

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE
AGENDA
SEPTEMBER 1, 2021

Committee Members: Braymer, Geraghty, Driscoll, Conover and Magowan - Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board

- 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) Ryan Moore, *County Administrator*, to discuss benefit renewal for 2021-2022 plan year.
 - B) Executive session to provide an update on the filling of the County Attorney position.
 - C) Review of report on tracking of vacancies filled.
 - D) Update on terminations and exit interviews.
 - E) Update to Out-of-Unit Employee Benefit Policy.
- 2) **Requests/Items to be Discussed by the County Attorney (Robert Terwilliger, Acting County Attorney):**
 - A) Discussion - possible litigation regarding PFOS.
 - B) Litigation update - Executive Session.
 - C) Request for a transfer of funds in the amount of \$2,000 from the Contingent Account to Budget Code A.1420 210, *County Attorney, Furniture*, to cover the cost of purchasing a new desk for the Confidential Secretary to the County Attorney.
- 3) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):**
 - Resolution Tracking Report.
- 4) **Referrals from the Criminal Justice Committee (Chaired by Supervisor Leggett):**
(Jason Carusone, District Attorney) -
 - A) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Fourth Assistant District Attorney from \$75,570 to \$74,089, effective September 20, 2021.
 - B) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Fifth Assistant District Attorney from \$74,089 to \$69,891, effective September 20, 2021.***(Marcy Flores, Public Defender) -***
 - C) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Legal Clerk, *Grade 5, Base Annual Salary \$32,237*, effective October 1, 2021.
- 5) **Referral from the Health Services Committee (Chaired by Supervisor Frasier):**
(Ginelle Jones, Director of Public Health/Patient Services) -
 - A) Request to increase Supervisor on-call pay for week nights from \$45/night to \$60/night and weekend rate (*for Saturday and Sunday*) from \$235 to \$350 effective July 1, 2021 and authorizing retroactive payments for this adjustment.***(Dee Park, Director, Office for the Aging) -***
 - B) Discussion regarding staffing at meal sites.
- 6) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**
(Christian Hanchett, Commissioner, Department of Social Services) -
 - Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Caseworker #TBD, *Grade 16, Base Annual Salary \$45,831*, and delete the position of Caseworker Part-Time, effective September 20, 2021.
- 7) Referral from the Governmental Operations & Advocacy Committee regarding County employee emails.

Continued

IV. Pending Items:

Personnel & Administration -

1. County Treasurer requested to remove the Payroll Supervisor and Payroll Technician from the CSEA Union, and increase salaries for both positions. 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)
2. Committee considered County Treasurer's suggestion for awarding additional vacation days to employees who worked on-site when County Buildings were closed due to the Coronavirus Pandemic; it was the consensus of the Committee for the County Administrator to work on a plan to award additional compensatory vacation days and present same at a future Committee meeting. (07.29.21)

Higher Education - Joint meeting of Personnel, Administration & Higher Education and Finance scheduled for September 10th at 11:00 a.m. to be hosted by SUNY Adirondack and held jointly with Washington County counterparts.

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

- Buildings and Grounds*
- Cleaner #6, *Grade 2, Base Annual Salary \$28,982*, due to resignation.
 - Cleaner #12, *Grade 2, Base Annual Salary \$28,982*, due to resignation.
 - Building Maintenance Worker #2, *Grade 7, Base Annual Salary \$35,491*, due to resignation.
- County Clerk*
- Recording Clerk #1, *Grade 7, Base Annual Salary \$35,491*, due to resignation.
- Countryside Adult Home*
- Institutional Aide PT #3, *Grade 3, Base Annual Salary \$29,603*, due to resignation.
- District Attorney*
- Legal Clerk #6, *Grade 5, Base Annual Salary \$32,237*, due to creation.
 - 2nd Assistant District Attorney, *Annual Salary \$85,394*, due to resignation.
 - 3rd Assistant District Attorney, *Annual Salary \$85,394*, due to promotion.
 - 4th Assistant District Attorney, *Annual Salary \$74,089*, due to promotion.
 - 5th Assistant District Attorney, *Annual Salary \$69,891*, due to promotion.
 - 6th Assistant District Attorney, *Annual Salary \$66,563*, due to promotion.
 - 7th Assistant District Attorney, *Annual Salary \$66,563*, due to promotion.
 - 8th Assistant District Attorney, *Annual Salary \$66,563*, due to promotion.
 - 9th Assistant District Attorney, *Annual Salary \$66,563*, due to creation.
- Office for the Aging*
- Meal Site Cook #2, *Grade 2, Base Annual Salary \$18,113 (25hr/week)*.
 - Meal Site Manager #1, *Grade 2, Base Annual Salary \$21,736 (30hr/week)*, due to retirement.
 - Meal Site Manager #3, *Grade 2, Base Annual Salary \$14,491 (20hr/week)*, due to retirement.
 - Meal Site Manager #5, *Grade 2, Base Annual Salary \$18,113 (25hr/week)*, due to resignation.
- Public Health*
- Public Health Nurse #8, *Grade 21, Base Annual Salary \$53,675*, due to resignation.
 - Public Health Nurse #35, *Grade 21, Base Annual Salary \$53,675*, due to resignation.
- Public Works*
- HEO #14, *Grade 10, Base Annual Salary \$39,751*, due to promotion.
 - MEO (L) #33, *Grade 7, Base Annual Salary \$35,491*, due to resignation.
- Sheriff*
- STOP-DWI Coordinator, *Annual Salary \$20.3716/hr*, extending prior authorization.
 - Patrol Sergeant #11, *Annual Salary \$78,519*, extending prior authorization.
- Social Services*
- Caseworker #19, *Grade 16, Base Annual Salary \$45,831*, due to resignation.
 - Caseworker #23, *Grade 16, Base Annual Salary \$45,831*, due to resignation.
 - Caseworker #31, *Grade 16, Base Annual Salary \$45,831*, due to resignation.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

Warren County

Renewal Premium Equivalent --- Aggressive Factors Used

December 1, 2021 Effective Date



		EPO 5098				HDEPO 6398			
		Medical	Rx	Total	% Change	Medical	Rx	Total	% Change
CURRENT	Employee Only	\$620.55	\$139.40	\$759.95	N/A	\$426.08	\$153.41	\$579.49	N/A
	Employee +1	\$1,272.09	\$285.78	\$1,557.87	N/A	\$873.46	\$314.49	\$1,187.95	N/A
	Family	\$1,783.81	\$400.76	\$2,184.57	N/A	\$1,224.81	\$441.03	\$1,665.84	N/A
Option 1: No Change	Employee Only	\$639.16	\$143.58	\$782.75	3%	\$438.86	\$158.01	\$596.87	3%
	Employee +1	\$1,310.26	\$294.35	\$1,604.61	3%	\$899.66	\$323.92	\$1,223.59	3%
	Family	\$1,837.33	\$412.78	\$2,250.11	3%	\$1,261.55	\$454.26	\$1,715.82	3%
Option 2: \$150K Stop Loss	Employee Only	\$639.16	\$143.58	\$782.75	3%	\$438.86	\$158.01	\$596.87	3%
	Employee +1	\$1,310.26	\$294.35	\$1,604.61	3%	\$899.66	\$323.92	\$1,223.59	3%
	Family	\$1,837.33	\$412.78	\$2,250.11	3%	\$1,261.55	\$454.26	\$1,715.82	3%
Option 3: \$150K Stop Loss	Employee Only	\$632.96	\$142.19	\$775.15	2%	\$434.60	\$156.48	\$591.08	2%
	Employee +1	\$1,297.53	\$291.49	\$1,589.03	2%	\$890.93	\$320.78	\$1,211.71	2%
	Family	\$1,819.49	\$408.78	\$2,228.27	2%	\$1,249.31	\$449.85	\$1,699.16	2%

Warren County
 Group Health Plan Analysis
 December 1, 2021 Effective Date



	Renewal BSNENY EPO 5098			Renewal BSNENY HDEPO 6398		
Benefits						
Deductible (Single/2P/Family)	None			\$1,500/\$3,000/\$3,000		
Benefit Year or Calendar Year	Plan Year			Plan Year		
Aggregate or Embedded Accumulator	N/A			Embedded		
Employer Deductible Funding	N/A			\$750/\$1,500/\$1,500		
Coinsurance	None			None		
Total Medical OOP Max (Single/2P/Family)	\$6,350/\$12,700/\$12,700			\$5,000/\$10,000/\$10,000		
Aggregate or Embedded Accumulators	Embedded			Embedded		
Prescription Drugs						
Deductible	None			None		
Generic / Brand / Non-Formulary	\$10/\$30/\$50			\$10/\$30/\$50		
Prescription OOP Maximum	Integrated with Medical OOP Max			Integrated with Medical OOP Max		
Mail-Order (90 Day Supply)	2.5 X Copay			2.5 X Copay		
No Stop-Loss Deductible Changes --- Increase PE's +3%						
Premium Equivalents	Medical PE	Rx PE	Total PE	Medical PE	Rx PE	Total PE
Employee Only	\$639.16	\$143.58	\$782.75	\$438.86	\$158.01	\$596.87
Employee + 1	\$1,310.26	\$294.35	\$1,604.61	\$899.66	\$323.92	\$1,223.59
Family	\$1,837.33	\$412.78	\$2,250.11	\$1,261.55	\$454.26	\$1,715.82
Estimated Monthly Premium	\$753,301	\$169,235	\$922,536	\$42,599	\$15,338	\$57,938
Estimated Annual Premium	\$9,039,617	\$2,030,816	\$11,070,433	\$511,193	\$184,060	\$695,253
Percentage Change From Current	3%	3%	3%	3%	3%	3%
Expected Total Annual Costs	\$12,646,823					
Dollar Amount Needed to Pull From Reserves	\$881,137					
Dollar Amount Needed to Pull From Reserves after HCRA	\$474,965					
Stop Loss @ \$150,000 --- Increase PE's +3%						
Premium Equivalents	Medical PE	Rx PE	Total PE	Medical PE	Rx PE	Total PE
Employee Only	\$639.16	\$143.58	\$782.75	\$438.86	\$158.01	\$596.87
Employee + 1	\$1,310.26	\$294.35	\$1,604.61	\$899.66	\$323.92	\$1,223.59
Family	\$1,837.33	\$412.78	\$2,250.11	\$1,261.55	\$454.26	\$1,715.82
Estimated Monthly Premium	\$753,301	\$169,235	\$922,536	\$42,599	\$15,338	\$57,938
Estimated Annual Premium	\$9,039,617	\$2,030,816	\$11,070,433	\$511,193	\$184,060	\$695,253
Percentage Change From Current	3%	3%	3%	3%	3%	3%
Expected Total Annual Costs	\$12,546,438					
Dollar Amount Needed to Pull From Reserves	\$780,752					
Dollar Amount Needed to Pull From Reserves after HCRA	\$374,580					
Stop Loss @ \$150,000 --- Increase PE's +2%						
Premium Equivalents	Medical PE	Rx PE	Total PE	Medical PE	Rx PE	Total PE
Employee Only	\$632.96	\$142.19	\$775.15	\$434.60	\$156.48	\$591.08
Employee + 1	\$1,297.53	\$291.49	\$1,589.03	\$890.93	\$320.78	\$1,211.71
Family	\$1,819.49	\$408.78	\$2,228.27	\$1,249.31	\$449.85	\$1,699.16
Estimated Monthly Premium	\$745,988	\$167,592	\$913,579	\$42,186	\$15,189	\$57,375
Estimated Annual Premium	\$8,951,854	\$2,011,099	\$10,962,953	\$506,230	\$182,273	\$688,503
Percentage Change From Current	2%	2%	2%	2%	2%	2%
Expected Total Annual Costs	\$12,546,438					
Dollar Amount Needed to Pull From Reserves	\$894,982					
Dollar Amount Needed to Pull From Reserves after HCRA	\$488,810					

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CURRENT BSNEWY EPO 5098							
TIER	PREM EQUIV	18%	PAYROLL	20%	PAYROLL	25%	PAYROLL
Individual	\$759.95	\$136.79	\$68.40	\$151.99	\$76.00	\$189.99	\$94.99
2 person	\$1,557.87	\$280.42	\$140.21	\$311.57	\$155.79	\$389.47	\$194.73
Family	\$2,184.57	\$393.22	\$196.61	\$436.91	\$218.46	\$546.14	\$273.07

BSNEWY EPO 5098 - OPTION 1 NO CHANGE & OPTION 2 \$150K STOP LOSS 3%							
TIER	PREM EQUIV	18%	PAYROLL	20%	PAYROLL	25%	PAYROLL
Individual	\$782.75	\$140.90	\$70.45	\$156.55	\$78.28	\$195.69	\$97.84
2 person	\$1,604.61	\$288.83	\$144.41	\$320.92	\$160.46	\$401.15	\$200.58
Family	\$2,250.11	\$405.02	\$202.51	\$450.02	\$225.01	\$562.53	\$281.26

BSNEWY EPO 5098 - OPTION 3 \$150K STOP LOSS 2%							
TIER	PREM EQUIV	18%	PAYROLL	20%	PAYROLL	25%	PAYROLL
Individual	\$775.15	\$139.53	\$69.76	\$155.03	\$77.52	\$193.79	\$96.89
2 person	\$1,589.03	\$286.03	\$143.01	\$317.81	\$158.90	\$397.26	\$198.63
Family	\$2,228.27	\$401.09	\$200.54	\$445.65	\$222.83	\$557.07	\$278.53

CURRENT BSNEWY HOEPO 6398							
TIER	PREM EQUIV	18%	PAYROLL	20%	PAYROLL	25%	PAYROLL
Individual	\$579.49	\$104.31	\$52.15	\$115.90	\$57.95	\$144.87	\$72.44
2 person	\$1,187.95	\$213.83	\$106.92	\$237.59	\$118.80	\$296.99	\$148.49
Family	\$1,665.84	\$299.85	\$149.93	\$333.17	\$166.58	\$416.46	\$208.23

BSNEWY HOEPO 6398 - OPTION 1 NO CHANGE & OPTION 2 \$150K STOP LOSS 3%							
TIER	PREM EQUIV	18%	PAYROLL	20%	PAYROLL	25%	PAYROLL
Individual	\$596.87	\$107.44	\$53.72	\$119.37	\$59.69	\$149.22	\$74.61
2 person	\$1,223.59	\$220.25	\$110.12	\$244.72	\$122.36	\$305.90	\$152.95
Family	\$1,715.82	\$308.85	\$154.42	\$343.15	\$171.58	\$428.96	\$214.48

BSNEWY HOEPO 6398 - OPTION 3 \$150K STOP LOSS 2%							
TIER	PREM EQUIV	18%	PAYROLL	20%	PAYROLL	25%	PAYROLL
Individual	\$591.08	\$106.39	\$53.20	\$118.22	\$59.11	\$147.77	\$73.89
2 person	\$1,211.71	\$218.11	\$109.05	\$242.34	\$121.17	\$302.93	\$151.46
Family	\$1,699.16	\$305.85	\$152.92	\$339.83	\$169.92	\$424.79	\$212.40

Warren County

Group Dental Plan Analysis

December 1, 2021 Effective Date



		Current & Renewal Delta Dental	
Benefits		In-Network	Out-of-Network
Rate Guarantee		December 1, 2023	
Annual Deductible Individual/Family		\$35/\$105 (waived for diagnostic & preventive)	
Annual Plan Maximum		\$1,500	\$1,250
Benefits			
Type I - Diagnostic & Preventive			
Exams		100%	100%
Cleanings		100%	100%
Fluoride Treatment		100%	100%
Space Maintainers		80%	80%
Bitewing X-Rays		100%	100%
Diagnostic X-Rays		100%	100%
Sealants		100%	100%
Type II - Basic Service			
Fillings, Stainless		80%	80%
Simple Extractions		80%	80%
Oral Surgery		80%	80%
Type III - Major Services			
Crowns, Inlays, Outlays		50%	50%
Bridges		50%	50%
Dentures		50%	50%
Type IV - Orthodontic Services			
Appliances & Related Services		50%	
Orthodontics Lifetime Maximum		\$750 Lifetime	
Periodontic & Endodontic Coverage		80%	80%
Implants		Not Covered	
Waiting Periods		None	
Out-of-Network UCR		Fee Schedule - Average 40th UCR	
Dependent Child/Student Age		To Age 26	
Orthodontia Age Limitation		19	
Network		Delta Dental PPO	
Fully Insured Rates	Counts	Current	Renewal
Employee Only	225	\$29.75	\$29.75
Family	336	\$76.56	\$76.56
Estimated Monthly Premium		\$32,418	\$32,418
Estimated Annual Premium		\$389,015	\$389,015
Percentage Change From Current		0.0%	
Underwriting Notes	Can be sold stand alone. <i>Initial increase was +2.7%.</i>		

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Warren County
 Group Vision Plan Analysis
 December 1, 2021 Effective Date



Benefits	NEW DUAL OPTION						
	Current & Renewal Empire		Option 1 Empire Base Plan		Option 2 Empire Buy-Up Plan		
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	
Rate Guarantee	December 1, 2023		December 1, 2023		December 1, 2023		
Frequency of Services							
Exams	12 Months		12 Months		12 Months		
Lenses	12 Months		12 Months		12 Months		
Frames	24 Months		24 Months		24 Months		
Contact Lenses	12 Months		12 Months		12 Months		
Overview of Benefits							
Exam Copay	\$20	\$40 Allowance	\$20	\$42 Allowance	Covered in Full	\$42 Allowance	
Frames	\$130 Allowance then 20% off Balance	\$45 Allowance	\$130 Allowance then 20% off Balance	\$45 Allowance	\$200 Allowance then 20% off Balance	\$45 Allowance	
Lenses							
Single Vision	\$20	\$25 Allowance	\$20	\$40 Allowance	Covered in Full	\$40 Allowance	
Lined Bifocal	\$20	\$40 Allowance	\$20	\$60 Allowance	Covered in Full	\$60 Allowance	
Lined Trifocal	\$20	\$55 Allowance	\$20	\$80 Allowance	Covered in Full	\$80 Allowance	
Contact Lens Copay							
Medically Necessary	Covered in Full	\$210 Allowance	Covered in Full	\$210 Allowance	Covered in Full	\$210 Allowance	
Elective	Conventional: \$130 Allowance then 15% off Balance; Disposable: \$130 Allowance	\$105 Allowance	Conventional: \$130 Allowance then 15% off Balance; Disposable: \$130 Allowance	\$105 Allowance	Conventional: \$200 Allowance then 15% off Balance; Disposable: \$200 Allowance	\$105 Allowance	
Dependent/Student	Dep to Age 26		Dep to Age 26		Dep to Age 26		
Participation Requirement	Current		Current				
Rates	Counts	Current	Renewal	Counts	Base Plan	Counts	Buy-Up Plan
Employee Only	205	\$5.42	\$5.22	137	\$4.21	68	\$7.15
Family	242	\$13.58	\$13.08	162	\$10.55	80	\$17.91
Estimated Monthly Premium		\$4,397	\$4,235		\$2,286		\$1,919
Estimated Annual Premium		\$52,770	\$50,826		\$27,430		\$23,028
Total Annual Premium		\$52,770		\$50,458			
Percentage Change From Current		-3.7%		-4.4%			
Underwriting Notes	Can be sold stand alone.		Dual option offering. Enrollment assumes 2/3 in the Base plan, 1/3 in the Buy-Up plan.				

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Warren County
Accident Plan Comparison
 December 1, 2021 Effective Date



	Current & Renewal
Benefits	Guardian
Employee Eligibility	Employees work 20+ hrs/wk
Spouse Eligibility	Employees work 20+ hrs/wk
Child Eligibility	To Age 25
Minimum Participation	5 Enrolled
Portability	Included
Type of Plan	On and Off the Job
Major Medical Required?	Yes

Accident Emergency Treatment Benefit	\$175
Dislocation Benefit	Up to \$4,400
Fracture Benefit	Up to \$5,500
Initial Accident Hospitalization Benefit	\$1,000 Non-ICU; \$2,000 ICU
Accident Hospital Income Benefit	\$165/day, for up to 365 days per accident
Accident ICU Benefit	\$165 per day, for up to 15 days per accident
Major Diagnostic Exam	\$150
Accident Follow-Up Treatment Benefit	\$50 (max 6 visits per accident)
Physical Therapy Benefit	\$25 (max 10 visits per accident)
Ambulance Benefit	Ground \$150 / Air \$1,000
Common Carrier Accidental Death	Employee: \$50,000 Spouse: \$25,000 Child: \$10,000
Automobile Accidental Death	Employee: \$25,000 Spouse: \$12,500 Child: \$5,000
Other Accidental Death	Employee: \$25,000 Spouse: \$12,500 Child: \$5,000
Accidental Dismemberment Benefit	25% - 100% of AD&D Benefit
Burns	\$0 - \$12,000
Lacerations	Up to \$400
Eye Injury	\$300
Emergency Dental Work	\$75 - \$300
Brain Concussion	\$75
Tendon, Ligaments, and/or Rotator Cuffs	1: \$500; 2 or more: \$1,000
Ruptured Discs and/or Torn Knee Cartilage	\$500
Major Surgery	\$150 - \$1,250
Appliance	\$125
Prosthetic Devices	1: \$500; 2 or more: \$1,000
Blood, Plasma, and Platelets	\$300
Transportation	\$500 (3 trips per accident)
Family Lodging	\$125/day, up to 30 days
Chiropractic Visits	\$25 (max 6 visits per accident)

	Current	Renewal
Employee	\$10.26	\$10.26
Employee + Spouse	\$16.09	\$16.08
Employee + Child(ren)	\$16.20	\$16.20
Family	\$22.03	\$22.02

Warren County
Voluntary Life Plan Analysis
 December 1, 2021 Effective Date



		Current & Renewal Guardian	
Benefits			
Rate Guarantee		December 1, 2022	
Benefit Amount			
Employee		Up to \$200,000 (Increments of \$10,000)	
Spouse		Up to \$50,000 (Increments of \$5,000)	
Child(ren)		14 Days to Age 26: \$10,000	
Guarantee Issue			
Employee		\$200,000	
Spouse		\$50,000	
Conversion		Included	
Portable		Included	
Waiver of Premium		Included	
Accelerated Benefit		50%	
Reduction Schedule		Reduces to 65% @ Age 65, 40% @ Age 70, 25% @ Age 75, 15% @ Age 80	
Participation Requirements		Current	
Monthly Rate per \$1,000		Current	Renewal
<30		\$0.094	\$0.094
30-34		\$0.099	\$0.098
35-39		\$0.136	\$0.136
40-44		\$0.191	\$0.190
45-49		\$0.305	\$0.304
50-54		\$0.507	\$0.506
55-59		\$0.787	\$0.786
60-64		\$1.213	\$1.212
65-69		\$2.407	\$2.406
70-74		\$4.596	\$4.596
75-79		\$4.596	\$4.596
AD&D		\$0.030	\$0.040
Child(ren)		\$0.150	\$0.160

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Warren County
Critical Illness Plan Analysis
 December 1, 2021 Effective Date



	Current & Renewal Guardian
Benefit Options	EE: \$10,000 Spouse: \$5,000 Child: \$2,500
Guaranteed Issue	Employee: \$10,000 Spouse: \$5,000
Participation	5 Enrolled
Major Medical Required?	Yes

End-Stage Renal Failure	100%
Heart Attack	100%
Stroke	100%
Carcinoma in situ	30%
Invasive Cancer	100%
Skin Cancer	\$250
Wellness Screening Benefit	\$50
Pre-Existing Condition Limitation	6/6

Monthly Rates per \$1,000	Current	Renewal
15-29	\$0.28	\$0.28
30-39	\$0.46	\$0.46
40-49	\$1.06	\$1.06
50-59	\$2.21	\$2.20
60-69	\$3.98	\$3.98
70-99	\$7.26	\$7.26

Warren County

MAPD (Medicare Advantage w/ Rx) Plan Analysis

January 1, 2022 Effective Date



Benefits	Current Humana Passive PPO		Renewal Humana Passive PPO		
	In-Network	Out-of-Network	In-Network	Out-of-Network	
Deductible	None		None		
Co-Insurance	Select Items		Select Items		
Out-of-Pocket Maximum	\$3,400		\$3,400		
Physician Services					
PCP Visits	\$10	\$10	\$10	\$10	
Specialist Visits	\$15	\$15	\$15	\$15	
Routine Adult Exam	Covered in Full	Covered in Full	Covered in Full	Covered in Full	
Preventive Services	Covered in Full	Covered in Full	Covered in Full	Covered in Full	
In-Patient Services	Covered in Full	Covered in Full	Covered in Full	Covered in Full	
Out-Patient Services					
Physician Services	Covered in Full	Covered in Full	Covered in Full	Covered in Full	
Facility Services	Covered in Full	Covered in Full	Covered in Full	Covered in Full	
Part B Drugs	\$20	\$20	\$20	\$20	
Diagnostic Testing					
Lab Services	Covered in Full	Covered in Full	Covered in Full	Covered in Full	
Radiology and Imaging	\$15	\$15	\$15	\$15	
Complex Imaging	\$50	\$50	\$50	\$50	
Emergency Care	\$75	\$75	\$75	\$75	
Urgent Care	\$25	\$25	\$25	\$25	
Telemedicine					
Primary Care	Covered in Full	N/A	Covered in Full	N/A	
Specialist Visits	\$15	N/A	\$15	N/A	
Urgent Care	Covered in Full	N/A	Covered in Full	N/A	
Physical, Speech and Occupational Therapy	\$15	\$15	\$15	\$15	
Home Health Care	Covered in Full	Covered in Full	Covered in Full	Covered in Full	
Prosthetic Devices and DME	10% Coins	10% Coins	10% Coins	10% Coins	
Diabetic Care					
Diabetic Supplies	\$10	\$10	\$10	\$10	
Insulin, Diabetic Medication	Covered Under Part D	Covered Under Part D	Covered Under Part D	Covered Under Part D	
DME (infusion pumps, glucose meters, etc.)	10% Coins	10% Coins	10% Coins	10% Coins	
Skilled Nursing Facility	Covered in Full	Covered in Full	Covered in Full	Covered in Full	
Hearing Services					
Hearing Exam	No Copay, \$70 Max Every 12 Months		No Copay, \$70 Max Every 12 Months		
Hearing Aids	\$500 Hearing Allowance Every 24 Months		\$500 Hearing Allowance Every 24 Months		
Vision Benefit					
Vision Exam	No Copay, \$70 Max Every 12 Months		No Copay, \$70 Max Every 12 Months		
Vision Hardware	\$100 Max Every 24 Months		\$100 Max Every 24 Months		
Preventive Dental	Discounts Available		Discounts Available		
Part D Prescription Drugs	\$0/\$0/\$30/\$50/\$50 Standard Pharmacy		\$0/\$0/\$30/\$50/\$50 Standard Pharmacy		
Health & Wellness	SilverSneakers, Counseling Services, Personal Health Coaching, HumanaFirst, Meal Program, Lifeline Alert Systems and Jenny Craig Weight Management, Go365, COVID-19 Care Package		SilverSneakers, Counseling Services, Personal Health Coaching, HumanaFirst, Meal Program, Lifeline Alert Systems, Go365, Post Discharge Transport (New), Home Care (New), Jenny Craig Weight Management No Longer Available		
Network	HUMANA		HUMANA		
Rates	Counts	2021 Base Rate*	2021 Actual Rate	2022 Renewal From Base Rate	2022 Renewal From Actual Rate
Employee Only	486	\$197.60	\$165.03	\$210.03	\$210.03
Estimated Monthly Premium		\$96,034	\$80,205	\$102,075	\$102,075
Estimated Annual Premium		\$1,152,403	\$962,455	\$1,224,895	\$1,224,895
Percentage Change From Current				6.3%	27.3%
Underwriting Notes	*2021 Humana Base Rate was \$197.60 minus premium credit of \$32.57 due to COVID-19, for a total rate of \$165.03. This was a 1-time credit.				

2021 - NOTICE OF INTENT TO FILL TRACKING

ITEM 1C

Personnel Center/ 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	Conlman	\$ 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	\$59.87/hour	\$ -	\$ -
1/29/2021	Health Services	Temporary Per Diem Senior Account Clerk (2642)	N/A	N	N/A	\$20.93/ hour	1/26/2021	DeCesare	\$20.93/hour	\$ -	\$ -
3/1/2021	Countryside	Part- Time Leisure Time Activities Aide (2646)	N/A	N	N/A	\$ 16,815.60	3/1/2021	Durkin	\$ 16,815.60	\$ -	\$ -
3/1/2021	Countryside	Senior Account Clerk (2647)	N/A	N	N/A	\$ 33,600.00	3/1/2021	Tennant	\$ 35,974.00	\$ 2,374.00	\$ -
2/4/2021	Emergency Services	County Fire Coordinator- Part Time (2644)	N/A	N	N/A	\$ 11,500.00	2/4/2021	Ouden	\$ 11,500.00	\$ -	\$ -
2/22/2021	Public Works	Engineer 1 #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	\$ 53,376.00	\$ 7,853.00	\$ (4,776.00)
1/29/2021	Health Services	Senior Account Clerk #1 (1538)	DeCesare	RT	\$ 43,536.00	\$ 33,600.00	vacant				
4/1/2021	Tourism	Tourism Development & Events Coordinator (2649)	N/A	N	N/A	\$ 61,855.00	4/26/2021	Hanifin	\$ 61,855.00	\$ -	\$ -
5/4/2021	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	7/19/2021	Gordon	\$ 35,491.00	\$ 1,891.00	\$ 724.00
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 (2429)	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	Raid	\$ 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	\$ (18,340.00)
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	7/27/2021	Szabo	\$ 43,605.00	\$ -	
4/1/2021	Health Services	RPN #31 (1597)	Bogardus	RS	\$ 48,104.00	\$ 47,523.00	vacant				
4/1/2021	Health Services	RPN #32 (2332)	Wescott	RS	\$ 59,222.00	\$ 47,523.00	vacant				
4/1/2021	Health Services	RPN #37 (1543)	Brouillette	RS	\$ 48,101.00	\$ 47,523.00	vacant				
4/1/2021	Health Services	RPN #40 (2624)	N/A	N	N/A	\$ 47,523.00	vacant				

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Personnel Cmte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
4/1/2021	Health Services	WIC Assistant (1582)	Stockwell	RS	\$ 31,099.00	\$ 30,520.00	vacant				
4/1/2021	Health Services	Infant Feeding Advocate-Part Time (2081)	Langwerthy	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	\$ -	\$ (379.00)
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 (2236)	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	4/1/2021	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	Menroe	\$ 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	\$ -	\$ (28,946.00)
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	LaFarr	\$ 42,373.00	\$ -	\$ (3,748.00)
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)	Calhill	RS	\$ 30,609.00	\$ 43,390.00	5/3/2021	Vachon	\$ 43,390.00	\$ -	\$ (7,219.00)
4/1/2021	Social Services	Social Welfare Examiner #21 (1729)	Palumbo	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	Bellizzi-Sharron	\$ 49,554.00	\$ 3,062.00	\$ -
5/24/2021	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 (1259)	Menegan	RS	\$ 33,600.00	\$ 33,600.00	5/10/2021	Allen	\$ 33,600.00	\$ -	\$ -
4/29/2021	Public Works	MEO (L) #16 (1260)	Rounds	PR	\$ 34,179.00	\$ 33,600.00	7/26/2021	Huntley	\$ 35,491.00	\$ 1,891.00	\$ 1,312.00
5/22/2021	Sheriff	Patrol Officer #22 (1408)	Benson	RT	\$ 71,319.00	\$ 42,373.00	7/12/2021	Keshr	\$ 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	Fayler	\$ 43,390.00	\$ -	\$ (578.00)
6/3/2021	District Attorney	Crime Victim Specialist (2652)	Johr	RS	\$ 58,617.00	\$ 40,954.00	6/21/2021	Choppa	\$ 41,533.00	\$ 579.00	\$ (17,084.00)
6/3/2021	Office for the Aging	Services Assistant - OFA #1 (2653)	N/A	N	N/A	\$ 33,600.00	6/21/2021	McCarthy	\$ 33,363.00	\$ 1,765.00	\$ -
6/3/2021	Office for the Aging	Services Assistant - OFA #2 (2654)	N/A	N	N/A	\$ 33,600.00	7/14/2021	Coulter	\$ 33,600.00	\$ -	\$ -
6/3/2021	Office for the Aging	Services Assistant - OFA PT (2655)	N/A	N	N/A	\$ 16,800.00	6/21/2021	Cabana	\$ 16,800.00	\$ -	\$ -
6/3/2021	Countryside	Case Manager (2656)	N/A	N	N/A	\$ 44,384.00	7/5/2021	Darcy	\$ 46,182.00	\$ 1,798.00	\$ -
6/3/2021	District Attorney	6th Assistant District Attorney (1063)	Gebro		\$ 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	\$ 30,320.00	6/3/2021	Cuviano	\$ 30,320.00	\$ -	\$ (1,656.00)
6/3/2021	District Attorney	Legal Clerk #2 (2580)	Choppa	PR	\$ 31,099.00	\$ 30,320.00	6/23/2021	DeFalco	\$ 30,320.00	\$ -	\$ (579.00)
6/3/2021	Health Services	RPN #22 (2549)	Gutowski	RS	\$ 53,376.00	\$ 47,523.00	vacant				
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-Dashnaw	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	RS	\$ 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	N	N/A	\$ 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)

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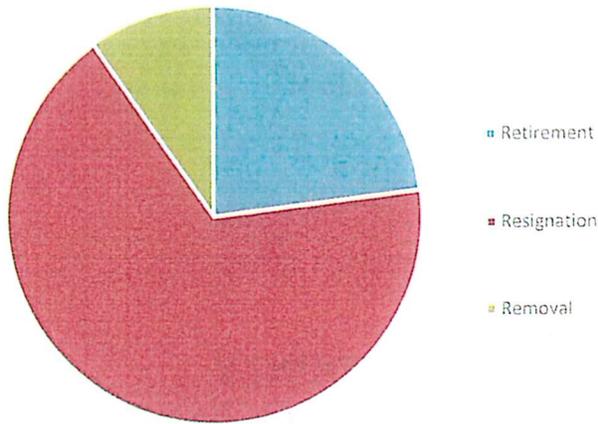
Personnel Cntrl/ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
6/3/2021	Social Services	Caseworker #13 (1679)	Ravmond	RS	\$ 50,609.00	\$ 43,390.00	6/28/2021	Flower	\$ 43,390.00	\$ -	\$ (7,219.00)
6/3/2021	Social Services	Caseworker #34 (2407)	Chynes	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)	Rothemel	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	N/A		vacant				
6/29/2021	Public Defender	Assistant Public Defender - PT (2658)	N/A	N	N/A	\$ 44,454.00	7/19/2021	Ferguson	\$ 44,454.00	\$ -	\$ -
6/29/2021	Social Services	Caseworker - PT Temp (2659)	N/A	N	N/A	\$ 43,390.00	vacant				
6/29/2021	Social Services	Intake Clerk #8 (2660)	N/A	N	N/A	\$ 29,333.00	vacant				
6/29/2021	Social Services	Intake Clerk #9 (2661)	N/A	N	N/A	\$ 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	Mensline 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	\$ 39,524.00	\$ 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	8/2/2021	Muore	\$ 38,214.59	\$ 3,226.59	\$ (5,896.41)
6/29/2021	Social Services	Intake Clerk (1754)	Luzzi	PR	\$ 30,947.00	\$ 29,333.00	vacant				
7/29/2021	District Attorney	9th Assistant District Attorney	N/A	N	N/A	\$ 66,563.00	vacant				
7/29/2021	County Attorney	Legal Assistant #2 (1129)	Carbery	RS	\$ 45,000.00	\$ 49,091.00	6/14/2021	Morgan	\$ 49,091.00	\$ -	\$ 4,091.00
7/29/2021	Countryside	Cook #3 (2600)	Wood	RS	\$ 29,333.00	\$ 30,983.00	vacant				
7/29/2021	County Clerk	Legal Recording Clerk (1119)	Baker	RS	\$ 41,537.00	\$ 35,491.00	vacant				
7/29/2021	Office of Emergency Services	County Fire Coordinator- Part Time (2644)	Ogden	RM	\$ 11,500.00	\$ 11,500.00	vacant				
7/29/2021	Probation	Probation Assistant (1313)	Intauro	RT	\$ 44,902.00	\$ 35,491.00	vacant				
7/29/2021	Probation	Senior Probation Officer #4 (2387)	Murray	RT	\$ 64,537.00	\$ 52,345.00	vacant				
7/29/2021	Probation	Probation Officer Trainee	N/A	N	N/A	\$ 45,831.00	vacant				
7/29/2021	Public Defender	7th Assistant Public Defender (2419)	Fredette	RS	\$ 63,393.00	\$ 63,393.00	vacant				
7/29/2021	Public Works	Automotive Parts Shop Specialist (2246)	Congel	RS	\$ 48,035.00	\$ 38,251.00	vacant				
7/29/2021	Public Works	MEO (L) #5 (1264)	Lamb	RS	\$ 36,102.00	\$ 35,491.00	vacant				
7/29/2021	Public Works	MEO (L) #12 (1248)	Barlow	PR	\$ 35,365.00	\$ 35,491.00	vacant				
7/29/2021	Public Works	MEO (L) #13 (1263)	Morehouse	PR	\$ 42,036.00	\$ 35,491.00	vacant				
7/29/2021	Public Works	Highway Construction Supervisor #4 (2393)	Ross	RT	\$ 47,959.00	\$ 41,003.00	vacant				
7/29/2021	Sheriff	Communications Officer #19 (2185)	Oswald	RS	\$ 52,834.00	\$ 41,740.00	7/8/2021	Viele	\$ 41,740.00	\$ -	\$ (11,094.00)
7/29/2021	Social Services	Senior Caseworker #3 (1681)	Flewelling	RS	\$ 54,186.00	\$ 49,108.00	vacant				
7/29/2021	Social Services	Caseworker #14 (1655)	McKinney	PR	\$ 48,891.00	\$ 43,831.00	vacant				
7/29/2021	Social Services	Caseworker #6 (1652)	Seigfreid	RS	\$ 48,891.00	\$ 43,831.00	vacant				
7/29/2021	Social Services	Staff Development Coordinator (N/A	N	N/A	\$ 43,831.00	7/30/2021	Millis	\$ 56,137.00	\$ 10,306.00	\$ -
7/29/2021	Social Services	Caseworker #26 (1705)	Millis	PR	\$ 56,137.00	\$ 45,831.00	vacant				
7/29/2021	Treasurer	Senior Account Clerk #4 (1806)	Callanan	RS	\$ 33,600.00	\$ 33,600.00	vacant				
									TOTALS	\$ 142,870.59	\$ (279,029.41)

Warren County Department of Human Resources



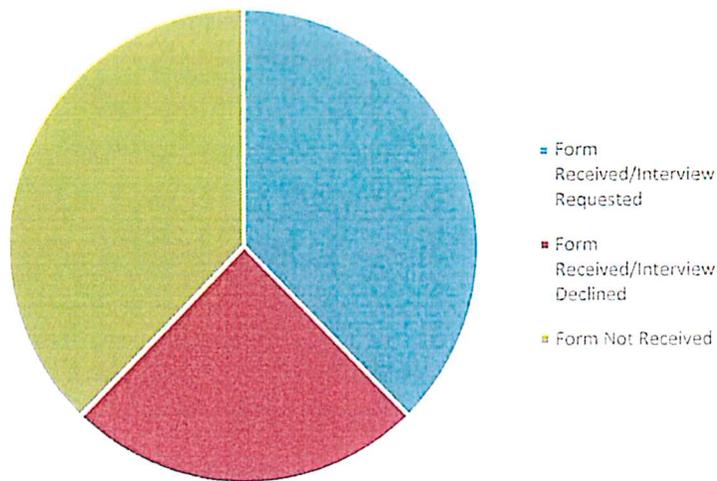
Separations through July 31, 2021

Retirement	14
Resignation	41
Removal	6
Total	61

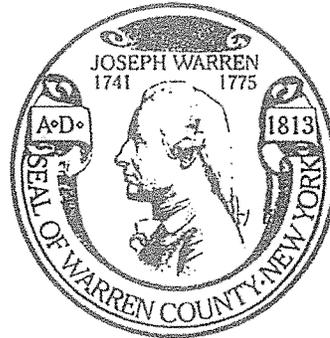


Exit Interviews through July 31, 2021

Form Received/Interview Requested	23
Form Received/Interview Declined	15
Form Not Received	23



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



WARREN COUNTY
OUT-OF-UNIT EMPLOYEE BENEFITS
POLICY

SECTION 1. SALARY AND COMPENSATION PLAN

A. All employees outside the bargaining units shall be compensated according to the Warren County

Salary and Compensation Plan adopted by the Board of Supervisors and according to such further Resolutions as may be adopted by the Board from time to time. For the purposes of computing salaries and where applicable, overtime and other benefits, the annual salary of all employees outside the bargaining units (with the exception of the appointed and executive employees) shall be divided by 2,080 hours. The salaries of all appointed and executive employees outside the bargaining units shall be divided by 1,820 hours as set forth in Res. 439 of 2010.

SECTION 2. WORKDAY, WORKWEEK, OVERTIME

- A. **Regular Hours.** The regular hours of work in each day shall not exceed eight hours, except that the hours worked when attending an authorized out-of-town conference, training class, seminar or similar educational class may be more than eight hours but not more than 11 hours when the Department Head (or designee) and the employee agree that the time worked over eight hours (not more than 11), will be taken as authorized time off later in the same workweek. Agreement by the Department Head and employee must be in writing using a form provided by the County Attorney. If an agreement is not reached it is understood that the Department will either pay overtime or not authorize/require the employee to attend the conference, training class, seminar or similar education class for more than eight hours.
- B. **Overtime.** Overtime must first be authorized by the Department Head. When an employee who is required under law to receive overtime pay is authorized or required by the Department Head to work in excess of 40 hours per week, or more than eight hours in one day, that employee shall be entitled to receive compensation at the rate of time and one-half of their hourly rate of pay, except no overtime compensation shall be required under circumstances where an agreement is reached pursuant to division A. above.
- C. **Flex Time.** In addition to the foregoing, the regular hours in each day for all departments in which non-exempt employees outside the bargaining unit work shall not exceed eight (8) hours per day except where an employee and a Department Head agree that the employee may work in excess of eight (8), but not more than ten (10) and take authorized time off later in the same work week on an hour for hour basis. Hours worked under this provision must be tracked and marked as flex time on the employee timesheet. The employee shall not be entitled to overtime pay for the hours used as flex time.
- D. **Compensatory Time.** Notwithstanding the foregoing provisions of this section, non-exempt employees may elect to take time off duty in lieu of payment for overtime that they are requested or required to work. Compensatory time off shall be at the rate of one

and one-half hours off for each hour worked. The elections to accrue and take compensatory time off will be made in writing on forms prescribed by the County Administrator. In the absence of such election, the overtime work will be paid for at the regular overtime rate. Requests for compensatory time off shall be granted in the order that they are received. In the event that more than one request is received at the same time, seniority shall govern. Requests for compensatory time off shall not be made more than thirty (30) days in advance. An employee may accumulate up to forty (40) hours of compensatory time off in lieu of overtime. All accumulated and unused compensatory time off shall be paid to the employee by separate check in the last payroll in each calendar year. The employee shall thereafter be allowed to once again start to accrue time for the following year. Any such payment that is in excess of \$50 will be made by separate check. Approval of requests for use of compensatory time shall be conditioned upon the needs of the employee's department as determined in the sole discretion of the Department Head or designee.

E. **Call in Pay.** Beginning January 1, 2020, the County will provide a guarantee of 1-hour call-in time at the rate of time and one-half whenever an overtime eligible employee is required and authorized to perform necessary work outside of normal working hours and when the time worked does not immediately precede a normal work shift or immediately follow a normal work shift.

~~F. **Miscellaneous Compensation.** The County will reimburse an employee required by the County to use his/her private automobile for County business at the rate allowable by Internal Revenue Service rules as amended from time to time.~~

SECTION 3. DEFINITION OF EMPLOYEES

The following definitions shall apply:

Administrative Employee. Employees responsible for department activities in the absence of the Department Head or Deputy Department Head and who assist in the enforcement of departmental policies and regularly exercise discretion and independent judgment with authority to make important agency decisions. ~~NOTE: Administrative positions are NOT subject to agency fee provisions.~~

Executive Employee. A Department Head or Deputy Department Head. ~~NOTE: Executive positions are NOT subject to agency fee provisions.~~

Full-time Employee. A person who is employed by the County for a 12-month period of time and who works 35 hours per week or more.

Less than Half-time Employee. A person who is employed by the County for a 12-month period and works less than 20 hours per week.

Part-time Employee. A person who is employed by the County for a 12-month period and who works less than 35 hours per week but more than 20 hours per week.

Professional Employee. Employees performing work which requires knowledge of an advanced type in a position where the employees' invention, imagination, and talent in a specialized field is required for project completion. Employees perform work which is unique to a career field (i.e., Law, Medicine, Planning), as distinguished from clerical, manual, mechanical or physical duties. ~~NOTE: Professional positions are NOT subject to agency fee provisions.~~

Temporary Employee and Seasonal Employee. A person who is employed for a particular program or project for a period not exceeding six months.

SECTION 4. FRINGE BENEFITS

Part-time employees as herein defined shall receive fringe benefits in the same proportion as the ratio of the number of hours the employee works to the number of hours in the regular workweek. Less than part-time employees including less than half-time and temporary or seasonal employees shall receive no fringe benefits.

SECTION 5. HOLIDAYS.

A. **Paid Holidays.** All employees in County service shall be entitled to the following paid holidays:

1. New Year's Day;
2. Martin Luther King's Birthday;
3. President's Day;
4. Memorial Day;
5. Independence Day;
6. Labor Day;
7. Columbus Day;
8. Veteran's Day;
9. Thanksgiving Day;
10. Christmas Day.

B. **Holiday Pay.**

In order to be paid for a holiday, the employee must work the employee's last scheduled workday before and after the holiday, except with the approval of the applicable Department Head or designee. In the event an employee at a County facility operating seven days a week shall be denied holiday pay by reason of this provision, the employee shall have the right, within the same payroll period of the holiday or the payroll period immediately following

said payroll period, to appeal the denial to the Human Resources Director who shall determine whether the employee shall be paid for the holiday. In making a decision, the Human Resources Director shall allow the employee, the employee's immediate supervisor or other designated representative and Administrator to be heard. The Human Resources Director shall render the decision in writing and shall include the basis or rationale for the decision. The decision shall be delivered to the employee, the employee's supervisor or designee and the Administrator.

C. Working on Holidays.

When a non-bargaining unit, Fair Labor Standards Act exempt employee is required, as part of the customary work schedule, to work on one of the officially-designated county holidays, or if such an employee is called to work on such a holiday, the employee shall be compensated at such employee's regular salary rate for the payroll period and receive leave credit for a full work day to be used within six months of the date of such accrual with the department head's prior approval (which approval shall not be unreasonably withheld). If such employee's normally scheduled day off falls on the official holiday, the employee shall likewise accrue one full work days' leave to be used within six months upon prior approval of the department head (which such approval shall not be unreasonably withheld).

D. Weekend Holidays.

1. Full-time employees will be paid the regular weekly salary without deduction when one (1) of the above holidays is observed during the workweek.
2. Part-time employees will be paid at their regular wage for the day when a holiday falls or is observed within their respective workweek schedule.
3. Temporary and seasonal employees as defined herein will be paid their regular wage for the day where a holiday falls or is observed within their respective workweek schedule.
4. If a holiday falls on a Sunday, it will be observed on the next day thereafter. If it falls on a Saturday, it will be observed on the preceding Friday.
5. If a holiday falls on any other day, the General Construction Law and amendments then in effect will govern the day of its observance.
6. If a holiday falls during a vacation period, the day will not be charged against the employee's vacation credits. Vacation days are charged solely against working days.
7. Any employee not in an executive, administrative or professional position who is required to work on one(1) of the scheduled holidays shall be paid time and one-half ($\frac{1}{2}$) plus the holiday pay if the holiday falls during the employee's regular workweek schedule. Election Department employees shall be given an additional day off if required to work on Election Day.

8. Any employee not in an executive, administrative or professional position who is called into work on a contract holiday shall be paid time and one-half (1/2) plus the holiday pay.

For the purposes of this Section the day to be considered the holiday shall be the day observed by the County as the holiday irrespective of whether such day is the actual holiday. This regulation shall be waived for the following holidays: New Year's, Christmas and Independence Day. On such holidays, the day to be considered the holiday shall be the day on which the holiday actually falls.

E. Floating Holidays.

Subject to the provisions herein, full-time employees shall be entitled to two additional days of with pay at their usual daily rate. These days shall be known or referred to as "floating holidays" and shall be used within restricted periods of time. One floating holiday shall be taken between January 1st and June 30th of each year. The other shall be taken between July 1 and December 31 of each year. The days may be used in conjunction with vacation or personal days. Rules concerning scheduling and/or use shall be the same as those applicable to vacation days. The days must be taken. Days earned and not taken through no fault of the employee shall be treated in the same manner as vacation days not taken under the same circumstances. Part-time employees shall receive the benefit of the floating holidays in the same proportion as the ratio of the number of hours the employees work to the number of hours in the regular work week. In their first year, a new employee shall be entitled to the floating holidays provided that the new employee was on the payroll at the time of the actual Lincoln's Birthday holiday or Election Day.

SECTION 6. VACATION, SICK LEAVE, PERSONAL LEAVE, BEREAVEMENT

LEAVE. A. Vacation Leave.

Employees Hired after January 18, 2013. All full-time and part-time employees commencing work on or after January 18, 2013 shall accrue leave from the date of hire on a pro-rated bi-weekly basis. Vacation time will be earned in the amounts outlined in the table in item number 2. Any leave time accrued shall not be considered earned until the newly hired employees have completed six (6) months of continuous service. Once six (6) months continuous service has been completed, the employee may use any of the accrued time or continue to save the time for future use in accordance with other applicable provisions of this agreement. If a new employee shall not complete six (6) months continuous service, the accrued time shall not be considered earned and shall not be payable to the employee upon termination or otherwise leaving the County. Any employee beginning work with Warren County shall always accrue all vacation time provided for herein on a pro-rata bi-weekly basis and such vacation time must be used

not later than eighteen (18) months from the time earned or the vacation time shall be forfeited or lost and no compensation shall be made to the employee.

Employees Hired Prior to January 18, 2013. All full-time County employees hired prior to January 18, 2013 shall be entitled to a vacation with pay after completing one (1) years of total continuous service as follows:

1 year of service	10 working days
3 years of service	11 working days
4 years of service	12 working days
5 years of service	13 working days
6 years of service	14 working days
7 years of service	15 working days

An additional day of vacation shall be added each year until a maximum of twenty (20) working days are attained.

Vacation credits shall be computed from the day of entry into County service and computed on January 1st of each year. For the purpose of determining the effective date of earned vacation the period of service shall be computed from the 1st day of January in the year the employee was first appointed.

Vacations shall be scheduled with the approval of the employee's Department Head, which approval shall not be unreasonably withheld. All vacations shall be taken in the calendar year during which the employee becomes entitled thereto. Vacation credits shall not be carried over from one (1) calendar year to another or used in whole or in part any year except the year in which it is due; provided, however, that the County will allow an employee: 1) to carry part of the vacation time earned in one calendar year over into the succeeding calendar year upon advance notice to the Department Head, and solely as a continuation of a planned trip commenced in the twelfth (12th) month of the calendar year; or 2) to carry over up to five (5) vacation days, not taken through any fault of the employee, into the succeeding calendar year, upon notice to the Department Head by December 1st of the current calendar year, to be taken no later than June 1st of the succeeding calendar year.

Vacation Provisions Applicable Regardless of Date of Hire:

1. Vacation leave may be taken in one-hour increments. A vacation day taken the day before or day after a holiday must be approved in advance by the Department Head.

2. The period of employment referred to above shall be for a period of total service in Warren County employment. Vacation credits shall be computed from the day of entry into County service.
3. A day of vacation shall be a working day.
4. All vacation time must be taken with the time frames provided and any time not so taken shall be forfeited or lost and no compensation shall be made to any employee, except that vacation time earned and not taken shall be paid to the employee upon application to the Warren County Board of Supervisors and a finding by such Board that 1) in the case of an employee who is not a Department Head that the employee was requested to not take vacation time or was affirmatively denied the opportunity to take vacation time at any time during the time frames herein provided by the Department Head or 2) in the case of a Department Head, the Department Head was requested by the Board of Supervisors to not take vacation or was affirmatively denied the right to take vacation or 3) with regard to any employee injury or disability prevented the use of vacation time. The application provided for herein must be made within 6 months of the end of the year in which the use of vacation time was earned and payment, if awarded, will be at the rate earned. Failure to make such an application shall constitute forfeiture and/or waiver of right to be compensated for qualifying unused vacation time and the County shall have no continuing liability therefore.
5. Time earned and not otherwise taken through no fault of the employee as provided herein, shall be paid to an employee at the time of termination of service.
6. Part-time employees and full-time employees who work less than forty (40) hours per week will be entitled to vacation credits based on their regular workday and regular workweek.
7. In order to be paid for a vacation day, the employee must work the employee's last scheduled work day before and after the vacation day, except with the employee's supervisor's approval.

B. Sick leave.

1. Absence from duty by an employee by reason of sickness or disability of himself or herself shall be considered "sick leave".
2. ~~A new full-time employee who is paid on an annual basis and was hired after January 18, 2013~~ Employees shall be entitled to sick leave with pay on the basis of ten (10) working days in each year. The ten (10) working days per year allowed to an employee for sick leave will be earned at the rate of one (1) day of sick leave for each month of employment except for the sixth and twelfth months during the year of employment

where no days will be earned. Such sick leave with pay shall be granted to the employee by the Department Head. The Human Resources Director may require a physician's statement for any absence of more than three (3) consecutive days.

~~3. All full-time employees who are paid on an annual basis and were hired prior to January 18, 2013 shall be entitled to sick leave with pay on the basis of one (1) working day per month and no more than twelve (12) working days in each year. Such sick leave with pay shall be granted to the employee by the Department Head. The Human Resources Director may require a physician's statement for any absence of more than three (3) consecutive days.~~

~~4.3.~~ Employees shall be allowed to take sick leave in no less than one (1) hour intervals.

~~5.4.~~ Absence from duty by an employee by reason of sickness or disability of an immediate member of employee's family shall also be considered "sick leave", provided, however, 1) the sickness or disability of the immediate family member must require the physical presence and actual assistance of the employee; 2) a full-time employee may use no more than 10 or the maximum number of sick leave days the employee has available for use, whichever is less, in any calendar year for immediate family member sickness or disability and the number of days available for use by the part-time employee shall be that portion of 10 days which is in the same proportion to the number of hours worked when compared to full-time employees and in no event shall exceed that the employee has accrued; 3) the use of sick leave for immediate family sickness or disability shall be subject to the same rules of use as are applicable to the employee's use of sick leave for employee's own sickness or disability including disciplinary action should the sick leave not be used in accordance with the rules specified herein; 4) the use of sick leave for immediate family member sickness or disability shall be subtracted from or charges to the employee's sick leave balance in the same manner as if used for the employee's own sickness or disability; and 5) immediate family member shall mean parent, spouse, sibling, child, grandparent, grandchild, parent-in-law, step-family relationships ~~mother, father, husband, wife, brother, sister, child, grandparent, grandchild, mother-in-law, father-in-law~~, and any relative or person residing in the immediate household of the employee.

~~6.5.~~ No employee shall receive any part of their compensation while absent from duty because of sickness or disability except as herein provided.

~~7.6.~~ The days allowed to an employee for such leave with pay may be accumulated to a maximum of one hundred sixty-five (165) days, and may be kept for future sick leave with pay.

~~8.7.~~ In the event that any employee utilizes the sick leave benefits provided by this Section while not actually sick, such employee will be subject to disciplinary proceedings.

~~9.8.~~ Any employee hired prior of January 18, 2013 who is not represented by a union or collective bargaining agreement, with the exception of Sheriff's Office employees and

elected officials, who has not used all of their accumulated sick leave at the time of retirement, they shall be paid in cash at the hourly rate then in effect, for one-half ($\frac{1}{2}$) of the accumulated sick leave to their credit, with a maximum of seventy (70) days to be paid in cash.

~~40.9.~~ Any employee hired after January 18, 2013 who is not represented by a union or collective bargaining agreement, with the exception of Sheriff's Office employees and elected officials, will receive no sick leave cash payout for unused sick time.

~~41.~~ Any bargaining unit employee of the Sheriff's Office who has not used all of his/her accumulated sick leave at the time of his/her retirement shall be paid in cash at the hourly rate then in effect, for one-half ($\frac{1}{2}$) of the accumulated sick leave to his/her credit, with a maximum of ninety (90) days to be paid in cash.

~~42.~~ 10. Part-time employees will earn sick leave' credits based on their workday and workweek.

~~43.~~ 11. Less than half-time, temporary and seasonal employees shall not be entitled to receive sick leave credits.

C. Personal leave.

1. Personal leave is leave with pay for personal business, including religious observance, without charge against accumulated vacation credits.
2. Full-time employees in County service shall be entitled to personal leave not exceeding a total of three days in each year.
3. Part-time employees will earn personal leave credits based on their workday and workweek.
4. Less than half-time, temporary and seasonal employees shall not be entitled to personal leave credits.
5. Personal leave shall not be cumulative and no part thereof shall be carried over from one calendar year to another. Unused personal leave shall not be liquidated in cash at the time of separation, retirement or death.
6. Personal leave shall be granted only by prior approval of the Department Head and only at a time convenient to the Department, and may be taken in multiples of not less than one hour.
7. An employee shall not be entitled to personal leave time until after four months of continuous employment.
8. Each new full-time permanent employee shall be credited with one day of personal leave after four months of continuous employment and one additional day of personal leave after eight months of continuous employment and by an additional day of

personal leave at the end of the tenth month of employment, except all new employees shall have three personal leave days credited as of January 1, whether they have completed ten months of service or not.

D. Leave of absence.

1. **Military leave.** County employees who are members of military reserve units and are required to go on active duty for training purposes shall be entitled to leave without loss of pay for such time as is necessary to fulfill such military training obligation, but not exceeding 30 workdays per calendar year. Payment shall not be made to such employee unless a copy of the military orders is submitted to the Department Head. Military leave may be taken intermittently.
2. **Medical leave, education leave and family leave.**
 - a. To request a leave of absence under the Family and Medical Leave Policy, please refer to the Family and Medical Leave Policy for Warren County Employees found in Resolution 217 of 2015.
 - b. Extension of authorized medical leave will be granted after an approval by the Department Head and the Personnel Committee of Warren County.
 - c. Unpaid educational leave may be requested up to a period not to exceed 10 months.
 - d. All requests for leave shall be approved by the Department Head and the County Director of Human Resources prior to the granting of leave. Employees shall receive a reason in writing for any denial of a request for leave.
 - e. Upon termination of an authorized leave of absence, the employee will be reinstated without interruption of service, rights and benefits.
 - f. In the event an employee is reinstated in their old position within two months from the date they resigned or for any reason has left the position, they will be reinstated with all of their accumulative rights and benefits as if no interruption in service has occurred.

E. Bereavement leave and funeral leave.

1. Employees may be absent from work without loss of pay by reason of death in the immediate family up to a maximum period of three (3) working days, commencing from the date of death of the family member or day before the funeral. Immediate family includes only parent, spouse, sibling, mother, father, husband, wife, brother, sister, child, grandparent, grandchild, mother-in-law, father-in-law, parent-in-law, and any relative or person residing in the immediate household of the employee.

2. Employees may be absent from work without loss of pay for one day to attend the funeral of the employee's ~~child-in-law, sibling-in-law, brother-in-law, sister-in-law,~~ or grandparent-in-law.
 3. When extreme weather conditions will not allow for a burial until spring, an employee may reserve and schedule a day of the bereavement leave discussed above for such reason.
- F. Employee approval. The employer shall not have the right to charge any employee's leave credits without that employee's approval.
- G. No discrimination. The County shall administer the policies set forth in this Resolution in a manner which will be fair and impartial to all employees and there shall be no discrimination against any employee because of age, race, creed, color sexual orientation, national origin military status, sex, disability, predisposing genetic characteristics, or marital status.

SECTION 8. HEALTH INSURANCE AND DENTAL INSURANCE PLANS.

A. Employee Eligibility.

Warren County employee shall be eligible for coverage under the Warren County Health Insurance Plan if any of the following conditions apply:

1. Said employee is employed at a rate of at least thirty (30) hours per week on a regularly scheduled basis, or
2. Is employed less than thirty (30) hours per week:
 - a. Is a paid elected official; or
 - b. Is a paid member of a public legislative board.
3. Health insurance benefits for full-time (30+ hours per week) non-bargaining unit employees who began work with Warren County prior to December 21, 2012 shall be as follows:
 - a. Effective ~~June 1, 2017~~ December 1, 2021, the County shall offer health insurance to current full-time employees not part of any collective bargaining unit on an individual, two-person or family coverage basis (depending on the qualifications and election of the employee) provided that the employee contributes ~~fifteen~~ twenty percent (~~+520%~~) of the health insurance premium. Commencing December 1, ~~2017~~ 2022, the amount of the aforesaid contribution shall be increased to ~~seventeen-twenty-one~~ seventeen-twenty-one percent (~~+721%~~). Commencing December 1, ~~2018~~ 2023, the amount of the aforesaid contribution shall be increased to ~~eighteen-twenty-two~~ eighteen-twenty-two percent (~~+822%~~).

- b. All health insurance coverage shall be afforded with the maximum co-pay of 25/40 for office co-pays and 10/30/50 for drug plan co-pays.
 - c. The health insurance coverage option(s) afforded eligible retirees under 65 years of age shall be the same as that provided to eligible active employees. The Health Insurance coverage option(s) afforded eligible retirees 65 years of age and older shall be through Medicare Advantage Plans or similar plans offered to eligible Union employee retirees with the same status;
 - d. The County will offer coverage to full-time non-bargaining unit employees who retire, provided that said employee a) has at least ten (10) years of total service as a Warren County employee; b) has retired under the New York State Retirement System or is retired and is receiving or will receive Social Security Benefits and would have been eligible to retire and receive benefits under the New York State Retirement System if the employee had been a participant in said Retirement System; c) is enrolled in the Warren County Health Insurance Plan at the time of retirement; d) the contribution to be paid toward the health insurance premium by all eligible retirees under the age of sixty-five (65) shall be the amount equivalent to the amount paid by active eligible employees and may be increased or otherwise changed from time-to-time; e) the contribution to be paid by current active eligible employees who become retirees sixty-five (65) or older, after August 16, 2013 and who began employment with Warren County prior to December 21, 2012, shall be a percentage equal to that percentage being contributed by active full-time employees commencing work prior to December 21, 2012, as may be increased or otherwise changed from time-to-time.
 - e. Two members of the same family employed by the County may only be enrolled in one (1) health insurance plan. However, if two (2) members of the same family employed by the County are eligible to be enrolled in a two-person plan, each employee may enroll in their own individual plan but the County will contribute a maximum total amount equal to the County's contribution to a two-person plan.
4. Health insurance benefits for new full-time (30+ hours per week) non-bargaining unit employees beginning work with Warren County on or after December 21, 2012 shall be as follows:
- a. Effective ~~June 1, 2017~~ December 1, 2021, the County shall offer health insurance to current full-time employees not part of any collective bargaining unit on an individual, two-person or family coverage basis (depending on the qualifications and election of the employee) provided that the employee contributes ~~twenty-two~~ twenty-five percent (~~22~~ 25%) of the health insurance premium. ~~Commencing December 1, 2017, the amount of the aforesaid contribution shall be increased to twenty-four percent (24%). Commencing December 1, 2018, the amount of the aforesaid contribution shall be increased to twenty-five percent (25%).~~

- b. All health insurance coverage shall be afforded with the maximum co-pay of 25/40 for office co-pays and 10/30/50 for drug plan co-pays.
- c. The County will offer health insurance Medicare Advantage plans or similar plans to fulltime non-bargaining unit employees who retire, provided that said employee a) retires from the New York State Retirement Plan; b) had insurance coverage in the previous ninety (90) day period; c) is sixty-five (65) years of age or older; d) has at least twenty (20) years total full-time county service; e) pays a percentage equal to that shared percentage being contributed by active fulltime employees commencing work on or after December 21, 2012, as may be increased or otherwise changed from time to time. If the employee leaves County service before reaching the age of sixty-five (65), the employee shall not be entitled to continue health insurance through Warren County. Once the employee who leaves the County reaches sixty-five (65) years, assuming all other eligibility criteria outlined above are met, the employee may then elect to receive benefits outlined above.
- d. Two members of the same family employed by the County may only be enrolled in one (1) health insurance plan. However, if two (2) members of the same family employed by the County are eligible to be enrolled in a two-person plan, each employee may enroll in their own individual plan but the County will contribute a maximum total amount equal to the County's contribution to a two-person plan.

B. Coverage in Retirement.

1. Eligibility in retirement is as set forth in Section 1. Employees with at least 10 years total service as a Warren County employee, vested status who leaves County employment prior to retirement under the New York State Retirement System may continue coverage in Warren County Health Insurance Plan by paying both the employer and employee shares of the health insurance premium. After retirement begins, said employee shall be liable for only the employee share of the premium.
2. An active employee who is eligible for coverage and has elected not to enroll in the County Plan during their active employment may enroll in the Plan at any time prior to retirement during an open enrollment period.
3. A covered employee or retired employee who fails to remit the required premiums shall be terminated from coverage.
4. An employee who is eligible for coverage at the time of retirement and who elects not to continue coverage or to not enroll for coverage as a retired person shall be eligible to enroll for coverage after retirement provided such employee has at least twenty (20) years of total service as a Warren County employee.

C. Death of an Employee While in Service.

The surviving spouse and minor children of a Warren County employee who dies while in service and prior to retirement shall be eligible for continued coverage under the Warren County Health Insurance Plan and shall pay only the employee share of the premium under the following conditions:

1. the deceased employee had at least ten (10) years of total service as a Warren County employee; and
2. the deceased employee was vested under the New York State Retirement System at the time of death.

D. Death of Retiree

The surviving spouse and minor children of a retired Warren County employee shall be eligible for continued coverage under the Warren County Health Insurance Plan and shall pay only the employee share of the premium under the following conditions:

1. the deceased employee had at least ten (10) years of total service as a Warren County employee; and
2. the deceased employee had retired and was eligible for or receiving benefits under the New York State Retirement System at the time of death.

“Continued coverage” as used in this Resolution shall mean the coverage available to all Warren County employees and members of the employee’s family.

SECTION 9. RETIREMENT PLANS AND DEATH BENEFITS.

A. Retirement - generally.

Retirement benefits and death benefits, to the extent available, are provided through the New York State and Local Employees’ Retirement System. Information concerning the nature and extent of the retirement benefits may be obtained through the Human Resources Department and/or from the New York State and Local Employees’ Retirement System.

B. Career retirement plan.

The County has adopted a Resolution providing for a Career Retirement Plan for County-employees pursuant to N.Y. Retire. & Soc. Sec. Law § 75-i. The foregoing shall be amended to the extent necessary to reflect changes in the N.Y. Retire. & Soc. Sec. Law as it applies to so-called “Tier Three” category employees. Such plan shall become effective upon compliance with applicable New York State laws and implementation by the New York State Retirement and Social Security System.

C. Guaranteed ordinary death benefit.

The County has adopted a Resolution providing for a guaranteed ordinary death benefit under N.Y. Retire. & Soc. Sec. Law § 60-b as amended by the Laws of 1970 which provides, for County employees who qualify, a guaranteed minimum death benefit of three times the annual rate of pay but limited to \$20,000.

SECTION 10. MISCELLANEOUS

PROVISIONS. A. Coffee breaks.

All employees shall be allowed one coffee break during each four hours of the regular day and each Department Head shall establish such rules and regulations as may be necessary to implement these employee rest periods.

B. Annual statement of accrued time.

Each employee will view their time and accruals electronically unless there is no computer access available in the employee's workplace. Each employee who does not have computer access in the employee's workplace will receive a paper copy of their time or leave through the Human Resources Department.

C. Submission of time records.

For the purpose of maintaining leave balances, all employees are to submit weekly time records using NOVAtime. Overtime payment for those non-exempt employees not deemed executive, administrative or professional shall be listed on weekly time records. Hours reported in excess of 40 hours weekly for those employees designated executive, administrative or professional are NOT eligible for overtime compensation.

D. Medicare premiums.

Upon the exclusion from the coverage of the County's health insurance plan of the supplemental medical insurance benefits under Medicare, the amount of such Medicare premium will be deducted from contributions payable by the employee and the employer contributions to the Health Insurance Fund shall be adjusted as necessary to provide such payments.

E. Workers' compensation and disability insurance.

Warren County Workers' Compensation and Disability Insurance is through self-insurance and benefits and use or credit of sick leave will be in accordance with the rules established thereunder.

F. Jury duty compensation.

The County will pay an employee for the first three (3) days of jury service. Commencing with the fourth day of jury service, the County will pay an employee who serves on a jury the difference between the jury pay and 40 hours pay at straight time. Volunteers will not be paid and provisions must be made for reporting for work on short court sessions or days when the County is working although the Court may not be in session. No payment will

be made to any employee who is exempt by law and waives the exemption by failing to claim the exemption or by volunteering to serve.

G. Training programs.

County employees shall be allowed to take job related courses with the prior approval of the County Board of Supervisors. Upon satisfactory completion of the course with a "C" grade or better, the County shall reimburse the employee for 50% of the cost for tuition and fees incidental to taking the course.

H. Job-related course benefit.

1. County employees who are not represented by a union or collective bargaining agreement, with the exception of elected officials, shall be allowed to take job related courses with the prior approval of the County Board of Supervisors. Upon satisfactory completion of the course with a "C" grade or better, the County shall reimburse the employee for 50% of the cost for tuition and fees incidental to taking the course. If an employee does not work for at least 18 consecutive months after completing a course for which the County has reimbursed the employee for 50% of the cost of tuition and fees, the employee will refund the County the total amount paid by the County to the employee.
2. Non-bargaining employees of the Sheriff's Office shall be allowed to take job-related courses with the prior approval of the County Board of Supervisors. Upon satisfactory completion of the course with a "C" grade or better, the County shall reimburse the employees for 50% of the cost of tuition and fees incidental to taking the course. If an employee does not work for at least 18 consecutive months after completing a course for which the County has reimbursed the employee for 50% of the cost of tuition and fees, the employee will refund the County the total amount paid by the County to the employee.

I. Employee indemnification.

The indemnification benefits of N.Y. Pub. Off. Law § 18 has been conferred upon all County employees, provided such employee complies with all of the requirements of N.Y. Pub. Off. Law § 18.

J. Americans with Disabilities Act.

The County shall comply with the applicable provisions of the Americans with Disabilities Act.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Attorney

SIGNED: *[Signature]*

DATE: *August 31, 2001*

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account	A.1420 210	Furniture	\$2,000

Please state reason for transfers requested: New Desk

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-	A.1420 210	Furniture	\$2,000
	Other Payments/Contributions			

Please state reason for transfer request: New Desk

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

RESOLUTION TRACKING REPORT
JULY 16, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
PR14	PROCLAMATION - JOAN GRISHKOT DAY	
257	FINANCE - MAKING SUPPLEMENTAL APPROPRIATIONS	PROCESSED BY CO. TREASURER
258	FINANCE - AMENDING WARREN COUNTY BUDGET FOR 2021 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY	PROCESSED BY CO. TREASURER
259	COUNTY FACILITIES (<i>AIRPORT</i>) - AMENDING AGREEMENT WITH NEXAMP SOLAR FOR FLOYD BENNETT MEMORIAL AIRPORT SOLAR OR OTHER APPROVED USE LAND LEASE (WC 44-20), TO REDUCE RATES <i>RESOLUTION AMENDED AFTER MAILING</i>	CONTRACT EXECUTED
260	COUNTY FACILITIES (<i>BUILDINGS & GROUNDS</i>) - AWARDED BID AND AUTHORIZING AGREEMENT WITH C&L MECHANICAL CORP. FOR PLUMBING SERVICES (WC 36-21)	CONTRACT EXECUTED
261	CRIMINAL JUSTICE (<i>PROBATION</i>) - RATIFYING THE ACTIONS OF THE DIRECTOR OF PROBATION IN EXECUTING A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES FOR FUNDING TO SUPPORT THE PRE-TRIAL RELEASE PROGRAM	
262	CRIMINAL JUSTICE (<i>PUBLIC DEFENDER</i>) - AUTHORIZING AGREEMENT WITH BUDDI US, LLC FOR ELECTRONIC MONITORING OF JUVENILES FOR THE PROBATION DEPARTMENT	NEGOTIATING WITH COMPANY
263	CRIMINAL JUSTICE (<i>PUBLIC DEFENDER</i>) - AUTHORIZING AGREEMENTS WITH VARIOUS TRANSCRIBERS TO PROVIDE LEGAL TRANSCRIPTS FOR THE PUBLIC DEFENDER'S OFFICE	CONTRACT EXECUTED

RESOLUTION TRACKING REPORT
JULY 16, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
264	ECONOMIC GROWTH & DEVELOPMENT (<i>PLANNING & COMMUNITY DEVELOPMENT</i>) - AMENDING RESOLUTION NO. 28 OF 2021, "AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE HOUSING TRUST FUND CORPORATION, OFFICE OF COMMUNITY RENEWAL, FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING", TO AUTHORIZE CHAIR OF THE BOARD OF SUPERVISORS TO EXECUTE THE GRANT AGREEMENT(S) AND ANY AND ALL OTHER NECESSARY DOCUMENTS RELATING TO SAID AGREEMENT	
265	ECONOMIC GROWTH & DEVELOPMENT (<i>PLANNING & COMMUNITY DEVELOPMENT</i>) - AUTHORIZING THE COUNTY PLANNER TO APPOINT A SECTION 3 COORDINATOR TO ENSURE CONTRACTOR CONFORMANCE FOR PROJECTS FUNDED WITH CDBG GRANT FUNDS	
266	HEALTH SERVICES (<i>PUBLIC HEALTH</i>) - AMENDING RESOLUTION NO. 315 OF 2020, AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DEPARTMENT OF HEALTH GRANTS ADMINISTRATION/HEALTH RESEARCH INSTITUTE FOR EPIDEMIOLOGY AND LABORATORY CAPACITY (ELC) COVID-19 ENHANCED DETECTION FUNDING, TO EXTEND THE TERMINATION DATE AND AUTHORIZE THE CHAIR OF THE BOARD OF SUPERVISORS TO EXECUTE ANY FURTHER EXTENSIONS	WAITING FOR APPLICATION FROM STATE
267	HEALTH SERVICES (<i>PUBLIC HEALTH</i>) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DEPARTMENT OF HEALTH/HEALTH RESEARCH INSTITUTE TO ENABLE WARREN COUNTY SCHOOL DISTRICTS AND DAYCARE CENTERS TO ESTABLISH COVID-19 TESTING AND SCREENING IN ORDER TO MAINTAIN IN-PERSON LEARNING	WAITING FOR CHAIR SIGNATURE
268	HEALTH SERVICES (<i>PUBLIC HEALTH</i>) - AUTHORIZING RENEWAL AMENDMENT AGREEMENT WITH STRATEGIC HEALTHCARE PROGRAMS, LLC TO PROVIDE BENCHMARKING AND CONSUMER ASSESSMENT OF HEALTH CARE PROVIDERS AND SYSTEMS (CAHPS) SURVEY ADMINISTRATION AS REQUIRED BY CENTERS FOR MEDICARE AND MEDICAID SERVICES (CMS)	CONTRACT EXECUTED

RESOLUTION TRACKING REPORT
JULY 16, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
269	HEALTH SERVICES (<i>OFFICE FOR THE AGING</i>) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE OFFICE FOR THE AGING NY CONNECT'S EXPANSION AND ENHANCEMENT PROGRAM	EXECUTED
270	HUMAN SERVICES (<i>COUNTRYSIDE ADULT HOME</i>) - AUTHORIZING CONTINUATION OF AGREEMENT WITH MAHONEY NOTIFY-PLUS, INC. TO PROVIDE SEMI-ANNUAL TESTING, MONITORING AND INSPECTION OF THE FIRE AND SECURITY ALARMS AT COUNTRYSIDE ADULT HOME WHICH INCLUDES VISUAL INSPECTION OF THE "K" RATED FIRE EXTINGUISHER AND ANY UNPLANNED REPAIRS	CONTRACT EXECUTED
271	PARK OPERATIONS & MANAGEMENT (<i>O&M</i>) - AUTHORIZING EVENT FEE RATES FOR USE OF THE FESTIVAL COMMONS AT THE CHARLES R. WOOD PARK FOR THE ICE CASTLE EVENT	CONTRACT WITH ICE CASTLES FOR THEIR REVIEW
272	PUBLIC SAFETY (<i>SHERIFF</i>) - APPOINTING MEMBERS OF THE WARREN COUNTY TRAFFIC SAFETY BOARD	OATHS OF OFFICE SENT
273	PUBLIC WORKS (<i>DPW</i>) - AUTHORIZING CONTINUATION OF AGREEMENTS WITH VARIOUS MUNICIPALITIES FOR ROADWAY MAINTENANCE AND INCLUDING A CATEGORY FOR EQUIPMENT IMPROVEMENT	WAITING FOR SOME OF THE TOWN BOARD RESOLUTIONS
274	PUBLIC WORKS (<i>DPW</i>) - RESOLUTION AUTHORIZING THE SUPERINTENDENT OF PUBLIC WORKS TO PROCEED WITH EMINENT DOMAIN PROCEDURES FOR THE CR7 OVER HALFWAY CREEK BRIDGE REPLACEMENT PROJECT	
275	PUBLIC WORKS (<i>DPW</i>) - 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 EAST RIVER DRIVE (CR 16) & CALL STREET (CR 32) REHABILITATION, TOWN OF LAKE LUZERNE	CONTRACT EXECUTED

RESOLUTION TRACKING REPORT
JULY 16, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
276	PUBLIC WORKS (DPW) - AMENDING AGREEMENT WITH GREENMAN PEDERSEN, INC. TO PROVIDE CONSULTANT SERVICES FOR EAST RIVER DRIVE (CR 16) & CALL STREET (CR 32) REHABILITATION, TOWN OF LAKE LUZERNE, TO INCLUDE CONSTRUCTION SUPPORT AND CONSTRUCTION INSPECTION SERVICES	CONTRACT EXECUTED
277	PUBLIC WORKS (DPW) - AWARDING BID AND AUTHORIZING AGREEMENT WITH PECKHAM ROAD CORP. FOR EAST RIVER DRIVE (CR 16) & CALL STREET (CR 32) REHABILITATION (WC 26-21)	CONTRACT EXECUTED
278	PUBLIC WORKS (PARKS, RECREATION & RAILROAD) - AUTHORIZING RENEWAL OF AGREEMENTS WITH THE CITY OF GLENS FALLS AND SOUTH WARREN SNOWMOBILE CLUB, INC. PROVIDING FOR THE LICENSING OF USE OF TRAILS OWNED BY THE CITY OF GLENS FALLS AND TRAIL DEVELOPMENT AND MAINTENANCE	WAITING FOR CITY OF GLENS FALLS SIGNATURE
279	PUBLIC WORKS (PARKS, RECREATION & RAILROAD) - AMENDING FEE SCHEDULE FOR THE UP YONDA ENVIRONMENTAL EDUCATION CENTER FOR PARKS, RECREATION & RAILROAD	
280	TOURISM & OCCUPANCY TAX COORDINATION (OCCUPANCY TAX COORDINATION) - AMENDING RESOLUTION NO. 229 OF 2021, WHICH AUTHORIZED AGREEMENTS WITH CERTAIN APPLICANTS FOR THE DISBURSEMENT OF 2021 OCCUPANCY TAX REVENUES, TO AWARD FUNDING TO ICE CASTLES, LLC	CONTRACT WITH ICE CASTLES FOR THEIR REVIEW
281	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2021 <i>AMENDED FROM THE FLOOR DURING THE MEETING</i>	PROCESSED BY HR/PAYROLL
282	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - RATIFYING THE ACTIONS OF THE CHAIR OF THE BOARD IN SIGNING A LETTER TO THE GOVERNOR REGARDING FUNDING FOR OPIOID PAYMENTS	

RESOLUTION TRACKING REPORT
JULY 16, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
283	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - RATIFYING THE ACTIONS OF THE CHAIR OF THE BOARD IN SIGNING A LETTER TO COUNSEL WITH REGARD TO OPIOID BANKRUPTCY LITIGATION	
284	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - SETTING POLICY ON CORRESPONDENCE TO THE BOARD OF SUPERVISORS	
285	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>CLERK OF THE BOARD</i>) - AMENDING RESOLUTION NO. 64 OF 2021, APPOINTING MEMBERS TO THE WARREN-WASHINGTON COUNTIES INDUSTRIAL DEVELOPMENT AGENCY AND CIVIC DEVELOPMENT CORPORATION, TO REPLACE A WASHINGTON COUNTY APPOINTMENT	
286	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>DEPARTMENT OF SOCIAL SERVICES</i>) - AUTHORIZING TEMPORARY OUT-OF-TITLE PAY FOR PRINCIPAL SOCIAL WELFARE EXAMINER FOR DEPARTMENT OF SOCIAL SERVICES DUE TO AN EXTENDED MEDICAL LEAVE	
287	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>TOURISM & OCCUPANCY TAX COORDINATION</i>) - REVISING AND RE-ESTABLISHING CRITERIA FOR THE EXPENDITURE OF COUNTY OCCUPANCY TAX REVENUES IN CONNECTION WITH CONVENTIONS, TRADE SHOWS AND EVENTS	
288	FINANCE (<i>BUILDINGS & GROUNDS</i>) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE REHAB COUNTY BUILDINGS RESERVE TO THE BUILDINGS BUDGET TO COVER THE COST OF THE GENERATOR SWAP OUT FOR THE HUMAN SERVICES BUILDING; AMENDING WARREN COUNTY BUDGET FOR 2021	
289	FINANCE (<i>COUNTY TREASURER</i>) - CANCELLING OR CORRECTING OF ASSESSMENTS AND REFUNDS OR CHARGEBACKS OF TAXES	
290	FINANCE (<i>DPW</i>) - INCREASING CAPITAL PROJECT NO. H390, COUNTY BRIDGE & CULVERT PROJECTS; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2021	PROCESSED BY CO. TREASURER

RESOLUTION TRACKING REPORT
JULY 16, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
291	FINANCE (DPW) - INCREASING CAPITAL PROJECT NO. H396, EAST RIVER DRIVE (CR 16) & CALL STREET (CR 32) REHABILITATION; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2021	PROCESSED BY CO. TREASURER
292	FINANCE (PARKS, RECREATION & RAILROAD) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE COUNTY RAILROAD REPAIRS RESERVE TO THE RAILROAD BUDGET TO COVER THE COST OF A WELL PUMP; AMENDING 2021 WARREN COUNTY BUDGET	PROCESSED BY CO. TREASURER
293	FINANCE (PLANNING & COMMUNITY DEVELOPMENT) - ESTABLISHING COMMUNITY DEVELOPMENT FUND CD 76 COUNTRYSIDE RENOVATIONS; AUTHORIZING TRANSFER OF FUNDS AND AMENDING WARREN COUNTY BUDGET FOR 2021	PROCESSED BY CO. TREASURER
294	FINANCE (PLANNING & COMMUNITY DEVELOPMENT) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED SURPLUS TO THE PLANNING AND COMMUNITY DEVELOPMENT BUDGET; AMENDING 2021 WARREN COUNTY BUDGET	PROCESSED BY CO. TREASURER
295	FINANCE (PLANNING & COMMUNITY DEVELOPMENT) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED SURPLUS TO THE COUNTRYSIDE REHABILITATION RESERVE UPON AWARD OF THE GRANT FROM THE NEW YORK STATE HOUSING TRUST FUND, OFFICE OF COMMUNITY RENEWAL; AMENDING 2021 WARREN COUNTY BUDGET UPON APPROPRIATION OF FUNDS <i>RESOLUTION AMENDED AFTER MAILING</i> <i>RESOLUTION WITHDRAWN</i>	RESOLUTION WITHDRAWN
296	FINANCE - ADOPTING AND APPROVING ADIRONDACK COMMUNITY COLLEGE OPERATING BUDGET FOR FISCAL YEAR 2021-2022	
CAO4	CERTIFICATE OF APPOINTMENT - RE-APPOINTING MEMBERS OF THE SARATOGA-WARREN-WASHINGTON COUNTIES WORKFORCE DEVELOPMENT BOARD	OATHS OF OFFICE SENT

RESOLUTION TRACKING REPORT
JULY 16, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
297	WAIVING THE RULES OF THE BOARD REQUIRING THAT RESOLUTIONS BE PROVIDED TO THE MEMBERS OF THE BOARD OF SUPERVISORS ON THE TUESDAY PRIOR TO A REGULAR BOARD MEETING REGARDING A RESOLUTION AMENDING THE RULES OF THE BOARD	
298	INTRODUCING PROPOSED LOCAL LAW NO. 6 OF 2021, ENTITLED "A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 5 OF 2021, A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 6 OF 2014, WARREN COUNTY ETHICS AND DISCLOSURE LAW"	NOTICE OF PUBLIC HEARING PUBLISHED

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: District Attorney

DATE:

- (a) Purpose of Request: **Amend the Table of Organization and Salary Schedule**
- (b) Details: **decrease the salary of the Fourth Assistant District Attorney from \$75,570 to \$74,089**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: District Attorney

DATE:

- (a) Purpose of Request: Amend the Table of Organiation and Salary Schedule
- (b) Details: decrease the salary of the Fifth Assistant District Attorney from \$74,089 to \$69,891
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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: Warren County Public Defender

DATE: 08/23/2021

- (a) Title of Requested Position: Legal Clerk
- (b) Annual Base Salary (and Grade if Applicable): \$32,237 (Grade 5)
- (c) Effective Date for New Position: * October 1, 2021
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
n/a
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
ILS funded; to be added to existing budget)
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Defender's Office Payroll Dept. No:
Title of Position: Legal Clerk Base Salary of Position: \$32,237 Grade: 5
Filling at Step # (If Known):
Budget code and title: A.1171 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other create
Employee No./Last Name: Date of Vacancy:
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 100 % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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 8/19/21

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 8/19/21

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 8-23-21

*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: Health Services

DATE: August 23, 2021

- (a) Purpose of Request:
To increase supervisor on call pay for week nights from \$45 per night to \$60 night and weekend rate from \$235 to \$350, retroactive starting July 1, 2021.
- (b) Details:
As a result of the latest CSEA/Warren County agreement, staff nurse compensation was raised to \$50/day, more than the supervisors, which was \$45/day. The supervisor on call compensation has not been increased in over 10 years.
- (c) Previous Resolution Number:
321/1998
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
Estimated \$5000 increase;
A.4010.110
Health Services Full Time Salaries

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 321 OF 1998

Resolution introduced by Supervisors Casey, Monroe, O'Neill, Champagne,
Belden, Montesi, Thomas, Rehm and O'Connor

AMENDING RESOLUTION NO. 119 OF 1994 - INCREASING COMPENSATION
FOR "ON-CALL" SERVICES AS PROVIDED BY AUTHORIZED PERSONNEL OF THE
WARREN COUNTY HEALTH SERVICES DEPARTMENT

WHEREAS, Resolution No. 119 of 1994 increased the compensation for "on-call"
services as provided by authorized personnel of the Warren County Health Services Department,
and

WHEREAS, it has been recommended that the County of Warren increase the
reimbursement for "on-call" pay to authorized personnel from Two Hundred Dollars (\$200) per
week to Two Hundred Thirty-Five Dollars (\$235) per week, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves
increasing compensation paid to authorized personnel of the Health Services Department for
"on-call" services from Two Hundred Dollars (\$200) to Two Hundred Dollars (\$235) per week,
and be it further

RESOLVED, that Resolution 119 of 1994 is hereby amended accordingly.

ADOPTED BY UNANIMOUS VOTE.

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

DEPARTMENT NAME: Social Services

DATE: 8/23/2021

- (a) Title of Requested Position: Caseworker, Full Time
- (b) Annual Base Salary (and Grade if Applicable): \$45,831 - Grade 16
- (c) Effective Date for New Position:* September 20, 2021
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Caseworker - PT
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6010-110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker #TBD Base Salary of Position: 45,831 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 Creation
Employee No./Last Name: Date of Vacancy: 09/20/21
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

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 8/17/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frankie E. Thomas Date 8/17/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature [Signature] Date 08/25/21

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

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW, Buildings & Grounds Payroll Dept. No: 19.13
Title of Position: Cleaner #6 Base Salary of Position: \$28,982 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1624 DPW/Health & Human Services Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #13390/Lawrence Date of Vacancy: 07/29/2021
Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [X] 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 8/11/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E Thomas Date 8/12/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities
[] 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 8/27/21

Amended, Warren County Personnel, January 9, 2013

CLEANER

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

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

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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: DPW. Buildings & Grounds Payroll Dept. No: 19.10
Title of Position: Cleaner #12 Base Salary of Position: \$28,982 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1620 DPW/Building & Grounds Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #13540/Clear Date of Vacancy: 07/20/2021
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) [] Non-Competitive [X] Other LABOR
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 8/12/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E Thomas Date 8/12/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities
[] 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 8/12/21

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Work-Buildings & Grounds Payroll Dept. No: 19.10
Title of Position: Building Maintenance Worker #2 Base Salary of Position: \$35,491 Grade: 7
Filling at Step # (If Known):
Budget code and title: A.1620 General Buildings Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #13468 Cleveland Date of Vacancy: 08/18/2021
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] 8/16/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 8/11/21

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 8/12/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities
[] 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 8/27/21

Amended, Warren County Personnel, July 2, 2013

BUILDING MAINTENANCE WORKER

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

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

EXAMPLES OF WORK: (Illustrative only)

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

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

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

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: County Clerk Payroll Dept. No: 15
 Title of Position: Recording Clerk # 1 Base Salary of Position: \$ 35,491 Grade: 7
 Filling at Step # (If Known): unknown (possibly entry)
 Budget code and title: A.1410 110 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 9975-Mundell Date of Vacancy: 8/16/2021
 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. RC 8/10/21
 Human Resources Director has approved this form when initialed. 8/12/21

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 8/12/21

BUDGET OFFICER COMPLETES THIS SECTION

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

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Governmental Operations + Advocacy
 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 8/24/21

RECORDING CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position in the office of the County Clerk involves examining and processing a high volume of recorded and filed documents and legal instruments relative to real property and court proceedings according to statutory mandates. The incumbent is required to have general knowledge of the duties and services provided by the County Clerk and knowledge of legal and real property terminology. Emphasis is on computerized indexing and scanning technologies as they apply to the recording process with duties performed using contemporary, technology-based hardware and software, plotters, scanners, personal computers and/or microfilm reader/printers. Position requires significant interaction with public and professional sector. 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)

Examines a wide variety of instruments relative to real property and the judicial system for correctness, completeness, recordability;

Identifies required information for entry into computerized indexing systems via task-specific modules;

Verifies recorded information using system-generated reports; makes appropriate corrections to entries; maneuvers efficiently and accurately between modules; may index using manual systems;

Affixes appropriate recording stamps to documents including: book and page assignments, mortgage discharges, assignments, associated documents-electronically or manually;

Operates multi-moduled, password protected computer system, with mid-level authorization; Generates document-related information including reports and indexes for public and department review;

Creates, maintains, corrects and updates electronic and/or manual indexing systems: Land, Judgments, UCCs, Maps, et al.;

Retrieves documents from active and inactive files for public inspection; re-files returned documents; prepares and certifies copies of retrieved documents upon request;

Reproduces documents in accordance with contemporary reproduction standards, i.e. digital, microfilm, and/or photocopy format; verifies images according to industry and system standards;

Finalizes recording process with return of documents via mail;

Assists patrons in accessing public information; responds to telephone and written inquiries,

Performs notary services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Demonstrated knowledge of real property terminology and recording procedures; working knowledge of office terminology and office equipment; familiarity with computerized data entry/keyboard and able to perform duties with high degree of accuracy and at an acceptable rate of speed; proficient in general clerical functions and office recordkeeping, i.e., organization, filing, sorting, distribution, proofreading, case file management, accurate transfer of information from one document/media to another; ability to comprehend written and oral instructions and procedures; ability to deal effectively with the public with tact and courtesy; physical condition commensurate with the demands of the position.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Countryside Adult Home Payroll Dept. No: 42.00
Title of Position: Institutional Aide #3 Base Salary of Position: \$29,603 Grade: 3
Filling at Step # (If Known):
Budget code and title: Salaries-PT A6030 130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13446-Hanna Date of Vacancy: July 19th 2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State 50 Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other Labor
Actual Impact to Budget Report will be provided monthly by Human Resources Director
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 7/13/21 7/30/21

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 8/2/21

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 8/12/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Bennett F. Dussault Date 08/25/2021

Amended, Warren County Personnel, June 4, 1998

INSTITUTIONAL AIDE

GENERAL STATEMENT OF DUTIES: Performs routine duties relating to the care of county home residents and institution quarters; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the care of county home residents and their quarters in accordance with the established routine and requiring the ability to administer simple medication to residents. Employees in this class perform a variety of simple repetitive tasks, some of which involve unpleasant conditions, and must exhibit patience and tact in dealing with the aged, many of whom are unable to care for themselves. A number of the duties correspond to those of Hospital Aide but, in addition, much of the work involves ordinary building cleaning duties. Although an Institutional Aide is expected to display some initiative and judgment in his work, unusual conditions or problems are immediately brought to the attention of a higher ranking employee.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Bathes, massages, feeds and dresses residents;
Administers simple medication and treatment upon specific instructions from superiors;
Takes temperatures, pulses and respirations;
Cleans resident's wards and other sections of the institution as assigned;
Makes resident's beds;
Reports cases of illness to proper authority;
Sends soiled clothing to laundry and checks it upon return;
Mops and dusts wall and floor surfaces, windows, entrance-ways and hallways;
Helps the blind and infirm to move about the institution;
Completes simple reports of ward activities;
Continually observes wardroom conditions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of the materials and processes involved in bathing, feeding, clothing, and caring for large groups of aged or infirm individuals; some knowledge of cleaning methods, materials, and equipment; ability to get along well with others; ability to understand and carry out simple oral and written instructions; patience, kindly attitude toward others; physical condition commensurate with the demands of the position.

ACCEPTABLE EXPERIENCE AND TRAINING:

None is required, but some experience in caring for the elderly is desirable.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney's Office Payroll Dept. No: 5.0
 Title of Position: Legal Clerk #10 Base Salary of Position: ~~\$33,389~~ Grade: 5
 Filling at Step # (If Known): \$32,237
 Budget code and title: A.1165 110 Salaries Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other creation
 Employee No./Last Name: _____ Date of Vacancy: _____
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. 205/12/21
 Human Resources Director has approved this form when initiated. 10/7/23/21

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 7/23/21

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.
 Budget Officer Signature Frank E. Thomas Date 7/29/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.
 Ranking Committee Member Signature [Signature] Date 9-31-2021

LEGAL CLERK

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

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

Assists in the preparation of various legal documents and correspondence;

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

Forwards copies of legal instruments to interested parties as needed;

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

Handles routine telephone calls relating to assigned tasks or matters;

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

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

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

May act as receptionist;

Does related work as assigned.

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

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

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

WC: 2/1993, 10/2019

JC: Competitive

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
Title of Position: 2nd Assistant District Attorney Base Salary of Position: \$79,241.00 Grade: 4
Filling at Step # (If Known): 85,394
Budget code and title: A.1165 110 Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 10641/Nealon Date of Vacancy: August 21, 2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other E
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 8/19/21

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 8/25/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date 9-01-2021

ASSISTANT DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for representing the People of the State of New York as assigned by the District Attorney. The work involves representing the People of the State of New York through every stage of proceedings including arrest through conclusion of the case, and may involve appeals and/or post-conviction motions. The Assistant District Attorney assists the District Attorney in all aspects of criminal prosecution including, legal research, writing, appearing in court, conducting hearings, conducting trials, and arguing appeals. Work is performed under the general supervision of the District Attorney with wide leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Represents the People of the State of New York
 Handles such proceedings as are necessary to protect the rights of the People;
 Assists the District Attorney in the preparation of various court proceedings;
 Assists in the initial stages of case preparation, obtaining discovery, reviewing and redacting protected material, filing protective orders when necessary, serving discoverable material, disclosing Brady material and filing certificates of compliance pursuant to CPL 245;
 Presents cases to the Grand Jury;
 Prepares cases for trial by reviewing case evidence, meeting with witnesses, responding to motions, preparing and handling pre-trial hearings, and reviewing cases with the team, and develops a trial strategy;
 Supervises clerical staff in connection with the preparation of cases and the maintenance of appropriate records to assist in the discovery process;
 Tries cases, including jury selection, presentment of cases, preparing opening statements, examining witnesses and presenting closing arguments;
 May handle post-conviction motions, including motions to vacate judgment, by preparing a written response and arguing the motion in Superior Court;
 May handle appeals by reviewing records on appeal, research and writing legal argument for each point at issue, and conducting oral arguments at County Court, the Appellate Division and the Court of Appeals.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of criminal law and court proceedings;
 Knowledge of judicial procedures and rules of evidence; ability to interpret and work with New York State criminal code; ability to communicate effectively both orally and in writing; ability to reason quickly and logically in stressful situations;
 Ability to analyze and interpret laws and legal documents in order to render an accurate legal opinion; ability to analyze and organize facts effectively; ability to prepare for and present cases in court; ability to establish and maintain effective working relationships with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possesses a Law License and is admitted in good standing to practice law in the State of New York.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
Title of Position: 3rd Assistant District Attorney Base Salary of Position: \$ 79,241.00 Grade: 4
Filling at Step # (If Known): 85,394
Budget code and title: A.1165 110 Salaries - Regular Union [X] Non-Union [X]
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: 12695/Smith, B Date of Vacancy: August 21, 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) [] Non-Competitive [X] Other E
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.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature Date 8/19/21

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Date 8/25/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice
[] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Date 8-23-21

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
Title of Position: 4th Assistant District Attorney Base Salary of Position: \$69,891.00 Grade: 3
Filling at Step # (If Known): 7-1089
Budget code and title: A.1165 110 Salaries - Regular Union [X] Non-Union [X]
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: 12996/McCarty Date of Vacancy: August 21, 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) [] Non-Competitive [X] Other E
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. POC 8/10/21
Human Resources Director has approved this form when initialed. 11/9/21

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 8/19/21

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 8/25/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice

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

Ranking Committee Member Signature [Signature] Date 8-23-21

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
 Title of Position: 5th Assistant District Attorney Base Salary of Position: \$ 69,891.00 Grade: 3
 Filling at Step # (If Known): _____
 Budget code and title: A.1165 110 Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other _____
 Employee No./Last Name: 13139/Goldstein Date of Vacancy: August 21, 2021
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. PO 8/10/21
 Human Resources Director has approved this form when initialed. AP 8/10/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.
 Administrator Signature [Signature] Date 8/19/21

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 8/25/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.
 Ranking Committee Member Signature [Signature] Date 8-23-21

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

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

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature Date 8/19/21

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 8/25/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date 8-23-21

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
 Title of Position: 7th Assistant District Attorney Base Salary of Position: \$ 66,563.00 Grade: 2
 Filling at Step # (If Known): _____
 Budget code and title: A.1165 110 Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 13417/Smith, C Date of Vacancy: August 21, 2021
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____ % State _____ % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other E
 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. 8/10/21
 Human Resources Director has approved this form when initialed. 8/11/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 8/19/21

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 8/25/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice

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

Ranking Committee Member Signature [Signature] Date 8-23-21

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
Title of Position: 8th Assistant District Attorney Base Salary of Position: \$ 66,563.00 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1165 110 Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: New Employee Date of Vacancy: August 21, 2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other E
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 8/19/21

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 8/25/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date 8-23-21

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney's Office Payroll Dept. No: 5.0
Title of Position: 9th Assistant District Attorney Base Salary of Position: \$66,563 Grade: 2 (Atty)
Filling at Step # (If Known):
Budget code and title: A.1165 110 Salaries Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other creation
Employee No./Last Name: Date of Vacancy:
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature Date 7/23/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 7/29/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date 9-01-2021

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office for the Aging Payroll Dept. No: 57.01
 Title of Position: Meal Site Cook #2 Base Salary of Position: \$27,438 (25hr/week) Grade: 2
 Filling at Step # (If Known): _____ \$18,113
 Budget code and title: A6771.110 Nutrition Program Hamilton - Salaries FT Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 13174/Seitz Date of Vacancy: 8/16/2021
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State 75 % Other 25 % Hamilton County

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. Positive
 Human Resources Director has approved this form when initialed. TS 8/10/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

BUDGET OFFICER COMPLETES THIS SECTION

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

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.
 Ranking Committee Member Signature Ema A Francis Date 9/1/21

Amended, Warren County Personnel, September 2, 2004

MEAL SITE COOK

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the preparation and cooking of a variety of nutritious meals. In large kitchens, a cook usually has responsibility for one part of a meal. In a small kitchen, a cook may oversee the cooking of an entire meal and, in some cases, may have charge of the entire kitchen operation. Work is performed under general supervision. Supervision may be exercised over kitchen and/or food service personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares and cooks the difficult courses of meals such as meats, fish, poultry, soups, vegetables, etc.;

Oversees and participates in the preparation of salads, sandwiches, pastries, and desserts;

Cuts, cleans, and dresses meat, fish, and poultry;

Assists with the management of the food service program by conferring with supervisor on menu planning, maintaining basic records of supplies received and used, taking periodic inventories of supplies, and maintaining employee time records;

Checks on delivered supplies and supervises storage of items;

May supervise the serving of food and assist in related activities as required;

May order daily supplies of bread, milk, ice cream, etc.;

May assist with luncheon activities such as setting and cleaning of dining tables and related activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of approved methods of preparing, cooking, and baking food in large quantities; good knowledge of modern cooking utensils, appliances and equipment; good knowledge of kitchen and food preparation sanitation; ability to plan with a view to economy and efficiency in the use of supplies, equipment, and food; Ability to follow recipes and oral and written directions;

Ability to participate in assigned projects; ability to keep basic records; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One year of experience in large-scale or institutional food preparation.

NOTE: Study in a college or vocational institute in cooking, food service administration, or a similar field may be substituted for related 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: Office for the Aging Payroll Dept. No: 57.02
Title of Position: Meal Site Manager #1 Base Salary of Position: \$20,578 (30hr/week) Grade: 2
Filling at Step # (If Known): \$21,736
Budget code and title: A6772.110 Nutrition Program Warren - Salaries FT Union [x] Non-Union []
This position is vacated due to: [x] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 12387/Hughes Date of Vacancy: 12/30/2020
Is this position mandated? [] Yes [x] No Is the position reimbursable? [x] Yes [] No
Source of reimbursement: [] Federal [] % [x] State 75 [x] Other 25 [] Warren County

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [x] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 8/16/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

BUDGET OFFICER COMPLETES THIS SECTION

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

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee
[] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 9/1/21

Amended, Warren County Personnel, September 2, 2004

MEAL SITE MANAGER

GENERAL STATEMENT OF DUTIES: Supervises and participates in the serving of food at a meal site for the elderly; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for overseeing the service of food and maintenance of cleanliness in dining areas at meal sites. Work is performed under the general direction of the Nutrition Service Coordinator. Supervision is exercised over the work of volunteer helpers who serve food to elderly persons at the site.

EXAMPLES OF WORK; (Illustrative only)

Supervises and participates in the setting of tables and service of food at a meal site;

Supervises the collection of and accounting for cash receipts;

Prepares site layouts and makes recommendations for the maintenance and improvement of plant and equipment;

Keeps records and prepares necessary reports for the Nutrition Service Coordinator and others;

Plans and conducts recreational programs for the elderly in conjunction with meals programs;

Provides information and referral services to elderly participants in the nutrition program;

Provides information to the Office for the Aging and other community agencies to promote increased interest in the nutrition program;

Receives, inspects, stores, and distributes supplies; maintains inventory and related records.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the proper methods of food service; good knowledge of sanitary requirements and proper care for glassware, tableware, silverware and dining areas; ability to plan and supervise the work of others; ability to get along well with elderly people; ability to understand and follow oral and written instructions; ability to keep records and prepare reports; tact; resourcefulness; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: One year of experience in serving food or one year of experience in a paid or volunteer program involving direct service to the aging; or any equivalent combination of training and 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: Office for the Aging Payroll Dept. No: 57.02
 Title of Position: Meal Site Manager #3 Base Salary of Position: \$13,719 (20hr/week) Grade: 2
 Filling at Step # (If Known): _____ \$14,491
 Budget code and title: A6772.130 Nutrition Program Warren - Salaries PT Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 10916/Lewis Date of Vacancy: 12/30/2020
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____ % State ⁷⁵ _____ % Other ²⁵ _____ % Warren County

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. PO 8/16/21
 Human Resources Director has approved this form when initialed. AP 8/19/21

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 8/17/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E Thomas Date 8/17/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Edna A Francis Date 9/1/21

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: Office for the Aging Payroll Dept. No: 57.01
Title of Position: Meal Site Manager #5 (Warrensburg) Base Salary of Position: \$27,438(25hr/week) Grade: 2
Filling at Step # (If Known): \$18,113
Budget code and title: A6772.110 Nutrition Program Warren - Salaries FT Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 8396/Ranous Date of Vacancy: 06/17/2020
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] % [X] State 75 [] Other [] %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [X] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 8/11/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

BUDGET OFFICER COMPLETES THIS SECTION

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

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee
[] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Anna Q. Fawcett Date 9/1/21

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services- Homecare Payroll Dept. No: 36.0
Title of Position: Public Health Nurse #8 Base Salary of Position: \$53,675 Grade: 21
Filling at Step # (If Known):
Budget code and title: A.4010.110 Health Services Full Time Salaries Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #13177/ McAvey Date of Vacancy: 8/24/2021 8/18/21
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal [] State [checked] Other Insurance % Variable based on caseload

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] 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. 8/18/21

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 8/18/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 8/19/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Edna A. Traver Date

PUBLIC HEALTH NURSE

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of public health nursing activities including assessment of health needs and developing a plan of care for individuals and families. The incumbent is also responsible for the initial implementation of nursing care plans and providing skilled nursing care as well as the periodic re-evaluation of individual and family nursing needs. The work is performed under the general direction of a Supervising Public Health Nurse or other higher level nursing or administrative personnel, with wide leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Supervision may be exercised over Medical Assistants, Registered Professional Nurses and Home Health Aides assigned to assist in patient care. Does related work as required.

TYPICAL WORK ACTIVITIES:

Makes initial assessment, develops and/or amends the care plan for individuals and families in a variety of settings;
 Provides skilled nursing care and prescribes treatments to patients and demonstrates nursing care to patients and families;
 Counsels and guides individuals and families toward self-help in recognition and solution of physical, emotional and environmental health problems;
 Coordinates plans for service with nutritionists, social workers, physical therapists, physicians and other professional and paraprofessional workers concerned with individual and family health care;
 Provides for the continuity of patient care by promoting referral of patients to appropriate community agencies;
 May supervise Registered Professional Nurses, Licensed Practical Nurses, Medical Assistants, Home Health Aides and other auxiliary nursing staff;
 Teaches classes, addresses groups and participates in community planning related to nursing and public health;
 Performs diagnostic and developmental tests;
 Obtains specimens for various tests;
 Maintains agency and nursing care records and reports;
 Compiles and uses records, reports and statistical information for evaluation and planning of the assigned programs;
 Attends staff meetings and in service training programs;
 Administers immunizations, skin tests, medications, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current public health nursing practices;
 Working knowledge of the administrative organizational structure of community agencies;
 Skill in the application of current nursing procedures and techniques of patient care;

PUBLIC HEALTH NURSE - con't.

2

Ability to assess, plan and coordinate nursing care for individuals, families and groups and to supervise nursing personnel assigned to assist with this care;
 Ability to communicate effectively both verbally and in writing; Ability to manage large volume case-loads;
 Ability to establish and maintain cooperative working relationships; Ability to perform duties in accordance with the American Nurses Association Code for Professional Nurses;
 Ability to perform close, detail work involving considerable visual effort and strain;
 Good judgment;
 Empathy;
 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 nursing; and
- B) Licensure and current registration to practice as a Registered Professional Nurse in New York State.

*Per Section 11.41 of the New York State Department of Health Codes, Rules and Regulations (NYCRR).

SPECIAL REQUIREMENT AT THE TIME OF ASSIGNMENT: Possession of the appropriate level Motor Vehicle Operator's License.

R154

06/28/00

Reviewed 6/08

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: Health Services- Homecare Payroll Dept. No: 36.0
Title of Position: Public Health Nurse #35 Base Salary of Position: \$53,675 Grade: 21
Filling at Step # (If Known):
Budget code and title: A.4010.110 Health Services Full Time Salaries Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #13472/ Swan Date of Vacancy: 8/24/2021
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal [] State [checked] Other Insurance % Variable based on caseload

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [checked] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 8/18/21

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 8/18/21

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 8/19/21

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 [Signature] Date

PUBLIC HEALTH NURSE

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of public health nursing activities including assessment of health needs and developing a plan of care for individuals and families. The incumbent is also responsible for the initial implementation of nursing care plans and providing skilled nursing care as well as the periodic re-evaluation of individual and family nursing needs. The work is performed under the general direction of a Supervising Public Health Nurse or other higher level nursing or administrative personnel, with wide leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Supervision may be exercised over Medical Assistants, Registered Professional Nurses and Home Health Aides assigned to assist in patient care. Does related work as required.

TYPICAL WORK ACTIVITIES:

Makes initial assessment, develops and/or amends the care plan for individuals and families in a variety of settings;
 Provides skilled nursing care and prescribes treatments to patients and demonstrates nursing care to patients and families;
 Counsels and guides individuals and families toward self-help in recognition and solution of physical, emotional and environmental health problems;
 Coordinates plans for service with nutritionists, social workers, physical therapists, physicians and other professional and paraprofessional workers concerned with individual and family health care;
 Provides for the continuity of patient care by promoting referral of patients to appropriate community agencies;
 May supervise Registered Professional Nurses, Licensed Practical Nurses, Medical Assistants, Home Health Aides and other auxiliary nursing staff;
 Teaches classes, addresses groups and participates in community planning related to nursing and public health;
 Performs diagnostic and developmental tests;
 Obtains specimens for various tests;
 Maintains agency and nursing care records and reports;
 Compiles and uses records, reports and statistical information for evaluation and planning of the assigned programs;
 Attends staff meetings and in service training programs;
 Administers immunizations, skin tests, medications, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current public health nursing practices;
 Working knowledge of the administrative organizational structure of community agencies;
 Skill in the application of current nursing procedures and techniques of patient care;

PUBLIC HEALTH NURSE - con't.

2

Ability to assess, plan and coordinate nursing care for individuals, families and groups and to supervise nursing personnel assigned to assist with this care;

Ability to communicate effectively both verbally and in writing; Ability to manage large volume case-loads;

Ability to establish and maintain cooperative working relationships; Ability to perform duties in accordance with the American Nurses

Association Code for Professional Nurses;

Ability to perform close, detail work involving considerable visual effort and strain;

Good judgment;

Empathy;

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 nursing; and
- B) Licensure and current registration to practice as a Registered Professional Nurse in New York State.

*Per Section 11.41 of the New York State Department of Health Codes, Rules and Regulations (NYCRR).

SPECIAL REQUIREMENT AT THE TIME OF ASSIGNMENT: Possession of the appropriate level Motor Vehicle Operator's License.

R154

06/28/00

Reviewed 6/08

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 Works Payroll Dept. No: 19.63
Title of Position: HEO #14 Base Salary of Position: \$39,751 Grade: 10
Filling at Step # (If Known):
Budget code and title: D.5110 DPW.Maintenance Roads Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: 11440/Daly Date of Vacancy: 08/16/2021
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [checked] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 8/12/21

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 8/12/21

BUDGET OFFICER COMPLETES THIS SECTION

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

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
[] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 8/27/21

HEAVY EQUIPMENT OPERATOR

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

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the safe and efficient operation of specialized heavy automotive equipment used in highway maintenance or construction projects. Greater skill is required than in the operation of other types of equipment and there is greater responsibility for the safety of others. Additional responsibility is involved for making minor repairs to equipment and for ordinary servicing. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate. The work is performed under general supervision.

EXAMPLES OF WORK: (Illustrative only)
Operates a bulldozer, power grader, paver, crusher, hydro-crane, power shovel and other types of heavy equipment in the construction and maintenance of highways;
Operates heavy snow plow in the clearing of roads;
Operates heavy equipment in connection with cutting banks, cutting and filling ditches, removing stumps, stripping gravel pits and related highway department tasks;
Performs minor maintenance and repair work on assigned equipment;
Loads and unloads vehicles;
Responds after normal working hours to emergency situations and during snow and ice events;
Services a variety of simple manual tasks, such as cleaning culverts, shoveling snow, painting and road maintenance work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the operation of and maintenance of heavy automotive equipment; ability to service and make minor repairs and adjustments to equipment; ability to understand and carry out simple oral and written instructions; mechanical aptitude; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of experience in the operation of specialized or heavy motor equipment or two years of experience in the operation of any type of automotive equipment; or equivalent combination of experience and training.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for an appropriate New York State Class A license with air brake endorsement. Possession at time of appointment.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.63
Title of Position: MEO (L) #33 Base Salary of Position: \$35,491 Grade: 7
Budget code and title: D.5110 MEO (L) #33 Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13233/VanGuilder Date of Vacancy: 08/09/2021
Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 8/6/21

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 8/12/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

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

Ranking Committee Member Signature [Signature] Date 8/27/21

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.

MINIMUM QUALIFICATIONS: One year of experience in the operation of some type of light automotive equipment.

SPECIAL REQUIREMENTS:

FOR POSITIONS IN CIVIL DIVISIONS OTHER THAN WARREN COUNTY:

Eligibility for an appropriate New York State Class A or B with license with airbrake endorsement. Possession at time of appointment.

FOR WARREN COUNTY POSITIONS: At the time of appointment, possession of a valid New York State Driver's license. Possession of an appropriate New York State Class A or B license with airbrake endorsement within six (6) months of appointment.

Amended, Warren County Civil Service; 6/2013; 2/2019

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
Title of Position: STOP DWI Coordinator - Part Time Base Salary of Position: \$20.3716/hr Grade:
Filling at Step # (If Known):
Budget code and title: A.3315 130 Stop DWI Program Salaries - Part Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: New Position (Stop DWI) Date of Vacancy: N/A
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 8/17/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 8/17/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Risk 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 8/23/21

STOP-DWI COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class coordinates all aspects of the Special Traffic Operations Program- Driving While Intoxicated (STOP-DWI) for the County. Duties include performance of all program administrative functions in the areas of program planning, program implementation, budgeting, fiscal reporting, and grant administration. The work involves substantial contact with State, County and local officials, community groups and the general public. Additionally, this position may include responsibility for administrative functions relating to the work of the Traffic Safety Board. The work is performed under general supervision within the Sheriff's Office. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops, implements and administers all STOP-DWI program functions for the County;
 Coordinates efforts of interested parties and agencies engaged in alcohol traffic safety, law enforcement, adjudication, rehabilitation and education;
 Prepares, compiles and analyzes data to assist local officials in production of alcohol related traffic safety programs and to assist local agencies in compiling alcohol related accident, arrest and conviction information for research and educational purposes;
 Makes recommendations to the STOP-DWI Committee for programmatic and budget changes to enhance goal attainment and to develop multi-media contacts to publicize the hazards of drinking and driving and its legal implications;
 Addresses community groups and agencies on traffic safety problems and on special traffic options programs for alcohol offenders;
 Assists in determining project funding through monitoring the timely development of projects;
 Establishes and maintains working relations with all entities within the criminal justice system to ensure program success;
 Addresses and works with community groups, agencies and educational institutions in conducting STOP-DWI programs, workshops, seminars and conferences;
 Attends STOP-DWI related meetings and coordinates with the STOP-DWI Victim Impact Panel and other agencies as necessary;
 Monitors, collects, analyzes, develops and reports DWI statistical data, effectiveness and impact of program objectives and public attitudes and awareness of driving while intoxicated (DWI) and its consequences;
 Prepares required budgets, reports, records, and correspondence;
 May administer Traffic Safety Grant projects and traffic safety requests;
 Acquires and distributes literature to promote traffic safety education.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of program management as relates to STOP-DWI Program; good knowledge of the NYS Vehicle and Traffic Law as it relates to the operation of a motor vehicle while under the influence of drugs or alcohol; working knowledge of the principles and practices of alcohol and drug abuse; ability to establish good working relationships with others; ability to prepare and present oral and written reports; ability to communicate effectively, both orally and in writing; ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to perform the functions of the position; ability to establish and maintain effective working relationships with others and to deal effectively with the public; initiative; sound judgment.

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

- a) Graduation from a regionally accredited or New York State registered college or university with an associate degree or higher in human services, criminal justice, business or public administration; OR
- b) Two years of experience in the field of human services, criminal justice, business or public administration.

SPECIAL REQUIREMENTS: Possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

WC: 12/20
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: 30.00
Title of Position: Patrol Sergeant #11 Base Salary of Position: \$78,519 Grade:
Filling at Step # (If Known):
Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union [X] Non-Union []
This position is vacated due to: [X] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 9124/Riley Date of Vacancy: Upon Retirement (7)
Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] No
Source of reimbursement: [] Federal [] State [] Other []

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 8/11/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E Thomas Date 8/12/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety
[] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 8/23/21

Amended, Warren County Personnel, November 18, 2013

PATROL SERGEANT

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for coordinating, supervising and managing all activities of subordinate patrol officers and support staff as they relate to the handling of police inquiries within the Warren County Sheriff's Office Law Enforcement Division, Patrol Services. This is a first-line supervisor position responsible for the direct supervision of Patrol Officers.

A Patrol Sergeant spends much of their time in randomly patrolling the entire county rather than single patrol zone in order to provide close field supervision to the Patrol Officers on duty. The incumbent may take charge from the responding Patrol Officer on more serious calls or may respond directly to routine calls in his vicinity. Work is performed under the general supervision of a Patrol Lieutenant, Major and the Undersheriff with considerable leeway allowed for the exercise of independent judgment in routine and emergency situations. The Patrol Sergeant also does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Patrols throughout the county to prevent crime, respond to calls for assistance from the public, and provide direct supervision over the activities of on duty Patrol Officers;
- Prepares work schedules and assignments for an assigned shift;
- Oversees the progress of new employees undergoing on-the-job training with another Patrol Officer by direct observation and discussion;
- Intervenes with a Patrol Officer when improper behavior is observed or reported to offer advice on how to deal with the problem and the appropriate way to handle the situation;
- Takes disciplinary action as necessary to ensure proper compliance with all the policies and procedures as outlined the Law Enforcement Division Operations Manual;
- Refers disciplinary problems that are severe or recurring to a Patrol Lieutenant, Major or the Undersheriff for further action;
- Takes charge of major incidents requiring police involvement and directs the activities of the officers in investigating and resolving the problems;
- Conducts periodic performance and evaluation reports on subordinate staff;
- Prepares a variety of records and reports regarding patrol activity;
- Works under the immediate supervision of a Patrol Lieutenant, Major and the Undersheriff.

(cont.)

Patrol Sergeant Page 2

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern principles and practices of criminal investigations;
- Understanding of what constitutes and how to safeguard and process evidence;
- Working knowledge of the NYS Criminal Procedure Law, the NYS Penal Law, and other New York statutes that relate to criminal investigations, arrests and prosecutions;
- Good knowledge of the geography of Warren County, New York;
- Ability to plan and supervise the work of others engaged in police activities;
- Ability to give oral and written direction to subordinate patrol officers;
- Ability to write and review written reports for clarity, suitable content and proper use of the English language, as well as have good knowledge of terminology encountered in police work;
- Ability to work with people under stress;
- Good powers of observation;
- Ability to deal courteously yet firmly with the public;
- Good working knowledge of the Sheriff's Office Law Enforcement Division Operations Manual;
- Physical condition commensurate with the demands of the position.
- Thorough knowledge of the use of weapons and their capabilities;
- Good working knowledge of employee schedules and other personnel matters as they relate to the supervision of subordinate patrol officers.

MINIMUM QUALIFICATIONS:

This promotion examination is limited to employees who, at the time of examination, hold permanent status as a Patrol Officer for five (5) years in the Warren County Sheriff's Office.

RESOLUTION REQUEST FORM NO. 12

ITEM V.

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker #19 Base Salary of Position: 45,831 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: 13529/Jones Date of Vacancy: 07/16/21
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

[] Competitive-active eligible list [X] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 8/16/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 8/17/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature [Signature] Date 8/17/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature [Signature] Date 08/25/2021

CASEWORKER

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL REQUIREMENTS:

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

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 #23 Base Salary of Position: 45,831 Grade: 16
Filling at Step # (If Known):
Budget code and title: Salaries-Regular A6010 110 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 13424/C Williams Date of Vacancy: 07/31/21
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal 50 % [checked] State 25 % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [checked] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 8/17/21

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 8/17/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature [Signature] Date 8/17/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature [Signature] Date 08/25/2021

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker #31 Base Salary of Position: 45,831 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: 13253/Ackermann Date of Vacancy: 09/6/21
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

[] Competitive-active eligible list [X] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 8/23/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 8/23/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 8/24/21

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 Bennett F. Dussall Date 08/25/2021