONSOR represents and agrees that it shall hold _____ in Warren County, New York, commencing the _____ and continuing thereafter for a period of _____ week in _____ 200_.

2. EVENT ARRANGEMENTS. The SPONSOR represents and warrants that

a. the following licenses, contracts and/or infrastructure has been or will be arranged for to support the EVENT (include other governmental or non-profit group commitments)

- b. the number of attendees is projected to be _____;
- c. the number of hotel, motel, inn, bed and breakfast or other overnight accomodations is anticipated or projected to be _____ and the length of stay is anticipated to be _____;
- d. the following marketing and advertising is planned to occur in the following markets - areas (specify local, regional, state, national etc):

- e. the total cost to be borne by SPONSOR for the EVENT is \$ _____;
- f. the total amount that SPONSOR has calculated that needs to be raised to fund the EVENT that is currently not available or expected to be available is \$ _____.

3. PROMOTIONAL AND MARKETING CONSIDERATION FOR COUNTY

The SPONSOR shall provide the following promotional and marketing for the COUNTY:

4. COUNTY FUNDING

In consideration of the

- a) marketing and promotional opportunities,
- b) the benefit to be derived by the communities, businesses and residents of Warren County
- c) the terms of this agreement and
- d) to provide an incentive to the SPONSOR to hold the EVENT in Warren County,

the COUNTY shall pay the sum of \$ _____ to SPONSOR for use in offsetting expenses for the event. Such sum shall be payable only upon the occurrence of the EVENT and at the conclusion of the same upon SPONSOR furnishing a completed and properly executed COUNTY Voucher and submitting proof (copies of ads, invoices etc) that the marketing and promotional

opportunities were furnished to the COUNTY as required under this agreement.

5. COUNTY LIMITATION OF RESPONSIBILITY.

A. SPONSOR acknowledges and agrees that the COUNTY other than providing the funding herein above described does not make any representations concerning: the adequacy, availability or suitability of the area, hotels, restaurants, attractions, entertainment venues, recreational opportunities, environment, roads, utilities, weather or any other matter of any kind or nature with regard to SPONSORS' EVENT, . It is understood and agreed that these are matters that SPONSOR must undertake to examine and determine whether such is suitable, adequate, available or otherwise acceptable to SPONSOR. SPONSOR acknowledges that by execution of this agreement that it has made or has through the use of third party contractors have made such study, review, inspections and/or inquiries as it deemed necessary and is satisfied with regard to these issues.

B. The COUNTY shall not be required to furnish any services or do any work under this agreement.

C. Any and all other costs associated with the EVENT or SPONSOR's members in attending the EVENT shall, accordingly, be the responsibility of SPONSOR and/or its members. The COUNTY shall not be responsible for the payment of any and all consultant, broker or other services that may have been requested and agreed to by the SPONSOR.

D. Nothing contained herein shall be deemed to change or limit the COUNTY's governmental responsibilities or obligations that are furnished to the general public.

E. The provisions of this agreement shall not be construed to create a joint venture or partnership between the parties.

6. SPONSOR OBLIGATIONS.

A. The SPONSOR shall be responsible for the payment of any and all consultant, broker or other services that may have been requested and agreed to by the SPONSOR in connection with the selection of Warren County as the EVENT site.

B. The SPONSOR shall coordinate the issuance of all licenses and permits required and ensure that all applicable licenses and permits and insurance certificates have been issued and acquired. The SPONSOR shall further ensure that all licenses or permittees have obtained required insurance coverage and submitted proof of such coverage at least ten (10) days prior to the EVENT. The SPONSOR shall have the obligation of compliance with Federal, State and Local Laws in connection with the EVENT and activities occurring in connection therewith.

C. In the event the SPONSOR or any guest or member of the public shall cause any damage to municipal property, the SPONSOR shall at its own expense and cost repair the premises and restore to the same condition as existed prior to the damage. Such repair and restoration shall be subject to approval and direction of the COUNTY or if applicable, such other governmental body

or agency with control or ownership of the infrastructure so damaged.

D. All garbage, refuse and debris resulting from the EVENT and other activities authorized by the SPONSOR shall be removed and properly disposed of by SPONSOR or the Vendors or SPONSORS of the other activities.

E. The SPONSOR shall supply any necessary employees, workers and agents as may be necessary to support EVENT and activities in connection therewith.

F. Any and all services, facilities, infrastructures and other costs associated with the EVENT or SPONSOR's members in attending the EVENT shall be the responsibility of SPONSOR and/or its members.

7. RULES/REGULATIONS. SPONSOR acknowledges and agrees that it will abide by and advise its members to abide by applicable local laws, rules and/or regulations of any local municipality or property owner with jurisdiction where the EVENT is held.

(OPTIONAL CLAUSE -DELETE AND RENUMBER IF NOT USED)

8. SCHEDULED TERMINATION AND SPECIAL TERMINATION RIGHTS-BOTH PARTIES

A. *The scheduled termination of this agreement is following the _____. After this date this agreement will be considered ended and the parties shall have no obligation whatsoever to continue with this agreement or participate with the holding of the EVENT in Warren County.*

B. *After the EVENT for _____ and on or before September 1st of each year during the term of this agreement, either party shall have the right to terminate this agreement with no further obligation or liability of any kind or nature to continue to perform hereunder, provided the party desiring to terminate this agreement gives written notice to the other party, not later than September 1st of each year specifying the reasons for termination. The reasons for termination must be based upon some problem or difficulty with continuing to hold the EVENT in Warren County and may include but not be limited to costs, financial inability to pay costs related to the EVENT, legal issues or concerns, insurance costs or ability to acquire insurance, public safety concerns, lack of adequate facilities such as hotels or restaurants, failure on the part of the other party to adequately perform the terms of this agreement or other like reasons. The reason may not be solely due to either party receiving better terms for, in the case of the SPONSOR, holding the EVENT elsewhere or, in the case of the COUNTY, supporting another EVENT.*

9. DEFEND INDEMNIFY AND HOLD HARMLESS.

The SPONSOR and all participating organizations shall defend, indemnify and hold the COUNTY harmless from and against any and all liability, damage, causes of action, claims, suits, penalties or judgments arising from injury to persons or property or from loss of life or property

sustained by anyone whatsoever: (a) as a result of SPONSOR's EVENT activities; (b) as of the activities of third party vendors, clubs or invitees of SPONSOR and/or activities thereof authorized by SPONSOR by reason of the negligent acts or wrongful acts, errors, omissions, negligence, incompetence, malfeasance and misfeasance of the SPONSOR and/or its authorized third party vendors, clubs or invitees .

10. INSURANCE. The SPONSOR shall, during the term of this Agreement, provide and maintain or cause to be provided and maintained for the mutual benefit of the COUNTY comprehensive general liability event insurance in the amount of not less than One Million Dollars (\$1,000,000) per occurrence for personal injury, death or property damage arising out of the EVENT or EVENT activities or SPONSOR acts or omissions. The SPONSOR shall require all participating organizations, clubs, and other entities to likewise provide insurance coverage. Concessions shall provide an insurance policy specifically including coverage for liquor law liability in an amount of not less than Five Hundred Thousand Dollars (\$500,000). Said certificate of insurance for liquor law liability shall be required only in the event that liquor is to be sold or otherwise dispensed during the EVENT. Certificates and/or other evidence of such insurance, as may be required by the COUNTY, shall be delivered to the County Attorney's Office ninety (90) days prior to the commencement of the EVENT, except that certificates and/or other evidence of insurance for third-party vendors or concession shall be delivered to the County Attorney three (3) days prior to the commencement of the EVENT.

All insurance policies issued hereunder shall name the COUNTY as an additional insured under such policy as its interest may appear, be an insurance policy from an A.M. Best rated secured New York State licensed insurer, contain not less than a ten (10) day notice of cancellation clause, and state that the insurance shall be primary coverage for COUNTY, its Boards, employees and volunteers. Failure to obtain insurance as required hereunder constitutes a material breach of contract and shall subject the SPONSOR to liability for damages, indemnification and all other legal remedies available to COUNTY. The failure of COUNTY or its Boards, officers and/or employees to object to the contents of any certificate of insurance or absence of the same shall not be deemed a waiver of any and all rights held by COUNTY.

This Agreement shall be void and of no effect unless throughout the life of the Agreement, the Contractor shall secure compensation insurance and disability insurance for the benefit of such employees engaged under this Agreement as are by law required to be insured by provisions of the Workers' Compensation Law and New York State Disability Law. Proof of compensation and disability insurance shall be in the form(s) approved by the Workers' Compensation Board.

11. CANCELLATION OF EVENT - FORCE MAJEURE. The performance of this agreement is subject to acts of God, war, civil disorder, government regulation, disaster (including, but not limited to, fire, flood, severe weather and earthquake), strikes or work stoppages, labor disputes or threat thereof, terrorism or threat of terrorism: curtailment of transportation facilities which prevent or unreasonably delay at least 40% of the meeting attendees or any other situation making it commercially inadvisable, illegal, or impossible to provide the facilities or hold the EVENT. For the reasons aforesaid the SPONSOR may, upon such written notice as is practical,

cancel the holding of the EVENT for the year when the reason arises which affects the holding of the EVENT as scheduled. In no event will the COUNTY be liable for any costs or other losses sustained by the SPONSOR's for a cancellation of the EVENT the reasons set forth herein. The mere lack of or adequacy of hotels, restaurants, or like facilities shall not be a basis upon which SPONSOR may exercise this cancellation clause. In the event that SPONSOR cancels the EVENT for the reasons allowed under this paragraph, the COUNTY shall pay up to fifty percent (50%) of the amount payable under paragraph four (4) of this agreement provided that SPONSOR provides the documentation required under said paragraph four (4).

12. NO THIRD PARTY BENEFIT. No person or entity other than the parties to this Agreement shall be entitled to rely on this Agreement, and this Agreement is not made for the benefit of any person or entity not a party hereto.

13. AUTHORITY TO BIND. SPONSOR represents that it has followed organizational procedures necessary and has the requisite authority to bind SPONSOR to this agreement.

14. GUARANTEE OF PERFORMANCE. The SPONSOR by the execution of this Agreement, guarantees complete performance of the terms and conditions of this Agreement, including any reasonable cost of any repair or restoration of the premises, removal of any garbage, refuse and debris and maintenance of the premises in a reasonable manner. Repair or restoration required hereunder is that defined as necessary or occasioned by damage or wear and tear beyond normal and reasonably expected wear and tear. With respect to SPONSOR, it is agreed by the parties that its officers, members, employees, agents and directors shall have no personal liability under this Agreement. Nothing contained herein shall be deemed to release the SPONSOR from liability arising as a result of this Agreement, or liability of any officer, member, employee, agent or director by reason of their own intentional or negligent act or omission.

15. ENTIRE AGREEMENT/AMENDMENT OR ALTERATION. The terms of this Agreement constitute the entire agreement between the parties and neither party shall be bound by oral representations not contained apart hereof. This agreement shall not be altered, amended or changed except by written Agreement signed and executed by the parties through their authorized officers.

16. CAPTIONS. The captions used in this document are for reference purposes only and shall not be deemed a term or condition of the Agreement.

17. NOTICES Any notice, demand, request or other communication required or permitted by this Agreement, to be given by either party to the other, may be either personally delivered or sent by certified mail, properly addressed and prepaid, or by Federal Express or other nationally recognized overnight delivery service providing for receipt against delivery to the addresses of the parties set forth below:

If to the COUNTY:

Joan Parsons, Clerk of the Board of Supervisors
Warren County Municipal Center
1340 State Route 9
Lake George, New York 12845

If to SPONSOR:

with a copy
(which shall not constitute notice) to:

Warren County Attorney
Warren County Municipal Center
1340 State Route 9
Lake George, New York 12845
Attention: Paul B. Dusek, Esquire

or to such other person as shall be designated in writing by any such party or person; and such notice or communication shall be deemed to have been given as of the date so delivered in person, three days after the date so mailed and the next business day after deposit with such overnight delivery service; provided, however, that all notices of any change of address shall be effective only upon actual receipt thereof.

IN WITNESS WHEREOF, this Agreement has been executed by the duly authorized officers of the respective parties.

Approved as to Form:

Warren County Attorney

COUNTY OF WARREN

By _____
WILLIAM H. THOMAS, CHAIRMAN
Board of Supervisors

Date: _____

By _____

Date _____

STATE OF NEW YORK)
) ss.:
COUNTY OF WARREN)

On the ____ day of _____, in the year 2005, before me, the undersigned, a Notary Public in and for said state, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or person upon behalf of which the individual(s) acted, executed the instrument

Notary Public

STATE OF NEW YORK)
) ss.:
COUNTY OF WARREN)

On the ____ day of _____, in the year 2005, before me, the undersigned, a Notary Public in and for said state, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or person upon behalf of which the individual(s) acted, executed the instrument

Notary Public

Warren County Board of Supervisors

RESOLUTION NO. 80 OF 2008

Resolution introduced by Supervisors Kenny, Tessier, Merlino, Haskell, Champagne, Simmes and Goodspeed

AMENDING RESOLUTION NOS. 238 OF 2005 AND 717 OF 2005 - CRITERIA FOR THE EXPENDITURE OF COUNTY OCCUPANCY TAX REVENUES IN CONNECTION WITH CONVENTIONS, TRADE SHOWS AND EVENTS

RESOLVED, that the following amendments be made to the expenditure criteria established by Resolution Nos. 238 of 2005 and 717 of 2005 regarding funds from the County Occupancy Tax revenues in connection with conventions, trade shows and/or events:

GENERALLY

1. 10% of total Occupancy Tax revenues for events ; Warren County shall allocate ten percent (10%) of the total occupancy tax revenue collected from the previous year for the funding of conventions, trade shows and events (the expenditure or commitment to expend such funds shall be subject to approval and further resolution of the Board of Supervisors); and
2. Applications for event funding will be due on December 1st of each year; and
3. 100% allocation of event funding for applications will be decided at the annual December Committee meeting; and
4. Funding Contract form. The expenditure of funds by the County for conventions, trade shows and/or events shall be in accordance with the terms and provisions of the model agreement titled "Warren County Tourist and Convention Development Agreement" to be kept on file with the Clerk of the Board of Supervisors (Resolution No. 238-05); and be it further

RESOLVED, that the above amended criteria is hereby made effective immediately and shall be distributed to County Officers and Employees who are involved with tourist promotions and/or expenditure of Occupancy Tax revenues for purposes of establishing County standard operating guidelines.

Warren County Board of Supervisors

RESOLUTION NO. 629 OF 2008

Resolution introduced by Supervisors Kenny, Tessier, Merlino, Haskell, Champagne, Simmes and Goodspeed

AMENDING RESOLUTION NO. 80 OF 2008 REGARDING CRITERIA FOR THE EXPENDITURE OF WARREN COUNTY OCCUPANCY TAX REVENUES IN CONNECTION WITH CONVENTIONS, TRADE SHOWS AND EVENTS - TOURISM DEPARTMENT

RESOLVED, that the following amendment be made to the expenditure criteria established by Resolution Nos. 238 of 2005 and 717 of 2005, and amended by Resolution No. 80 of 2008, regarding funds from the Warren County Occupancy Tax revenues in connection with conventions, trade shows and/or events:

GENERALLY

1. **10% of total Occupancy Tax revenues for events** ; Warren County shall allocate ten percent (10%) of the total occupancy tax revenue collected from the previous year for the funding of conventions, trade shows and events "including promotional expenses connected with attracting such events" (the expenditure or commitment to expend such funds shall be subject to approval and further resolution of the Board of Supervisors); and
2. Applications for event funding will be due on December 1st of each year; and
3. 100% allocation of event funding for applications will be decided at the annual December Committee meeting; and
4. **Funding Contract form**. The expenditure of funds by the County for conventions, trade shows and/or events shall be in accordance with the terms and provisions of the model agreement titled "Warren County Tourist and Convention Development Agreement" to be kept on file with the Clerk of the Board of Supervisors (Resolution No. 238-05); and be it further

RESOLVED, that the above amended criteria is hereby made effective immediately and shall be distributed to Warren County Officers and Employees who are involved with tourist promotions and/or expenditure of Occupancy Tax revenues for purposes of establishing county standard operating guidelines.

Warren County Board of Supervisors

RESOLUTION NO. 177 OF 2011

Resolution introduced by Supervisors Kenny, Merlino, Bentley, Champagne, Goodspeed, McCoy and Conover

AMENDING RESOLUTION NO. 629 OF 2008 REGARDING CRITERIA FOR THE EXPENDITURE OF WARREN COUNTY OCCUPANCY TAX REVENUES IN CONNECTION WITH CONVENTIONS, TRADE SHOWS AND EVENTS

RESOLVED, that the following amendment be made to the expenditure criteria established by Resolution Nos. 238 of 2005 and 717 of 2005, and amended by Resolution Nos. 80 and 629 of 2008, regarding funds from the Warren County Occupancy Tax revenues in connection with conventions, trade shows and/or events:

GENERALLY

1. **Occupancy Tax revenues for events**; Warren County shall allocate a flat rate of Three Hundred Fifty Thousand Dollars (\$350,000) of the total occupancy tax revenue collected from the previous year for the funding of conventions, trade shows and events "**including promotional expenses connected with attracting such events**" (the expenditure or commitment to expend such funds shall be subject to approval and further resolution of the Board of Supervisors); and
2. Applications for event funding will be due on November 1st of each year; and
3. 100% allocation of event funding for applications will be decided at the annual December Committee meeting; and
4. **Funding Contract form**. The expenditure of funds by the County for conventions, trade shows and/or events shall be in accordance with the terms and provisions of the model agreement titled "Warren County Tourist and Convention Development Agreement" to be kept on file with the Clerk of the Board of Supervisors (Resolution No. 238 of 2005); and be it further

RESOLVED, that the above amended criteria is hereby made effective immediately and shall be distributed to Warren County Officers and Employees who are involved with tourist promotions and/or expenditure of Occupancy Tax revenues for purposes of establishing county standard operating guidelines.

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Treasurer****DATE: June 22, 2021**

- (a) Employee Name, Title and Employee No.: **Heidi LeClair, Payroll Supervisor, #11444**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$63,836, Out of Bargaining Unit**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **Base (Entry) - \$49,108, Grade 18. Actual salary is \$59,860.**
- (d) Effective Date for Salary Change:* **July 16, 2021**
*Please do not backdate request unless the purpose is to correct an error.
-
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A.1990 469 - Contingent Account - \$4,997.00
- (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 22, 2021**

- (a) Employee Name, Title and Employee No.: **Morgan Chapman, Payroll Technician, #13431**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$47,608, Out of Bargaining Unit**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **Base (Entry) - \$39,751, Grade 10. Actual salary is \$40,363.**
- (d) Effective Date for Salary Change:* **July 16, 2021**
*Please do not backdate request unless the purpose is to correct an error.
-
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A.1990 469 - Contingent Account - \$8,560.00
- (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: 19.13
Title of Position: Cleaner #8 Base Salary of Position: \$27,438 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1624 Health & Human Services Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: #13094/Bcssen Date of Vacancy: 06/26/2021
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 [checked] Other LABOR
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. 6/11/21

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: Acting Chairman Maureen Serber 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: Frank E. Thomas Date: 6/12/21

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: Date: 6/22/21

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

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: 36.0
Title of Position: Senior Account Clerk #1 Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known):
Budget code and title: A.4010.110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 8844/DeCesare Date of Vacancy: 1/22/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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
Handwritten signature and date 4/15/21

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
Handwritten signature and date 6/17/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date
Handwritten signature and date 6/21/21

Amended, Warren County Personnel, May 21, 1999
SENIOR ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for independently performing and/or supervising the maintenance and review of financial accounts and records. Employees generally follow a prescribed routine in the performance of moderately difficult accounting duties and in most cases receive only infrequent general instructions. Direct supervision may be exercised over the work of one or more clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
 Oversees and classifies a variety of receipts and expenditures and distributes items according to prescribed procedures;
 Supervises employees by assigning and reviewing completed work and instructing new employees in specialized accounting keeping activities;
 Manages the posting of original entry media to journal and ledger accounts;
 Conducts correspondence on matters where policies and procedures are well defined;
 Prepares bills and records remittances after computing interest and penalties;
 Issues receipts for monies received;
 Compiles payroll data, prepares and checks payroll for accuracy;
 Compiles data for and prepares and analyzes complex financial and statistical records and reports;
 Provides information in response to telephone or personal requests;
 Operates computing, calculating, check writing and other office equipment and machines;
 Assists in the preparation of unit or departmental budget and in maintaining budget control.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods of keeping and reviewing financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to understand and carry out oral and written directions; ability to plan and supervise work of others; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; a high degree of accuracy; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and two years of experience in maintaining financial accounts and records; or
- (b) Four years of experience in a clerical position involving the maintenance of financial accounts and records; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

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: Meal Site Cook #4 Base Salary of Position: \$27,438(35hr/week) Grade: 2
Filling at Step # (If Known): \$28,982
Budget code and title: A6772.110 Nutrition Program Warren - Salaries FT Union [x] Non-Union []
This position is vacated due to: [] Retirement [x] Resignation [] Termination [x] Promotion [] Other
Employee No./Last Name: 12566/Medick Date of Vacancy: 06/07/2021
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 [] Competitive-no list (hiring would be provisional) [x] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 8/17/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[x] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 8/17/21

BUDGET OFFICER COMPLETES THIS SECTION

[x] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 8/17/21

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 Edna A. Thomas Date 9/11/21

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 Worker #8 Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known):
Budget code and title: A.7110.Parks and Recreation Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: #12432 Date of Vacancy: 05/31/2021
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.

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 6/10/21

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 [Signature] Date 6/17/21

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 [Signature] Date 6/22/21

Amended, Warren County Personnel, July 2, 2013

BUILDING MAINTENANCE WORKER

GENERAL STATEMENT OF DUTIES: Performs a variety of semi-skilled building repair and maintenance tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is semi-skilled work involving responsibility for independently performing a variety of mechanical and other building maintenance tasks or for serving as a helper to journeyman tradesman. In either case, although a working knowledge of one or more trades is necessary, a maintenance worker does not utilize the more skilled journeyman techniques for any considerable portion of his time. In addition, the work may involve the part-time operation of a truck, automobile or other automotive equipment. General instructions are received and work is performed under immediate or general supervision depending upon the nature of the task. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate.

EXAMPLES OF WORK: (Illustrative only)

Performs semi-skilled work in masonry, carpentry, electrical or painting operations;
 Helps to install and repair wiring systems and electric fixtures and equipment;
 Repairs windows, doors, floors, walls and other parts of buildings;
 Does interior and exterior painting where quantity rather than fine quality of work performed is the principal object;
 Helps to install and repair general plumbing equipment, such as sinks, toilets and baths;
 Assists in cleaning and repairing boilers, pumps, heaters, pipe lines, valves and traps;
 Mixes plaster and concrete and assists in laying brick, plastering walls, finishing concrete work, etc.;
 Operates trucks, automobiles, air compressors, and other motorized equipment;
 Takes part in general grounds maintenance activities;
 Serves as general handyman performing a variety of semi-skilled duties.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of modern buildings and grounds maintenance and repair practices; knowledge of the practices and techniques of one or more of the standard trades; mechanical aptitude; industry; good physical condition; dependability; manual dexterity.

ACCEPTABLE EXPERIENCE AND TRAINING: Two years of experience in either general building construction or maintenance work in one or more of the standard trades, such as carpentry, plumbing, electrical; or any equivalent combination of experience and training.

SPECIAL REQUIREMENT: Possession of a Class D 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: Public Works Payroll Dept. No: 19.63
Title of Position: MEO (M) #23 Base Salary of Position: \$36,214 Grade: 9
Filling at Step # (If Known):
Budget code and title: D.5110 County Roads.Maintenance of Roads Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: #11657/Moffitt Date of Vacancy: 06/07/2021
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [checked] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 6/10/21

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 6/10/21

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 6/17/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 6/22/21

Amended, Warren County Civil Service, June 3, 2013

MOTOR EQUIPMENT OPERATOR (MEDIUM)

GENERAL STATEMENT OF DUTIES: Operates one or more types of medium size automotive equipment and performs a variety of manual tasks in connection with such operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the safe and efficient operation and care of moderately complex motor equipment in the performance of assigned tasks. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate. An employee in this class is also required to perform recurring manual duties related to the operation of the equipment. The work is usually performed under general supervision.

EXAMPLES OF WORK: (Illustrative only)
Operates a ten-wheel truck in connection with the hauling of material for road construction and repair;
Operates front end loader, roller of similar road construction machinery on construction and maintenance projects;
Operates a snow plow or related snow removal equipment;
Performs minor mechanical repairs on automotive equipment;
On assignment operates bulldozer, grader, shovel or other heavy automotive equipment;
Services assigned vehicle and maintains it in clean condition;
Loads and unloads trucks;
May perform a variety of simple manual tasks, such as cleaning culverts, shoveling snow, painting and road maintenance work;
Responds after normal working hours to emergency situations and during snow and ice events.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the operation of trucks, tractors and other types of automotive equipment; ability to understand and carry out simple oral and written instructions; industry; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of experience in the operation of motorized construction equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for an appropriate New York State Class A or B license with air brake endorsement. Possession 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: Public Works Payroll Dept. No: 19.63
Title of Position: MEO (M) #14 Base Salary of Position: \$36,214 Grade: 9
Filling at Step # (If Known):
Budget code and title: D.5110 County Roads.Maintenance of Roads Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: #11440/ Daly Date of Vacancy: 06/07/2021
Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [X] Non-Competitive [] Other

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

Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 6/10/21

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 6/10/21

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 [Signature] Date 6/17/21

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 [Signature] Date 6/22/21

Amended, Warren County Civil Service, June 3, 2013

MOTOR EQUIPMENT OPERATOR (MEDIUM)

GENERAL STATEMENT OF DUTIES: Operates one or more types of medium size automotive equipment and performs a variety of manual tasks in connection with such operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the safe and efficient operation and care of moderately complex motor equipment in the performance of assigned tasks. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate. An employee in this class is also required to perform recurring manual duties related to the operation of the equipment. The work is usually performed under general supervision.

EXAMPLES OF WORK: (Illustrative only)
Operates a ten-wheel truck in connection with the hauling of material for road construction and repair;
Operates front end loader, roller or similar road construction machinery on construction and maintenance projects;
Operates a snow plow or related snow removal equipment;
Performs minor mechanical repairs on automotive equipment;
On assignment operates bulldozer, grader, shovel or other heavy automotive equipment;
Services assigned vehicle and maintains it in clean condition;
Loads and unloads trucks;
May perform a variety of simple manual tasks, such as cleaning culverts, shoveling snow, painting and road maintenance work;
Responds after normal working hours to emergency situations and during snow and ice events.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the operation of trucks, tractors and other types of automotive equipment; ability to understand and carry out simple oral and written instructions; industry; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of experience in the operation of motorized construction equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for an appropriate New York State Class A or B license with air brake endorsement. Possession 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: SOCIAL SERVICES Payroll Dept. No: 40.00
Title of Position: Social Welfare Examiner #9 Base Salary of Position: 34,988 (2019) Grade: 8
Filling at Step # (If Known): _____
Budget code and title: Salaries-Regular A6010 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 10219/Pechette Date of Vacancy: 8/2/2021
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. PO 6/16/21
Human Resources Director has approved this form when initialed. 17 6/16/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 6/16/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature [Signature] Date 6/17/21

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 06/21/21

Adopted, Warren County Personnel, January 20, 2000

SOCIAL WELFARE EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: Determines financial eligibility for the various programs administered by a local social services district and recommends amounts of assistance in accordance with established policies and procedures. May perform any or a combination of assignments in connection with determining financial eligibility, categorical classification, case management, continued financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social service district. The work involves the review and evaluation of applications and records and direct interviews with applicants. Work is performed under the supervision of a higher ranking Social Welfare Examiner, except in smallest agencies where work is supervised by a high ranking administrator.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Reviews the certification form to determine that all statements are complete and consistent with every other item of information provided;
- Where necessary for clarification or completion of certification form, asks applicant appropriate questions and makes necessary additions or corrections on the form;
- Makes an evaluation of applicant's financial eligibility for assistance;
- May determine initial categorical eligibility;
- Assesses client's situation to determine barriers to self-sufficiency;
- Evaluates available resource details in relation to financial eligibility;
- Prepares and computes budget for the applicant;
- Advises applicant of the eligibility determination, the amount of assistance and when the first grant can be expected;
- Advises the applicant about the program under which he is eligible for assistance and any documentation or additional information which is necessary for final program classification;
- May assist the client in developing a self-sufficiency plan by identifying specific steps for the client to complete to become self-sufficient;
- Recommends emergency grants as needed;
- Makes re-determinations of financial eligibility;
- Explains the validation process to the applicant;
- Advises the applicant about his duty to keep the agency informed of any change in status which may affect his eligibility for assistance;
- Informs applicants about the range of services in the agency;

(cont.)

Social Welfare Examiner, page 2

If mandatory, or requested by applicant or client, or need for services is indicated, refers applicant to social services section, or to other specialists, such as resources, housing, employment, legal, medical, etc.;

Makes referrals for full field investigation where presumption of fraud is indicated.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Knowledge of federal, state and local social services laws and programs as they affect eligibility for financial assistance and money payments; familiarity with other laws as they affect eligibility, such as Worker's Compensation, Social Security, and unemployment insurance; ability to enter and maintain data and records in computer database; ability to establish rapport and motivate client to self-sufficiency; ability to deal effectively with others; ability to analyze facts obtained and use facts in making judgments regarding eligibility; ability to understand and follow directions; good powers of observation and perception; initiative, tact, good judgment; physical condition commensurate with the demands of the position.

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

- A. Sixty credit hours of coursework from a New York State or regionally accredited college or university; or
- B. Two years of experience in examining, investigating or evaluating claims for assistance, veteran's or unemployment benefits, insurance or a similar program operating under established criteria for eligibility.

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: Intake Clerk Base Salary of Position: 29,333 (2019) Grade: 4
Filling at Step # (If Known): _____
Budget code and title: Salaries-Regular A6010 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13182/Luzzi Date of Vacancy: 6/21/2021
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. PN 6/16/21
Human Resources Director has approved this form when initialed. 17 6/16/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 6/16/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 6/17/21

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 R. Duvall Date 06/21/21