

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

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

- A) Matthew Schuette, *Representing Jaeger & Flynn Associates*, to discuss Flexible Spending Accounts.
- B) Executive session to discuss PBA negotiations/proposed settlement.
- C) Executive session to discuss employee disciplinary matter.
- D) Review of report on tracking of vacancies filled.
- E) Update on terminations and exit interviews.
- F) Discussion regarding Out-of-Unit benefits contribution increase.

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

- A) Discussion - Stephen Acquario, *NYSAC Executive Director*, to discuss possible litigation regarding PFOS.
- B) Litigation update - Executive Session.
- C) Request to appropriate funding in the amount of \$24,800 from a source to be determined by the Finance Committee to Budget Code A.1420 419, *County Attorney, Settlements*, to cover the cost of paying the deductible to NYMIR for the Shannon C. Dickinson settlement.

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

- A) Resolution Tracking Report.
- B) Request for a transfer of funds in the amount of \$50,000 from a funding source to be determined by the Finance Committee to provide additional monies to cover the Coroner expenses for the remainder of 2021.
- C) Request for a transfer of funds in the amount of \$5,000 from a funding source to be determined by the Finance Committee to cover the cost of supplies for the remainder of the year.
- D) Request to amend Resolution No. 216 of 2020 to update standard reporting resolution to make corrections requested by the New York State Retirement System.

4) Requests/Items to be Discussed by the Self-Insurance Administrator (Amy Clute, Administrator):

- A) Request for a new contract with AWP Rx, LLC for Pharmacy Network Vendor for Self-Insured Workers' Compensation Program pursuant to the terms and provisions of the specifications (WC34-21) and proposal for a term commencing October 1, 2021 and terminating September 30, 2024, with option for additional three year renewal (October 1, 2024 to September 30, 2027).
- B) Request for a new contract with One Call Medical, Inc dba One Call for Diagnostic Testing Network Vendor for Self-Insured Workers' Compensation Program pursuant to the terms and provisions of the specifications (WC33-21) and proposal for a term commencing October 1, 2021 and terminating September 30, 2024, with option for additional three year renewal (October 1, 2024 to September 30, 2027).
- C) Request for a new contract with Carisk Intelligent Clearinghouse, LLC for the purpose of becoming the submission partner to satisfy the new Workers' Compensation Board CMS-1500 initiative.

5) Request/Item to be Discussed by the County Treasurer:

Request to compensate employees that were required to work onsite during the Coronavirus pandemic with additional vacation days with a cap of five days.

6) Requests from the District Attorney:

Please note that these requests have not been acted upon by the Criminal Justice Committee

- A) Request to create the position of 9th Assistant District Attorney, *Base Annual Salary \$66,563*, effective August 23, 2021.
- B) Request to create the position of Legal Clerk, *Base Annual Salary \$33,389*, effective August 23, 2021.

Continued

IV. Pending Items:

Personnel & Administration -

County Treasurer requested to remove the Payroll Supervisor and Payroll Technician from the CSEA Union, and increase salaries for both positions; Committee tabled request pending further discussion. (06.06.19) Update: Committee revisited request and asked County Treasurer to make this request to the CSEA negotiating team to consider re-presenting to the CSEA for their approval. (06.29.21)

Higher Education - None.

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

- County Attorney*** - Legal Assistant #2, Annual Salary \$49,091, due to reinstatement. (EMERGENCY FILL)
- Countryside Adult Home*** - Cook #5 Full Time, Grade 4, Base Annual Salary \$30,983, due to resignation.
- County Clerk*** - Legal Recording Clerk, Grade 7, Base Annual Salary \$35,491, due to resignation.
- Office of Emergency Services*** - County Fire Coordinator (Part-time), Annual Salary \$11,500, due to termination.
- Probation*** - Probation Assistant, Grade 7, Base Annual Salary \$35,491, due to retirement.
- Senior Probation Officer #4, Grade 20, Base Annual Salary \$52,345, due to retirement.
- Probation Officer Trainee, Grade 16, Base Annual Salary \$45,831, due to promotion.
- Public Defender*** - Assistant Public Defender (7), Annual Salary \$63,393, due to resignation.
- Public Works*** - Automotive Parts Shop Specialist, Grade 9, Base Annual Salary \$38,251.
- MEO (L) #5, Grade 7, Base Annual Salary \$35,491, due to resignation.
- MEO (L) #12, Grade 7, Base Annual Salary \$35,491, due to promotion.
- MEO (L) #13, Grade 7, Base Annual Salary \$35,491.
- Highway Construction Supervisor #4, Grade 12, Base Annual Salary \$41,003, due to retirement.
- Sheriff*** - Communications Officer #19, Annual Salary \$41,740, due to resignation (EMERGENCY FILL)
- Social Services*** - Sr. Caseworker #3, Grade 18, Base Annual Salary \$46,492, due to resignation.
- Caseworker #14, Grade 16, Base Annual Salary \$43,390, due to promotion.
- Caseworker #6, Grade 16, Base Annual Salary \$43,390, due to resignation.
- Staff Development Coordinator, Grade 16, Base Annual Salary \$43,390.
- Caseworker #26, Grade 16, Base Annual Salary \$43,390, due to promotion.
- Treasurer*** - Senior Account Clerk #4, Grade 7, Base Annual Salary \$33,600, due to resignation.
- Veterans' Services*** - Per-diem Van Driver #4 & #5, Grade 2, Base Annual Salary \$2,675 (\$13.9335/hr), due to resignation.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

2021 - NOTICE OF INTENT TO FILL TRACKING

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
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	1/1/2021	Arbuco	\$ 43,390.00	\$ -	\$ -
1/1/2021	Social Services	Caseworker #39 (2616)	N/A	N	N/A	\$ 43,390.00	1/1/2021	Putnick	\$ 43,390.00	\$ -	\$ -
1/1/2021	Social Services	Caseworker #27 (1658)	Pratt	PR	\$ 46,286.00	\$ 43,390.00	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	Public Works	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	Hanfin	\$ 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	7/6/2021	Reid	\$ 41,740.00	\$ -	\$ (11,094.00)
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 Cmtc./ 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	\$ -	\$ (11,279.00)
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	7/12/2021	Whitehouse	\$ 42,373.00	\$ 364.00	\$ (28,582.00)
4/1/2021	Sheriff	Patrol Officer #37 (1348)	Pound	PR	\$ 71,319.00	\$ 42,373.00	7/12/2021	Squires	\$ 42,373.00	\$ -	\$ (28,946.00)
4/1/2021	Sheriff	Patrol Officer #65 (2619)	Baker II	O	\$ 48,121.00	\$ 42,373.00	7/12/2021	Lairair	\$ 42,373.00	\$ -	\$ (5,748.00)
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	\$ -
4/29/2021	Sheriff	Patrol Officer- Part Time (2014)	N/A	N	N/A	\$20,3716/hour	vacant				
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	Patrol Officer #22 (1408)	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	7/12/2021	Keehr	\$ 42,373.00	\$ -	\$ (28,946.00)
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	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	6/21/2021	McCarthy	\$ 35,365.00	\$ 1,765.00	\$ 35,365.00
6/3/2021	Office for the Aging	Services Assistant - OFA #2 (2654)	N/A	N		\$ 33,600.00	7/14/2021	Coulter	\$ 33,600.00	\$ -	\$ 33,600.00
6/3/2021	Office for the Aging	Services Assistant - OFA PT (2655)	N/A	N		\$ 16,800.00	6/21/2021	Cabana	\$ 16,800.00	\$ -	\$ 16,800.00
6/3/2021	Countryside	Case Manager (2656)	N/A	N		\$ 44,384.00	7/5/2021	Darcy	\$ 46,182.00	\$ 1,798.00	\$ 46,182.00
6/3/2021	District Attorney	6th Assistant District Attorney (1063)	Gebru		\$ 68,603.00	\$ 66,563.00	6/21/2021	Jones	\$ 66,563.00	\$ -	\$ (2,040.00)
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	\$ -	\$ (1,656.00)
6/3/2021	District Attorney	Legal Clerk #2 (2580)	Choppa	PR	\$ 31,099.00	\$ 30,520.00	6/23/2021	DeFalco	\$ 30,520.00	\$ -	\$ (579.00)
6/3/2021	Health Services	RPN #22 (2549)	Gutowski	RS	\$ 53,376.00	\$ 47,523.00	vacant				

2021 - NOTICE OF INTENT TO FILL TRACKING

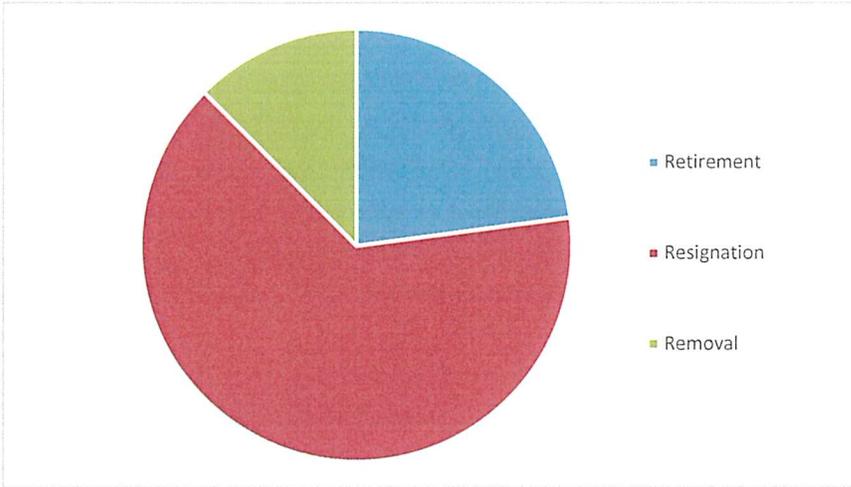
Personnel Cmts./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
6/3/2021	Human Resources	HR Specialist (2468)	Howe	RS	\$ 49,774.00	\$ 46,222.00	7/19/2021	Baker	\$ 46,222.00	\$ -	\$ (3,552.00)
6/3/2021	Office for the Aging	Food Service Manager (1929)	Peters-Dash	RS	\$ 26,623.00	\$ 29,333.00	6/7/2021	Medick	\$ 26,172.00	\$ (3,161.00)	\$ (451.00)
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	\$ (2,562.00)
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	7/7/2021	Grierson	\$ 41,740.00	\$ -	\$ (8,320.00)
6/3/2021	Social Services	Caseworker #13 (1679)	Raymond	RS	\$ 50,609.00	\$ 43,390.00	6/28/2021	Flower	\$ 43,390.00	\$ -	\$ (7,219.00)
6/3/2021	Social Services	Caseworker #34 (2407)	Clynes	RM	\$ 43,390.00	\$ 47,023.00	7/6/2021	Baker	\$ 53,457.00	\$ 6,434.00	\$ 10,067.00
6/3/2021	Treasurer	Accounting Technician #2 (2532)	Rothermel	RS	\$ 48,101.00	\$ 47,523.00	6/1/2021	Mandy	\$ 47,523.00	\$ -	\$ (578.00)
6/29/2021	Public Defender	Coordinating Assistant Public Defender - PT (2657)	N/A	N			vacant				
6/29/2021	Public Defender	Assistant Public Defender - PT (2658)	N/A	N			vacant				
6/29/2021	Social Services	Caseworker - PT Temp (2659)	N/A	N		\$ 43,390.00	vacant				
6/29/2021	Social Services	Intake Clerk #8 (2660)	N/A	N		\$ 29,333.00	vacant				
6/29/2021	Social Services	Intake Clerk #9 (2661)	N/A	N		\$ 29,333.00	vacant				
6/29/2021	Buildings & Grounds	Cleaner #8 (2144)	Bessen	RS	\$ 28,984.00	\$ 27,438.00	vacant				
6/29/2021	Health Services	Senior Account Clerk #1 (1538)	DeCesare	RT	\$ 43,536.00	\$ 33,600.00	vacant				
6/29/2021	Office for the Aging	Mealite Cook #4 (35 hours/week) (1938)	Meddick	PR	\$ 24,513.00	\$ 27,438.00	vacant				
6/29/2021	Parks, Rec & Railroad	Building Maintenance Worker #8 (1184)	Converse	PR	\$ 39,324.00	\$ 36,414.00	7/19/2021	Tyrell	\$ 36,414.00	\$ -	\$ (2,910.00)
6/29/2021	Public Works	MEO (M) #23 (2193)	Moffitt	PR	\$ 38,072.00	\$ 36,214.00	7/5/2021	Barlow	\$ 40,214.00	\$ 4,000.00	\$ 2,142.00
6/29/2021	Public Works	MEO (M) #14 (1261)	Daly	PR	\$ 45,003.00	\$ 39,246.00	7/1/2021	Morehouse	\$ 47,535.00	\$ 8,289.00	\$ 2,532.00
6/29/2021	Social Services	Social Welfare Examiner #9 (1634)	Pechette	RT	\$ 44,111.00	\$ 34,988.00	vacant				
6/29/2021	Social Services	Intake Clerk (1754)	Luzzi	PR	\$ 30,947.00	\$ 29,333.00	vacant				
									TOTALS	\$ 125,920.00	\$ (77,238.00)

Warren County Department of Human Resources



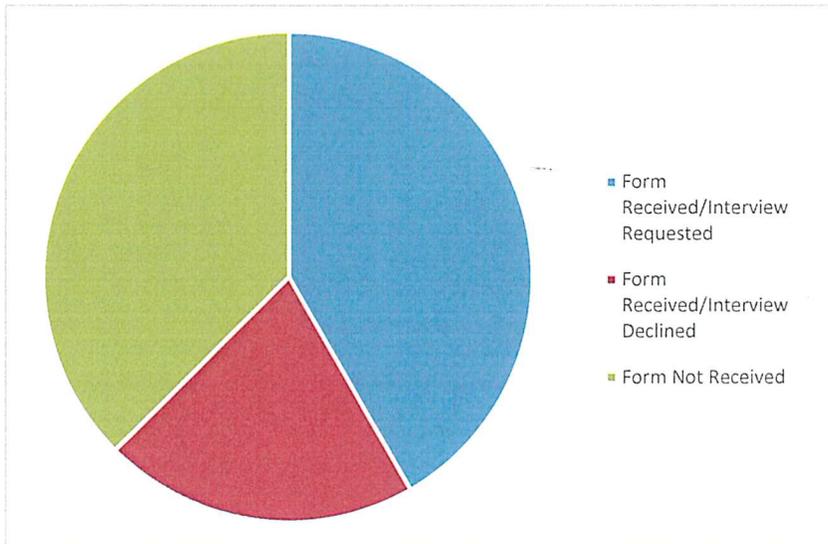
Separations through June 30, 2021

Retirement	11
Resignation	31
Removal	6
Total	48



Exit Interviews through June 30, 2021

Form Received/Interview Requested	20
Form Received/Interview Declined	10
Form Not Received	18



* updated to remove all employees from the Sheriff's department

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: 7/29/21

- (a) Purpose of Request:
Appropriate \$24,800 to Budget Code A.1420 419 County Attorney, Settlements

- (b) Details:
To pay the deductible to NYMIR for the Shannon C. Dickinson settlement

- (c) Previous Resolution Number:
N/A

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

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

* as listed in budget and LOGOS

RESOLUTION TRACKING REPORT
JUNE 16, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
198	FINANCE - MAKING SUPPLEMENTAL APPROPRIATIONS	PROCESSED BY TREASURER
199	FINANCE - AMENDING WARREN COUNTY BUDGET FOR 2021 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY	PROCESSED BY TREASURER
200	CRIMINAL JUSTICE (<i>DISTRICT ATTORNEY</i>) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES FOR STATE AID TO PROSECUTION FUNDING FOR THE DISTRICT ATTORNEY'S OFFICE	
201	CRIMINAL JUSTICE (<i>DISTRICT ATTORNEY</i>) - AMENDING RESOLUTION NO. 96 OF 2020, "AMENDING RESOLUTION NO. 374 OF 2019, AUTHORIZING AGREEMENT WITH THE NEW YORK STATE PROSECUTORS TRAINING INSTITUTE TO PROVIDE DIGITAL STORAGE FOR FILES IN THE PROSECUTOR CASES MANAGEMENT SYSTEM, TO INCREASE THE NOT TO EXCEED AMOUNT", TO FURTHER INCREASE THE NOT TO EXCEED AMOUNT	
202	CRIMINAL JUSTICE (<i>PUBLIC DEFENDER</i>)- AUTHORIZING THE CHAIR TO EXECUTE A GRANT AGREEMENT WITH THE NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES FOR FUNDING UNDER ILS DISTRIBUTION #11 (CONTRACT C110052) FOR THE PUBLIC DEFENDER'S OFFICE	CONTRACT EXECUTED
203	CRIMINAL JUSTICE (<i>PUBLIC DEFENDER</i>) - AUTHORIZING AGREEMENT WITH QUEENSBURY TAXI TO PROVIDE TRANSPORTATION TO CLIENTS FOR NECESSARY COURT APPEARANCES, COURT MANDATED APPOINTMENTS, ETC. FOR THE PUBLIC DEFENDER'S OFFICE	WAITING FOR INSURANCE
204	CRIMINAL JUSTICE (<i>PUBLIC DEFENDER</i>) - AUTHORIZING A LEASE AGREEMENT WITH 333 GLEN STREET ASSOCIATES, LLC FOR USE OF SPACE AT 333 GLEN STREET FOR THE PUBLIC DEFENDER'S OFFICE	ATTORNEY REVIEW
205	ECONOMIC GROWTH & DEVELOPMENT (<i>PLANNING & COMMUNITY DEVELOPMENT</i>)- AUTHORIZING WARREN COUNTY TO PARTICIPATE IN THE CLEAN ENERGY COMMUNITIES SOLAR CAMPAIGN	

RESOLUTION TRACKING REPORT
JUNE 16, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
206	ECONOMIC GROWTH & DEVELOPMENT (PLANNING & COMMUNITY DEVELOPMENT) - AUTHORIZING AGREEMENT WITH L&S ENERGY SERVICES TO CONDUCT A LEVEL 2 ENERGY AUDIT FOR THE WARREN COUNTY MUNICIPAL CENTER	CONTRACT EXECUTED
207	ECONOMIC GROWTH & DEVELOPMENT (PLANNING & COMMUNITY DEVELOPMENT) - AMENDING RESOLUTION NO. 407 OF 2020, "RATIFYING THE ACTIONS OF THE PLANNING DEPARTMENT IN EXECUTING A GRANT APPLICATION TO THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION FOR A MUNICIPAL WASTE REDUCTION AND RECYCLING PROGRAM", TO AUTHORIZE CHAIR OF THE BOARD OF SUPERVISORS TO EXECUTE THE GRANT AGREEMENT/GRANT AGREEMENTS AND ANY AND ALL OTHER NECESSARY DOCUMENTS RELATING TO SAID AGREEMENT	APPLICATION EXECUTED
208	ECONOMIC GROWTH & DEVELOPMENT (PLANNING & COMMUNITY DEVELOPMENT) - AUTHORIZING SUBMISSION OF CONSOLIDATED FUNDING APPLICATION FOR MULTIPLE LOCAL WATERFRONT PROGRAMS AND COMMUNITY DEVELOPMENT PROGRAMS, AND PROVIDING FOR PUBLIC HEARING THEREON	APPLICATION EXECUTED
209	HEALTH SERVICES (PUBLIC HEALTH) - AMENDING AGREEMENT WITH GLENS FALLS ANIMAL HOSPITAL TO ADMINISTER RABIES INOCULATIONS FOR DOMESTIC DOGS AND CATS WITHIN WARREN COUNTY AT MANDATED RABIES CLINICS AND FOR THE PREPARATION OF ANIMAL HEADS AND/OR ANIMAL PARTS FOR LABORATORY TESTING FOR WARREN COUNTY HEALTH SERVICES DEPARTMENT, TO INCREASE RATES PAID FOR SUBMISSION AND SHIPPING OF ANIMAL SPECIMENS FOR RABIES TESTING	WAITING FOR INSURANCE
210	HUMAN SERVICES (COUNTRYSIDE ADULT HOME) - AMENDING AGREEMENT WITH HUDSON HEADWATERS HEALTH NETWORK TO PROVIDE PHYSICAL EXAMINATIONS TO NEW COUNTRYSIDE ADULT HOME EMPLOYEES, TO INCLUDE REQUIREMENTS FOR EMPLOYEES AS SET FORTH BY NEW YORK STATE DEPARTMENT OF HEALTH, OSHA, ETC. FOR NEW HIRES AND EXISTING EMPLOYEES	ATTORNEY REVIEW
211	PUBLIC SAFETY (OFFICE OF EMERGENCY SERVICES) - ADOPTING THE OFFICE OF EMERGENCY SERVICES PUBLIC ACCESS DEFIBRILLATION PROGRAM PLAN	FILED

RESOLUTION TRACKING REPORT
JUNE 16, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
212	PUBLIC SAFETY (OFFICE OF EMERGENCY SERVICES) - AUTHORIZING CONTINUATION OF AN AGREEMENT WITH EMERGENCY SERVICES MARKETING CORPORATION, INC. TO CONTINUE THE PROVISION OF I AM RESPONDING SOFTWARE FOR THE OFFICE OF EMERGENCY SERVICES	CONTRACT EXECUTED
213	PUBLIC SAFETY (SHERIFF'S OFFICE) - AUTHORIZING AGREEMENT WITH WATCH SYSTEMS, LLC FOR REGISTERED SEX OFFENDER MANAGEMENT AND PUBLIC NOTIFICATION SOFTWARE AND SUPPORT FOR THE WARREN COUNTY SHERIFF'S OFFICE	CONTRACT SENT TO COMPANY
214	PUBLIC SAFETY (SHERIFF'S OFFICE) - AUTHORIZING AGREEMENT WITH SECURE WATCH 24 FOR ANNUAL CONNECTION TO THE LICENSE PLATE READER SYSTEM FOR THE WARREN COUNTY SHERIFF'S OFFICE	CONTRACT EXECUTED
215	PUBLIC SAFETY (SHERIFF'S OFFICE) - AUTHORIZING A ONE-TIME PAYMENT TO CHIC'S MARINA, INC. FOR WINTER STORAGE OF TWO 17' BOSTON WHALER PATROL VESSELS ON BEHALF OF THE WARREN COUNTY SHERIFF'S OFFICE	CONTRACT EXECUTED
216	PUBLIC WORKS (DPW) - AUTHORIZING THE IMPLEMENTATION, AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID AND STATE "MARCHISELLI" PROGRAM-AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL-AID PROJECT, AND APPROPRIATING FUNDS THEREFORE FOR THE PALISADES ROAD (CR26) OVER BRANT LAKE INLET, TOWN OF HORICON	CONTRACT EXECUTED
217	PUBLIC WORKS (DPW) - AUTHORIZING THE IMPLEMENTATION, AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID AND STATE "MARCHISELLI" PROGRAM-AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL-AID PROJECT, AND APPROPRIATING FUNDS THEREFORE FOR THE OXBOW HILL & MOON HILL ROAD (CR 63) RECONSTRUCTION, TOWN OF QUEENSBURY	CONTRACT EXECUTED
218	PUBLIC WORKS (DPW) - AWARDED BID AND AUTHORIZING AGREEMENT WITH KUBRICKY CONSTRUCTION CORP. FOR OXBOW HILL ROAD & MOON HILL ROAD (CR 63) REHABILITATION & RECONSTRUCTION, TOWN OF QUEENSBURY, WARREN COUNTY, NY (WC 23-21)	CONTRACT EXECUTED

RESOLUTION TRACKING REPORT
JUNE 16, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
219	PUBLIC WORKS (DPW) - AMENDING AGREEMENT WITH MJ ENGINEERING & LAND SURVEYING, P.C. TO PROVIDE CONSULTANT SERVICES FOR OXBOW HILL & MOON HILL ROAD (CR 63) RECONSTRUCTION, TOWN OF QUEENSBURY, TO INCLUDE CONSTRUCTION SUPPORT AND CONSTRUCTION INSPECTION SERVICES	CONTRACT EXECUTED
220	PUBLIC WORKS (DPW) - AUTHORIZING THE IMPLEMENTATION, AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID AND STATE "MARCHISELLI" PROGRAM-AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL-AID PROJECT, AND APPROPRIATING FUNDS THEREFOR FOR CR 7 OVER HALFWAY CREEK BRIDGE REPLACEMENT, TOWN OF QUEENSBURY	CONTRACT EXECUTED
221	PUBLIC WORKS (DPW) - AMENDING AGREEMENT WITH CREIGHTON MANNING ENGINEERING TO PROVIDE CONSULTANT SERVICES IN CONNECTION WITH CAPITAL PROJECT H386, CR 7 OVER HALFWAY CREEK BRIDGE REPLACEMENT, TOWN OF QUEENSBURY, TO ADD RIGHT OF WAY INCIDENTALS AND RIGHT OF WAY ACQUISITION SERVICES	CONTRACT EXECUTED
222	PUBLIC WORKS (DPW) - AUTHORIZING THE CHAIR OF THE BOARD TO EXECUTE CORRESPONDENCE APPROVING JUST COMPENSATION AMOUNTS AND AUTHORIZING NEGOTIATIONS WITH PROPERTY OWNERS FOR LAND ACQUISITIONS RELATED TO THE CR 7 OVER HALFWAY CREEK BRIDGE REPLACEMENT PROJECT	WAITING FOR CHAIR SIGNATURE
223	PUBLIC WORKS (DPW) - AUTHORIZING THE IMPLEMENTATION, AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID AND STATE "MARCHISELLI" PROGRAM-AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL-AID PROJECT, AND APPROPRIATING FUNDS THEREFOR FOR THE OLMSTEDVILLE ROAD (CR 19) RECONSTRUCTION, TOWN OF CHESTER	CONTRACT EXECUTED
224	PUBLIC WORKS (DPW) - AMENDING AGREEMENT WITH MCFARLAND JOHNSON TO PROVIDE CONSULTANT SERVICES FOR OLMSTEDVILLE ROAD (CR 19) RECONSTRUCTION, TOWN OF CHESTER, TO INCLUDE RIGHT-OF-WAY INCIDENTALS AND RIGHT-OF-WAY ACQUISITION SERVICES	WAITING FOR INSURANCE

RESOLUTION TRACKING REPORT
JUNE 16, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
225	PUBLIC WORKS (DPW) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION FOR CLIMATE SMART COMMUNITIES GRANT PROGRAM FOR ORGANICS MANAGEMENT PLAN/REDUCTION OF ORGANIC WASTE	APPLICATION EXECUTED
226	PUBLIC WORKS (DPW) - AUTHORIZING INTERMUNICIPAL AGREEMENT WITH THE VILLAGE OF LAKE GEORGE FOR MAINTENANCE AND REVENUE COLLECTION AT THE WEST BROOK PARKING LOT	AGREEMENT EXECUTED
227	PUBLIC WORKS (PARKS, RECREATION & RAILROAD) - INTRODUCING PROPOSED LOCAL LAW NO. 6 OF 2021, ENTITLED "A LOCAL LAW AMENDING LOCAL LAW NO. 11 OF 2011, ENTITLED "A LOCAL LAW AMENDING LOCAL LAW NO. 7 OF 1978 AND LOCAL LAW NO. 2 OF 1984 TO AUTHORIZE SNOWMOBILE USAGE ON THE WARREN COUNTY BIKEWAY IN A CERTAIN SECTION DESIGNATED WITHIN LOCAL LAW NO. 11 OF 2011", TO AUTHORIZE CLASS 1 AND CLASS 2 BIKE USAGE ON THE WARREN COUNTY BIKEWAY," AND AUTHORIZING PUBLIC HEARING THEREON NOT APPROVED - REFERRED TO COMMITTEE	RESOLUTION PULLED AND REFERRED TO COMMITTEE
228	TOURISM - ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT WITH BBG&G ADVERTISING, INC. TO PROVIDE WORDPRESS OR DRUPAL WEBRE-DESIGN/WEBSITE HOSTING/PRODUCTION SERVICES (WC 30-21) FOR THE WARREN COUNTY TOURISM DEPARTMENT	WAITING FOR CHAIRWOMAN SIGNATURE
229	TOURISM - AUTHORIZING AGREEMENTS WITH CERTAIN APPLICANTS FOR THE DISBURSEMENT OF 2021 OCCUPANCY TAX REVENUES	HALF OF CONTRACTS EXECUTED SOME WAITING FOR CHAIRWOMAN SIGNATURE SOME WITH ATTORNEY FOR REVIEW
230	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2021	PROCESSED BY HR AND PAYROLL
231	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - RATIFYING THE ACTIONS OF THE CHAIR OF THE BOARD OF SUPERVISORS IN EXECUTING AN AGREEMENT WITH THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC. (CSEA)	

RESOLUTION TRACKING REPORT
JUNE 16, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
232	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - AUTHORIZING AGREEMENT WITH SPECTRUM ENTERPRISE TO REPLACE THE CURRENT PUBLIC INTERNET CONNECTION FOR THE INFORMATION TECHNOLOGY DEPARTMENT	CONTRACT EXECUTED
233	FINANCE - RESOLUTION ELIMINATING MILEAGE REIMBURSEMENT PAID TO MEMBERS OF THE WARREN COUNTY BOARD OF SUPERVISORS FOR TRAVEL TO THE WARREN COUNTY MUNICIPAL CENTER TO ATTEND COMMITTEE AND BOARD MEETINGS RESOLUTION AMENDED FROM THE FLOOR RESOLUTION FAILED	RESOLUTION FAILED
234	FINANCE - APPROVING TENTATIVE OPERATING BUDGET FOR FISCAL YEAR 2021-2022 FOR ADIRONDACK COMMUNITY COLLEGE AND PROVIDING FOR PUBLIC HEARING	NOTICE OF PUBLIC HEARING PUBLISHED
235	FINANCE (COUNTY ADMINISTRATOR) - ADOPTING AMENDED WARREN COUNTY VOLUNTEER POLICY AND PROCEDURE	FILED
236	FINANCE (DPW) - INCREASING CAPITAL PROJECT NO. H322, PALISADES ROAD OVER BRANT LAKE INLET BRIDGE (CR26); AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2021	PROCESSED BY TREASURER
237	FINANCE (DPW) - INCREASING CAPITAL PROJECT NO. H386, CR7 OVER HALFWAY CREEK BRIDGE REPLACEMENT; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2021	PROCESSED BY TREASURER
238	FINANCE (DPW) - INCREASING CAPITAL PROJECT NO. H394, OLMSTEDVILLE ROAD (CR 19) RECONSTRUCTION; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2021	PROCESSED BY TREASURER
239	FINANCE (DPW) - INCREASING CAPITAL PROJECT NO. H395, OXBOW HILL ROAD & MOON HILL ROAD (CR 63) RECONSTRUCTION; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2021	PROCESSED BY TREASURER
240	FINANCE (OFFICE OF EMERGENCY SERVICES) - INCREASING CAPITAL PROJECT NO. H254, FIRE TRAINING CENTER PROJECT; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2021	PROCESSED BY TREASURER

RESOLUTION TRACKING REPORT
JUNE 16, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
241	FINANCE (PLANNING & COMMUNITY DEVELOPMENT) - AUTHORIZING THE COUNTY TREASURER TO WRITE OFF UNCOLLECTED STATE RECEIVABLES FOR CD#34 REC. IMPROV & BUS LEND-CL	PROCESSED BY TREASURER
242	FINANCE (PLANNING & COMMUNITY DEVELOPMENT) - ESTABLISHING CAPITAL PROJECT NO. H405, LAKE GEORGE SEPTIC REPLACEMENT PROGRAM; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2021	PROCESSED BY TREASURER
243	FINANCE (REAL PROPERTY TAX SERVICES) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE ENVIRONMENTAL TESTING RESERVE FUND TO THE REAL PROPERTY TAX SERVICES BUDGET TO PAY ATLANTIC TESTING LABORATORIES FOR A LIMITED HAZARDOUS MATERIALS SURVEY OF THE MOSHER'S GARAGE FOR TOWN OF JOHNSBURG TAX MAP PARCEL NO. 133.8-1-27; AMENDING 2021 WARREN COUNTY BUDGET	PROCESSED BY TREASURER
244	FINANCE (TOURISM) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE OCCUPANCY TAX RESERVE TO THE TOURISM BUDGET; AMENDING 2021 WARREN COUNTY BUDGET	PROCESSED BY TREASURER
245	FINANCE (TREASURER) - CANCELLING OR CORRECTING OF ASSESSMENTS AND REFUNDS OR CHARGEBACKS OF TAXES	PROCESSED BY TREASURER
246	FINANCE (TREASURER) - AUTHORIZING THE COUNTY TREASURER TO WRITE OFF UNCOLLECTED MEDICARE AND PRIVATE PAY RECEIVABLES CARRIED OVER FROM DECEMBER 31, 2015 FOR THE FORMER WESTMOUNT HEALTH FACILITY	PROCESSED BY TREASURER
247	FINANCE (TREASURER) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE WESTMOUNT LEGACY RESERVE FUND TO THE PUBLIC NURSING HOME BUDGET TO PARTIALLY FUND THE WRITE OFF OF WESTMOUNT NURSING HOME RECEIVABLES; AMENDING WARREN COUNTY BUDGET FOR 2021	PROCESSED BY TREASURER
248	FINANCE (TREASURER) - AUTHORIZING COUNTY TREASURER TO CLOSE CAPITAL PROJECTS	PROCESSED BY TREASURER
249	GOVERNMENTAL OPERATIONS & ADVOCACY - ENACTING LOCAL LAW NO. 4 OF 2021, ENTITLED "A LOCAL LAW ADOPTING A PILOT YOUTH DEER HUNTING PROGRAM"	FILED WITH NYS DOS

RESOLUTION TRACKING REPORT
JUNE 16, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
250	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - ENACTING LOCAL LAW NO. 5 OF 2021, ENTITLED "A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 6 OF 2014, WARREN COUNTY ETHICS AND DISCLOSURE LAW"	FILED WITH NYS DOS
251	SUPERVISORS BRUNO & MAGOWAN - WAIVING THE RULES OF THE BOARD REQUIRING THAT RESOLUTIONS BE ALL RESOLUTIONS BE APPROVED THROUGH THE ESTABLISHED COMMITTEE STRUCTURE IN ADVANCE OF A BOARD MEETING REGARDING: 1) AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2021; 2) AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE APPROPRIATED FUND BALANCE TO THE COUNTY ATTORNEY BUDGET; AMENDING 2021 WARREN COUNTY BUDGET; AND 3) AUTHORIZING PAYMENT OF BACK WAGES, LESS TAXES AND OTHER LAWFUL DEDUCTIONS TO A REINSTATED EMPLOYEE	PROCESSED BY HR AND PAYROLL
252	SUPERVISOR BRAYMER & MAGOWAN - AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2021	PROCESSED BY TREASURER
253	SUPERVISOR BRAYMER & MAGOWAN - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE APPROPRIATED FUND BALANCE TO THE COUNTY ATTORNEY BUDGET; AMENDING 2021 WARREN COUNTY BUDGET	PROCESSED BY TREASURER
254	SUPERVISOR BRAYMER & MAGOWAN - AUTHORIZING PAYMENT OF BACK WAGES, LESS TAXES AND OTHER LAWFUL DEDUCTIONS TO A REINSTATED EMPLOYEE	PROCESSED BY TREASURER
255	SUPERVISORS BRAYMER & BEATY - WAIVING THE RULES OF THE BOARD REQUIRING THAT ALL RESOLUTIONS BE APPROVED THROUGH THE ESTABLISHED COMMITTEE STRUCTURE AND DISTRIBUTED TO THE MEMBERS OF THE BOARD OF SUPERVISORS ON THE TUESDAY PRIOR TO THE BOARD MEETING IN ORDER TO CONSIDER A RESOLUTION ESTABLISHING A SPECIAL COMMITTEE TO PRESENT A PROPOSAL TO THE BOARD OF SUPERVISORS AT THEIR SEPTEMBER WORKSHOP MEETING IN REGARD TO A PROPOSED SEPTIC INSPECTION AT TRANSFER LAW	PROCESSED BY TREASURER
256	SUPERVISORS BRAYMER & MAGOWAN - ESTABLISHING A SPECIAL COMMITTEE TO PRESENT A PROPOSAL TO THE BOARD OF SUPERVISORS AT THEIR SEPTEMBER WORKSHOP MEETING IN REGARD TO A PROPOSED SEPTIC INSPECTION AT TRANSFER LAW	STANDING COMMITTEE LIST UPDATED

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

DEPARTMENT NAME: Clerk of the Board

SIGNED:

DATE: July 29, 2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
TBD		A.1185 435	Medical Examiner, Medical Fees	\$50,000.00

Please state reason for transfers requested:

\$100,000 2021 Budget has been fully expended - additional monies are required for remainder of 2021. Total expense is unknown and cannot be estimated.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Clerk of the Board

SIGNED: DATE: July 29, 2021

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

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.1010 410	Legislative Board, Suppries	\$5,000.00

Please state reason for transfer request:

Supply code is almost fully expended - requesting \$5,000 to recoup funds spent earlier this year on Chromebooks
Please file original request with Clerk of the Board and retain copy for your records.

Warren County Board of Supervisors

RESOLUTION NO. OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS

AMENDING RESOLUTION NO. 216 OF 2020; APPROVING STANDARD WORK DAY AND TIME REPORTING RESOLUTION FOR ALL ELECTED AND APPOINTED OFFICIALS FOR RETIREMENT PURPOSES

RESOLVED, that Resolution No. 216 of 2020 be, and hereby is, amended accordingly regarding the standard workday and time reporting resolution for all elected and appointed officials in Warren County government as set forth in “Schedule A” attached, is hereby approved by the Warren County Board of Supervisors.

“Schedule A”

NAME	TITLE	SS# (LAST 4)	RETIREMENT REG. NO.	STANDARD WORK DAY (HRS/DAY)	TERM	PARTICIPATES IN EMPLOYER’S TIME KEEPING SYSTEM (Y/N)	AVG. DAYS PER MONTH (BASED ON RECORD OF ACTIVITIES)	TIER 1	NO SUBMISSION
ELECTED OFFICIALS									
Bachman, Paul M.D.	Coroner	XXXX	XXXXXXXXXX	7	01.01.18 - 12.31.21	N	.83		
Beaty, Douglas	Supervisor - Queensbury	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	14.01		
Braymer, Claudia	Supervisor - Glens Falls	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	3.48		
Carusone, Jason	District Attorney	XXXX	XXXXXXXXXX	7	01.01.18 - 12.31.21	N	26.26		
Dickinson, Dennis	Supervisor - Lake George	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	2.4	✓	
Driscoll, Bennet	Supervisor - Glens Falls	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	22.39		
Geraghty, Kevin	Supervisor - Warrensburg	XXXX	XXXXXXXXXX	6	01.01.18 - 12.31.21	N	12.47		
Goedert, Connie	Coroner	XXXX	XXXXXXXXXX	7	01.01.19 - 12.21.22	N	1.94		
Keil, Lynn	Coroner	XXXX	XXXXXXXXXX	7	01.17.20 - 12.31.20	N			✓
Leggett, Craig	Supervisor - Chester	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.23	N	4.86		
Merlino, Eugene	Supervisor - Lake Luzerne	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	8.47		
McDevitt, Peter	Supervisor - Glens Falls	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	5.89		
Seeber, Rachel	Supervisor - Queensbury	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	17.36		
Simpson, Matthew	Supervisor - Horicon	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	13.25		
Swan, Mike	County Treasurer	XXXX	XXXXXXXXXX	7	01.01.20 - 12.31.23	N	19.05		
Thomas, Frank	Supervisor - Stony Creek Chairman of the Board	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	12.92		
Vogel, Pamela	County Clerk	XXXX	XXXXXXXXXX	7	01.01.20 - 12.31.23	N	26.01		
APPOINTED OFFICIALS									
Guy, Micki	EMS Coordinator	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	--		✓
Mellon Jr., Charles	Third Deputy Fire Coord.	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	--		✓

RESOLUTION REQUEST FORM NO. 3**Request for New Contract**DEPARTMENT NAME: **Self-Insurance**DATE: **7/29/21**

- (a) Is this a Result of a Bid or Request for Proposal? **WC 34-21 RFP for Pharmacy Network Vendor for Self-Insured Workers' Compensation Program**
- (b) Purpose of Contract: **pharmacy network vendor**
- (c) Name of Contractor: **AWPRx, LLC**
- (d) Address of Contractor: **1905 West State Road 434, Longwood, FL 32750**
- (e) Contractor's Contact Person and Telephone Number: **Steve Vardas,
803-600-4142**
- (f) Has or will the Contract be provided, if so, please attach: **as approved by County Attorney**
- (g) Commencement Date of Contract: **October 1, 2021**
- (h) Termination Date of Contract: **September 30, 2024 with option for additional 3 year renewal (October 1, 2024-September 30, 2027).**
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Payments are made per utilization as invoiced.**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **S1720.495 Medical Awards****

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

*as listed in budget and LOGOS

WARREN COUNTY
BID TABULATION SHEET

BID NO.: WC 34-21 ITEM(S): RFP FOR PHARMACY NETWORK VENDOR FOR SELF-INSURED WORKERS' COMPENSATION PROGRAM DATE: JUNE 3, 2021 TIME: 3:00 PM.	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER
	AWPRx, LLC Attn: Steve Vardas 1905 West State Road 434 Longwood, FL 32750 Ph: 803-600-4142	Preferred Medical Attn: Scott Yasko 2400 Bush Ridge Dr. Louisville, KY 40245 Ph: 502-489-5233 Fax: 502-489-5045
DESCRIPTION OF ITEM	BID PRICE	BID PRICE
Cyclobenzaprine 10mg tab	\$46.71	\$65.35
Morphine Sulphate Tab 15mg ER	\$70.37	\$99.53
Hydroco/Acetamin Tab 7.5-325mg	\$44.09	\$61.58
Naproxen Tab 500mg	\$35.26	\$48.83
Tizanidine HCL Tablet 2 mg	\$51.99	\$72.98
Duloxetine 60 mg	\$96.72	\$137.59
Ibuprofen 800mg	\$45.84	\$64.10
Pregabalin 150 mg	\$230.04	\$330.17
Cephalexin cap 500mg	\$15.80	\$20.71
Lidoderm Dis 5%	\$141.22	\$201.88
Meloxicam Tablet 15 mg	\$35.20	\$48.74
Diclofenac Sodium Gel 1%	\$27.17	\$37.13
Oxycodone/Acetaminophen Tab 10-325	\$17.00	\$555.42
Tramadol HCL Tab 50MG	\$35.75	\$49.27
Prednisone Tablet 20 mg	\$5.96	\$6.50
TOTAL:	\$899.12	\$1,799.78
Average Savings:	53%	23%
BID AWARDED TO:	Resolution No.	
	Term: October 1, 2021 through September 30, 2024	
JULIE A. BUTLER, PURCHASING AGENT		

RESOLUTION REQUEST FORM NO. 3**Request for New Contract****DEPARTMENT NAME: Self-Insurance****DATE: 7/29/21**

- (a) Is this a Result of a Bid or Request for Proposal? **WC 33-21 RFP for Diagnostic Testing Network Vendor for Self-Insured Workers' Compensation Program**
- (b) Purpose of Contract: **diagnostic radiology network vendor**
- (c) Name of Contractor: **One Call Medical, Inc dba One Call**
- (d) Address of Contractor: **841 Prudential Dr., Suite 204, Jacksonville FL 32207**
- (e) Contractor's Contact Person and Telephone Number: **William Smith,
904-646-0199**
- (f) Has or will the Contract be provided, if so, please attach: **as approved by
County Attorney**
- (g) Commencement Date of Contract: **October 1, 2021**
- (h) Termination Date of Contract: **September 30, 2024 with option for additional 3
year renewal (October 1, 2024-September 30, 2027).**
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly,
upon completion of the project, etc. **Payments are
made per utilization as invoiced.**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title*
and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and
Amount: **S1720.495 Medical Awards****

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

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3***Request for New Contract***DEPARTMENT NAME: **Self-Insurance**DATE: **7/29/21**

- (a) Is this a Result of a Bid or Request for Proposal? **no, not required by Warren County Purchasing Policy**
- (b) Purpose of Contract: **To enter into a service agreement with Carisk Intelligent Clearinghouse, LLC a NJ based LLC for the purpose of becoming the submission partner to satisfy the new Workers' Compensation Board CMS-1500 initiative.**
- (c) Name of Contractor: **Carisk Intelligent Clearinghouse, LLC a NJ based LLC**
- (d) Address of Contractor: **25A Hanover Road, Suite 201, Florham Park, NJ 07932**
- (e) Contractor's Contact Person and Telephone Number: **William DeGasperis
973-451-8232**
- (f) Has or will the Contract be provided, if so, please attach: **as approved by County Attorney**
- (g) Commencement Date of Contract: **as soon as possible**
- (h) Termination Date of Contract: **no termination date, termination clause in agreement**
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Payments are made per utilization as invoiced.**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **S1710.439 Misc Fees and Expenses****

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

*as listed in budget and LOGOS

2022 Assessments							
	Administrative Payroll Base	Administrative VAW	Administrative VFF	Claims Allocation	Year 2022 Total Assessment	Year 2021 Total Assessment Paid	Year 2021 Total Assessment Actual
Participant:						15% Reserve funds	No Reserve funds
Towns/Village/City:							
Glens Falls	\$ 49,112.95	\$ -	\$ -	\$ 142,755.20	\$ 191,868	\$ 169,854.92	\$ 199,829.31
Bolton	\$ 8,556.50	\$ -	\$ -	\$ 27,702.02	\$ 36,259	\$ 29,940.35	\$ 35,223.95
Chester	\$ 7,128.63	\$ -	\$ -	\$ 12,175.23	\$ 19,304	\$ 14,283.87	\$ 16,804.55
Hague	\$ 3,554.01	\$ -	\$ -	\$ 2,268.27	\$ 5,822	\$ 5,116.48	\$ 6,019.38
Horicon	\$ 4,849.36	\$ -	\$ -	\$ 12,434.14	\$ 17,283	\$ 12,084.27	\$ 14,216.79
Johnsburg	\$ 5,517.92	\$ -	\$ -	\$ 37,289.60	\$ 42,808	\$ 32,464.86	\$ 38,193.95
Lake George	\$ 9,837.63	\$ -	\$ -	\$ 23,167.49	\$ 33,005	\$ 26,194.88	\$ 30,817.51
Luzerne	\$ 5,359.93	\$ -	\$ -	\$ 8,484.78	\$ 13,845	\$ 17,064.83	\$ 20,076.27
Stony Creek	\$ 2,477.08	\$ -	\$ -	\$ -	\$ 2,477	\$ 2,495.17	\$ 2,935.49
Thurman	\$ 1,824.35	\$ -	\$ -	\$ 9,803.98	\$ 11,628	\$ 10,346.53	\$ 12,172.39
Warrensburg	\$ 6,174.63	\$ -	\$ -	\$ 10,200.78	\$ 16,375	\$ 14,626.89	\$ 17,208.10
Village of Lake George	\$ 7,216.30	\$ -	\$ -	\$ 24,643.01	\$ 31,859	\$ 27,523.02	\$ 32,380.02
Other than Towns:							
SUNY Adirondack	\$ 85,619.92	\$ -	\$ -	\$ 26,260.16	\$ 111,880	\$ 86,554.77	\$ 101,829.14
Crandall Library	\$ 9,618.01	\$ -	\$ -	\$ 4,134.57	\$ 13,753	\$ 9,044.29	\$ 10,640.34
LG/LC Regional Planning	\$ 1,896.02	\$ -	\$ -	\$ 824.19	\$ 2,720	\$ 1,644.08	\$ 1,934.21
County Departments:							
WC Administrator	\$ 1,423.79	\$ -	\$ -	\$ -	\$ 1,424	\$ 887.00	\$ 1,043.53
WC Attorney	\$ 1,858.54	\$ -	\$ -	\$ -	\$ 1,859	\$ 1,329.67	\$ 1,564.32
WC Auditor	\$ 512.52	\$ -	\$ -	\$ -	\$ 513	\$ 362.21	\$ 426.13
WC Bd of Elections	\$ 1,452.86	\$ -	\$ -	\$ 4,243.78	\$ 5,697	\$ 4,914.21	\$ 5,781.43
WC Bldg Codes	\$ 1,576.43	\$ -	\$ -	\$ 1,965.22	\$ 3,542	\$ 3,346.82	\$ 3,937.44
WC Civil Service	\$ 832.05	\$ -	\$ -	\$ -	\$ 832	\$ 639.98	\$ 752.92
WC Clerk	\$ 3,894.40	\$ -	\$ -	\$ 282.09	\$ 4,176	\$ 3,411.51	\$ 4,013.54
WC Data Processing	\$ 3,063.75	\$ -	\$ -	\$ -	\$ 3,064	\$ 2,268.07	\$ 2,668.32
WC District Attorney	\$ 6,128.51	\$ -	\$ -	\$ 61.30	\$ 6,190	\$ 4,409.84	\$ 5,188.04
WC DPW	\$ 19,019.36	\$ -	\$ -	\$ 74,676.55	\$ 93,696	\$ 77,208.50	\$ 90,833.52
WC DPW - Airport	\$ 663.39	\$ -	\$ -	\$ 52.32	\$ 716	\$ 711.31	\$ 836.84
WC DPW - Bldg & Grounds	\$ 2,991.16	\$ -	\$ -	\$ 6,520.51	\$ 9,512	\$ 6,360.27	\$ 7,482.67
WC DPW - Up Yonda	\$ 620.33	\$ -	\$ -	\$ 896.12	\$ 1,516	\$ 1,246.52	\$ 1,466.49
WC E&T	\$ 1,565.89	\$ -	\$ -	\$ 6,357.84	\$ 7,924	\$ 6,343.30	\$ 7,462.71
WC Health Services	\$ 11,985.58	\$ -	\$ -	\$ 18,661.07	\$ 30,647	\$ 20,899.40	\$ 24,587.53
WC Historian	\$ 79.32	\$ -	\$ -	\$ -	\$ 79	\$ 50.18	\$ 59.04
WC Human Resources	\$ 656.98	\$ -	\$ -	\$ -	\$ 657	\$ 552.97	\$ 650.55
WC Legal Def	\$ 380.99	\$ -	\$ -	\$ -	\$ 381	\$ 267.09	\$ 314.23
WC Mail Room	\$ 190.91	\$ -	\$ -	\$ -	\$ 191	\$ 153.72	\$ 180.85
WC Mental Health	\$ 1,723.57	\$ -	\$ -	\$ -	\$ 1,724	\$ 1,332.56	\$ 1,567.72
WC OES	\$ 1,381.83	\$ -	\$ -	\$ 7,579.82	\$ 8,962	\$ 3,186.69	\$ 3,749.05
WC OFA	\$ 4,433.06	\$ -	\$ -	\$ 20,602.65	\$ 25,036	\$ 17,773.94	\$ 20,910.52
WC Planning	\$ 1,793.05	\$ -	\$ -	\$ -	\$ 1,793	\$ 1,363.50	\$ 1,604.12
WC Probation	\$ 5,040.78	\$ -	\$ -	\$ 3.74	\$ 5,045	\$ 3,876.25	\$ 4,560.29
WC Public Defender	\$ 4,332.78	\$ -	\$ -	\$ 849.48	\$ 5,182	\$ 3,588.86	\$ 4,222.19
WC Purchasing	\$ 859.14	\$ -	\$ -	\$ -	\$ 859	\$ 648.97	\$ 763.50
WC Real Property	\$ 1,195.32	\$ -	\$ -	\$ -	\$ 1,195	\$ 896.63	\$ 1,054.86
WC Residential Hall	\$ 4,505.09	\$ -	\$ -	\$ 14,749.02	\$ 19,254	\$ 14,763.47	\$ 17,368.79
WC Self-Insurance	\$ 881.68	\$ -	\$ -	\$ 663.85	\$ 1,546	\$ 1,101.29	\$ 1,295.63
WC Sheriff's Dept	\$ 40,347.09	\$ -	\$ -	\$ 50,042.79	\$ 90,390	\$ 71,498.66	\$ 84,116.07
WC Sheriff's Dept - Jail	\$ 26,748.75	\$ -	\$ -	\$ 94,216.51	\$ 120,965	\$ 89,019.82	\$ 104,729.20
WC Social Services	\$ 27,153.70	\$ -	\$ -	\$ 3,178.55	\$ 30,332	\$ 30,519.22	\$ 35,904.97
WC Soil & Water	\$ 1,564.21	\$ -	\$ -	\$ -	\$ 1,564	\$ 1,214.41	\$ 1,428.72
WC Supervisors	\$ 3,443.48	\$ -	\$ -	\$ 199.58	\$ 3,643	\$ 2,798.93	\$ 3,292.86
WC Tourism	\$ 1,906.60	\$ -	\$ -	\$ 122.21	\$ 2,029	\$ 1,593.73	\$ 1,874.98
WC Traffic Safety	\$ 52.05	\$ -	\$ -	\$ -	\$ 52	\$ 81.73	\$ 96.15
WC Treasurer	\$ 3,403.62	\$ -	\$ -	\$ -	\$ 3,404	\$ 2,778.30	\$ 3,268.58
WC Veterans	\$ 481.40	\$ -	\$ -	\$ 5,051.63	\$ 5,533	\$ 6,106.93	\$ 7,184.63
WC WIC	\$ 1,289.23	\$ -	\$ -	\$ 216.70	\$ 1,506	\$ 1,376.54	\$ 1,619.46
WC Wts and Meas	\$ 414.62	\$ -	\$ -	\$ -	\$ 415	\$ 246.45	\$ 289.94
Westmount	\$ -	\$ -	\$ -	\$ 36,560.73	\$ 36,561	\$ 34,671.68	\$ 40,790.21
Volunteers:							
Bakers Mills FD	\$ -	\$ -	\$ 629.46	\$ -	\$ 629	\$ 300.80	\$ 353.89
Bolton ER	\$ 1,366.16	\$ 3,274.25	\$ -	\$ 278.14	\$ 4,919	\$ 3,811.43	\$ 4,484.03
Bolton FD	\$ 95.41	\$ -	\$ 6,327.75	\$ -	\$ 6,423	\$ 3,200.62	\$ 3,765.43
Chester FD	\$ -	\$ -	\$ 3,776.77	\$ 2,056.63	\$ 5,833	\$ 4,708.55	\$ 5,539.47
Garnet Lake FD	\$ -	\$ -	\$ 331.30	\$ 358.21	\$ 690	\$ 208.25	\$ 245.00
Hague ER	\$ -	\$ 895.78	\$ -	\$ 109.11	\$ 1,005	\$ 1,095.31	\$ 1,288.59
Hague FD	\$ -	\$ -	\$ 4,936.31	\$ 191.13	\$ 5,127	\$ 4,217.98	\$ 4,962.33
Horicon FD	\$ -	\$ -	\$ 3,014.79	\$ 7,039.75	\$ 10,055	\$ 7,990.45	\$ 9,400.53
Johnsburg ER	\$ 1,701.15	\$ 6,424.94	\$ -	\$ 11,419.76	\$ 19,546	\$ 13,752.88	\$ 16,179.86
Johnsburg FD	\$ -	\$ -	\$ 1,093.28	\$ -	\$ 1,093	\$ 1,018.11	\$ 1,197.77
Lake George ER	\$ 1,526.51	\$ 7,794.36	\$ -	\$ -	\$ 9,321	\$ 7,156.26	\$ 8,419.13

2022 Assessments	Administrative Payroll Base	Administrative VAW	Administrative VFF	Claims Allocation	Year 2022 Total Assessment	Year 2021 Total Assessment Paid	Year 2021 Total Assessment Actual
Participant:							
Lake George FD	\$ -	\$ -	\$ 12,324.21	\$ 8,829.78	\$ 21,154	\$ 17,706.22	\$ 20,830.84
Luzerne ER	\$ 1,879.74	\$ -	\$ -	\$ 13,633.50	\$ 15,513	\$ 14,101.55	\$ 16,590.05
Luzerne FD	\$ 66.79	\$ -	\$ 9,011.25	\$ 1,675.15	\$ 10,753	\$ 6,490.33	\$ 7,635.68
North Creek FD	\$ 13.36	\$ -	\$ 2,153.42	\$ 1,106.46	\$ 3,273	\$ 2,986.07	\$ 3,513.02
North River FD	\$ -	\$ -	\$ 662.59	\$ -	\$ 663	\$ 277.67	\$ 326.67
North Warren ER	\$ 1,777.76	\$ 5,652.71	\$ -	\$ 1,787.28	\$ 9,218	\$ 7,206.10	\$ 8,477.76
Pottersville FD	\$ -	\$ -	\$ 1,656.48	\$ 481.01	\$ 2,137	\$ 1,853.58	\$ 2,180.68
Riverside FD	\$ -	\$ -	\$ 662.59	\$ -	\$ 663	\$ 393.36	\$ 462.78
Stony Creek ER	\$ -	\$ 700.15	\$ -	\$ -	\$ 700	\$ 655.84	\$ 771.58
Stony Creek FD	\$ -	\$ -	\$ 927.63	\$ 25.06	\$ 953	\$ 898.69	\$ 1,057.29
Thurman FD	\$ -	\$ -	\$ 1,159.54	\$ 1,207.79	\$ 2,367	\$ 1,930.78	\$ 2,271.50
Warrensburg ER	\$ 1,192.66	\$ 10,275.78	\$ -	\$ 3,059.46	\$ 14,528	\$ 11,400.67	\$ 13,412.55
Warrensburg FD	\$ -	\$ -	\$ 6,360.88	\$ 7,229.53	\$ 13,590	\$ 17,603.17	\$ 20,709.61
Total:	\$ 410,210.58	\$ 35,017.98	\$ 55,028.25	\$ 750,385.20	\$ 1,250,642	\$ 1,016,005.01	\$ 1,195,299.98
	\$ 410,210.58	\$ 35,017.98	\$ 55,028.25	\$ 750,385.20	\$ 1,250,642	\$ 1,016,005.00	\$ 1,195,300.00
Admin total:	\$ 500,256.80						
ac6/23/21							
			County Total:		\$ 538,038	\$ 424,586.72	\$ 499,513.82
			Volunteer total:		\$ 160,154	\$ 130,964.67	\$ 154,076.04

2022 Assessments			
Payroll Based Portion of Assessment:			
2020 Administrative Expenses			\$500,256.80
Less VFF Base			\$ (55,028.25)
Less VAW Base			\$ (35,017.98)
Total allocated based on payroll:			\$ 410,210.58
			Payroll Based
	2020 Gross Payroll	Payroll Factor	Allocation
Participant:			
Towns/Village/City:			
Glens Falls	\$ 10,294,836	0.11972620	\$49,112.95
Bolton	\$ 1,793,576	0.02085881	\$8,556.50
Chester	\$ 1,494,272	0.01737798	\$7,128.63
Hague	\$ 744,975	0.00866386	\$3,554.01
Horicon	\$ 1,016,501	0.01182163	\$4,849.36
Johnsburg	\$ 1,156,641	0.01345143	\$5,517.92
Lake George	\$ 2,062,119	0.02398190	\$9,837.63
Luzerne	\$ 1,123,525	0.01306630	\$5,359.93
Stony Creek	\$ 519,234	0.00603855	\$2,477.08
Thurman	\$ 382,411	0.00444734	\$1,824.35
Warrensburg	\$ 1,294,299	0.01505235	\$6,174.63
Village of Lake George	\$ 1,512,649	0.01759171	\$7,216.30
Other than Towns:			
SUNY Adirondack	\$ 17,947,262	0.20872188	\$85,619.92
Crandall Library	\$ 2,016,085	0.02344653	\$9,618.01
LG/LC Regional Planning	\$ 397,435	0.00462206	\$1,896.02
County Departments:			
WC Administrator	\$ 298,448	0.00347087	\$1,423.79
WC Attorney	\$ 389,579	0.00453070	\$1,858.54
WC Auditor	\$ 107,433	0.00124941	\$512.52
WC Bd of Elections	\$ 304,542	0.00354174	\$1,452.86
WC Bldg Codes	\$ 330,444	0.00384298	\$1,576.43
WC Civil Service	\$ 174,410	0.00202834	\$832.05
WC Clerk & Pub Records	\$ 816,327	0.00949366	\$3,894.40
WC Data Processing	\$ 642,210	0.00746873	\$3,063.75
WC District Attorney	\$ 1,284,630	0.01493990	\$6,128.51
WC DPW	\$ 3,986,753	0.04636487	\$19,019.36
WC DPW - Airport	\$ 139,057	0.00161720	\$663.39
WC DPW - Bldg & Grounds	\$ 626,994	0.00729177	\$2,991.16
WC DPW - Up Yonda	\$ 130,032	0.00151223	\$620.33
WC E&T	\$ 328,235	0.00381729	\$1,565.89
WC Health Services	\$ 2,512,363	0.02921812	\$11,985.58
WC Historian	\$ 16,626	0.00019336	\$79.32
WC Human Resources	\$ 137,713	0.00160156	\$656.98
WC Legal Def	\$ 79,861	0.00092876	\$380.99
WC Mail Room	\$ 40,017	0.00046538	\$190.91
WC Mental Health	\$ 361,287	0.00420167	\$1,723.57
WC OES, EMS, CD & Fire Prev	\$ 289,654	0.00336860	\$1,381.83
WC OFA	\$ 929,237	0.01080678	\$4,433.06
WC Planning	\$ 375,851	0.00437104	\$1,793.05
WC Probation	\$ 1,056,626	0.01228827	\$5,040.78
WC Public Defender	\$ 908,218	0.01056233	\$4,332.78

Participant:	2020 Gross Payroll	Payroll Factor	Allocation
WC Purchasing	\$ 180,088	0.00209438	\$859.14
WC Real Property	\$ 250,558	0.00291392	\$1,195.32
WC Residential Hall	\$ 944,337	0.01098239	\$4,505.09
WC Self-Insurance	\$ 184,813	0.00214933	\$881.68
WC Sheriff's Dept	\$ 8,457,374	0.09835701	\$40,347.09
WC Sheriff's Dept - Jail	\$ 5,606,952	0.06520735	\$26,748.75
WC Social Services	\$ 5,691,836	0.06619454	\$27,153.70
WC Soil & Water	\$ 327,882	0.00381318	\$1,564.21
WC Supervisors (&Coroner)	\$ 721,806	0.00839441	\$3,443.48
WC Tourism	\$ 399,652	0.00464785	\$1,906.60
WC Traffic Safety	\$ 10,911	0.00012689	\$52.05
WC Treasurer	\$ 713,452	0.00829725	\$3,403.62
WC Veterans	\$ 100,909	0.00117355	\$481.40
WC WIC	\$ 270,242	0.00314284	\$1,289.23
WC Wts and Meas	\$ 86,911	0.00101075	\$414.62
Westmount	\$ -	0.00000000	\$0.00
Volunteers:			
Bakers Mills FD	\$ -	0.00000000	\$0.00
Bolton ER	\$ 286,367	0.00333038	\$1,366.16
Bolton FD	\$ 20,000	0.00023259	\$95.41
Chester FD	\$ -	0.00000000	\$0.00
Garnet Lake FD	\$ -	0.00000000	\$0.00
Hague ER	\$ -	0.00000000	\$0.00
Hague FD	\$ -	0.00000000	\$0.00
Horicon FD	\$ -	0.00000000	\$0.00
Johnsburg ER	\$ 356,587	0.00414701	\$1,701.15
Johnsburg FD	\$ -	0.00000000	\$0.00
Lake George ER	\$ 319,980	0.00372128	\$1,526.51
Lake George FD	\$ -	0.00000000	\$0.00
Luzerne ER	\$ 394,023	0.00458239	\$1,879.74
Luzerne FD	\$ 14,000	0.00016282	\$66.79
North Creek FD	\$ 2,800	0.00003256	\$13.36
North River FD	\$ -	0.00000000	\$0.00
North Warren ER	\$ 372,647	0.00433379	\$1,777.76
Pottersville FD	\$ -	0.00000000	\$0.00
Riverside FD	\$ -	0.00000000	\$0.00
Stony Creek ER	\$ -	0.00000000	\$0.00
Stony Creek FD	\$ -	0.00000000	\$0.00
Thurman ER	\$ -	0.00000000	\$0.00
Thurman FD	\$ -	0.00000000	\$0.00
Warrensburg ER	\$ 250,000	0.00290743	\$1,192.66
Warrensburg FD	\$ -	0.00000000	\$0.00
Total:	\$ 85,986,493	1.00000000	410,210.58
	\$ 85,986,493		
4/5/21ac			
note: traffic safety assumed by Sheriff during 2020.			

2022 Assessments		
Volunteer Fire Departments		
Total Admin Base		\$500,256.80
VFF 11%	\$	55,028.25
Participant:	2020 Runs made	Admin Base
Bakers Mills FD	19	\$ 629.46
Bolton FD	191	\$ 6,327.75
Chester FD	114	\$ 3,776.77
Garnet Lake FD	10	\$ 331.30
Hague FD	149	\$ 4,936.31
Horicon FD	91	\$ 3,014.79
Johnsburg FD	33	\$ 1,093.28
Lake George FD	372	\$ 12,324.21
Luzerne FD	272	\$ 9,011.25
North Creek FD	65	\$ 2,153.42
North River FD	20	\$ 662.59
Pottersville FD	50	\$ 1,656.48
Riverside FD	20	\$ 662.59
Stony Creek FD	28	\$ 927.63
Thurman FD	35	\$ 1,159.54
Warrensburg FD	192	\$ 6,360.88
TOTAL:	1661	\$ 55,028.25
3/17/21ac		

2022 Assessments			
Claims Based Portion of Assessment:			
Claims cap at \$50,000 per claim per the 8 years experience period			
2022 Total Revenue (Budget)			\$ 1,250,642.00
Less VFF Base			\$ (55,028.25)
Less VAW Base			\$ (35,017.98)
Less P/R Base			\$ (410,210.58)
Claims Base Total:			\$ 750,385.20
	1/1/2013-12/31/2020		Claims Based
Participant:	Total Claims	Experience Factor	Allocation
Towns/Village/City:			
Glens Falls	\$ 941,679.44	0.190242559	\$ 142,755.20
Bolton	\$ 182,735.36	0.036917067	\$ 27,702.02
Chester	\$ 80,313.43	0.016225301	\$ 12,175.23
Hague	\$ 14,962.55	0.003022806	\$ 2,268.27
Horicon	\$ 82,021.33	0.016570339	\$ 12,434.14
Johnsburg	\$ 245,979.48	0.049693945	\$ 37,289.60
Lake George	\$ 152,823.50	0.030874130	\$ 23,167.49
Luzerne	\$ 55,969.52	0.011307229	\$ 8,484.78
Stony Creek		0.000000000	\$ -
Thurman	\$ 64,671.60	0.013065264	\$ 9,803.98
Warrensburg	\$ 67,289.04	0.013594052	\$ 10,200.78
Village of Lake George	\$ 162,556.74	0.032840486	\$ 24,643.01
Other than Towns:			
SUNY Adirondack	\$ 173,224.16	0.034995569	\$ 26,260.16
Crandall Library	\$ 27,273.54	0.005509930	\$ 4,134.57
LG/LC Regional Planning	\$ 5,436.73	0.001098354	\$ 824.19
County Departments:			
WC Administrator	\$ -	0.000000000	\$ -
WC Attorney	\$ -	0.000000000	\$ -
WC Auditor	\$ -	0.000000000	\$ -
WC Bd of Elections	\$ 27,993.92	0.005655465	\$ 4,243.78
WC Bldg Codes	\$ 12,963.47	0.002618942	\$ 1,965.22
WC Civil Service	\$ -	0.000000000	\$ -
WC Clerk	\$ 1,860.78	0.000375924	\$ 282.09
WC Data Processing	\$ -	0.000000000	\$ -
WC District Attorney	\$ 404.36	0.000081691	\$ 61.30
WC DPW	\$ 492,601.13	0.099517623	\$ 74,676.55
WC DPW - Airport	\$ 345.10	0.000069719	\$ 52.32
WC DPW - Bldg & Grounds	\$ 43,012.31	0.008689551	\$ 6,520.51
WC DPW - Up Yonda	\$ 5,911.19	0.001194207	\$ 896.12
WC E&T	\$ 41,939.28	0.008472773	\$ 6,357.84
WC Health Services	\$ 123,097.09	0.024868660	\$ 18,661.07
WC Historian	\$ -	0.000000000	\$ -
WC Human Resources	\$ -	0.000000000	\$ -
WC Legal Def	\$ -	0.000000000	\$ -
WC Mail Room	\$ -	0.000000000	\$ -
WC Mental Health	\$ -	0.000000000	\$ -
WC OES	\$ 50,000.00	0.010101238	\$ 7,579.82
WC OFA	\$ 135,904.61	0.027456096	\$ 20,602.65
WC Planning	\$ -	0.000000000	\$ -
WC Probation	\$ 24.66	0.000004982	\$ 3.74

Participant:	1/1/2013-12/31/2020		Claims Based
	Total Claims	Experience Factor	Allocation
WC Public Defender	\$ 5,603.59	0.001132064	\$ 849.48
WC Purchasing	\$ -	0.000000000	\$ -
WC Real Property	\$ -	0.000000000	\$ -
WC Residential Hall	\$ 97,291.34	0.019655259	\$ 14,749.02
WC Self-Insurance	\$ 4,379.05	0.000884677	\$ 663.85
WC Sheriff's Dept	\$ 330,105.41	0.066689465	\$ 50,042.79
WC Sheriff's Dept - Jail	\$ 621,495.76	0.125557529	\$ 94,216.51
WC Social Services	\$ 20,967.16	0.004235885	\$ 3,178.55
WC Soil & Water	\$ -	0.000000000	\$ -
WC Supervisors	\$ 1,316.53	0.000265972	\$ 199.58
WC Tourism	\$ 806.14	0.000162860	\$ 122.21
WC Traffic Safety	\$ -	0.000000000	\$ -
WC Treasurer	\$ -	0.000000000	\$ -
WC Veterans	\$ 33,322.91	0.006732053	\$ 5,051.63
WC WIC	\$ 1,429.44	0.000288782	\$ 216.70
WC Wts and Meas	\$ -	0.000000000	\$ -
Westmount	\$ 241,171.49	0.048722612	\$ 36,560.73
Volunteers:			
Bakers Mills FD		0.000000000	\$ -
Bolton ER	\$ 1,834.72	0.000370659	\$ 278.14
Bolton FD	\$ -	0.000000000	\$ -
Chester FD	\$ 13,566.48	0.002740765	\$ 2,056.63
Garnet Lake FD	\$ 2,362.89	0.000477362	\$ 358.21
Hague ER	\$ 719.71	0.000145399	\$ 109.11
Hague FD	\$ 1,260.77	0.000254707	\$ 191.13
Horicon FD	\$ 46,437.48	0.009381521	\$ 7,039.75
Johnsburg ER	\$ 75,330.03	0.015218531	\$ 11,419.76
Johnsburg FD	\$ -	0.000000000	\$ -
Lake George ER	\$ -	0.000000000	\$ -
Lake George FD	\$ 58,245.34	0.011767001	\$ 8,829.78
Luzerne ER	\$ 89,932.90	0.018168672	\$ 13,633.50
Luzerne FD	\$ 11,050.09	0.002232392	\$ 1,675.15
North Creek FD	\$ 7,298.74	0.001474526	\$ 1,106.46
North River FD	\$ -	0.000000000	\$ -
North Warren ER	\$ 11,789.71	0.002381813	\$ 1,787.28
Pottersville FD	\$ 3,172.99	0.000641023	\$ 481.01
Riverside FD	\$ -	0.000000000	\$ -
Stony Creek ER	\$ -	0.000000000	\$ -
Stony Creek FD	\$ 165.31	0.000033397	\$ 25.06
Thurman FD	\$ 7,967.15	0.001609562	\$ 1,207.79
Warrensburg ER*	\$ 20,181.63	0.004077189	\$ 3,059.46
Warrensburg FD	\$ 47,689.33	0.009634425	\$ 7,229.53
Totals	\$ 4,949,888.41	1.000000000	\$ 750,385.20
			\$750,385.20
Total Claims 8 years	\$ 4,910,166.22		
plus WEMS w/prior carrier	\$ 16,594.01	2013-2020	
adjustment for (-) SC claims	\$ 23,128.18	2013-2020 SC claims were (23128.18)	
Total claims for allocation	\$ 4,949,888.41		
3/17/21ac			

2022 Assessments

Assessment Formula:

(8 years claims experience w/ \$50k cap)

Administrative Base will be total prior year non-claim costs, not to exceed 40% of the revenue:

*Volunteer Ambulance squads (for volunteers) will be charged 7% of the administrative cost allocated by number of runs during the last full year.

*Volunteer Fire Departments (for volunteers) will be charged 11% of the administrative cost allocated by number of runs during the last full year.

*All Participants with payroll will share the balance of the Administrative costs based upon gross payroll for the last whole year

Claims Base:

The balance of the revenue needed for the next budget year will be based upon actual Claims paid for the 8 years prior to January 1st of each year. Each individual claim with a total paid for the 8 years exceeding \$50,000 will be charged \$50,000.

Revenue = claims base + admin base

Admin base = p/r base + VF base + VAW base

p/r base = non claim admin costs - VF base - VAW base

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Treasurer

DATE: June 15, 2021

- (a) Purpose of Request: **Compensate employees that are required to work onsite during the Coronovirus pandemic with additional vacation days with a cap of 5 days.**
- (b) Details: **These days would be earned on the ratio of hours worked onsite over total hours paid during the State ordered worker reduction period as follows:**

% of Hours Onsite	Vacation Days Earned
81-100%	5
61-80%	4
41-60%	3
21-40%	2
1-20%	1

Employees will be allowed to carry forward any unused additional vacation time to be used in the following year no later than June 30 independent of the normal allowable vacation carryover policy.

- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **N/A**

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 11*Request to Create New Position*DEPARTMENT NAME: **District Attorney's Office**

DATE: 7/23/21

- (a) Title of Requested Position: 9th ADA
- (b) Annual Base Salary (and Grade if Applicable): \$66,563
- (c) Effective Date for New Position:* Upon board approval
*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:
1165 Salaries Regular
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title?
(This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
No
- (h) Is there expected revenue from this position? If so, please explain:
No

RESOLUTION REQUEST FORM NO. 11*Request to Create New Position*DEPARTMENT NAME: **District Attorney's Office**

DATE: 7/23/21

- (a) Title of Requested Position: Legal Clerk
- (b) Annual Base Salary (and Grade if Applicable): \$33,389
- (c) Effective Date for New Position:* Upon board approval
*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:
1165 Salaries Regular
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
No
- (h) Is there expected revenue from this position? If so, please explain:
No

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: County Attorney Payroll Dept. No: A.1420/16.00
Title of Position: Legal Assistant #2 Base Salary of Position: \$49,091 Grade:
Filling at Step # (If Known):
Budget code and title: A.1420.110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Carbery Date of Vacancy: 4/3/21
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list Non-Competitive Other REINSTATEMENT
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. 6/9/21

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 Date 6/9/21

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 F. Thomas approved by Lemaire Date 6/9/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Personnel, Administration + Higher Education
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature C. Brayna approved by Lemaire Date 6/9/21

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: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Cook # 5 Full Time Base Salary of Position: \$30,983.00 Grade: 4
Filling at Step # (If Known):
Budget code and title: Salaries-FT A6030 110 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: Employee # 11475 Date of Vacancy: 7/19/2021
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal % [checked] State 50 % [] 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. [Signature] 7/12/21
Human Resources Director has approved this form when initialed. [Signature] 7/12/21

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 7/12/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature _____ Date _____

Amended, Warren County Personnel, September 2, 2004

COOK

DISTINGUISHING FEATURES OF THE CLASS: Prepares and cooks a variety of food; responsible for the preparation and serving of meals in a school, health care or correctional facility. Depending on the size and type of institution, the duties of the incumbent will vary with respect to the number and class of employees supervised and involvement in ancillary aspects of cooking; i.e., meal planning. Supervision may be exercised over other employees in food preparation related titles. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Prepares, cooks and serves meals for students, staff, residents or inmates using standard kitchen utensils and equipment. Meal preparation includes meat, fish, poultry, soups, vegetables, cereals, desserts, salads, and other food;
Bakes cakes, pies, rolls, and a variety of other pastries;
Cuts, cleans, and dresses meat, fish, and poultry;
Orders food and supplies used in the preparation of meals according to an established menu and inspects food when received to insure proper quantity and quality;
Plans or assists in planning meals and menus insuring that basic nutritional principles are followed;
Supervises the proper storing of food to avoid waste and spoilage;
Supervises the work of assistants in the preparation of food, and the cleaning of tables, kitchen utensils, stoves, and kitchen;
May prepare and maintain a variety of records and reports relative to food service function.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Good knowledge of the methods of preparing, cooking, and baking food in large quantities; good knowledge of modern cooking utensils, appliances and equipment; good knowledge of cleaning methods and the use of cleaning materials and equipment; ability to plan with a view to economy and efficiency in the use of supplies, equipment and food; ability to follow oral and written directions and recipes; physical strength and stamina; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Two years of experience in large scale cooking.

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: County Clerk Payroll Dept. No: 15
Title of Position: Legal Recording Clerk Base Salary of Position: \$ 35,491 Grade: 7
Filling at Step # (If Known): Entry
Budget code and title: A. 1410 110 County Clerk Full Time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #11984 Baker Date of Vacancy: 7/5/2021
Is this position mandated? [X] Yes [] 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) [] 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] 7/7/21

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 7/7/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

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

Ranking Committee Member Signature _____ Date _____

Adopted, Warren County Personnel, May 15, 2006

LEGAL RECORDING CLERK

Distinguishing Features of the Class: This position involves identifying, examining, processing a high volume of recorded and filed documents and legal instruments relative to real property and court proceedings in the office of the County Clerk. The incumbent is required to have general knowledge of the duties and services provided by the County Clerk. The incumbent is required to calculate and collect all required fees and taxes associated with recordings and filings accurately and proficiently. Duties are performed independently, with supervisory personnel providing office oversight, problem resolution, and training on new or complex assignments. Does related work as required.

Typical Work Activities: (Illustrative Only)

- Process all real property recordings presented to Clerk's Office including : identify documents and related forms (State, Federal: tax, affidavits etc.); review for statutory recording compliance, calculate mortgage, transfer and mansion tax fees; compute total amounts due and verify fees; forward related forms to appropriate agencies;
- Process all civil action/court proceedings presented to Clerk's Office for filing/entering: review for statutory filing compliance; determine and maintain appropriate file structure-from initiation to close; compute and verify required fees; affix required signatures and stamps; forward documents to courts (County, Supreme, State Appellate); prepare court files for change of venue;
- Perform all cashiering duties: collect appropriate fees for all clerk transactions (100+ types), verify funds received (cash, check, money orders), receive payments for civil & criminal penalties and produce receipts;
- Operate multi-moduled, password protected computer system to process all fee transactions; perform daily sign-in, cash-out; reconcile accounts, resolve errors, generate required reports for cashiering accountability; and other accounting duties as necessary; familiarity with indexing and scanning system applications;
- Create, maintain and update all electronic and manual indexes, finding aids and reference folders: (Court Minutes/Docket, Civil Action Indexing & Retrieval System, Miscellaneous Papers, Separation Index, DBA/Corporations, UCCs, Satisfactions, Land etc);
- Maintain Court & Trust Register in accordance with NYS auditing procedures for monies received by Clerk to be deposited with county treasurer, prepare documentation for Clerk to forward fees;
- Certify, authenticate recorded and/or filed documents as special deputy to Clerk (includes signing privileges); generate/certify transcripts of judgments, certificates of disposition; perform notary services;
- Accept, process and file miscellaneous public records including: notary renewals, miscellaneous memorandums of order; veteran vendor permits; assumed business names (dba's), UCC's, resolutions, appointments, oaths of office etc.;
- Review, accept passport applications and required documentation, including verification of identity; affixing of seal; signing privileges; prepare transmittals to US Passport Service Centers; provide renewal forms; take passport photos;
- Service public and professional offices via mail, telephone and in-person inquiries;
- Prepare written correspondence regarding recording/fee/filing returns;
- Service pistol permit applicants: take photos, disseminate general information, course schedules in absence of Deputy County Clerk;
- Operate and perform routine maintenance on computers, scanners, copiers, printers, fax and similar office equipment.

(cont.)

Full Performance Knowledge, Skills, Abilities and Personal Characteristics: Working knowledge of real property terminology and recording procedures; working knowledge of court case proceedings, filing structure, legal terminology; working knowledge of business arithmetic, English; familiarity with computerized data entry, demonstrated typing and keyboard abilities, i.e., able to perform duties accurately and at an acceptable rate of speed; ability to perform cashiering duties accurately; proficient in general clerical functions/office record-keeping: organization, filing, sorting, distribution, proofreading, accurate transfer information from one document/media to another; general knowledge of the department's services and responsibilities; ability to comprehend written and oral instructions and procedures; ability to deal effectively with the public with tact and courtesy; physical condition commensurate with demands of the position.

Minimum Qualifications:

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

- a.) 2 years paralegal degree/certificate, OR
- b.) 2 years clerical experience with at least 1 year in law office, abstract/title company, real estate office, lending institution, or government real property or court position.

(Formerly: Legal Clerk – Feb. 9, 1993)

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office of Emergency Services Payroll Dept. No: 33 Fire Prevention & Control
Title of Position: County Fire Coordinator (Part-time) Base Salary of Position: \$11,500 Grade:
Filling at Step # (If Known): To be paid quarterly, \$2,875/quarter
Budget code and title: A.3410 Fire Prevention & Control Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Creation
Employee No./Last Name: 13509 / Ogden Date of Vacancy: 06/17/2021
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 7/7/21

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 7/8/21

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 Date

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Probation Payroll Dept. No: 29.00
Title of Position: Probation Assistant Base Salary of Position: \$35,491 Grade: 7
Filling at Step # (If Known): Entry
Budget code and title: A.3140. Probation Union X
This position is vacated due to: Retirement
Employee No./Last Name: 10420/latauro Date of Vacancy: 3/25/21
Is this position mandated? No Is the position reimbursable? Yes
Source of reimbursement: State 10%

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 Date 7/8/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date

PROBATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a para-professional position in a probation department. Unlike a Probation Officer 1, a Probation Assistant is not a Peace Officer pursuant to the New York State Criminal Procedure Law. The incumbent is responsible for assisting probation officers in a local probation agency in tasks which may include performing pre-dispositional/pre-trial related duties such as interviewing and screening individuals arrested and/or otherwise not yet adjudicated/sentenced for suitability for pre-trial release, making recommendations for release, monitoring individuals released into the community whose cases are pending; and notifying courts of case status. An incumbent may also serve as a probation department's point of contact for transfer of records and files with other probation departments, law enforcement agencies or courts. He/she also assists in the control and supervision of probationers by performing tasks such as opening and closing cases; retrieving archived files; delivering documents to law enforcement agencies and the courts; assisting with the collection of financial obligations; and processing intra and interstate transfers. The work is performed under the supervision of a Probation Supervisor 1 or higher level probation professional in accordance with applicable rules/regulations, statutes and/or policies and procedures as directed by a Probation Director or his/her designee. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Interviews individuals in custody of a law enforcement agency to assess their suitability for release from detention pending trial, monitors status of individuals released and notifies courts of their status;
- Assists individuals receiving probation services in completing questionnaires and other documents, and by answering general questions;
- Supports a probation department's involvement with specialty courts at the direction of a Probation Director or his/her designee which may include gathering information; conducting drug/alcohol screenings; and contacting victims, law enforcement agencies, human service agencies, treatment providers and other involved parties as necessary;
- Gathers information about individuals receiving probation services from a variety of sources, including but not limited to, public and private human services agencies, law enforcement agencies, courts and employers to verify social and legal histories of probationers; secures information regarding conduct and progress of probationers and helps resolve problems of probationers including problems related to housing, health care, employment, or other essential matters;
- Obtains and forwards documents and information needed by law enforcement agencies and the courts in accordance with applicable regulations and/or statutes as directed by the Probation Director or his/her designee;
- Registers and updates cases by entering data into a database or other electronic file, conducts record checks through local, state, and federal databases where authorized and produces electronic reports as needed;

Assists with the preparation of written memorandums, correspondence, transfer orders, discharge letters and other documents by gathering and relaying accurate information;
 Records attendance at day reporting;
 Performs a variety of office and/or clerical tasks including answering the phone, photocopying, and creating, filing and maintaining records;
 May perform drug and alcohol screenings and collect DNA samples;
 May prepare files for intra or interstate transfers and prepare and monitor inter/intra state transfers out of the local jurisdiction;
 May provide employment preparedness assessments and employment related training and assistance.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of pre-trial court procedures;
 Good knowledge of interviewing methods necessary to determine suitability for pre-trial release from detention;
 Good knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screening, DNA collection, and electronic monitoring devices;
 Good knowledge of the geography of the jurisdiction employed in;
 Working knowledge of laws pertaining to probation work and functions and procedures of family and criminal courts;
 Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information;
 Working knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision and juvenile delinquents;
 Working knowledge of juvenile and adult risk and needs assessment instruments;
 Working knowledge of factors related to crime and delinquency;
 Working knowledge of the rules of evidence, arrest laws and custody procedures;
 Working knowledge of community resources;
 Working knowledge of employment, training and treatment options available to probationers;
 Working knowledge of office terminology, procedures, equipment and business English;
 Ability to interview detainees and assess their suitability for pre-trial release;
 Ability to review and explain conditions of probation to a probationer;
 Ability to gather and organize information related to the work performed;
 Ability to administer drug, alcohol testing and collect DNA samples as needed;
 Ability to establish and maintain effective working relationships with others;
 Ability to understand and follow oral and written instructions;
 Ability to communicate effectively both orally and in writing;
 Ability to understand and empathize with the needs and concerns of others;
 Ability to maintain composure and make rational judgments under stressful conditions.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited college or university or one accredited by the Board of Regents to grant degrees, with an Associate's degree or higher in criminal justice, human services, chemical dependency counseling, business administration, or a closely related field or;

(b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience working with the public in a public or private human services agency or a criminal justice or juvenile justice agency or;

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

Special Requirement: Possession of a current driver's license or otherwise demonstrated ability to meet the transportation requirements of the position.

Note: The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

Note: This position is allocated to the competitive class pursuant to the Executive Law Section 257(1).

WC: 2013, 5/28/2019

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: Probation Payroll Dept. No: 29.00
Title of Position: Senior Probation Officer #4 Base Salary of Position: \$52,345 Grade: 20
Filling at Step # (If Known): Entry
Budget code and title: A.3140. Probation Union X
This position is vacated due to: Retirement
Employee No./Last Name: 9623/Murray Date of Vacancy: 7/30/21
Is this position mandated? No Is the position reimbursable? Yes
Source of reimbursement: State 10%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

XX Competitive-active eligible list Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initiated. 7/8/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 7/8/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

- Name of Committee: Criminal Justice and Public Safety
[] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date _____

PROBATION OFFICER 2/ SENIOR PROBATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level professional position in a probation department responsible for the control, supervision and care of adults and juveniles subject to probation investigation, supervision or intake services which require them to meet certain standards of conduct. The incumbent performs all the duties and exercises all the responsibilities of a Probation Officer 1; however, he/she is responsible for more complex assignments than those assigned a Probation Officer 1 and exercises specialized skills regarding evaluating the conduct of probationers, analyzing data, making recommendations regarding court decisions and counseling and coaching probationers. He/she normally is assigned as the lead worker of a unit or a team leader of professional and para-professional probation personnel when a team approach is used. He/she may also be assigned special programs and/or projects. The work is performed under the general supervision of a Probation Supervisor 1 or Probation Supervisor 2/Principal Probation Officer with limited leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is not a characteristic of this position. The position varies from that of a Probation Officer 1 by the complexity of the cases assigned, possible responsibility for special projects and responsibility as a lead worker position. A Probation Officer 2/Senior Probation Officer is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Performs all the duties and exercises all the responsibilities of a Probation Officer 1 in situations requiring specialized knowledge or skills including supervising a caseload of offenders with extensive legal history and those requiring a high level of supervision;
- Serves as the lead worker of a group of probation professionals or serves as team leader where a team approach is used such as in an electronic monitoring unit;
- Designs and manages special projects such as analyzing and evaluating an agency's programs for management's review, coordinating probation programs or preparing, developing and carrying out a staff development/training program;
- Oversees case transfers including reviewing and assigning transfer cases, fingerprinting, receiving non-compliant transferees back into the jurisdiction from other locations, and overseeing and consulting with professional and para-professional probation personnel about interstate transfers;
- Advises supervisory staff regarding all training issues, maintains training records and reports training administered to the Division of Criminal Justice Services;
- Performs community relations activities as required;
- May use a firearm in performing duties and exercising authority pursuant to departmental policy.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Good knowledge of interviewing and investigative techniques and practices related to probation work including probation work with high risk individuals;
- Good knowledge of laws and rules pertaining to probation work and the functions and procedures of family and criminal courts;
- Good knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions and motivational techniques;
- Good knowledge of effective assessment, case planning and management including case planning and management;

Good knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision and juvenile delinquents;

Good knowledge of juvenile and adult risk and needs assessment instruments;

Good knowledge of tools used to monitor compliance with conditions of probation, such as, drug and alcohol screening, DNA collection, and electronic monitoring devices;

Good knowledge of the powers of a Peace Officer;

Good knowledge of social sciences, including sociology, psychology and demography;

Good knowledge of community resources;

Good knowledge of the rules of evidence, arrest laws and custody procedures;

Working knowledge of factors related to crime and delinquency;

Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information;

Working knowledge of the geography of the jurisdiction employed in;

Working knowledge of employment, training and treatment options available to probationers;

Working knowledge of firearm safety;

Skill in the use of firearms where authorized;

Ability to administer accurate and thorough assessments related to probation work with high risk individuals such as those with an extensive legal history;

Ability to understand and follow oral and written instructions;

Ability to analyze and organize data and prepare records and reports;

Ability to conduct effective case planning for high risk individuals such as those with an extensive legal history;

Ability to refer a probationer to the right types of services within the probation department and the broader community;

Ability to promote and monitor change and take appropriate action to sustain growth or help high risk probationers initiate appropriate behavioral patterns;

Ability to establish and maintain effective working relationships with others;

Ability to counsel probationers regarding social, emotional and vocational problems;

Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures;

Ability to administer or coordinate a professional staff development/training program;

Ability to communicate effectively both orally and in writing;

Ability to administer drug and alcohol testing and collect DNA samples as needed;

Ability to understand and empathize with the needs and concerns of others;

Ability to maintain composure and make rational judgments under stressful conditions;

Ability to use a firearm safely and effectively if so authorized.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's degree or higher including or supplemented by thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience as a Probation Officer I.

NOTE: Course work at the graduate degree level in social work, social sciences, education, administration, law, criminal justice, or a related field may be substituted for work experience for a maximum of one (1) year of experience.

PROMOTION QUALIFICATIONS:

One (1) year of permanent competitive class service as a Probation Officer 1.

SPECIAL REQUIREMENT: Where required, possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

NOTE: Social science includes areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justice, economics, geography, history, political science, psychology and sociology.

Behavioral science is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation.

NOTE: Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3).

NOTE: The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

NOTE: This position is allocated to the competitive class pursuant to Executive Law Section 257(1).

WC: 12/1/80; 5/28/19
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: Probation Payroll Dept. No: 29.00
Title of Position: Probation Officer Trainee Base Salary of Position: \$45,831 Grade: 16
Filling at Step # (If Known): Entry
Budget code and title: A.3140. Probation Union X
This position is vacated due to: Promotion
Employee No./Last Name: Unknown Date of Vacancy: 7/30/2021
Is this position mandated? No Is the position reimbursable? Yes
Source of reimbursement: State 10%

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: [Signature] 7/6/21
Human Resources Director has approved this form when initiated. [Signature] 7/9/21

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 7/8/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature _____ Date _____

PROBATION OFFICER I TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a one-year traineeship used to appoint individuals to an entry-level Probation Officer I, Probation Officer (Other Language) or Probation Officer (Community Liaison) position in a probation department responsible for the care of adults and juveniles subject to probation supervision or intake services which require them to meet certain standards of conduct. A Probation Officer I Trainee is responsible for participating in a continuous in-service training program regarding the investigative, supervision, counseling and coaching duties and responsibilities of a Probation Officer I and, under close and on-going supervision, performs such duties and exercises such responsibilities in a limited nature. When a Probation Officer I Trainee participates in a traineeship for a Probation Officer I (Other language) or a Probation Officer I (Community Liaison) position, he/she is required to satisfy the additional requirements for these positions and be capable to learn the specialized work they perform. Probation Officer I Trainee work is performed under the direct supervision of a probation professional. Upon successful completion of the one-year traineeship the incumbent is appointed to the position of Probation Officer I or specified parenthetical without further examination. A Probation Officer I Trainee is a Peace Officer pursuant to Criminal Procedure law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

GENERAL:

- Participates in an in-service training program regarding the investigation, supervision, counseling and coaching duties and responsibilities of a Probation Officer I and develops goals and objectives to ensure the successful completion of the training program;
- Under the direct supervision of a probation professional, gathers, verifies, reviews and analyzes social, medical, mental health, substance abuse, sex offender, legal and other documentation and by interviewing defendants/respondents, victims, law enforcement personnel and other case related individuals to conduct pre-plea/pre-sentence/pre-disposition investigations;
- Under the direct supervision of a probation professional, prepares reports regarding persons awaiting disposition of the courts;
- Under the direct supervision of a probation professional, conducts risk and need assessments and evaluates results for pre-trial, investigation, and supervision purposes;
- Under the direct supervision of a probation professional, promotes risk reduction by providing direction and support to help the probationer change factors that promote and maintain criminal/delinquent behavior; coaches probationers to select new patterns of thinking, feeling and behaving and develop new attitudes and skills which help sustain a constructive and law-abiding relationship with the broader community and reduce the likelihood of becoming re-involved in criminal or delinquent behavior;
- Under the direct supervision of a probation professional, prepares progress reports on probationers and periodically reviews case histories to determine the degree of adjustment;
- Under the direct supervision of a probation professional, prepares a final case report once a case is closed;
- Under the direct supervision of a probation professional, prepares violation reports;
- Under the direct supervision of a probation professional, prepares case/supervision plans and explains conditions of sentence/disposition to probationers;
- Under the direct supervision of a probation professional, monitors probationer's compliance with conditions of probation;

- Under the direct supervision of a probation professional, performs drug/alcohol screenings, and collects DNA samples from probationers;
- May develop and maintain professional relationships with other social and law enforcement agencies and cooperates with them in matters of mutual interest such as assisting probationers with life adjustments;
- May arrange for medical, mental health, substance abuse treatment or other services according to individual probationer's needs or court orders;
- May testify in court or at violation hearings;
- May use a firearm in performing duties and exercising authority pursuant to departmental policy.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES:

- Working knowledge of interviewing and investigative techniques and practices related to probation work;
- Working knowledge of laws pertaining to probation work and the functions and procedures of family and criminal courts;
- Working knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions and motivational techniques;
- Working knowledge of effective assessment, case planning and management;
- Working knowledge of special offender populations such as domestic violence offenders, sex offender, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision and juvenile delinquents;
- Working knowledge of juvenile and adult risk and needs assessment instruments;
- Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information;
- Working knowledge of tools used to monitor compliance with condition of probation, such as drug and alcohol screenings, DNA collection and electronic monitoring devices;
- Working knowledge of the powers of a Peace Officer;
- Working knowledge of the geography of the jurisdiction employed in;
- Working knowledge of factors related to crime and delinquency;
- Working knowledge of the rules of evidence, arrest laws and custody procedures;
- Working knowledge of social sciences, including sociology, psychology and demography;
- Working knowledge of community resources;
- Working knowledge of employment, training and treatment options available to probationers;
- Working knowledge of firearm safety;
- Skill in the use of firearms where authorized;
- Ability to administer accurate and thorough assessments;
- Ability to understand and follow oral and written instructions;
- Ability to analyze and organize data and prepare records and reports;
- Ability to conduct effective case planning;
- Ability to refer a probationer to the right types of services within the probation department and the broader community;
- Ability to promote and monitor change and take appropriate action to sustain growth or help the probationer initiate appropriate behavioral patterns;
- Ability to establish and maintain effective working relationships with others;
- Ability to counsel probationers regarding social, emotional and vocational problems;
- Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures;
- Ability to communicate effectively both orally and in writing;
- Ability to administer drug, alcohol testing and collect DNA samples as needed;

Ability to understand and empathize with the needs and concerns of others;
Ability to maintain composure and make rational judgements under stressful conditions;
Ability to safely and effectively use a firearm if so authorized.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees, with a Bachelor's degree or higher with at least thirty (30) credit hours in the social or behavioral sciences.

SPECIAL REQUIREMENT: Where required, possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

NOTE: Social science includes areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justice, economics, geography, history, political science, psychology and sociology.

Behavioral science is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation.

NOTE: Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3).

NOTE: The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

NOTE: This position is allocated to the competitive class pursuant to Executive Law Section 257(1).

WC: 12/1/84, 5/28/19

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: Public Defender Payroll Dept. No:

Title of Position: Assistant Public Defender (7) Base Salary of Position: \$63,393 Grade: 1

Filling at Step # (If Known):

Budget code and title: A. 1171 110 (Public Defender Salary - Regular) Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other

Employee No./Last Name: Date of Vacancy: 7/17/2021

Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature Date

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee

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

Ranking Committee Member Signature Date

RESOLUTION REQUEST FORM NO. 12*Schedule "A"***AUTHORITY FOR POLICY AND PROCEDURE**

Resolution 155 of 2003, amended by Resolution Nos. 497 of 2006, 719 of 2006, 318 of 2007, 374 of 2011 and 259 of 2014, provides the policy and procedure for the establishment, filling and increasing or decreasing of salaries for positions within Warren County. Copies of the resolutions are available from the Clerk of the Board.

WHAT FORM TO USE

- For giving notice of intent to fill an existing vacant position, use this form.
- For creating a new position, complete Resolution Request Form No. 11.
- For increasing or decreasing salary of non-union position, complete Resolution Request Form No. 13.
- For reclassification of position, complete Resolution Request Form No. 14.

These forms are available from the Clerk of the Board.

HOW TO USE THIS FORM

Department heads must first file this notice of intent with the Human Resources Director/Personnel Officer for review and approval of position details. Once the form has been initialed by both the Human Resources Director and Personnel Officer, it should be forwarded on to the County Administrator for approval. The County Administrator shall furnish a copy of the notice to the Budget Officer. Once both the County Administrator and the Budget Officer have executed the form, a copy must be submitted by the Department Head to the Supervisory Committee with their regular agenda. Once signed by the Chair of the Supervisory Committee, the Notice of Intent shall be submitted to the Clerk of the Board, who shall report the action on the Personnel Committee agenda and forward the fully executed form to the Department Head.

OBJECTIONS

If either the County Administrator, Budget Officer or Supervisory Committee objects to the position being filled, each should affix their signature to this form indicating they have an objection. In this case, the department head is advised that the position may not be filled unless otherwise determined by the Board of Supervisors. All requests to fill vacant positions must be approved by the County Administrator, Budget Officer and a 2/3 majority vote of the Supervisory Committee or oversight Committee Chair approval as provided in the Rules of the Board.

NO OBJECTIONS

If the County Administrator, Budget Officer and Supervisory Committee have no objection to the position being filled, each should affix their signatures to this form indicating they have no objection.

PAPERWORK

To fill the position, complete the 426 Report of Personnel Change, attach the original of this form to the back of the 426, along with the Resolution approving same and submit to the Human Resources and Civil Service Department. Be certain to make a copy of both the 426 and this form for retention in your department files.

Department Heads are reminded that an oath of office must be filed in the Office of the County Clerk. Oaths of Office forms are available from the County Clerk.

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: 19.70
Title of Position: AUTOMOTIVE PARTS SHOP SPECIALIST Base Salary of Position: \$38251 Grade: 9
Budget code and title: DM.5130 Road Machinery.Machinery Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #11100/Congel Date of Vacancy: July 23, 2021
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal % [] State % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature Date

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date

Adopted, Warren County Personnel, May 1, 2013

AUTOMOTIVE PARTS SHOP SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work involving the acquisition, storage, disbursement and inventory of part, supplies and equipment used in automotive repairs and hand tools and equipment used in automotive repairs and maintenance of highways. Generates and maintains records of parts. The work is performed under the general supervision of the Automotive Mechanic Supervisor or other supervisory staff. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Maintains perpetual inventory of stock on hand and prepares purchase orders for replacement;

Conducts or assists in the physical inventory of parts, supplies, tools and equipment, and other supplies;

Purchases, receives, and issues automotive parts, tools, equipment and other supplies;

Checks quantity and quality of stocks received to verify conformance with orders;

Develops efficient stores methods, allocating stock to proper storage area;

Maintains records of all parts issued, date issued, and to whom they are issued and what vehicle/equipment the part was use on;

Generates and maintains records of repair invoices for work done for other departments or municipal entities;

Coordinates with accounting division for issuance of work invoices and corrections as necessary;

Generates and maintains maintenance records, reports and schedule projections for county owned equipment and vehicles;

Assists with maintaining the county inventory record of vehicles and equipment as needed;

Assists with auctions of county vehicles and equipment as needed;

Answers telephone and related reception type activities;

Receives and documents work requests related to machinery repair and solid waste operations;

Operates office equipment; makes copies;

Performs routine data entry of inventory and related information;

Prepares and maintains stock control records and reports;

Maintains a current knowledge of sources and supplies for parts and materials considering price, availability and quality;

Reads and interprets parts books and manuals;

On occasion, may drive a pick-up truck to obtain parts;

Conducts or assist in minor automotive repairs.

(cont.)

Automotive Parts Shop Specialist, page 2

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of methods and practices used in ordering, receiving, storing, maintaining and issuing supplies and equipment; good knowledge of inventory control methods; good knowledge of the component parts of trucks, tractors and automobiles; good knowledge of automotive repair equipment and terminology; working knowledge of the use of personal computers in the acquisition, inventory and disbursement of parts, supplies, tools and selected equipment; working knowledge of business arithmetic; ability to understand and carry out oral and written instructions; ability to keep records and prepare written reports; ability to perform routine data entry; accuracy; good judgment; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience including at least one year of experience in ordering and/or inventory work involving automotive parts; or
- B) Four years of clerical experience including at least one year of experience in ordering and/or inventory work involving automotive parts; or

Note: Position requires possession of a valid New York State Class D Drivers License.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.63
Title of Position: MEO (L) #5 Base Salary of Position: \$35,491 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) 5 Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13342/Lamb Date of Vacancy: 07/17/2021
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] 7/12/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 7/12/21

BUDGET OFFICER COMPLETES THIS SECTION

[] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____
[] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature _____ Date _____

Amended, Warren County Civil Service, June 3, 2013

MOTOR EQUIPMENT OPERATOR (LIGHT)

GENERAL STATEMENT OF DUTIES: Operates one or more types of light 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 of light motor equipment along with the performance of ordinary manual labor. The work is usually performed under close supervision.

EXAMPLES OF WORK: (Illustrative only)
Operates single axle truck in connection with hauling material for road maintenance or construction;
Operates a light truck to transport workmen, tools and other equipment;
Operates a tractor mower cutting grass and brush from road sides and other public areas;
Operates small snow plow or related snow removal equipment
Loads and unloads trucks;
Performs a variety of laboring tasks;
May be required to clean and oil the equipment;
On assignment, operates ten-wheel trucks, front end loaders, rollers or similar road construction and maintenance equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the operation of tractors, mowers, automobiles, single axle trucks and other light 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 some type of light automotive equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:
Eligibility for an appropriate New York State Class A or B with license with airbrake 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 (L) #12 Base Salary of Position: \$35,491 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) 12 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: 13036/Barlow Date of Vacancy: 07/05/2021
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] 7/12/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 7/12/21

BUDGET OFFICER COMPLETES THIS SECTION

[] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____
[] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature _____ Date _____

Amended, Warren County Civil Service, June 3, 2013

MOTOR EQUIPMENT OPERATOR (LIGHT)

GENERAL STATEMENT OF DUTIES: Operates one or more types of light 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 of light motor equipment along with the performance of ordinary manual labor. The work is usually performed under close supervision.

EXAMPLES OF WORK: (Illustrative only)
Operates single axle truck in connection with hauling material for road maintenance or construction;
Operates a light truck to transport workmen, tools and other equipment;
Operates a tractor mower cutting grass and brush from road sides and other public areas;
Operates small snow plow or related snow removal equipment
Loads and unloads trucks;
Performs a variety of laboring tasks;
May be required to clean and oil the equipment;
On assignment, operates ten-wheel trucks, front end loaders, rollers or similar road construction and maintenance equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the operation of tractors, mowers, automobiles, single axle trucks and other light 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 some type of light automotive equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:
Eligibility for an appropriate New York State Class A or B with license with airbrake 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 (L) #13 Base Salary of Position: \$35,491 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) 13 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [X] Other
Employee No./Last Name: 11265/MorhouseM Date of Vacancy: 07/01/2021
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] 7/12/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 7/12/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature _____ Date _____

Amended, Warren County Civil Service, June 3, 2013

MOTOR EQUIPMENT OPERATOR (LIGHT)

GENERAL STATEMENT OF DUTIES: Operates one or more types of light 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 of light motor equipment along with the performance of ordinary manual labor. The work is usually performed under close supervision.

EXAMPLES OF WORK: (Illustrative only)
Operates single axle truck in connection with hauling material for road maintenance or construction;
Operates a light truck to transport workmen, tools and other equipment;
Operates a tractor mower cutting grass and brush from road sides and other public areas;
Operates small snow plow or related snow removal equipment
Loads and unloads trucks;
Performs a variety of laboring tasks;
May be required to clean and oil the equipment;
On assignment, operates ten-wheel trucks, front end loaders, rollers or similar road construction and maintenance equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the operation of tractors, mowers, automobiles, single axle trucks and other light 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 some type of light automotive equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:
Eligibility for an appropriate New York State Class A or B with license with airbrake 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: Highway Construction Supervisor #4 Base Salary of Position: \$41,003 Grade: 12
Filling at Step # (If Known):
Budget code and title: D.5110 Highway Const. Supervisor #4 Union [checked] Non-Union []
This position is vacated due to: [checked] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: #6112/Ross Date of Vacancy: July 19, 2021
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [] Other []

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [checked] Competitive-no list (hiring would be provisional) [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] 7/12/21

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 7/12/21

BUDGET OFFICER COMPLETES THIS SECTION

[] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____
[] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature _____ Date _____

HIGHWAY CONSTRUCTION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Supervises the activities of a work crew or crews involved in highway construction and maintenance work. These duties involve responsibility for the efficient and economical use of staff, materials and equipment in a variety of highway construction and maintenance activities. The work is carried out in accordance with established policy and procedures under the supervision of a higher level supervisor permitting some leeway in carrying out the details of the work. The work is reviewed by inspections and through reports. Supervision is exercised over the activities of subordinate equipment operators and laborers by a continuing check of the work in progress on the particular project assignment. Periodically supervises highway crew in absence of Highway Construction Supervisor II. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises the activities of a crew and the use of materials and equipment in the construction and maintenance of county highways;

Assists in planning maintenance schedules and workloads;

Reports to and confers with Supervisor regarding staff and equipment necessary for maintenance projects;

Supervises and participates in the preparation and maintenance of activities, costs and progress records and reports;

Operates various types of road construction and maintenance equipment including heavy trucks and earth moving equipment;

Responds after normal working hours to emergency situations and during snow and ice events;

Conducts various other highway maintenance activities as a member of a crew.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern highway construction and maintenance methods and procedures; good knowledge of the equipment, materials, tools, terminology and safety precautions used in highway maintenance and in snow removal and ice control; good knowledge of the operation and maintenance of automotive equipment; ability to plan and supervise the work of others; ability to solve operating problems as they may occur in the field; ability to effectively work as an individual or a member of a crew and coordinates efforts with other employees as appropriate; ability to understand and carry out complex oral and written directions; ability to prepare and maintain records and reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Four years of experience in the construction or maintenance of paved highways or bridges.

SPECIAL REQUIREMENTS: Eligibility for an appropriate level New York State driver's license at the time of application. Possession of valid appropriate class CDL Operator's license at time of appointment.

Warren County Civil Service
Adopted, 7/30/98; Amended, 1/4/16

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: Sheriff Payroll Dept. No: 30.09
Title of Position: Communications Officer #19 Base Salary of Position: \$41,740 Grade:
Filling at Step # (If Known):
Budget code and title: A.3020 110 Sheriff's 911 Center Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13047/Oswald, Matthew Date of Vacancy: 06/01/2021
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 6/24/21

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Date 6/24/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Date 7/2/21

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

COMMUNICATION OFFICER

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

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

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Sr. Caseworker #3 Base Salary of Position: 46,492 (2019) Grade: 18
Filling at Step # (If Known):
Budget code and title: Salaries-Regular A6010 110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 12747/Flewelling Date of Vacancy: 06/18/2021
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. [Signature] 7/12/21
Human Resources Director has approved this form when initialed. [Signature] 7/12/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 7/12/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature _____ Date _____

Amended, Warren County Personnel, February 16, 2000

SENIOR CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, a Senior Caseworker provides professional social services work involving the determination and recommendation of the need for service, and the formulation and carrying out of plans to meet the individual problems of cases assigned. A Senior Caseworker may supervise a small group of subordinate workers and volunteers. The functional duties are similar to those of the Caseworker except that through training and experience, Senior Caseworkers have gained an expertise to handle more complex problems and situations with less direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Interviews applicants and persons referring cases of children needing care, supervision or services;
 Recommends services necessary to carry out plans to meet the needs of individuals or families;
 Makes visits to applicants to ascertain the need for services;
 Develops involved or complex social histories and a plan of treatment which, with supervisory approval, is the basis for delivery of the services;
 Aids individual Caseworkers in formulating service and work organization plans;
 In each case, in cooperation with the individual or family plans the use to be made of available resources;
 Studies the background and need for care of children referred, securing information from the child himself, the family, relatives, schools, churches, family courts and other agencies;
 Makes necessary collateral contacts with employers, relatives, friends, physicians, hospitals and other agencies;
 When foster care is necessary, determines whether the child's needs can best be met in an institution or foster family home;
 Finds family homes interested in caring for children;
 Studies and evaluates family homes desiring to care for children at board, at wages, or on a free or adoptive basis and recommends boarding homes for certification;
 Arranges for medical care of children in foster homes, takes children to doctors, dentists, and clinics if foster parents are unable to do so;
 Plans with parents and relatives for the care of children and re-establishment of the home;
 Makes referrals to other agencies when indicated;

Cont.

Senior Caseworker page 2

Writes letters and reports as required;
Periodically reviews cases to determine changes in client
situation affecting the need for service;
Assists a Case Supervisor in administering the work of the unit.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern principles and practices of social casework and social group work including child welfare services; working knowledge of Federal, State and local Social Services laws and programs; ability to apply knowledge in performance of duties; skill in interviewing; knowledge of the techniques of preparing social studies; ability to establish and maintain successful relationships with people; ability to direct the work of others; ability to interpret the work of the agency; initiative; good powers of observation and analysis; sensitivity to the reaction of others; tact; emotional maturity; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in one of the behavioral sciences or criminal justice and two years full time satisfactory paid experience in social work with a public or private social agency adhering to acceptable standards; or
- B. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in any field and four years full time paid social work experience as described above; or
- C. An equivalent combination of training and experience as defined in A and B above.

NOTE: Social casework experience does not include experience gained as an income maintenance, medical assistance, or food stamp examiner. It also excludes experience which is custodial in nature and/or which involved providing direct personal care to clients such as nursing, nurses aides, home health aides or similar experience.

Cont.

Senior Caseworker Page 3

Behavioral science is a sub-set of social sciences including psychology, sociology, anthropology, social work and human services.

NOTE: In compliance with Section 424-a of the Social Service Law those candidates who successfully pass the exam and who are being considered for employment will be required to sign a release form for clearance determination by the State Child Abuse/Neglect Central Register.

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 with require access to transportation to meet field requirements made in the ordinary course of business in a timely and efficient manner.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker #14 Base Salary of Position: 43,390 (2019) Grade: 16
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 [X] Promotion [] Other
Employee No./Last Name: 13024/Colon-McKinney Date of Vacancy: 07/30/2021
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. 7/12/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 7/12/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature _____ Date _____

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 #6 Base Salary of Position: 43,390 (2019) Grade: 16
Filling at Step # (If Known):
Budget code and title: Salaries-Regular A6010 110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 12508/Seigfried Date of Vacancy: 07/19/2021
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

[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 7/12/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature _____ Date _____

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: 40.02
Title of Position: Staff Development Coordinator Base Salary of Position: 43,390 (2019) Grade: 16
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: 01/01/2021
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [X] State [X] 100 % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 7/12/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 7/12/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature _____ Date _____

Amended, Warren County Personnel, 11/7/97

STAFF DEVELOPMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for coordinating and implementing a comprehensive training program to meet the orientation, in-service training and educational leave for all department employees. Technical consultation and assistance for carrying out the objectives of this position may be available from staff development personnel at the State Department of Social Services and various other agencies. The work is performed under the general supervision of the Commissioner of Social Services in accordance with established staff development policies and objectives. Supervision is exercised over subordinate staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Conducts and analyzes needs assessments to identify training and educational needs of the staff in Social Services;
Develops and conducts training programs to meet these needs;
May conduct portions of a formalized training program, or when necessary, develop a contract for services with outside trainers;
Provides guidance and supervision to subordinate staff in the design and conduct of training;
Makes arrangements for the physical facilities and equipment for training sessions as well as for traveling to other training locations;
Designs, plans and presents workshops of local and regional interest cooperatively with other community agencies;
Conducts orientation for new employees in the department;
Prepares and submits required training reports to the State Department of Social Services;
Serves as liaison with State Office of Human Resource Development to select contractors, content and subject matter of training State to County workers;
Evaluates, updates and purchases materials and equipment related to training programs and needs including manuals, books, video cassettes and related materials;
Maintains and distributes administrative directives and maintains manuals in an up-to-date condition;
Serves on Social Services' Management Team and assists in formulating agency policy and procedures on training programs.

cont.

Staff Development Coordinator (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of conducting a staff development program; working knowledge of the principles and practices of social case work; working knowledge of Federal, State and local public welfare laws and programs; ability to plan and develop training outlines; ability to supervise the work of others; ability to write clear and accurate reports and records; ability to conduct training programs; ability to establish and maintain effective relationships with people; ability to operate a computer terminal; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and either:

1. Two years of social work experience in any agency adhering to acceptable standards; or
2. Two years of experience in teaching or in planning, developing and supervising in-service training.

NOTE: Completion of one year of graduate study in a regionally accredited or New York State registered college or university may be substituted for one year of the required 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: Caseworker # 26 Base Salary of Position: 43,390 (2019) Grade: 16
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: 11393/Millis Date of Vacancy: 07/30/2021
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.
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 7/12/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date

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: Treasurer Payroll Dept. No: 11.00
Title of Position: Senior Account Clerk #4 Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known):
Budget code and title: A.1325 110, County Treasurer, Salaries - Regular Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13296, Callanan Date of Vacancy: 6/28/21
Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 6/15/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature: [Signature] Date: 6/16/21

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature: [Signature] Date: 6/17/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee: Finance
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature: [Signature] Date: 6/29/21

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: Veterans' Services Payroll Dept. No: 55.00
Title of Position: Per-diem Van Driver #4 & #5 Base Salary of Position: 2675.00 Grade: 02
Filling at Step # (If Known): \$ 13,933.35/mr
Budget code and title: A.6510 130 Salaries - Part Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12652/Bennett - #5 vacant Date of Vacancy: 06/13/2020
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. 7/9/21

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 7/12/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee

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

Ranking Committee Member Signature Date

Amended, Warren County Civil Service, October 24, 2008

VAN DRIVER

DISTINGUISHING FEATURES OF THE CLASS: Acts as a general messenger and/or chauffeur. This is responsible work involving the safe transportation of veterans or Department of Social Services clients to various activities and appointments as assigned. Carelessness in this responsibility may result in serious consequences to both the employee and passengers. Work is performed under general supervision and may include minor record keeping and routine manual work. Does related work as required

TYPICAL WORK ACTIVITIES: (Illustrative only)

Transports clients, veterans, etc. to and from hospitals, offices or other locations as assigned using a van, minibus and/or station wagon;
May take specimens to the laboratory and pick up needed medications;
Performs minor maintenance to the assigned transportation vehicles as necessary, i.e., checks oil, washer fluid, etc.
Delivers vehicle to Department of Public Works garage for maintenance and/or repair;
Keeps mileage and expense logs;
May keep other records as necessary;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operation of automotive equipment; good knowledge of the geography of the area; working knowledge of the state and local motor vehicle rules and regulations; working knowledge of simple repair and maintenance procedures of automotive equipment; ability to maintain simple records; ability to understand and follow oral and written instructions; dependability; ability to deal with the elderly and/or infirm with tact and courtesy; responsibility; willingness to perform routine manual tasks; willingness to work under all weather conditions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One year of experience in the operation of a motor vehicle.

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