

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

SEPTEMBER 30, 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 Chair.
- II. Motion to approve minutes of prior Committee meetings.

III. Action Agenda

- 1) **SUNY Adirondack representatives to provide an update on the College.**
- 2) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**
 - A) Review of report on tracking of vacancies filled.
 - B) Update on terminations and exit interviews.
 - C) Review of 2022 Budget request.
 - D) Discussion regarding whether to replace the inoperable Novatime clocks with new ones at a cost of \$3,300 per clock, when they were only \$1,200 in 2019 or move forward with alternative solutions provided by the Director of Information Technology.
 - E) Determination regarding whether to continue to waive the copay for both telehealth services and COVID-19 testing for the 2021-2022 benefit plan year, or revert back to member cost share (\$25 copay/deductible then \$25 copay, same as Personal Care Physician copay).
- 3) **Requests/Items to be Discussed by the Director of Information Technology (Michael Colvin, Director):**
 - A) Request to amend the County Budget in the amount of \$5,000 to adjust for increased expenses in telephone service.
 - B) Request to appropriate funds in the amount of \$17,000 from the Budget Code A.895, *Computer Reserve Fund*, to Budget Code A.1435 220.1, *Human Resources, Office Equipment-Reserve*, to purchase time clocks.
 - C) Review of 2022 Budget request.
- 4) **Requests/Items to be Discussed by the County Attorney (Robert Terwilliger, Acting County Attorney):**
 - A) Litigation update - Executive Session.
 - B) Request to authorize the County Attorney and Napoli Shkolnik, PLLC to execute any documents associated with accepting settlement with the three largest prescription drug distributors.
 - C) Review of 2022 Budget request.
- 5) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):**
 - A) Resolution Tracking Report.
 - B) Review of 2022 Budget request.
- 6) **Requests/Items to be Discussed by the County Auditor (Carla Curren, Auditor):**
 - Review of 2022 Budget request.
- 7) **Requests/Items to be Discussed by the Personnel Officer (Patricia Nenninger, Personnel Officer):**
 - A) Request to fill the vacant position of Civil Service Assistant, *Annual Salary \$38,809*, due to resignation.
 - B) Review of 2022 Budget request.
- 8) **Requests/Items to be Discussed by the County Administrator (Ryan Moore, County Administrator):**
 - A) Executive session to provide an update on the filling of the County Attorney position.
 - B) Discussion of new Local Law to reapportion the weighted vote of the members of the Board of Supervisors pursuant to the 2020 Census.”

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 - None.

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

Buildings and Grounds - Cleaner #2, Grade 2, Base Annual Salary \$28,982, due to termination.

Countryside Adult Home - Institutional Aide PT #18, Grade 3, Base Annual Salary \$29,603, due to promotion.

District Attorney - Legal Clerk #5, Grade 5, Base Annual Salary \$32,237, due to resignation.

Office for the Aging - Meal Site Cook #7, Grade 2, Base Annual Salary \$18,113 (25hr/week), due to resignation.

Public Health - Senior Account Clerk #2, Grade 7, Base Annual Salary \$35,491, due to resignation.

Sheriff - Patrol Officer #TBD, Annual Salary \$44,735, due to promotion.

Social Services - Caseworker #35, Grade 16, Base Annual Salary \$45,831, due to resignation.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

2021 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cntr/ Approval Date	Department	Position	Incumbent	Renson for Vaecncy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
1/1/2021	Countryside	Case Manager- Part Time (2650)	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	Afbuco	\$ 43,390.00	\$ -	\$ -
1/1/2021	Social Services	Caseworker #39 (2616)	N/A	N	N/A	\$ 43,390.00	1/1/2021	Putnick	\$ 43,390.00	\$ -	\$ -
1/1/2021	Social Services	Caseworker #27 (1658)	Pratt	PR	\$ 46,286.00	\$ 43,390.00	4/19/2021	Coulman	\$ 53,147.00	\$ 9,757.00	\$ 6,861.00
1/1/2021	Social Services	Case Supervisor B #1 (1641)	Mulcahy	RT	\$ 62,152.00	\$ 49,557.00	1/18/2021	Terry	\$ 60,152.00	\$ 10,595.00	\$ (2,000.00)
1/1/2021	Social Services	Senior Caseworker #7 (2268)	Terry	PR	\$ 56,671.00	\$ 46,492.00	2/15/2021	Pratt	\$ 49,554.00	\$ 3,062.00	\$ (7,117.00)
1/1/2021	Social Services	Case Manager (2569)	N/A	N	N/A	\$ 73,670.00	4/12/2021	Rogers	\$ 73,670.00	\$ -	\$ -
1/29/2021	Public Works	Director of Facilities	N/A	N	N/A	\$39,87/hour	2/1/2021	Morehouse	\$39,87/hour	\$ -	\$ -
1/29/2021	Public Works	Superintendent of Bldgs. & Grounds- PT Temp (2643)	N/A	N	N/A	\$20.93/hour	1/26/2021	DeCesare	\$20.93/hour	\$ -	\$ -
1/29/2021	Health Services	Temporary Per Diem Senior Account Clerk (2642)	N/A	N	N/A	\$ 16,815.60	3/1/2021	Durkin	\$ 16,815.60	\$ -	\$ -
3/1/2021	Countryside	Part- Time Leisure Time Activities Aide (2646)	N/A	N	N/A	\$ 33,600.00	3/1/2021	Tennant	\$ 35,974.00	\$ 2,374.00	\$ -
3/1/2021	Countryside	Senior Account Clerk (2647)	N/A	N	N/A	\$ 11,500.00	2/4/2021	Ogden	\$ 11,500.00	\$ -	\$ -
2/4/2021	Emergency Services	County Fire Coordinator- Part Time (2644)	N/A	N	N/A	\$ 58,384.00	3/29/2021	Stuart	\$ 58,384.00	\$ -	\$ -
2/22/2021	Public Works	Engineer I #4 (2648)	N/A	N	N/A	\$ 78,090.00	4/26/2021	Mapp	\$ 78,090.00	\$ -	\$ (5,632.00)
1/29/2021	Airport	Airport Manager (1182)	DeGraw	RS	\$ 83,722.00	\$ 36,214.00	2/15/2021	Ruland	\$ 37,427.00	\$ 1,213.00	\$ (9,076.00)
1/29/2021	Buildings & Grounds	Maintenance Mechanic (2469)	Maston	RT	\$ 46,503.00	\$ 36,214.00	5/10/2021	Inglee	\$ 36,214.00	\$ -	\$ (9,289.00)
1/29/2021	Buildings & Grounds	Maintenance Mechanic #1 (2194)	Ashline	RT	\$ 45,503.00	\$ 37,633.00	2/15/2021	Tyrell	\$ 40,223.00	\$ 2,590.00	\$ (3,751.00)
1/29/2021	Public Works	HEO #6 (1241)	Harrington	PR	\$ 43,974.00	\$ 48,615.00	2/15/2021	Perrone	\$ 43,974.00	\$ 6,341.00	\$ (4,641.00)
1/29/2021	Public Works	HEO #11 (1230)	Fraser	RT	\$ 46,615.00	\$ 37,633.00	6/7/2021	Daly	\$ 46,615.00	\$ 8,982.00	\$ -
1/29/2021	Public Works	HEO #14 (2186)	Ross	PR	\$ 29,333.00	\$ 29,333.00	4/26/2021	Warner	\$ 29,333.00	\$ -	\$ -
1/29/2021	Social Services	Resource Clerk #3 (1636)	Johnson	O	\$ 60,152.00	\$ 47,523.00	4/12/2021	Rotolo	\$ 53,376.00	\$ 7,853.00	\$ (4,776.00)
1/29/2021	Health Services	RPN #6 (1552)	Seville	RS	\$ 43,536.00	\$ 33,600.00	vacant				
1/29/2021	Health Services	Senior Account Clerk #1 (1538)	DeCesare	RT	N/A	\$ 61,855.00	4/26/2021	Hanifin	\$ 61,855.00	\$ -	\$ -
4/1/2021	Tourism	Tourism Development & Events Coordinator (2649)	N/A	N	N/A	\$ 33,600.00	3/29/2021	Cleveland	\$ 33,600.00	\$ -	\$ (1,167.00)
3/4/2021	Buildings & Grounds	Building Maint. Worker #2 (2142)	Woodard	PR	\$ 34,767.00	\$ 33,600.00	7/19/2021	Gordon	\$ 35,491.00	\$ 1,891.00	\$ 724.00
3/4/2021	Buildings & Grounds	Building Maint. Worker #6 (2138)	Ruland	PR	\$ 34,767.00	\$ 27,438.00	5/3/2021	Tabano	\$ 27,438.00	\$ -	\$ (578.00)
3/4/2021	Buildings & Grounds	Cleaner #12 (2470)	Rawson	O	\$ 28,016.00	\$ 27,438.00	3/29/2021	Potash	\$ 27,438.00	\$ -	\$ (9,599.00)
3/4/2021	Buildings & Grounds	Food Service Helper #3 (1873)	Morrison	RT	\$ 37,037.00	\$ 22,421.00	3/16/2021	Porter	\$ 22,421.00	\$ -	\$ -
3/4/2021	Countryside	Institutional Aide PT #2 (1894)	Semon	RS	\$ 22,421.00	\$ 36,214.00	3/15/2021	Bent	\$ 36,793.00	\$ 579.00	\$ (5,542.00)
3/4/2021	Public Works	MEO (M) #5 (1246)	Perrone	PR	\$ 42,335.00	\$ 45,455.00	3/15/2021	Farr	\$ 45,455.00	\$ -	\$ (576.00)
3/4/2021	Public Works	MEO (M) #26 (2420)	Tyrell	PR	\$ 38,727.00	\$ 42,141.00	vacant				
3/4/2021	Fire Prev. & Bldg. Codes	Fire Prev. & Bldg. Code Enf. Officer #6 (2163)	Bollinger	RS	\$ 46,031.00	\$ 17,149.00	3/15/2021	Haines	\$ 42,141.00	\$ -	\$ (15,979.00)
3/4/2021	Office for the Aging	Mealite Manager #5 (1925)	Rantous	RS	\$ 18,115.00	\$ 61,855.00	4/12/2021	Gaddy	\$ 61,855.00	\$ -	\$ (3,448.00)
3/4/2021	Office for the Aging	Fiscal Coordinator (1924, 2649)	Ross	RT	\$ 58,120.00	\$ 41,740.00	7/6/2021	Reid	\$ 41,740.00	\$ -	\$ (11,094.00)
3/4/2021	Planning	Assistant County Planner (2521)	Belden	RS	\$ 65,303.00	\$ 72,561.00	3/1/2021	Morse	\$ 72,561.00	\$ -	\$ (4,958.00)
3/4/2021	Sheriff	Communications Officer #6 (1422)	Moyer	RS	\$ 52,834.00	\$ 42,373.00	3/1/2021	Baker II	\$ 48,121.00	\$ 5,748.00	\$ (18,240.00)
3/4/2021	Sheriff	Investigator #9 (1368)	Maday	RT	\$ 77,519.00	\$ 66,361.00	3/1/2021	Kelly	\$ 13,933.00	\$ -	\$ -
3/4/2021	Sheriff	Patrol Officer #3 (1377)	Morse	PR	\$ 66,361.00	\$ 43,605.00	7/27/2021	Szabo	\$ 43,605.00	\$ -	\$ -
3/4/2021	Treasurer	Account Clerk (part-time) #1 (2221)	Callanan	PR	\$ 13,933.00	\$ 46,222.00	2/22/2021	Chambers	\$ 46,222.00	\$ -	\$ -
4/1/2021	Civil Service	Civil Service Specialist (2567)	Casey	RS	\$ 46,222.00	\$ 43,605.00	7/27/2021	vacant			
5/1/2021	Public Works	Solid Waste/Recycling Compliance Coordinator (2650)	N/A	N	N/A	\$ 48,104.00	vacant				
4/1/2021	Health Services	RPN #31 (1597)	Bogardus	RS	\$ 48,104.00	\$ 47,523.00	vacant				
4/1/2021	Health Services	RPN #32 (2332)	Wescott	RS	\$ 59,222.00	\$ 47,523.00	vacant				
4/1/2021	Health Services	RPN #37 (1543)	Brouillette	RS	\$ 48,101.00	\$ 47,523.00	vacant				
4/1/2021	Health Services	RPN #40 (2624)	N/A	N	N/A	\$ 47,523.00	vacant				

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Personnel Conte./ 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)	Langworthy	RS	\$ 14,013.00	\$ 14,013.00	vacant				
4/1/2021	Public Works	MEO (L) #6 (1259)	Bent	PR	\$ 34,179.00	\$ 33,600.00	4/26/2021	Blydenburgh	\$ 33,600.00	\$ -	\$ (579.00)
4/1/2021	Public Works	MEO (L) #13 (1263)	Kennedy	PR	\$ 34,179.00	\$ 33,600.00	4/26/2021	Morehouse	\$ 42,036.00	\$ 8,436.00	\$ 7,857.00
4/1/2021	Public Works	MEO (L) #27 (2256)	Mitchell	RS	\$ 33,600.00	\$ 33,600.00	5/10/2021	Hart	\$ 33,600.00	\$ -	\$ -
4/1/2021	Public Works	MEO (M) #12 (1228)	Morehouse	RS	\$ 42,335.00	\$ 36,214.00	4/12/2021	Rounds	\$ 36,793.00	\$ 579.00	\$ (5,542.00)
4/1/2021	Public Works	Construction Specialist I (2626)	N/A	N	N/A	\$ 65,566.00	vacant				
4/1/2021	Public Works	Engineer II (2612)	N/A	N	N/A	\$ 73,670.00	5/3/2021	Monroe	\$ 73,670.00	\$ -	\$ -
4/1/2021	Emergency Services	Emergency Services Coordinator (1524)	Drexler	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	\$ -	\$ (5,748.00)
4/1/2021	Sheriff	Patrol Sergeant #4 (1366)	Webster	RT	\$ 78,519.00	\$ 78,519.00	3/29/2021	Ordway	\$ 78,519.00	\$ -	\$ -
4/1/2021	Sheriff	Patrol Sergeant #11 (1373)	Riley	RT	\$ 78,519.00	\$ 78,519.00	vacant				
4/1/2021	Social Services	Caseworker #15 (1665)	Cahill	RS	\$ 50,609.00	\$ 43,390.00	5/3/2021	Vachon	\$ 43,390.00	\$ -	\$ (7,219.00)
4/1/2021	Social Services	Social Welfare Examiner #21 (1729)	Palermo	PR	\$ 36,179.00	\$ 34,988.00	6/21/2021	Luzzi	\$ 36,802.00	\$ 1,814.00	\$ 623.00
5/24/2021	Health Services	EI Service Coordinator (2651)	N/A	N	N/A	\$ 46,492.00	5/24/2021	Bellizzi-Sharron	\$ 49,554.00	\$ 3,062.00	\$ -
5/24/2021	Sheriff	Patrol Officer- Part Time (2014)	N/A	N	N/A	\$20,371.6/hour	vacant				
4/29/2021	Buildings & Grounds	Custodian (2620)	Cleveland	PR	\$ 31,824.00	\$ 31,824.00	5/10/2021	Hoss	\$ 31,824.00	\$ -	\$ -
4/29/2021	Buildings & Grounds	Cleaner #2 (2446)	Farmer	RS	\$ 28,984.00	\$ 27,438.00	6/7/2021	Barton	\$ 28,984.00	\$ 1,546.00	\$ -
4/29/2021	Countryside	Senior Aide #1 (2394)	Hall	RT	\$ 44,036.00	\$ 33,600.00	6/1/2021	Graves	\$ 43,536.00	\$ 9,936.00	\$ (500.00)
4/29/2021	Countryside	Institutional Aide #8 (1866)	Graves	RT	\$ 37,210.00	\$ 28,026.00	6/2/2021	Rosson	\$ 28,026.00	\$ -	\$ (9,184.00)
4/29/2021	Office for the Aging	Food Service Helper #2 (1939)	Skinner	RS	\$ 35,037.00	\$ 28,026.00	vacant				
4/29/2021	Public Works	HEO #11 (1230)	Perrone	RS	\$ 43,974.00	\$ 37,633.00	6/2/2021	Moffitt	\$ 39,541.00	\$ 1,908.00	\$ (4,433.00)
4/29/2021	Public Works	MEO (L) #2 (1239)	Menegan	RS	\$ 33,600.00	\$ 33,600.00	5/10/2021	Allen	\$ 33,600.00	\$ -	\$ -
4/29/2021	Public Works	MEO (L) #16 (1260)	Rounds	PR	\$ 34,179.00	\$ 33,600.00	7/26/2021	Hunley	\$ 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	Keehr	\$ 42,373.00	\$ -	\$ (28,946.00)
6/3/2021	District Attorney	Crime Victim Specialist (2652)	Johr	RS	\$ 43,968.00	\$ 43,390.00	5/24/2021	Taylor	\$ 43,390.00	\$ -	\$ (578.00)
6/3/2021	Office for the Aging	Services Assistant - OFA #1 (2653)	N/A	N	N/A	\$ 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 #2 (2654)	N/A	N	N/A	\$ 33,600.00	6/21/2021	McCarthy	\$ 35,365.00	\$ 1,765.00	\$ -
6/3/2021	Office for the Aging	Services Assistant - OFA PT (2655)	N/A	N	N/A	\$ 33,600.00	7/14/2021	Coutler	\$ 33,600.00	\$ -	\$ -
6/3/2021	Countryside	Case Manager (2656)	N/A	N	N/A	\$ 16,800.00	6/21/2021	Cabana	\$ 16,800.00	\$ -	\$ -
6/3/2021	District Attorney	6th Assistant District Attorney (1063)	Gebru	N	N/A	\$ 44,384.00	7/5/2021	Darcy	\$ 46,182.00	\$ 1,798.00	\$ -
6/3/2021	District Attorney	7th Assistant District Attorney (2421)	Jones	N	\$ 68,603.00	\$ 66,563.00	6/21/2021	Smith	\$ 66,563.00	\$ -	\$ (2,040.00)
6/3/2021	District Attorney	8th Assistant District Attorney (2589)	Smith	RS	\$ 66,563.00	\$ 66,563.00	8/23/2021	Vondrak	\$ 66,563.00	\$ -	\$ -
6/3/2021	District Attorney	Legal Clerk #1 (2579)	Fox	RS	\$ 32,176.00	\$ 30,520.00	6/3/2021	Caviano	\$ 30,520.00	\$ -	\$ (1,656.00)
6/3/2021	District Attorney	Legal Clerk #2 (2580)	Choppa	PR	\$ 31,099.00	\$ 30,520.00	6/23/2021	DeFalco	\$ 30,520.00	\$ -	\$ (579.00)
6/3/2021	Health Services	RPN #22 (2549)	Gutowski	RS	\$ 55,376.00	\$ 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-Dashmaw	RS	\$ 26,623.00	\$ 29,333.00	6/7/2021	Medick	\$ 26,172.00	\$ (3,161.00)	\$ (451.00)
6/3/2021	Public 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)	N/A	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)
6/3/2021	Social Services	Caseworker #13 (1679)	Raymond	RS	\$ 50,609.00	\$ 43,390.00	6/28/2021	Flower	\$ 43,390.00	\$ -	\$ (7,219.00)
6/3/2021	Social Services	Caseworker #34 (2407)	Clynes	RM	\$ 43,390.00	\$ 47,023.00	7/6/2021	Baker	\$ 53,457.00	\$ 6,434.00	\$ 10,067.00

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Personnel 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	Treasurer	Accounting Technician #2 (2532)	Rothermel	RS	\$ 48,101.00	\$ 47,523.00	6/1/2021	Mandy	\$ 47,523.00	\$ -	\$ (578.00)
6/29/2021	Public Defender	Coordinating Assistant Public Defender - PT (2657)	N/A	N	N/A		vacant				
6/29/2021	Public Defender	Assistant Public Defender - PT (2658)	N/A	N	N/A		7/19/2021	Ferguson	\$ 44,454.00	\$ -	\$ -
6/29/2021	Social Services	Caseworker - PT Temp (2659)	N/A	N	N/A		vacant				
6/29/2021	Social Services	Intake Clerk #8 (2660)	N/A	N	N/A		vacant				
6/29/2021	Social Services	Intake Clerk #9 (2661)	N/A	N	N/A		vacant				
6/29/2021	Buildings & Grounds	Cleaner #8 (2144)	Bessen	RS	\$ 28,984.00	\$ 27,438.00	8/17/2021	Santiago	\$ 28,982.00	\$ 1,544.00	\$ (2.00)
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	Mensite Cook #4 (35 hours/week) (1938)	Medrick	PR	\$ 24,513.00	\$ 27,438.00	8/16/2021	Seitz	\$ 25,359.00	\$ (2,079.00)	\$ 846.00
6/29/2021	Parks, Rec & Railroad	Building Maintenance Worker #8 (1184)	Converse	PR	\$ 39,324.00	\$ 36,414.00	7/19/2021	Tyrell	\$ 36,414.00	\$ -	\$ (2,910.00)
6/29/2021	Public Works	MEO (M) #23 (2193)	Moffitt	PR	\$ 38,072.00	\$ 36,214.00	7/5/2021	Barlow	\$ 40,214.00	\$ 4,000.00	\$ 2,142.00
6/29/2021	Public Works	MEO (M) #14 (1261)	Daly	PR	\$ 45,003.00	\$ 39,246.00	7/1/2021	Morehouse	\$ 47,535.00	\$ 8,289.00	\$ 2,532.00
6/29/2021	Social Services	Social Welfare Examiner #9 (1634)	Pechette	RT	\$ 44,111.00	\$ 34,988.00	8/2/2021	Moore	\$ 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		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 #5 (2600)	Wood	RS	\$ 29,333.00	\$ 30,983.00	9/8/2021	Paigan	\$ 30,983.00	\$ -	\$ 1,650.00
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)	Iaiuro	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		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	9/20/2021	Monroe	\$ 38,251.00	\$ -	\$ (9,784.00)
7/29/2021	Public Works	MEO (L) #5 (1264)	Lamb	RS	\$ 36,102.00	\$ 35,491.00	8/23/2021	Bentley	\$ 35,491.00	\$ -	\$ (611.00)
7/29/2021	Public Works	MEO (L) #12 (1248)	Barlow	PR	\$ 35,365.00	\$ 35,491.00	8/23/2021	Augusta	\$ 35,491.00	\$ -	\$ 126.00
7/29/2021	Public Works	MEO (L) #13 (1263)	Morehouse	PR	\$ 42,036.00	\$ 35,491.00	8/23/2021	Cameron	\$ 35,491.00	\$ -	\$ (6,545.00)
7/29/2021	Public Works	Highway Construction Supervisor #4 (2393)	Ross	RT	\$ 47,959.00	\$ 41,003.00	8/16/2021	Daly	\$ 50,658.00	\$ 9,655.00	\$ 2,699.00
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)	Fiewelling	RS	\$ 54,186.00	\$ 49,108.00	8/2/2021	McKinney	\$ 52,343.00	\$ 3,235.00	\$ (1,843.00)
7/29/2021	Social Services	Caseworker #14 (1655)	McKinney	PR	\$ 48,891.00	\$ 45,831.00	vacant				
7/29/2021	Social Services	Caseworker #6 (1652)	Seigfried	RS	\$ 48,891.00	\$ 45,831.00	8/9/2021	Achouatte	\$ 45,831.00	\$ -	\$ (3,060.00)
7/29/2021	Social Services	Staff Development Coordinator (N/A	N	N/A		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	8/30/2021	Hall	\$ 45,831.00	\$ -	\$ (10,306.00)
7/29/2021	Treasurer	Senior Account Clerk #4 (1086)	Callanan	RS	\$ 33,600.00	\$ 33,600.00	8/16/2021	Mundell	\$ 45,402.00	\$ 11,802.00	\$ 11,802.00
9/1/2021	Public Defender	Legal Clerk	N/A	N	N/A		vacant				
9/1/2021	Social Services	Caseworker #40	N/A	N	N/A		vacant				
9/1/2021	Buildings & Grounds	Cleaner #6 (2143)	Lawrence	RS	\$ 29,593.00	\$ 28,892.00	9/7/2021	Klemple	\$ 28,982.00	\$ 90.00	\$ (611.00)
9/1/2021	Buildings & Grounds	Cleaner #12 (2470)	Clear	RS	\$ 28,892.00	\$ 28,892.00	8/30/2021	Tabano	\$ 28,982.00	\$ 90.00	\$ 90.00
9/1/2021	Buildings & Grounds	Building Maintenance Worker #2 (2142)	Cleveland	RS	\$ 35,491.00	\$ 35,491.00					
9/1/2021	County Clerk	Recording Clerk #1 (1112)	Mundell	RS	\$ 45,402.00	\$ 35,491.00					
9/1/2021	Countryside	Institutional Aide #3 - PT (2217)	Hanna	RS	\$ 24,171.00	\$ 29,603.00	9/7/2021	Semon	\$ 23,682.38	\$ (5,920.62)	\$ (488.62)
9/1/2021	District Attorney	Legal Clerk #6 (2663)	N/A	N	N/A		9/7/2021	Christensen	\$ 32,237.00	\$ -	\$ -
9/1/2021	District Attorney	2nd Assistant District Attorney (1056)	Nealon	RS	\$ 85,394.00	\$ 85,394.00	9/20/2021	Smith	\$ 85,394.00	\$ -	\$ -
9/1/2021	District Attorney	3rd Assistant District Attorney (1059)	Smith	PR	\$ 85,394.00	\$ 85,394.00	9/20/2021	McCarty	\$ 85,394.00	\$ -	\$ -
9/1/2021	District Attorney	4th Assistant District Attorney (1060)	McCarty	PR	\$ 75,570.00	\$ 74,089.00	9/20/2021	Goldstein	\$ 74,089.00	\$ -	\$ (1,481.00)
9/1/2021	District Attorney	5th Assistant District Attorney (1062)	Goldstein	PR	\$ 74,089.00	\$ 69,891.00	9/20/2021	Jones	\$ 69,891.00	\$ -	\$ (4,198.00)
9/1/2021	District Attorney	6th Assistant District Attorney (1063)	Jones	PR	\$ 66,563.00	\$ 66,563.00	9/20/2021	Smith	\$ 66,563.00	\$ -	\$ -
9/1/2021	District Attorney	7th Assistant District Attorney (2421)	Smith	PR	\$ 66,563.00	\$ 66,563.00	9/20/2021	Vondrak	\$ 66,563.00	\$ -	\$ -
9/1/2021	District Attorney	8th Assistant District Attorney (2589)	Vondrak	PR	\$ 66,563.00	\$ 66,563.00					

2021 - NOTICE OF INTENT TO FILL TRACKING

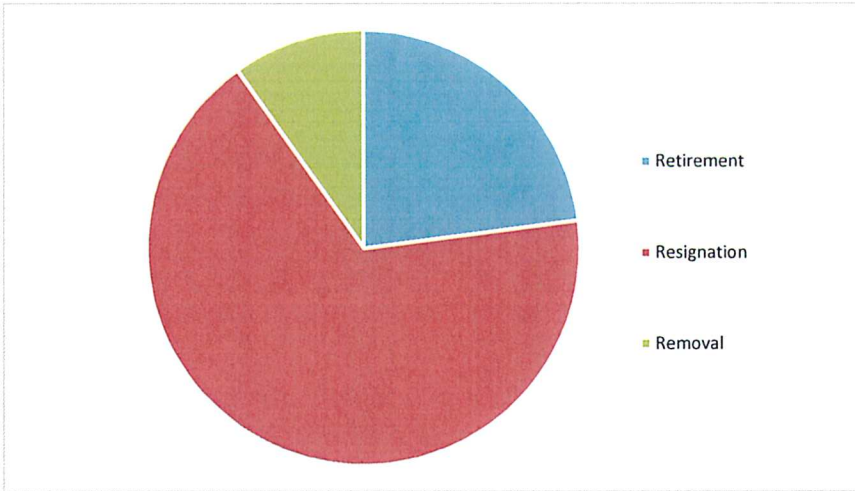
Personnel Cmte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy ⁿ	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
9/1/2021	District Attorney	9th Assistant District Attorney	N/A	N	N/A	\$ 66,563.00					
9/1/2021	Office for the Aging	Meal Site Cook #2 (1950)	Seitz	O	\$ 18,113.00	\$ 18,113.00					
9/1/2021	Office for the Aging	Meal Site Manager #1 (1928)	Hughes	RT	\$ 22,112.00	\$ 21,736.00					
9/1/2021	Office for the Aging	Meal Site Manager #3 (1937)	Lewis	RT	\$ 26,633.00	\$ 14,491.00					
9/1/2021	Office for the Aging	Meal Site Manager #5 (1925)	Ranous	RS	\$ 18,113.00	\$ 18,113.00					
9/1/2021	Health Services	Public Health Nurse #35 (2250)	Swan	RS	\$ 54,286.00	\$ 53,675.00					
9/1/2021	Health Services	Public Health Nurse #8 (1546)	McAvey	RS	\$ 63,947.00	\$ 53,675.00					
9/1/2021	Public Works	HEO #14 (2186)	Daly	PR	\$ 49,239.00	\$ 39,751.00					
9/1/2021	Public Works	MEO (L) #33 (2563)	VanGuilder	RS	\$ 36,723.00	\$ 35,491.00	9/8/2021	Binder	\$ 35,491.00	\$ -	\$ (1,232.00)
9/1/2021	Sheriff	STOP-DWI Coordinator (1522)	N/A	N	N/A	20,3716/hr	8/31/2021	Kelley	20,3716/hr		
9/1/2021	Sheriff	Patrol Sergeant #11 (1373)	Riley	RT	\$ 78,519.00	\$ 78,519.00	vacant	9/20/2021	\$ 82,495.00	\$ 3,976.00	\$ 3,976.00
9/1/2021	Social Services	Caseworker #19 (1669)	Jones	RS	\$ 45,831.00	\$ 45,831.00					
9/1/2021	Social Services	Caseworker #23 (1672)	Williams	RS	\$ 45,831.00	\$ 45,831.00	9/13/2021	Williams	\$ 46,442.00	\$ 611.00	\$ 611.00
9/1/2021	Social Services	Caseworker #31 (1677)	Ackerman	RS	\$ 47,243.00	\$ 45,831.00					
										\$ 165,873.97	\$ (297,391.03)

Warren County Department of Human Resources



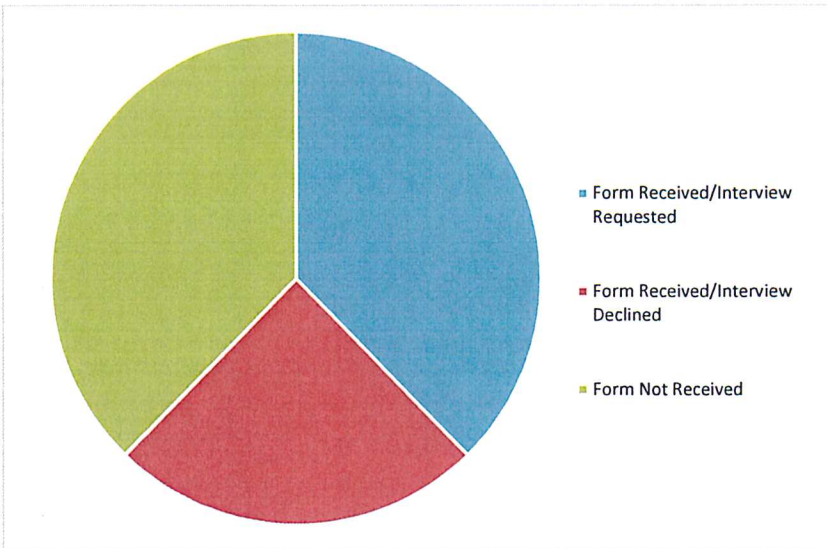
Separations through August 30, 2021

Retirement	14
Resignation	47
Removal	8
Total	69



Exit Interviews through August 30, 2021

Form Received/Interview Requested	26
Form Received/Interview Declined	17
Form Not Received	26



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

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Human Resources
 BUDGET ACCOUNT CODE: A.1435

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$158,539.92	\$159,656.00	\$159,656.00	\$154,273.00
200's EQUIPMENT	\$1,724.94	\$0.00	\$1,490.37	\$0.00
400's CONTRACTUAL	\$42,827.68	\$50,172.00	\$49,428.42	\$54,316.00
800's EMPLOYEE BENEFITS	\$60,867.13	\$65,943.00	\$65,943.00	\$47,435.00
TOTALS	\$263,959.67	\$275,771.00	\$276,517.79	\$256,024.00

2020 REVENUES	2021 ADOPTED REVENUES	2021 AMENDED REVENUES	2022 DEPARTMENT REQUESTS
\$257.44			\$0.00

SIGNED: [Signature]
 DEPARTMENT HEAD
 TITLE: HR Director
 DATE: 9/7/21

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
	REVENUE					
	Department 1435 - Human Resources					
	Miscellaneous & Local Source					
2770	Other Unclassified Revenue	225.05	.00	.00	.00	.00
	<i>Miscellaneous & Local Source Totals</i>	\$225.05	\$0.00	\$0.00	\$0.00	\$0.00
	<i>Federal Aid</i>					
4960	Emergency Disaster Assist	32.39	.00	.00	.00	.00
	<i>Federal Aid Totals</i>	\$32.39	\$0.00	\$0.00	\$0.00	\$0.00
	Department 1435 - Human Resources Totals	\$257.44	\$0.00	\$0.00	\$0.00	\$0.00
	REVENUE TOTALS	\$257.44	\$0.00	\$0.00	\$0.00	\$0.00

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
EXPENSE						
Department	1435 - Human Resources					
Personal Services						
110	Salaries - Regular	139,076.25	137,689.00	137,689.00	84,234.05	134,137.00
130	Salaries - Part Time	19,463.67	21,967.00	21,967.00	13,048.92	20,136.00
	Personal Services Totals	\$158,539.92	\$159,656.00	\$159,656.00	\$97,282.97	\$154,273.00
	Equipment					
210	Furniture/Furnishings	1,484.95	.00	455.98	455.98	.00
220	Office Equipment	239.99	.00	1,034.39	795.30	.00
	Equipment Totals	\$1,724.94	\$0.00	\$1,490.37	\$1,251.28	\$0.00
	Contractual Expense					
410	Supplies	458.02	500.00	500.00	233.74	800.00
422	Repair/Maint-Equipment	.00	.00	.00	.00	1,000.00
423	Telephone	669.47	780.00	780.00	374.94	780.00
427	Memberships & Dues	449.00	594.00	594.00	.00	813.00
428	Data Processing & Internet Fees	162.00	198.00	198.00	198.00	198.00
439	Misc Fees & Expenses	.00	2,000.00	956.42	.00	2,500.00
444	Travel/Education/Conference	299.00	500.00	500.00	.00	625.00
470	Contract	40,790.19	45,600.00	45,900.00	25,519.40	47,600.00
	Contractual Expense Totals	\$42,827.68	\$50,172.00	\$49,428.42	\$26,326.08	\$54,316.00
Comments	Level	Departmental Request				
Account	470	Departmental Request				
Employee Benefits		\$1.76/pepm 4 months \$1.80/pepm 8 months 25,380 (SAAS fees) 900 EE's * 2.35 PP \$4/pepm-Currently at 74 + New Enrollments + run out period for terms + FSA enrollees				
810	Retirement	13,389.54	16,445.00	16,445.00	9,597.87	17,896.00
830	Social Security	9,006.06	9,899.00	9,899.00	5,673.87	9,565.00
831	Medicare Contribution	2,106.26	2,316.00	2,316.00	1,326.95	2,237.00
860	Hospitalization	34,653.84	34,654.00	34,654.00	18,697.72	15,292.00
865	Dental Insurance	374.77	576.00	576.00	321.32	288.00
	Employee Benefits Totals	\$59,530.47	\$63,890.00	\$63,890.00	\$35,617.73	\$45,278.00

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
EXPENSE						
	Department 1435 - Human Resources					
	Other Benefits					
840	Workmen's Compensation	624.33	553.00	553.00	552.97	657.00
862	Health Insurance Cost Reimbursement	712.33	1,500.00	1,500.00	585.39	1,500.00
	<i>Other Benefits Totals</i>	\$1,336.66	\$2,053.00	\$2,053.00	\$1,138.36	\$2,157.00
<hr/>						
	Department 1435 - Human Resources Totals	\$263,959.67	\$275,771.00	\$276,517.79	\$161,616.42	\$256,024.00
	EXPENSE TOTALS	\$263,959.67	\$275,771.00	\$276,517.79	\$161,616.42	\$256,024.00
<hr/>						
	Fund A - General Totals					
	REVENUE TOTALS	\$257.44	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE TOTALS	\$263,959.67	\$275,771.00	\$276,517.79	\$161,616.42	\$256,024.00
	Fund A - General Totals	(\$263,702.23)	(\$275,771.00)	(\$276,517.79)	(\$161,616.42)	(\$256,024.00)
<hr/>						
	Net Grand Totals	\$257.44	\$0.00	\$0.00	\$0.00	\$0.00
	REVENUE GRAND TOTALS	\$257.44	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$263,959.67	\$275,771.00	\$276,517.79	\$161,616.42	\$256,024.00
	Net Grand Totals	(\$263,702.23)	(\$275,771.00)	(\$276,517.79)	(\$161,616.42)	(\$256,024.00)

2022 Salary Schedule (Position Budgeting)
Human Resources

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan 1 Grade & Rate	Ann. Grade & Rate				
12524	Figurooa, Jacqueline	County Human Resources Director	\$87,915.00	Full Time	Appointed F/T	5/12/2014
	N/A / \$48.30	N/A / \$48.30				
13495	Hoffman, Candice	Human Resources Clerk	\$20,136.00	Part Time	Out of UnitPT	12/14/2020
	N/A / \$17.60	N/A / \$17.60				
		Human Resources Specialist	\$46,222.00			
	N/A / \$22.22	N/A / \$22.22				
			\$154,273.00			
				3		

First Name	Last Name	Department Description	Position Title	Hire Date	2021 Budgeted Salary	Position Grade	2021 Budgeted Increment	"Zero Year"	Year Attained in 2022	Top Eligible Increment	entry	1st	2nd	3rd	4th	5th	10th	15th	20th	25th	30th	
Jacqueline	Figueras	(DHF) Human Resources	County Human Resources Director	5/12/2014	\$ 87,915	1B	5	2014	8	5	70,090	80,433	82,444	84,093	85,354	87,915						
Neil	Baker	Human Resources	HR Specialist	Jul-21	\$ 46,222	9	entry	2021	1	entry	46,222	47,605										
Candice	Hoffman	Human Resources	Human Resources Clerk	12/14/2020	\$ 20,136	5	entry	2021	1	1	18,552	19,234										

Department Head Instructions:
 The salaries listed above represent your employees' current budgeted salaries as well as the merit-based salaries they are eligible to receive in 2022 pursuant to your evaluation of their performance. Please enclose with your 2022 Budget Submission your evaluations and circle the 2022 salary you recommend for each employee. Please note these salaries do not reflect a cost of living adjustment for 2022. A uniform cost of living adjustment may be applied to all salaries on this grid at the discretion of the Budget Officer and the full Board of Supervisors. Please certify your salary recommendations by signing below:

A. Figueras

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: 1681 Telecommunications

DATE: September 30, 2021

(a) Purpose of Amendment: **Adjust for increased expenses in telephone service**

(b) Appropriation Code, Object Code, Full Title and Amount: **1681 423 Telephone \$5,000**

(c) Revenue Code (with title), and Amount: **1681 2227 Telecommincatinos \$5,000**

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Information Technology

DATE: September 30, 2021

- (a) Purpose of Request: **To appropriate funds from the Computer Reserve Fund to departmental budgets to purchase computers and related equipment and software.**
- (b) Details:
Human Resources A.1435 220.1 \$17,000
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.895.00 Computer Reserve Fund

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

* as listed in budget and LOGOS

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Information Technology
 BUDGET ACCOUNT CODE: A.1680

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$578,137.06	\$573,321.00	\$573,321.00	\$573,321.00
200's EQUIPMENT	\$112,204.52	\$0.00	\$21,500.50	\$0.00
400's CONTRACTUAL	\$71,041.97	\$60,675.00	\$109,775.00	\$144,900.00
800's EMPLOYEE BENEFITS	\$241,758.97	\$256,411.00	\$256,411.00	\$259,940.00
TOTALS	\$1,003,142.52	\$890,407.00	\$961,007.50	\$978,161.00

2020 REVENUES	2021 ADOPTED REVENUES	2021 AMENDED REVENUES	2022 DEPARTMENT REQUESTS
\$99,497.80	\$95,000.00	\$144,500.00	\$110,505.00

SIGNED: Michael A. Lee
 DEPARTMENT HEAD
 TITLE: IT Director
 DATE: 9/7/2021

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Telecommunications

BUDGET ACCOUNT CODE: A.1681

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$68,656.89	\$68,231.00	\$68,231.00	\$68,231.00
200's EQUIPMENT	\$383.53	\$0.00	\$250.00	\$0.00
400's CONTRACTUAL	\$48,814.46	\$39,600.00	\$39,350.00	\$39,600.00
800's EMPLOYEE BENEFITS	\$36,813.36	\$38,912.00	\$38,912.00	\$39,630.00
TOTALS	\$154,668.24	\$146,743.00	\$146,743.00	\$147,461.00

2020 REVENUES	2021 ADOPTED REVENUES	2021 AMENDED REVENUES	2022 DEPARTMENT REQUESTS
\$49,872.59	\$50,000.00	\$50,000.00	\$50,000.00

SIGNED: Muelich & Cole
 DEPARTMENT HEAD

TITLE: F. T. Director

DATE: 9/7/2021

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
REVENUE						
	Department 1680 - Information Technology					
	<i>Intergovernmental Charges</i>					
2228	Information Tech. Fees	99,497.80	95,000.00	95,000.00	41,294.00	100,000.00
	<i>Intergovernmental Charges Totals</i>	\$99,497.80	\$95,000.00	\$95,000.00	\$41,294.00	\$100,000.00
	Department 1680 Information Technology Totals	\$99,497.80	\$95,000.00	\$95,000.00	\$41,294.00	\$100,000.00

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund - A - General						
REVENUE						
Department - 1681 - Telecommunications						
<i>Intergovernmental Charges</i>						
2227	Telecommunications	49,872.59	50,000.00	50,000.00	29,927.04	50,000.00
	<i>Intergovernmental Charges Totals</i>	\$49,872.59	\$50,000.00	\$50,000.00	\$29,927.04	\$50,000.00
Department - 1681 - Telecommunications Totals						
	REVENUE TOTALS	\$149,370.39	\$145,000.00	\$145,000.00	\$71,221.04	\$150,000.00

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
EXPENSE						
Department 1688 - Information Technology						
Personnel Services						
110	Salaries - Regular	573,701.24	569,321.00	569,321.00	374,438.68	569,321.00
120	Salaries - Overtime	4,435.82	4,000.00	4,000.00	(115.63)	4,000.00
	<i>Personnel Services Totals</i>	\$578,137.06	\$573,321.00	\$573,321.00	\$374,323.05	\$573,321.00
Equipment						
220	Office Equipment	5,777.56	.00	1,500.50	847.00	.00
220.1	Office Equipment - Reserve	106,426.96	.00	20,000.00	9,138.40	.00
	<i>Equipment Totals</i>	\$112,204.52	\$0.00	\$21,500.50	\$9,985.40	\$0.00
Contractual Expense						
410	Supplies	2,050.15	3,000.00	2,975.00	371.63	3,000.00
422	Repair/Maint-Equipment	14,758.97	16,000.00	15,100.00	2,606.32	17,000.00
423	Telephone	1,931.46	2,000.00	2,000.00	1,174.30	2,100.00
424	Postage	1.68	25.00	50.00	27.28	.00
426	Subscriptions	11,936.25	12,000.00	62,000.00	49,635.20	90,000.00
427	Memberships & Dues	50.00	50.00	50.00	50.00	50.00
428	Data Processing & Internet Fees	21,974.89	20,000.00	20,000.00	12,780.89	25,000.00
444	Travel/Education/Conference	488.57	1,000.00	1,000.00	538.88	1,000.00
470	Contract	17,850.00	6,600.00	6,600.00	6,600.00	6,750.00
	<i>Contractual Expense Totals</i>	\$71,041.97	\$60,675.00	\$109,775.00	\$73,784.50	\$144,900.00
Comments						
426	Departmental Request					
	Level					
	Departmental Request		\$39k Varonis, \$12k KnowBe4, \$15k RMM, \$24k MFA			
Employee Benefits						
810	Retirement	71,649.93	85,153.00	85,153.00	55,148.55	93,694.00
830	Social Security	33,666.54	35,548.00	35,548.00	21,913.34	35,548.00
831	Medicare Contribution	7,873.64	8,313.00	8,313.00	5,124.88	8,313.00
860	Hospitalization	112,602.36	112,602.00	112,602.00	76,057.96	106,581.00
865	Dental Insurance	1,590.11	1,800.00	1,800.00	1,246.68	1,800.00
	<i>Employee Benefits Totals</i>	\$227,382.58	\$243,416.00	\$243,416.00	\$159,491.41	\$245,936.00

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund	A - General					
EXPENSE						
	Department 1680 - Information Technology					
	<i>Other Benefits</i>					
840	Workmen's Compensation	2,814.39	2,269.00	2,269.00	2,268.07	3,064.00
861	Retirees Hospitalization	11,562.00	10,726.00	10,726.00	2,681.40	10,940.00
	<i>Other Benefits Totals</i>	\$14,376.39	\$12,995.00	\$12,995.00	\$4,949.47	\$14,004.00
	Department 1680 - Information Technology Totals	\$1,003,142.52	\$890,407.00	\$961,007.50	\$622,533.83	\$978,161.00

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
EXPENSE						
Department - 1681 - Telecommunications						
Personal Services						
110	Salaries - Regular	68,303.33	67,781.00	67,781.00	44,579.62	67,781.00
120	Salaries - Overtime	353.56	450.00	450.00	44.81	450.00
	<i>Personal Services Totals</i>	\$68,656.89	\$68,231.00	\$68,231.00	\$44,624.43	\$68,231.00
Equipment						
220	Office Equipment	383.53	.00	250.00	249.90	.00
	<i>Equipment Totals</i>	\$383.53	\$0.00	\$250.00	\$249.90	\$0.00
Contractual Expenses						
410	Supplies	476.44	500.00	250.00	.00	500.00
422	Repair/Maint-Equipment	.00	100.00	100.00	.00	100.00
423	Telephone	48,338.02	39,000.00	39,000.00	28,501.46	39,000.00
	<i>Contractual Expense Totals</i>	\$48,814.46	\$39,600.00	\$39,350.00	\$28,501.46	\$39,600.00
Employee Benefits						
810	Retirement	10,241.87	11,908.00	11,908.00	7,750.84	12,998.00
830	Social Security	3,911.99	4,230.00	4,230.00	2,551.69	4,230.00
831	Medicare Contribution	914.90	990.00	990.00	596.77	990.00
860	Hospitalization	21,496.28	21,496.00	21,496.00	14,882.04	21,124.00
865	Dental Insurance	248.32	288.00	288.00	199.44	288.00
	<i>Employee Benefits Totals</i>	\$36,813.36	\$38,912.00	\$38,912.00	\$25,980.78	\$39,630.00
Department - 1681 - Telecommunications						
	EXPENSE TOTALS	\$154,668.24	\$146,743.00	\$146,743.00	\$99,356.57	\$147,461.00
Fund A - General Totals						
	REVENUE TOTALS	\$149,370.39	\$145,000.00	\$145,000.00	\$71,221.04	\$150,000.00
	EXPENSE TOTALS	\$1,157,810.76	\$1,037,150.00	\$1,107,750.50	\$721,890.40	\$1,125,622.00
	Fund A - General Totals	(\$1,008,440.37)	(\$892,150.00)	(\$962,750.50)	(\$650,669.36)	(\$975,622.00)
Net Grand Totals						
	REVENUE GRAND TOTALS	\$149,370.39	\$145,000.00	\$145,000.00	\$71,221.04	\$150,000.00
	EXPENSE GRAND TOTALS	\$1,157,810.76	\$1,037,150.00	\$1,107,750.50	\$721,890.40	\$1,125,622.00
	Net Grand Totals	(\$1,008,440.37)	(\$892,150.00)	(\$962,750.50)	(\$650,669.36)	(\$975,622.00)

2022 Salary Schedule (Position Budgeting)
 Telecommunications

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan 1 Grade & Rate	Ann. Grade & Rate				
8075	McLaughlin, Scott N/A / \$32.59	Telecommunications Analyst N/A / \$32.59	\$67,781.00	Full Time	Out of UnitFT	6/6/1990
	N/A / \$0.00	Telecomm Overtime N/A / \$0.00	\$450.00			
			\$68,231.00			

2

2022 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Information Technology

BUDGET CODE: A. 1680 110

Title of Position: Sr. Computer Sys Analyst / Program

FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable):
- (b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable):
- (c) Is this a mandated position? If so, please explain:
- (d) Is there expected Revenue from this position? If so, please explain::

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

- (a) Description of Change: Increase From grade 15 to 16 to reflect level of responsibility in comparable positions
- (b) Projected change in Salary Dollars: \$78,310 → \$83,009
- (c) Is there expected Revenue impact from this change? If so, please explain:

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW (Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed/Approved this form when initialed: [Signature] 8/30/21
HR Director has Reviewed/Approved this form when initialed: [Signature] 8/30/21

2022 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: *Information Technology*

BUDGET CODE: *A. 1680 110*

Title of Position: *Cyber Security and Network Analyst*

FOR NEW POSITIONS

(a) Annual Base Salary (and Grade if Applicable): *\$ 69,222 (15)*

(b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): *Computer Help Desk Tech 1 # 3*
\$ 47,608
9

(c) Is this a mandated position? If so, please explain: *No*

(d) Is there expected Revenue from this position? If so, please explain: *No*

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

(a) Description of Change:

(b) Projected change in Salary Dollars: *\$ 21,614*

(c) Is there expected Revenue impact from this change? If so, please explain: *No*

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed/Approved this form when initialed:

HR Director has Reviewed/Approved this form when initialed:

QUA 5/21
AG 5/21

First Name	Last Name	Department Description	Position Title	Hire Date	2021 Budgeted Salary	Position Grade	2021 Budgeted Increment	"Zero Year"	Year Attained in 2022	Top Eligible Increment	entry	1st	2nd	3rd	4th	5th	10th	15th	20th	25th	30th	
Michael	Colvin	(010) Information Technology	Director Information Technology	4/11/1998	\$ 93,269	18	15	1998	24	20	78,090	80,433	82,444	84,093	85,354	87,915	90,552	93,269	96,067			
Albert	Smith	Information Technology	Computer Help Desk Tech I #3	7/31/2017	\$ 48,798	9	2	2017	5	5	46,222	47,608	48,798	49,774	50,521	52,037						
Darrell	Boutin	Information Technology	Computer Help Desk Tech #3	6/10/2019	\$ 47,608	9	1	2019	3	3	46,222	47,608	48,798	49,774								
John	Osgood	Information Technology	Computer Help Desk Tech #2	6/20/2005	\$ 63,029	11	15	2005	17	15	51,935	53,493	54,830	55,927	56,765	58,468	60,222	62,029				
Tosha	Brownell	Information Technology	Computer Help Desk Tech #1	8/14/2017	\$ 48,798	9	2	2018	4	4	46,222	47,608	48,798	49,774	50,521							
Robert	Hawford	Information Technology	Computer Help Desk Technician II	9/18/2006	\$ 60,222	11	10	2007	15	15	51,935	53,493	54,830	55,927	56,765	58,468	60,222	62,029				
William	Mahr	Information Technology	Network Coordinator	8/22/2005	\$ 68,670	13	off	2006	16	15	58,354	60,104	61,607	62,839	63,782	65,695	67,666	69,696				
Christopher	Lal-Jana	Information Technology	Programmer II	8/7/2017	\$ 61,607	13	2	2018	4	4	58,354	60,104	61,607	62,839	63,782							
Jeremy	Serme	Information Technology	Sr. Computer Sys Analyst/Program	11/18/2004	\$ 78,310	15	15	2005	17	15	65,566	67,533	69,222	70,606	71,665	73,815	76,029	78,310				
Scott	McLaughlin	Information Technology	Telecommunications Analyst	6/6/1998	\$ 67,781	11	30	1990	32	30	51,935	53,493	54,830	55,927	56,765	58,468	60,222	62,029	63,890	65,807	67,781	

Department Head Instructions:

The salaries listed above represent your employees' current budgeted salaries as well as the merit-based salaries they are eligible to receive in 2022 pursuant to your evaluation of their performance. Please enclose with your 2022 Budget Submission your evaluations and circle the 2022 salary you recommend for each employee. Please note these salaries do not reflect a cost of living adjustment for 2022. A uniform cost of living adjustment may be applied to all salaries on this grid at the discretion of the Budget Officer and the Full Board of Supervisors. Please certify your salary recommendations by signing below.

Michael M. Col

2022 Budget Notes

A.1680 422 Repair/Maint-Equipment

Increase \$1k for normal expenses. Short \$1k this year

A.1680 426 Subscriptions

\$39K Varonis: file monitoring

\$12k KnowBe4: Cyber Training and Phish testing

\$15k RMM: Remote Monitor and Management, PC inventory, track updates, provide support

\$24k Multi-Factor Authentication is now being required in order to obtain cyber insurance.

Most software is switching to a subscription-based model so this code will increase in the future, i.e. O365

In the neighborhood of \$200k per year

A.1680 428 Data Processing & Internet Fees

It was determined this year that Spectrum was only charging us half of the connection cost for DPW and Employment & Training. We have been paying \$475/month each. They offered us \$950/month and would double the connection speed. When it was pointed out to them there are other choices, they offered \$510/month for double the speed.

A.1680 470 Contract

Scheduled increase for website hosting/maintenance

A.1681 423 Telephone

We signed a contract a year ago to change the connection to the phone vendor that would lower our bill. However due to pandemic, construction services have been limited and we are still waiting. The latest update says the expected switchover will be October. Although short this year, should be fine in 2022.

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: County Attorney

DATE: Septebmer 30, 2021

- (a) Purpose of Request: **To authorize the County Attorney and Napoli Shkolnik to execute any documents associated with accepting a settlement with the Big 3 prescription drug distributors. Settlement documents must be completed no later than October 15, 2021.**
- (b) Details: **This is another opioid case. The "Big 3" distributors, McKesson, Cardinal Health, and Amerisource Bergen, have agreed to a settlement of claims involoving their marketing of opioid prescription drugs. Warren County is represented by Napoli Shkolnik who will be paid out of the settlement proceeds.**
- (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

BUDGET SUMMARY

410 Supplies - Decreased from \$9,000 to \$7,000

424 Postage - Decreased from \$12,500 to \$10,000

427 Membership & Dues - Increased from \$500 to \$1,500. This covers attorney fee renewals so we budgeted for 3 attorneys instead of 2 since the opening for County Attorney is still up in the air

428 Data Processing & Internet fees - Decreased from \$1,850 to \$1,700

440 Legal Fees - Increased from \$65,000 to \$75,000. Our contract with outside labor counsel is \$45,000 and with the extra expenses we have had, over what is covered in the contract, we only have \$10,269.70 left to cover us until the end of this year so we would just like a little more cushion

Personnel Request - We are requesting a Part Time Legal Assistant position. Our office is short staffed and we only have 1 person who handles all drafting of contracts, AOT's, drafting of resolutions, paying invoices, etc. A part time person would help tremendously in giving our attorneys assistance in legal research and be a support staff person for our Confidential Secretary in helping prepare contracts and AOT's when needed. The part time position is 24 hours per week which would be ideal.

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET


PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Law (County Attorney)
 BUDGET ACCOUNT CODE: A.1420

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$393,144.87	\$390,298.00	\$507,061.49	\$394,389.00
200's EQUIPMENT	\$3,016.62			\$0.00
400's CONTRACTUAL	\$84,277.05	\$98,450.00	\$123,250.00	\$104,800.00
800's EMPLOYEE BENEFITS	\$106,208.01	\$114,894.00	\$134,568.65	\$121,964.00
TOTALS	\$586,646.55	\$603,642.00	\$764,880.14	\$621,153.00

2020 REVENUES	2021 ADOPTED REVENUES	2021 AMENDED REVENUES	2022 DEPARTMENT REQUESTS
\$69,018.41	\$60,000.00	\$60,000.00	\$60,000.00

SIGNED: 
 DEPARTMENT HEAD
 TITLE: Acting County Attorney
 DATE: 8/31/21

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
REVENUE						
Department 1420 - Law (County Attorney)						
<i>Departmental Income</i>						
1265	Attorney Fees	68,999.30	60,000.00	60,000.00	51,065.79	60,000.00
		\$68,999.30	\$60,000.00	\$60,000.00	\$51,065.79	\$60,000.00
<i>Departmental Income Totals</i>						
Federal Aid						
4960	Emergency Disaster Assist	9.11	.00	.00	.00	.00
		\$9.11	\$0.00	\$0.00	\$0.00	\$0.00
<i>Federal Aid Totals</i>						
Sale of Property and Compensation for Loss						
2655	Minor Sales, Other	10.00	.00	.00	.00	.00
		\$10.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Sale of Property and Compensation for Loss Totals</i>						
		\$69,018.41	\$60,000.00	\$60,000.00	\$51,065.79	\$60,000.00
Department 1420 - Law (County Attorney) Totals		\$69,018.41	\$60,000.00	\$60,000.00	\$51,065.79	\$60,000.00
REVENUE TOTALS						
EXPENSE						
Department 1420 - Law (County Attorney)						
<i>Personal Services</i>						
110	Salaries - Regular	391,894.87	390,298.00	507,061.49	334,789.79	394,389.00
120	Salaries - Overtime	127.72	.00	.00	.00	.00
130	Salaries - Part Time	1,122.28	.00	.00	.00	.00
		\$393,144.87	\$390,298.00	\$507,061.49	\$334,789.79	\$394,389.00
<i>Personal Services Totals</i>						
Equipment						
210	Furniture/Furnishings	2,920.63	.00	.00	.00	.00
220	Office Equipment	95.99	.00	.00	.00	.00
		\$3,016.62	\$0.00	\$0.00	\$0.00	\$0.00
<i>Equipment Totals</i>						
Contractual Expense						
410	Supplies	7,294.90	9,000.00	9,000.00	5,073.82	7,000.00
419	Settlements	5,884.49	.00	24,800.00	.00	.00
423	Telephone	566.35	600.00	600.00	353.16	600.00
424	Postage	7,067.53	12,500.00	12,500.00	5,691.07	10,000.00
426	Subscriptions	2,980.04	3,400.00	3,400.00	1,520.55	3,400.00
<i>Comments</i>						
<i>Level</i>						
<i>Comment</i>						
Departmental Request Lexis Nexis Contract - \$2,172 per year						

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund	A - General					
EXPENSE						
	Department 1420 - Law (County Attorney)					
	Contractual Expense					
427	Memberships & Dues	1,261.00	1,500.00	500.00	430.00	1,500.00
	Comments					
	Level					
	Departmental Request					
	Attorney fee renewals - Roughly \$1,050					
428	Data Processing & Internet Fees	2,124.00	850.00	1,850.00	1,530.00	1,700.00
	Comments					
	Level					
	Departmental Request					
	Abicus - \$1,350					
	Internet Billing - \$335 per year					
436	Advertising Fees	3,781.70	4,500.00	4,500.00	4,396.85	4,500.00
439	Misc Fees & Expenses	.00	100.00	100.00	.00	100.00
440	Legal/Transcript Fees	52,964.00	65,000.00	65,000.00	35,980.30	75,000.00
	Comments					
	Level					
	Departmental Request					
	Outside Labor Counsel - \$45,000 per year					
444	Travel/Education/Conference	351.04	1,000.00	1,000.00	100.00	1,000.00
	Comments					
	Level					
	Departmental Request					
	CAASNY - Roughly \$700					
	Contractual Expense Totals	\$84,277.05	\$98,450.00	\$123,250.00	\$55,075.75	\$104,800.00
810	Retirement	31,347.62	40,201.00	50,943.25	32,542.78	45,749.00
830	Social Security	23,574.61	24,199.00	31,438.33	20,322.02	24,453.00
831	Medicare Contribution	5,513.39	5,660.00	7,353.07	4,752.72	5,719.00
860	Hospitalization	31,081.29	31,212.00	31,212.00	17,552.32	30,177.00
865	Dental Insurance	725.89	816.00	816.00	514.38	816.00
	Employee Benefits Totals	\$92,242.80	\$102,088.00	\$121,762.65	\$75,684.22	\$106,914.00
	Other Benefits					
840	Workmen's Compensation	1,477.04	1,330.00	1,330.00	1,329.67	1,860.00
861	Retirees Hospitalization	11,993.34	10,726.00	10,726.00	2,681.40	10,940.00
862	Health Insurance Cost Reimbursement	494.83	750.00	750.00	1,115.76	2,250.00

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
EXPENSE						
	Department 1420 - Law (County Attorney)					
	Other Benefits					
	Department 1420 - Law (County Attorney) Totals	\$13,965.21	\$12,806.00	\$12,806.00	\$5,126.83	\$15,050.00
	EXPENSE TOTALS	\$586,646.55	\$603,642.00	\$764,880.14	\$470,676.59	\$621,153.00
		\$586,646.55	\$603,642.00	\$764,880.14	\$470,676.59	\$621,153.00
Fund A - General Totals						
	REVENUE TOTALS	\$69,018.41	\$60,000.00	\$60,000.00	\$51,065.79	\$60,000.00
	EXPENSE TOTALS	\$586,646.55	\$603,642.00	\$764,880.14	\$470,676.59	\$621,153.00
		(\$517,628.14)	(\$543,642.00)	(\$704,880.14)	(\$419,610.80)	(\$561,153.00)
Fund A - General Totals						
	Net Grand Totals	\$69,018.41	\$60,000.00	\$60,000.00	\$51,065.79	\$60,000.00
	REVENUE GRAND TOTALS	\$586,646.55	\$603,642.00	\$764,880.14	\$470,676.59	\$621,153.00
	EXPENSE GRAND TOTALS	(\$517,628.14)	(\$543,642.00)	(\$704,880.14)	(\$419,610.80)	(\$561,153.00)
	Net Grand Totals					

2022 Salary Schedule (Position Budgeting)
County Attorney

EUID	NAME	POSITION	ANNUAL SALARIES	EMP. TYPE	BENEFIT GROUP	hire date
	Grade	Ann. Grade & Rate				
13251	Dickey, Ryan	2nd Assistant County Attorney	\$64,150.00	Full Time	Appointed F/T	8/13/2018
	N/A / \$35.25					
12082	Morgan, Ilana	Legal Assistant #2	\$49,091.00	Full Time	Out of UnitFT	6/14/2021
	N/A / \$23.60					
13280	Reiter, Raymond	Tax Coordinator	\$45,900.00	Full Time	Out of UnitFT	12/26/2018
	N/A / \$22.07					
13379	Terwilliger, Robert	1st Assistant County Attorney	\$66,563.00	Full Time	Appointed F/T	8/12/2019
	N/A / \$36.57					
13263	Turcotte, Amy	Secretary to the County Attorney	\$47,608.00	Full Time	Out of UnitFT	9/10/2018
	N/A / \$22.89					
	County Attorney		\$121,077.00			
	N/A / \$66.53					
			6			
			\$394,389.00			

2022 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: County Attorney

BUDGET CODE: A. 1420 130

Title of Position: Legal Assistant #1. part time

FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable): Grade 8 part time, 24 hours per week, 48 hours per pay period, salary is prorated as \$26,163.
- (b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable):
- (c) Is this a mandated position? If so, please explain: No.
- (d) Is there expected Revenue from this position? If so, please explain:: Revenue from abstracting fees, collection work for money owed to county, statutory fees that can be assessed for making copies of FOIL'd documents.

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

- (a) Description of Change:
- (b) Projected change in Salary Dollars:
- (c) Is there expected Revenue impact from this change? If so, please explain:

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW
(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed/Approved this form when initialed: *[Signature]*
HR Director has Reviewed/Approved this form when initialed: *[Signature]*

LEGAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position involves advanced level legal clerical work combined with para-professional legal work in an attorney's office in municipal government. The incumbent assists the legal staff by performing a wide variety of legal administrative and clerical functions as well as research, review and preparation of legal documents. In addition, the position may require assistance at meetings, court proceedings and related conferences as needed. The work is performed under general supervision of a supervising attorney in accordance with specific policies and objectives. The incumbent must be able to type and be experienced in the use of a computer for word processing and other related software programs. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares legal documents and processes them in accordance with prescribed procedures;
 Conducts basic research and gathers information needed in various office legal matters;
 Assembles supportive materials and documents to be used for research and the preparation of legal matters handled in the office;
 Reviews, files and prepares memoranda to assist in litigation or other legal work;
 Examines legal documents and abstracts relevant data;
 Relieves assigned attorneys of administrative details that do not require their personal attention by the use of discretion, tact and knowledge of department procedures and policies;
 Handles routine correspondence independently or from brief oral instructions;
 Schedules meetings and appointments and maintains calendars for legal staff;
 Answers telephone calls, takes messages and responds to requests for information in accordance with office procedures;
 Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
 Maintains legal files, both hard copy and electronic;
 May verify citations and condense case law and statutes;
 Assists in legal matters such as hearings, trials or conferences as may be required;
 May prepare reports and statistical filings in accordance with prescribed procedures;
 Performs a variety of assigned tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern law office practices, legal forms and legal terminology; good knowledge of legal research; good knowledge of executive secretarial skills, including correct English usage, grammar, spelling and legal formatting; good knowledge of the functions and capabilities of word processing equipment and software for legal documents; ability to understand and carry out complex oral and written directions; ability to interact effectively with attorneys, paraprofessionals and clerical staff; ability to effectively use computer applications such as spreadsheets, word-processing, e-mail and database software; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential tasks of the position; accuracy; resourcefulness; initiative; neat personal appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- a) Associate's degree in Paralegal Studies, Legal studies or a related field, and two (2) years of secretarial or office administration experience; or
- b) Graduation from high school or possession of a high school equivalency diploma, and four (4) years of experience as a paralegal assistant, legal secretary or closely related experience.

WC: 8/07, 9/15, 10/19

JC: Competitive

RESOLUTION TRACKING REPORT
JULY 16, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
PR14	PROCLAMATION - JOAN GRISHKOT DAY	PROCLAMATION FILED AND COPY MAILED TO GRISHKOT FAMILY
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 (AIRPORT) - 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 (BUILDINGS & GROUNDS) - AWARDING BID AND AUTHORIZING AGREEMENT WITH C&L MECHANICAL CORP. FOR PLUMBING SERVICES (WC 36-21)	CONTRACT EXECUTED
261	CRIMINAL JUSTICE (PROBATION) - 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 (PUBLIC DEFENDER) - AUTHORIZING AGREEMENT WITH BUDDI US, LLC FOR ELECTRONIC MONITORING OF JUVENILES FOR THE PROBATION DEPARTMENT	NEGOTIATING WITH COMPANY
263	CRIMINAL JUSTICE (PUBLIC DEFENDER) - 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 (PLANNING & COMMUNITY DEVELOPMENT) - 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	GRANT AGREEMENT EXECUTED
265	ECONOMIC GROWTH & DEVELOPMENT (PLANNING & COMMUNITY DEVELOPMENT) - AUTHORIZING THE COUNTY PLANNER TO APPOINT A SECTION 3 COORDINATOR TO ENSURE CONTRACTOR CONFORMANCE FOR PROJECTS FUNDED WITH CDBG GRANT FUNDS	
266	HEALTH SERVICES (PUBLIC HEALTH) - 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 (PUBLIC HEALTH) - 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	CONTRACT EXECUTED
268	HEALTH SERVICES (PUBLIC HEALTH) - 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 (OFFICE FOR THE AGING) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE OFFICE FOR THE AGING NY CONNECTS EXPANSION AND ENHANCEMENT PROGRAM	EXECUTED
270	HUMAN SERVICES (COUNTRYSIDE ADULT HOME) - 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 (O&M) - AUTHORIZING EVENT FEE RATES FOR USE OF THE FESTIVAL COMMONS AT THE CHARLES R. WOO PARK FOR THE ICE CASTLE EVENT	BEING REVIEWED BY ICE CASTLES
272	PUBLIC SAFETY (SHERIFF) - APPOINTING MEMBERS OF THE WARREN COUNTY TRAFFIC SAFETY BOARD	OATHS OF OFFICE SENT; RESOLUTION FILED WITH COUNTY CLERK
273	PUBLIC WORKS (DPW) - AUTHORIZING CONTINUATION OF AGREEMENTS WITH VARIOUS MUNICIPALITIES FOR ROADWAY MAINTENANCE AND INCLUDING A CATEGORY FOR EQUIPMENT IMPROVEMENT	HALF EXECUTED - HALF WAITING FOR TOWN RESOLUTIONS
274	PUBLIC WORKS (DPW) - RESOLUTION AUTHORIZING THE SUPERINTENDENT OF PUBLIC WORKS TO PROCEED WITH EMINENT DOMAIN PROCEDURES FOR THE CR7 OVER HALF WAY CREEK BRIDGE REPLACEMENT PROJECT	
275	PUBLIC WORKS (DPW) - AUTHORIZING THE IMPLEMENTATION, AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID AND STATE "MARCHISELLI" PROGRAM-AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL-AID PROJECT, AND APPROPRIATING FUNDS THEREFORE FOR THE 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	BOTH CONTRACTS EXECUTED
279	PUBLIC WORKS (PARKS, RECREATION & RAILROAD) - AMENDING FEE SCHEDULE FOR THE UPONDA 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	POLICY FILED
285	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (CLERK OF THE BOARD) - 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 (DEPARTMENT OF SOCIAL SERVICES) - 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 (TOURISM & OCCUPANCY TAX COORDINATION) - REVISING AND RE-ESTABLISHING CRITERIA FOR THE EXPENDITURE OF COUNTY OCCUPANCY TAX REVENUES IN CONNECTION WITH CONVENTIONS, TRADE SHOWS AND EVENTS	
288	FINANCE (BUILDINGS & GROUNDS) - 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 (COUNTY TREASURER) - CANCELLING OR CORRECTING OF ASSESSMENTS AND REFUNDS OR CHARGE BACKS OF TAXES	PROCESSED BY RPTS
290	FINANCE (DPW) - INCREASING CAPITAL PROJECT NO. H390, COUNTY BRIDGE & CULVERT PROJECTS; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2021	PROCESSED BY 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 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 TREASURER
293	FINANCE (PLANNING & COMMUNITY DEVELOPMENT) - ESTABLISHING COMMUNITY DEVELOPMENT FUND CD 76 COUNTRY SIDE RENOVATIONS; AUTHORIZING TRANSFER OF FUNDS AND AMENDING WARREN COUNTY BUDGET FOR 2021	PROCESSED BY 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 TREASURER
295	FINANCE (PLANNING & COMMUNITY DEVELOPMENT) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED SURPLUS TO THE COUNTRY SIDE 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> RESOLUTION WITHDRAWN	RESOLUTION WITHDRAWN
296	FINANCE - ADOPTING AND APPROVING ADIRONDACK COMMUNITY COLLEGE OPERATING BUDGET FOR FISCAL YEAR 2021-2022	RESOLUTION SENT TO ACC
CA04	CERTIFICATE OF APPOINTMENT - RE-APPOINTING MEMBERS OF THE SARATOGA-WARREN-WASHINGTON COUNTIES WORKFORCE DEVELOPMENT BOARD	OATHS OF OFFICE SENT; FILED WITH CO. CLERK

RESOLUTION TRACKING REPORT
JULY 16, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
297	<p><i>RESOLUTION NOS. 257-295 AND ONE CERTIFICATE OF APPOINTMENT WERE POSTED TO THE COUNTY WEBSITE AND DISTRIBUTED TO THE BOARD OF SUPERVISORS ON JULY 7, 2021</i></p> <p>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</p>	
298	<p>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'"</p> <p><i>FLOOR RESOLUTION NOS. 1 AND 2 (LATER RESOLUTION NOS. 297 AND 298) WERE DISTRIBUTED TO THE BOARD OF SUPERVISORS ON JULY 15, 2021 PURSUANT TO ACTION TAKEN BY THE ETHICS FINANCIAL DISCLOSURE FORM REVIEW SPECIAL COMMITTEE ON THE SAME DAY</i></p>	NOTICE OF PUBLIC HEARING PUBLISHED

SUMMARY OF 2022 BUDGET INCREASES REQUESTED BY CLERK

- A.1010 - Legislative Board
 .410 - Supplies - increased by \$5,000
experienced shortage in 2021 primarily attributed to increased copying (copier and paper costs)
- A.1040 -Clerk-Legislative Board
 .444 - Travel/Education/Conference - increased by \$20,000
to budget separate funding for NACo Legislative and Annual Conferences
- A.1185 - Medical Examiners & Coroners
 .435 - Medical Fees - increased by \$50,000
Medical Fees budget has consistently been overspent in 2019, 2020 and 2021
- A.1920 - Municipal Assoc. Dues
NYSAC dues increased from \$10,946 to \$11,273

SALARY CHANGES REQUESTED

- Amanda Allen - increase from 5th to 15th increment *(to meet years of service)*
- Sarah McLenithan - increase from 3rd to 10th increment *(to meet years of service)*
- Samantha Hogan - change title from Sr. Legislative Office Specialist to Second Deputy Clerk of the Board (Grade 9, 5th increment)
- Molly Ganotes - increase from 2nd to 4th increment
- Leslie Lovelace - increase from 2nd to 4th increment

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET


PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Legislative Board
 BUDGET ACCOUNT CODE: A.1010

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$396,399.64	\$396,398.00	\$393,398.00	\$397,340.00
200's EQUIPMENT	\$750.99	\$0.00	\$6,701.77	\$0.00
400's CONTRACTUAL	\$358,967.84	\$408,392.00	\$427,437.02	\$513,448.00
800's EMPLOYEE BENEFITS	\$158,311.90	\$157,890.00	\$157,890.00	\$156,923.00
TOTALS	\$914,430.37	\$962,680.00	\$985,426.79	\$1,067,711.00

2020 REVENUES	2021 ADOPTED REVENUES	2021 AMENDED REVENUES	2022 DEPARTMENT REQUESTS
\$33,953,802.82	\$0.00	\$33,973,877.00	\$0.00

SIGNED: 
 DEPARTMENT HEAD
 TITLE: Clerk of the Board
 DATE: 9/29/2021

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
EXPENSE						
Department 1010 - Legislative Board						
Personal Services						
130	Salaries - Part Time	396,399.64	396,398.00	393,398.00	260,890.62	397,340.00
	<i>Personal Services Totals</i>	\$396,399.64	\$396,398.00	\$393,398.00	\$260,890.62	\$397,340.00
Equipment						
220	Office Equipment	.00	.00	6,452.79	5,879.48	.00
220.1	Office Equipment - Reserve	750.99	.00	248.98	248.95	.00
	<i>Equipment Totals</i>	\$750.99	\$0.00	\$6,701.77	\$6,128.43	\$0.00
Contractual Expense						
410	Supplies	5,825.53	5,000.00	11,288.01	6,258.01	10,000.00
417	Water/Sewer/Taxes	242,878.00	242,878.00	242,878.00	126,312.00	242,878.00
424	Postage	1,417.61	1,000.00	1,000.00	462.39	1,000.00
425	Reproduction Expenses	.00	500.00	551.61	549.19	551.00
426	Subscriptions	472.99	170.00	170.00	77.94	170.00
427	Memberships & Dues	1,314.00	1,314.00	1,314.00	1,314.00	1,314.00
428	Data Processing & Internet Fees	419.90	330.00	808.80	658.90	335.00
436	Advertising Fees	795.73	2,000.00	2,000.00	1,543.05	2,000.00
437	Consulting Fees	2,250.00	2,600.00	2,600.00	.00	2,600.00
444	Travel/Education/Conference	11,999.81	20,000.00	22,226.60	11,535.50	20,000.00
445	Foods	.00	100.00	100.00	79.89	100.00
470	Contract	91,594.27	132,500.00	142,500.00	15,950.96	232,500.00
	<i>Contractual Expense Totals</i>	\$358,967.84	\$408,392.00	\$427,437.02	\$164,741.83	\$513,448.00
Comments						
Account	Level	Comment				
470	Departmental Request	City of Glens Falls - \$99,000 ANCA - \$3,000 W.C. Historical Society - \$3,500 Invasive Species (Glen Lake) - \$25,000 lake George Park Commission - \$100,000 Lakes to Locks - \$2,000				
Employee Benefits						
810	Retirement	32,540.54	33,979.00	33,979.00	22,393.51	33,429.00
830	Social Security	23,133.93	24,586.00	24,586.00	15,198.99	24,644.00
831	Medicare Contribution	5,410.49	5,750.00	5,750.00	3,554.67	5,764.00

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1010 - Legislative Board					
	Employee Benefits					
860	Hospitalization	64,006.02	64,007.00	64,007.00	39,622.39	64,434.00
865	Dental Insurance	1,396.39	1,632.00	1,632.00	1,025.73	1,632.00
	<i>Employee Benefits Totals</i>	\$126,487.37	\$129,954.00	\$129,954.00	\$81,795.29	\$129,903.00
	<i>Other Benefits</i>					
840	Workmen's Compensation	2,655.00	2,099.00	2,099.00	2,099.00	2,732.00
861	Retirees Hospitalization	28,830.04	23,587.00	23,587.00	5,401.41	22,038.00
862	Health Insurance Cost Reimbursement	339.49	2,250.00	2,250.00	591.45	2,250.00
	<i>Other Benefits Totals</i>	\$31,824.53	\$27,936.00	\$27,936.00	\$8,091.86	\$27,020.00
	Department 1010 - Legislative Board Totals	\$914,430.37	\$962,680.00	\$985,426.79	\$521,648.03	\$1,067,711.00
	EXPENSE TOTALS	\$914,430.37	\$962,680.00	\$985,426.79	\$521,648.03	\$1,067,711.00
Fund A - General Totals		\$914,430.37	\$962,680.00	\$985,426.79	\$521,648.03	\$1,067,711.00
	EXPENSE TOTALS	(\$914,430.37)	(\$962,680.00)	(\$985,426.79)	(\$521,648.03)	(\$1,067,711.00)
	Net Grand Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	REVENUE GRAND TOTALS	\$914,430.37	\$962,680.00	\$985,426.79	\$521,648.03	\$1,067,711.00
	EXPENSE GRAND TOTALS	(\$914,430.37)	(\$962,680.00)	(\$985,426.79)	(\$521,648.03)	(\$1,067,711.00)
	Net Grand Totals					

2022 Salary Schedule (Position Budgeting)
Legislative Board

Empl. #	Name	Position		Annual Earnings	Empl. Type	Benefit Group	Hire Date
		Jan1 Grade & Rate	Ann. Grade & Rate				
12478	Beaty, Douglas N/A / \$108.65	Supervisor #20 N/A / \$108.65	Supervisor #20 N/A / \$108.65	\$18,267.00	Elected	Elected/PT	1/1/2014
12867	Braymer, Claudia N/A / \$437.42	Supervisor #19 N/A / \$437.42	Supervisor #19 N/A / \$437.42	\$18,267.00	Elected	Elected/PT	1/1/2016
13412	Bruno, Daniel N/A / \$11.71	Supervisor #3 N/A / \$11.71	Supervisor #3 N/A / \$11.71	\$18,267.00	Elected	Elected/PT	1/1/2020
11727	Conover, Ronald N/A / \$11.71	Supervisor #18 N/A / \$11.71	Supervisor #18 N/A / \$11.71	\$18,267.00	Elected	Elected/PT	1/1/2010
13140	Diamond, John N/A / \$11.71	Supervisor #14 N/A / \$11.71	Supervisor #14 N/A / \$11.71	\$18,267.00	Elected	Elected/PT	1/1/2018
5276	Dickinson, Dennis N/A / \$292.74	Supervisor #1 N/A / \$292.74	Supervisor #1 N/A / \$292.74	\$18,267.00	Elected	Elected/PT	1/1/2012
13152	Driscoll, Bennet N/A / \$11.71	Supervisor #9 N/A / \$11.71	Supervisor #9 N/A / \$11.71	\$18,267.00	Elected	Elected/PT	1/9/2018
12043	Frasier, Edna N/A / \$122.07	Supervisor #5 N/A / \$122.07	Supervisor #5 N/A / \$122.07	\$18,267.00	Elected	Elected/PT	1/1/2012
11038	Geraghty, Kevin N/A / \$122.07	Supervisor #16 N/A / \$122.07	Supervisor #16 N/A / \$122.07	\$18,267.00	Elected	Elected/PT	1/1/2006
13141	Hogan, Andrea N/A / \$11.71	Supervisor #4 N/A / \$11.71	Supervisor #4 N/A / \$11.71	\$18,267.00	Elected	Elected/PT	1/1/2018
12866	Leggett, Craig N/A / \$313.22	Supervisor #6 N/A / \$313.22	Supervisor #6 N/A / \$313.22	\$18,267.00	Elected	Elected/PT	1/1/2016
13142	Magowan, William N/A / \$11.71	Supervisor #2 N/A / \$11.71	Supervisor #2 N/A / \$11.71	\$18,267.00	Elected	Elected/PT	1/1/2018
11726	McDevitt, Peter N/A / \$289.95	Supervisor #11 N/A / \$289.95	Supervisor #11 N/A / \$289.95	\$18,267.00	Elected	Elected/PT	1/1/2010

11037	Merlino, Eugene N/A / \$162.29	Supervisor #15 N/A / \$162.29	\$18,267.00	Elected	Elected/PT	1/1/2006
10161	Seeber, Rachel N/A / \$11.71	Supervisor #17 N/A / \$11.71	\$18,267.00	Elected	Elected/PT	1/1/2020
13410	Shepler, Susan N/A / \$11.71	Supervisor #10 N/A / \$11.71	\$18,267.00	Elected	Elected/PT	1/1/2020
13502	Smith, Sylvia N/A / \$114.89	Supervisor #8 N/A / \$114.89	\$18,267.00	Elected	Elected/PT	1/1/2021
12479	Strough, John N/A / \$17.56	Supervisor #13 N/A / \$17.56	\$18,267.00	Elected	Elected/PT	1/1/2014
10562	Thomas, Frank N/A / \$114.89	Supervisor #12 N/A / \$114.89	\$18,267.00	Elected	Elected/PT	5/20/2003
13143	Wild, Michael N/A / \$11.71	Supervisor #7 N/A / \$11.71	\$18,267.00	Elected	Elected/PT	1/1/2018
	N/A / \$15.00	Board Majority Leader N/A / \$15.00	\$6,000.00			
	N/A / \$15.00	Board Minority Leader N/A / \$15.00	\$6,000.00			
	N/A / \$15.00	Chair of the Board N/A / \$15.00	\$20,000.00			
			23			
			\$397,340.00			

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Clerk-Legislative Board
 BUDGET ACCOUNT CODE: A.1040

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$264,054.39	\$262,040.00	\$262,040.00	\$262,040.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$1,297.52	\$1,200.00	\$1,200.00	\$21,200.00
800's EMPLOYEE BENEFITS	\$115,769.14	\$120,509.00	\$120,509.00	\$125,935.00
TOTALS	\$381,121.05	\$383,749.00	\$383,749.00	\$409,175.00

2020 REVENUES	2021 ADOPTED REVENUES	2021 AMENDED REVENUES	2022 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED: *Shirley Lu*
 DEPARTMENT HEAD
 TITLE: *Clerk of the Board*
 DATE: *8/12/21*

Expense Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
Department 1040 - Clerk-Legislative Board						
Personal Services						
110	Salaries - Regular	264,054.39	262,040.00	262,040.00	142,707.40	262,040.00
	<i>Personal Services Totals</i>	\$264,054.39	\$262,040.00	\$262,040.00	\$142,707.40	\$262,040.00
<i>Contractual Expense</i>						
410	Supplies	613.27	500.00	500.00	173.27	500.00
423	Telephone	584.25	600.00	600.00	305.55	600.00
427	Memberships & Dues	100.00	100.00	100.00	100.00	100.00
444	Travel/Education/Conference	.00	.00	.00	.00	20,000.00
	<i>Contractual Expense Totals</i>	\$1,297.52	\$1,200.00	\$1,200.00	\$578.82	\$21,200.00
<i>Employee Benefits</i>						
810	Retirement	30,601.54	36,422.00	36,422.00	19,374.16	40,223.00
830	Social Security	15,218.10	16,246.00	16,246.00	8,191.89	16,246.00
831	Medicare Contribution	3,559.07	3,800.00	3,800.00	1,915.85	3,800.00
860	Hospitalization	44,870.16	47,362.00	47,362.00	27,323.70	48,307.00
865	Dental Insurance	739.51	936.00	936.00	637.20	1,104.00
	<i>Employee Benefits Totals</i>	\$94,988.38	\$104,766.00	\$104,766.00	\$57,442.80	\$109,680.00
<i>Other Benefits</i>						
840	Workmen's Compensation	885.00	700.00	700.00	699.93	911.00
861	Retirees Hospitalization	19,895.76	15,043.00	15,043.00	3,760.71	15,344.00
	<i>Other Benefits Totals</i>	\$20,780.76	\$15,743.00	\$15,743.00	\$4,460.64	\$16,255.00
	Department 1040 - Clerk-Legislative Board Totals	\$381,121.05	\$383,749.00	\$383,749.00	\$205,189.66	\$409,175.00

2022 Salary Schedule (Position Budgeting)
 Clerk of the Legislative Board

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
11101	Allen, Amanda N/A / \$42.99	Clerk of the Board N/A / \$42.99	\$78,244.00	Full Time	Appointed F/T	5/22/2006
12775	Ganotes-Gleason, Molly N/A / \$19.70	Legislative Office Specialist #4 N/A / \$19.70	\$40,972.00	Full Time	Out of UnitFT	6/1/2015
12431	Hogan, Samantha N/A / \$23.60	Sr Legislative Ofc Specialist #1 N/A / \$23.60	\$49,091.00	Full Time	Out of UnitFT	9/23/2013
12875	Lovelace, Leslie N/A / \$19.70	Secretary to the Clerk of Board N/A / \$19.70	\$40,972.00	Full Time	Out of UnitFT	1/19/2016
11462	McLenithan, Sarah N/A / \$28.99	Deputy Clerk of the Board N/A / \$28.99	\$52,761.00	Full Time	Appointed F/T	4/29/2013
				5		
			\$262,040.00			

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Justices & Constables
 BUDGET ACCOUNT CODE: A.1180

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$1,190.00	\$2,400.00	\$2,400.00	\$510.00
TOTALS	\$1,190.00	\$2,400.00	\$2,400.00	\$510.00

SIGNED: *Shirley A. De*
 DEPARTMENT HEAD
 TITLE: *Clerk of the Board*
 DATE: *8/17/21*

Expense Budget Worksheet Report

Budget Year 2022

Account Fund	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
A - General						
	Department 1180 - Justices & Constables					
	Contractual Expense					
440	Legal/Transcript Fees	1,190.00	2,400.00	2,400.00	510.00	510.00
	<i>Contractual Expense Totals</i>	\$1,190.00	\$2,400.00	\$2,400.00	\$510.00	\$510.00
	Department 1180 - Justices & Constables Totals	\$1,190.00	\$2,400.00	\$2,400.00	\$510.00	\$510.00

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS


REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Medical Examiner & Coroners

BUDGET ACCOUNT CODE: A.1185

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$53,955.81	\$54,673.00	\$54,673.00	\$54,673.00
400's CONTRACTUAL	\$176,958.00	\$100,000.00	\$100,000.00	\$150,000.00
800's EMPLOYEE BENEFITS	\$8,929.65	\$9,609.00	\$9,609.00	\$11,280.00
TOTALS	\$239,843.46	\$164,282.00	\$164,282.00	\$215,953.00

2020 REVENUES	2021 ADOPTED REVENUES	2021 AMENDED REVENUES	2022 DEPARTMENT REQUESTS
\$37.50			\$0.00

SIGNED: 
 DEPARTMENT HEAD
 TITLE: Clerk of the Board
 DATE: 8/12/21

Expense Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund: A - General						
Department 1185 - Medical Examiner & Coroners						
Personal Services						
130	Salaries - Part Time	53,955.81	54,673.00	54,673.00	31,542.15	54,673.00
	<i>Personal Services Totals</i>	\$53,955.81	\$54,673.00	\$54,673.00	\$31,542.15	\$54,673.00
<i>Contractual Expense</i>						
410	Supplies	.00	.00	656.28	656.28	.00
435	Medical Fees	176,958.00	100,000.00	99,343.72	98,936.30	150,000.00
	<i>Contractual Expense Totals</i>	\$176,958.00	\$100,000.00	\$100,000.00	\$99,592.58	\$150,000.00
<i>Employee Benefits</i>						
810	Retirement	4,802.02	5,426.00	5,426.00	3,454.42	7,097.00
830	Social Security	3,345.29	3,392.00	3,392.00	1,955.63	3,392.00
831	Medicare Contribution	782.34	791.00	791.00	457.34	791.00
	<i>Employee Benefits Totals</i>	\$8,929.65	\$9,609.00	\$9,609.00	\$5,867.39	\$11,280.00
	Department 1185 - Medical Examiner & Coroners Totals	\$239,843.46	\$164,282.00	\$164,282.00	\$137,002.12	\$215,953.00

2022 Salary Schedule (Position Budgeting)
 Medical Exam & Coroners

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan 1 Grade & Rate	Ann. Grade & Rate				
8234	Bachman, Paul N/A / \$20.00	Coroners Physician N/A / \$20.00	\$15,413.00	Elected	Elected/PT	11/16/1990
13278	Goedert, Connie N/A / \$17.91	Coroner #1 N/A / \$17.91	\$9,815.00	Elected	Elected/PT	1/1/2019
13419	Keil, Lynn N/A / \$17.91	Coroner #3 N/A / \$17.91	\$9,815.00	Elected	Elected/PT	1/17/2020
10184	Murphy, Timothy N/A / \$17.91	Coroner #4 N/A / \$17.91	\$9,815.00	Elected	Elected/PT	7/14/2000
	N/A / \$20.00	Coroner #2 N/A / \$20.00	\$9,815.00			
			5			
			\$54,673.00			

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Budget Officer
 BUDGET ACCOUNT CODE: A.1340

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$9,992.07	\$9,992.00	\$9,992.00	\$6,000.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$2,420.14	\$2,514.00	\$2,514.00	\$459.00
TOTALS	\$12,412.21	\$12,506.00	\$12,506.00	\$6,459.00

SIGNED: *Shirley H.*
 DEPARTMENT HEAD
 TITLE: *Clerk of the Board*
 DATE: *8/12/21*

Expense Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
	Department 1340 - Budget Officer					
	Personal Services					
130	Salaries - Part Time	9,992.07	9,992.00	9,992.00	3,768.63	6,000.00
	<i>Personal Services Totals</i>	<i>\$9,992.07</i>	<i>\$9,992.00</i>	<i>\$9,992.00</i>	<i>\$3,768.63</i>	<i>\$6,000.00</i>
	Employee Benefits					
810	Retirement	1,655.81	1,749.00	1,749.00	703.28	.00
830	Social Security	619.51	620.00	620.00	201.76	372.00
831	Medicare Contribution	144.82	145.00	145.00	47.15	87.00
860	Hospitalization	.00	.00	.00	1,936.14	.00
865	Dental Insurance	.00	.00	.00	36.39	.00
	<i>Employee Benefits Totals</i>	<i>\$2,420.14</i>	<i>\$2,514.00</i>	<i>\$2,514.00</i>	<i>\$2,924.72</i>	<i>\$459.00</i>
	Department 1340 - Budget Officer Totals	\$12,412.21	\$12,506.00	\$12,506.00	\$6,693.35	\$6,459.00

2022 Salary Schedule (Position Budgeting)
Budget Officer

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan 1 Grade & Rate	Ann. Grade & Rate				
	N/A / \$15.00	Budget Officer N/A / \$15.00	\$6,000.00			
				1		
			\$6,000.00			

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET


PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Unallocated Insurance
 BUDGET ACCOUNT CODE: A.1910

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$164,951.25	\$193,771.00	\$208,342.00	\$255,853.00
TOTALS	\$164,951.25	\$193,771.00	\$208,342.00	\$255,853.00

2020 REVENUES	2021 ADOPTED REVENUES	2021 AMENDED REVENUES	2022 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED: 
 DEPARTMENT HEAD
 TITLE: Clerk of the Board
 DATE: 8/12/21

Expense Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
Department 1910 - Unallocated Insurance						
Contractual Expense						
418	Ins-General Liability	164,951.25	193,771.00	208,342.00	205,558.58	255,853.00
	<i>Contractual Expense Totals</i>	<u>\$164,951.25</u>	<u>\$193,771.00</u>	<u>\$208,342.00</u>	<u>\$205,558.58</u>	<u>\$255,853.00</u>
Department	1910 - Unallocated Insurance Totals	\$164,951.25	\$193,771.00	\$208,342.00	\$205,558.58	\$255,853.00

Budget Breakdown Line of Coverage	2022 estimated		apportionment means		BOS	Sheriff	HS		
General Liability (Incl IDA)	\$	117,811.34	% co budget		\$	49,156.84	\$	7,330.62	
Healthcare ProfLiab.	\$	44,237.15	% budget				\$	37,001.04	
Healthcare GL(incl w/ Prof)	\$	-	% budget				\$	-	
Property	\$	39,342.65	% prop sched				\$	12,570.86	
Inland Marine	\$	25,908.35	% equip sched		\$	4,820.40	\$	3,627.65	
Crime (3 year 2020-2022 installments)	\$	6,812.00	all BOS		\$	6,812.00			
LDC Crime	\$	300.00	all BOS		\$	300.00			
Auto Liability	\$	51,730.45	per auto, flat				\$	12,768.08	
Auto PD (%est by SIF)	\$	44,585.50	per auto, flat				\$	14,170.59	
Law Enforcement	\$	117,494.40	all WCSD				\$	117,494.40	
Boiler & Machinery	\$	10,869.80	% B&M sched				\$	3,486.59	
Umbrella (Incl IDA)	\$	68,830.10	% co budget		\$	28,374.12	\$	10,990.04	
Public Officials	\$	78,792.00	all BOS		\$	78,792.00			
OCP (NYS Dept State)	\$	250.00	all BOS		\$	250.00			
OCP (Highway work permit)	\$	250.00	all DPW						
Pollution (3 yr 2022-2024 paid 2022)	\$	94,680.79	% poll sched				\$	-	
Airport Liability	\$	19,780.00	all Airport						
Employers Liability	\$	-	all SIF						
Excess Work Comp	\$	159,823.65	all SIF						
Flood & Quake (Difference in conditions)	\$	33,951.50	% prop sched				\$	10,848.26	
NFIP	\$	3,904.80	all BOS		\$	3,904.80			
Privacy & Security (Cyber Liability)	\$	49,442.00	all BOS		\$	49,442.00			
Service Fee	\$	34,000.00	all BOS		\$	34,000.00			
2022 Estimated Totals	\$	1,002,796.48			\$	255,852.16	\$	204,996.20	
								\$	53,499.51

ac 7/16/21

Budget Breakdown Line of Coverage	2022 estimated	apportionment means	SIF	BSS
General Liability (Incl IDA)	\$ 117,811.34	% co budget		\$ 23,396.35
Healthcare ProfLiab.	\$ 44,237.15	% budget		
Healthcare GL(incl w/ Prof)	\$ -	% budget		
Property	\$ 39,342.65	% prop sched		
Inland Marine	\$ 25,908.35	% equip sched	\$ -	\$ -
Crime (3 year 2020-2022 installments)	\$ 6,812.00	all BOS		
LDC Crime	\$ 300.00	all BOS		
Auto Liability	\$ 51,730.45	per auto, flat		\$ 1,447.93
Auto PD (%est by SIF)	\$ 44,585.50	per auto, flat		\$ 691.25
Law Enforcement	\$ 117,494.40	all WCSD		
Boiler & Machinery	\$ 10,869.80	% B&M sched		
Umbrella (Incl IDA)	\$ 68,830.10	% co budget		\$ 13,504.75
Public Officials	\$ 78,792.00	all BOS		
OCP (NYS Dept State)	\$ 250.00	all BOS		
OCP (Highway work permit)	\$ 250.00	all DPW		
Pollution (3 yr 2022-2024 paid 2022)	\$ 94,680.79	% poll sched		
Airport Liability	\$ 19,780.00	all Airport		
Employers Liability	\$ -	all SIF	\$ -	
Excess Work Comp	\$ 159,823.65	all SIF	\$ 159,823.65	
Flood & Quake (Difference in conditions)	\$ 33,951.50	% prop sched		
NFIP	\$ 3,904.80	all BOS		
Privacy & Security (Cyber Liability)	\$ 49,442.00	all BOS		
Service Fee	\$ 34,000.00	all BOS		
2022 Estimated Totals	\$ 1,002,796.48		\$ 159,823.65	\$ 39,040.28

ac 7/16/21

Budget Breakdown Line of Coverage	2022 estimated	apportionment means	Planning	RH	W&Meas	DA
General Liability (Incl IDA)	\$ 117,811.34	% co budget	\$ 434.13			
Healthcare ProfLiab.	\$ 44,237.15	% budget		\$ 7,236.11		
Healthcare GL(incl w/ Prof)	\$ -	% budget		\$ -		
Property	\$ 39,342.65	% prop sched		\$ 1,209.08		
Inland Marine	\$ 25,908.35	% equip sched	\$ 17.61	\$ 119.16	\$ -	\$ -
Crime (3 year 2020-2022 installments)	\$ 6,812.00	all BOS				
LDC Crime	\$ 300.00	all BOS				
Auto Liability	\$ 51,730.45	per auto, flat	\$ 131.63	\$ 526.52	\$ 394.89	\$ 131.63
Auto PD (%est by SIF)	\$ 44,585.50	per auto, flat	\$ 172.81	\$ 691.25	\$ 345.62	\$ -
Law Enforcement	\$ 117,494.40	all WCSD				
Boiler & Machinery	\$ 10,869.80	% B&M sched		\$ 333.73		
Umbrella (Incl IDA)	\$ 68,830.10	% co budget	\$ 250.58	\$ 827.51		
Public Officials	\$ 78,792.00	all BOS				
OCP (NYS Dept State)	\$ 250.00	all BOS				
OCP (Highway work permit)	\$ 250.00	all DPW				
Pollution (3 yr 2022-2024 paid 2022)	\$ 94,680.79	% poll sched		\$ -		
Airport Liability	\$ 19,780.00	all Airport				
Employers Liability	\$ -	all SIF				
Excess Work Comp	\$ 159,823.65	all SIF				
Flood & Quake (Difference in conditions)	\$ 33,951.50	% prop sched		\$ 1,043.40		
NFIP	\$ 3,904.80	all BOS				
Privacy & Security (Cyber Liability)	\$ 49,442.00	all BOS				
Service Fee	\$ 34,000.00	all BOS				
2022 Estimated Totals	\$ 1,002,796.48		\$ 1,006.76	\$ 11,986.74	\$ 740.51	\$ 131.63

ac 7/16/21

Budget Breakdown Line of Coverage	2022 estimated	apportionment means	Fire Prevention	Fire Training Center	BOE	
General Liability (Incl IDA)	\$ 117,811.34	% co budget				\$ 117,811.34
Healthcare ProfLiab.	\$ 44,237.15	% budget				\$ 44,237.15
Healthcare GL(incl w/ Prof)	\$ -	% budget				\$ -
Property	\$ 39,342.65	% prop sched				\$ 39,342.65
Inland Marine	\$ 25,908.35	% equip sched	\$ 255.09	\$ 465.39	\$ 1,403.72	\$ 25,908.35
Crime (3 year 2020-2022 installments)	\$ 6,812.00	all BOS				\$ 6,812.00
LDC Crime	\$ 300.00	all BOS				\$ 300.00
Auto Liability	\$ 51,730.45	per auto, flat	\$ 1,053.04	\$ 131.63		\$ 51,730.45
Auto PD (%est by SIF)	\$ 44,585.50	per auto, flat	\$ 864.06	\$ -		\$ 44,585.50
Law Enforcement	\$ 117,494.40	all WCSD				\$ 117,494.40
Boiler & Machinery	\$ 10,869.80	% B&M sched				\$ 10,869.80
Umbrella (Incl IDA)	\$ 68,830.10	% co budget				\$ 68,830.10
Public Officials	\$ 78,792.00	all BOS				\$ 78,792.00
OCP (NYS Dept State)	\$ 250.00	all BOS				\$ 250.00
OCP (Highway work permit)	\$ 250.00	all DPW				\$ 250.00
Pollution (3 yr 2022-2024 paid 2022)	\$ 94,680.79	% poll sched				\$ 94,680.79
Airport Liability	\$ 19,780.00	all Airport				\$ 19,780.00
Employers Liability	\$ -	all SIF				\$ -
Excess Work Comp	\$ 159,823.65	all SIF				\$ 159,823.65
Flood & Quake (Difference in conditions)	\$ 33,951.50	% prop sched				\$ 33,951.50
NFIP	\$ 3,904.80	all BOS				\$ 3,904.80
Privacy & Security (Cyber Liability)	\$ 49,442.00	all BOS				\$ 49,442.00
Service Fee	\$ 34,000.00	all BOS				\$ 34,000.00
2022 Estimated Totals	\$ 1,002,796.48		\$ 2,172.18	\$ 597.02	\$ 1,403.72	\$ 1,002,796.48

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PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Municipal Assoc. Dues
 BUDGET ACCOUNT CODE: A.1920

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$10,946.00	\$10,946.00	\$10,946.00	\$11,273.00
TOTALS	\$10,946.00	\$10,946.00	\$10,946.00	\$11,273.00

SIGNED: *[Signature]*
 DEPARTMENT HEAD
 TITLE: *Clerk of the Board*
 DATE: 8/17/21

Expense Budget Worksheet Report

Budget Year 2022

Account Fund	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
A - General	Department 1920 - Municipal Assoc. Dues					
	Contractual Expense					
427	Memberships & Dues	10,946.00	10,946.00	10,946.00	10,945.00	11,273.00
	<i>Contractual Expense Totals</i>	\$10,946.00	\$10,946.00	\$10,946.00	\$10,945.00	\$11,273.00
	Department 1920 - Municipal Assoc. Dues Totals	\$10,946.00	\$10,946.00	\$10,946.00	\$10,945.00	\$11,273.00

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS


WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Southern Adir. Library
 BUDGET ACCOUNT CODE: A.7410

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00
TOTALS	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00

SIGNED: 
 DEPARTMENT HEAD
 TITLE: Clerk of the Board
 DATE: 8/12/21

Expense Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
	Department 7410 - Southern Adir. Library					
	Contractual Expense					
469	Other Payments/Contributions	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00
	<i>Contractual Expense Totals</i>	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00
	Department 7410 - Southern Adir. Library Totals	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: A.P.A. Local Govt Rev. Bd.
 BUDGET ACCOUNT CODE: A.8026

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00
TOTALS	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00

SIGNED: 
 DEPARTMENT HEAD
 TITLE: Clerk of the Board
 DATE: 8/12/21

Expense Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
Department 8026 - A.P.A. Local Gov't Rev. Bd.						
Contractual Expense						
470	Contract	7,500.00	7,500.00	7,500.00	.00	7,500.00
	<i>Contractual Expense Totals</i>	\$7,500.00	\$7,500.00	\$7,500.00	\$0.00	\$7,500.00
	Department 8026 - A.P.A. Local Gov't Rev. Bd. Totals	\$7,500.00	\$7,500.00	\$7,500.00	\$0.00	\$7,500.00
	Fund A - General Totals	\$1,787,394.34	\$1,792,834.00	\$1,828,151.79	\$967,221.06	\$1,694,301.00
	Net Grand Totals	\$1,787,394.34	\$1,792,834.00	\$1,828,151.79	\$967,221.06	\$1,694,301.00

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: County Auditor
 BUDGET ACCOUNT CODE: A.1320

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$108,625.63	\$111,294.00	\$111,294.00	\$115,265.00
200's EQUIPMENT	\$32.54			\$0.00
400's CONTRACTUAL	\$2,508.63	\$2,432.00	\$2,432.00	\$3,134.00
800's EMPLOYEE BENEFITS	\$79,239.40	\$80,720.00	\$80,720.00	\$83,583.00
TOTALS	\$190,406.20	\$194,446.00	\$194,446.00	\$201,982.00

2020 REVENUES	2021 ADOPTED REVENUES	2021 AMENDED REVENUES	2022 DEPARTMENT REQUESTS
\$33.95			\$0.00

SIGNED: *Carla Curran*
 DEPARTMENT HEAD
 TITLE: *County Auditor*
 DATE: *9-20-2021*

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
REVENUE						
Department	1320 - County Auditor					
Federal/Aid						
4960	Emergency Disaster Assist	33.95	.00	.00	.00	.00
	<i>Federal/Aid Totals</i>	\$33.95	\$0.00	\$0.00	\$0.00	\$0.00
Department	1320 - County Auditor Totals	\$33.95	\$0.00	\$0.00	\$0.00	\$0.00
	REVENUE TOTALS	\$33.95	\$0.00	\$0.00	\$0.00	\$0.00

Budget Worksheet Report

Budget Year 2022

Warren County, NY

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
EXPENSE						
	Department 1320 - County Auditor					
	Personal Services					
110	Salaries - Regular	108,625.63	111,294.00	111,294.00	69,853.91	115,265.00
	<i>Personal Services Totals</i>	<u>\$108,625.63</u>	<u>\$111,294.00</u>	<u>\$111,294.00</u>	<u>\$69,853.91</u>	<u>\$115,265.00</u>
	<i>Equipment</i>					
220	Office Equipment	32.54	.00	.00	.00	.00
	<i>Equipment Totals</i>	<u>\$32.54</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	<i>Contractual Expense</i>					
410	Supplies	1,420.65	750.00	1,150.00	702.43	1,400.00
423	Telephone	189.45	200.00	200.00	117.72	200.00
424	Postage	.53	.00	.00	.00	.00
427	Memberships & Dues	330.00	350.00	350.00	350.00	400.00
428	Data Processing & Internet Fees	108.00	132.00	132.00	132.00	134.00
444	Travel/Education/Conference	460.00	1,000.00	600.00	196.32	1,000.00
	<i>Contractual Expense Totals</i>	<u>\$2,508.63</u>	<u>\$2,432.00</u>	<u>\$2,432.00</u>	<u>\$1,498.47</u>	<u>\$3,134.00</u>
	<i>Employee Benefits</i>					
810	Retirement	12,822.54	16,332.00	16,332.00	9,819.16	18,441.00
830	Social Security	6,234.34	6,900.00	6,900.00	4,016.74	7,147.00
831	Medicare Contribution	1,458.03	1,613.00	1,613.00	939.39	1,671.00
860	Hospitalization	28,335.84	28,336.00	28,336.00	18,527.28	28,100.00
865	Dental Insurance	351.87	408.00	408.00	266.90	408.00
	<i>Employee Benefits Totals</i>	<u>\$49,202.62</u>	<u>\$53,589.00</u>	<u>\$53,589.00</u>	<u>\$33,569.47</u>	<u>\$55,767.00</u>
	<i>Other Benefits</i>					
840	Workmen's Compensation	461.78	363.00	363.00	362.21	513.00
861	Retirees Hospitalization	29,575.00	26,768.00	26,768.00	6,691.98	27,303.00
	<i>Other Benefits Totals</i>	<u>\$30,036.78</u>	<u>\$27,131.00</u>	<u>\$27,131.00</u>	<u>\$7,054.19</u>	<u>\$27,816.00</u>
	<i>Department 1320 - County Auditor Totals</i>	<u>\$190,406.20</u>	<u>\$194,446.00</u>	<u>\$194,446.00</u>	<u>\$111,976.04</u>	<u>\$201,982.00</u>
	<i>EXPENSE TOTALS</i>	<u>\$190,406.20</u>	<u>\$194,446.00</u>	<u>\$194,446.00</u>	<u>\$111,976.04</u>	<u>\$201,982.00</u>
	Fund A - General Totals	\$33.95	\$0.00	\$0.00	\$0.00	\$0.00
	<i>REVENUE TOTALS</i>					

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
	EXPENSE TOTALS					
Fund A - General Totals		(\$190,372.25)	(\$194,446.00)	(\$194,446.00)	(\$111,976.04)	(\$201,982.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$33.95	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$190,406.20	\$194,446.00	\$194,446.00	\$111,976.04	\$201,982.00
	Net Grand Totals	(\$190,372.25)	(\$194,446.00)	(\$194,446.00)	(\$111,976.04)	(\$201,982.00)

2022 Salary Schedule (Position Budgeting)
County Auditor

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
9607	Curren, Carla	County Auditor	\$67,609.00	Full Time	Appointed F/T	8/12/2010
	N/A / \$37.15	N/A / \$37.15				
12876	Sawyer, Ashley	Principal Audit Clerk	\$47,656.00	Full Time	CSEA/FT	1/19/2016
	10-05 / \$22.91	10-06 / \$22.91				
			\$115,265.00			
				2		

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: A 1430 Payroll Dept. No: _____
Title of Position: Civil Service Assisant Base Salary of Position: \$38,809 Grade: 6 (Non-union)
Filling at Step # (If Known): _____
Budget code and title: A1430.110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Jernigan Date of Vacancy: 10/29/21
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. 9/22/21
Human Resources Director has approved this form when initialed. 1/3 9/22/21

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 9/23/21

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 9/28/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Personnel Administration & Higher Education

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

Ranking Committee Member Signature Claudia Braymer Date 9/30/2021

CIVIL SERVICE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS : An incumbent in this class is responsible for performing a variety of highly specialized and technical clerical tasks relating to the administration of Civil Service Law and Warren County Civil Service Rules for all civil divisions that fall within the jurisdiction of the civil service administration. Duties include coordinating/performing the processing of civil service transactions including roster records and exam management processes. The work entails a high degree of accuracy, attention to detail, and computational skills. An incumbent has daily contact with the public, agency officials, departments, civil divisions and employees. Work is performed under general supervision with leeway allowed for independent judgment in matters for which office procedure and policy have been established. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as general source of information for the various customers of Civil Service Administration;
 Advises appointing authorities, the public and employees on various aspects of Civil Service Law, Rules, policies and procedures;
 Establishes and maintains a variety of Civil Service transaction files, including roster records, payroll records, application records, etc.;
 Reviews and/or assists in the review of personnel transaction documents to ensure conformance with Civil Service Law and Rules, and advises supervisor of issues related to non-compliance/ interpretation of law;
 Assists in the transaction processes related to exam administration and list management;
 Performs payroll input/certification and roster/position control tracking;
 Administers civil service examinations and follows established procedures to ensure an objective testing process;
 Uses computer applications or other automated systems such as spread sheets, word processing, calendar, email and database software in performing work assignments;
 Serves as general source of civil service information for visitors, phone contacts, employee contacts etc.;
 May assist with Human Resources Department transactions on an as needed basis;
 Performs a variety of related office tasks as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of methods and procedures used in records maintenance and the processing of Civil Service transactions; good knowledge of office terminology, procedures and equipment; good knowledge of Civil Service Law and local rules; ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data; ability to analyze data and prepare and maintain detailed records and reports; ability to follow oral and written directions; ability to deal with people effectively; ability to establish and maintain effective working relationships; integrity, accuracy, tact and courtesy.

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

- a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher in Business, Human Resources, Secretarial Science or related field and two years of paid experience where the primary function of the position included 1) processing human resources/ personnel transactions using computer software or 2) as an executive assistant to an administrator in a public agency, or
- b) Four years of paid experience where the primary function of the position included 1) processing human resources/personnel transactions using computer software, or 2) as an executive assistant to an administrator in a public agency.

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Civil Service
 BUDGET ACCOUNT CODE: A.1430

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$175,936.84	\$181,121.00	\$181,121.00	\$181,121.00
200's EQUIPMENT	\$0.00	\$0.00	\$746.79	\$0.00
400's CONTRACTUAL	\$11,605.51	\$18,550.00	\$18,550.00	\$22,800.00
800's EMPLOYEE BENEFITS	\$77,553.82	\$80,569.00	\$80,569.00	\$94,388.00
TOTALS	\$265,096.17	\$280,240.00	\$280,986.79	\$298,309.00

2020 REVENUES	\$4,867.50	2021 ADOPTED REVENUES	\$9,000.00	2021 AMENDED REVENUES	\$9,000.00	2022 DEPARTMENT REQUESTS	\$9,000.00
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SIGNED: Patricia Penninger
 DEPARTMENT HEAD
 TITLE: PERSONNEL OFFICER
 DATE: 9/10/21

Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Account A - General					
REVENUE					
Department 1430 - Civil Service					
Intergovernmental Charges	4,867.50	9,000.00	9,000.00	1,647.50	9,000.00
Civil Service Fees	\$4,867.50	\$9,000.00	\$9,000.00	\$1,647.50	\$9,000.00
Intergovernmental Charges Totals					
Department 1430 - Civil Service Totals	\$4,867.50	\$9,000.00	\$9,000.00	\$1,647.50	\$9,000.00
REVENUE TOTALS	\$4,867.50	\$9,000.00	\$9,000.00	\$1,647.50	\$9,000.00

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
EXPENSE						
Department 1430 - Civil Service						
Personal Services						
110	Salaries - Regular	172,984.79	172,621.00	172,621.00	99,683.99	172,621.00
120	Salaries - Overtime	5.33	1,000.00	1,000.00	160.22	1,000.00
130	Salaries - Part Time	2,946.72	7,500.00	7,500.00	2,353.50	7,500.00
	<i>Personal Services Totals</i>	\$175,936.84	\$181,121.00	\$181,121.00	\$102,197.71	\$181,121.00
	<i>Equipment</i>					
220.1	Office Equipment - Reserve	.00	.00	746.79	746.70	.00
	<i>Equipment Totals</i>	\$0.00	\$0.00	\$746.79	\$746.70	\$0.00
	<i>Contractual Expense</i>					
410	Supplies	1,035.74	1,600.00	1,600.00	930.48	1,600.00
423	Telephone	715.27	800.00	831.51	414.18	800.00
424	Postage	811.67	1,300.00	1,300.00	230.01	1,300.00
426	Subscriptions	328.00	300.00	300.00	.00	.00
427	Memberships & Dues	.00	100.00	100.00	100.00	100.00
428	Data Processing & Internet Fees	336.03	700.00	700.00	264.00	500.00
435	Medical Fees	2,260.00	3,500.00	3,500.00	1,340.00	8,000.00
436	Advertising Fees	118.80	750.00	718.49	158.40	500.00
439	Misc Fees & Expenses	6,000.00	9,000.00	9,000.00	.00	9,000.00
444	Travel/Education/Conference	.00	500.00	500.00	.00	1,000.00
	<i>Contractual Expense Totals</i>	\$11,605.51	\$18,550.00	\$18,550.00	\$3,437.07	\$22,800.00
	<i>Comments</i>					
	<i>Account</i>					
	424					
	435					
	439					
	444					
	<i>Level</i>					
	Departmental Request					
	Departmental Request					
	Departmental Request					
	Departmental Request					
	<i>Employee Benefits</i>					
810	Retirement	21,149.09	24,384.00	24,384.00	14,657.12	30,662.00
830	Social Security	10,474.58	11,229.00	11,229.00	6,012.34	11,229.00
831	Medicare Contribution	2,449.70	2,627.00	2,627.00	1,406.12	2,627.00
860	Hospitalization	22,168.90	22,169.00	22,169.00	15,810.35	29,016.00

Postage expenses for exam processes. in the past, fees relating to Police/Patrol Officer medical exams. New legislation will require our office to become responsible for the cost of psychological exams and good character investigations. This will be a new expense and applicable to GFPD appointments for 2022. 2021 exam materials fees charged by NYS CS. Funds encumbered at y/e for annual payment due in 2/22. Fees for annual conference and CS training institute for staff

Budget Worksheet Report

Budget Year 2022

Varren County, NY

Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
und A - General					
EXPENSE					
Department 1430 - Civil Service					
Employee Benefits	351.87	408.00	408.00	290.00	528.00
Dental Insurance	\$56,594.14	\$60,817.00	\$60,817.00	\$38,175.93	\$74,062.00
<i>Employee Benefits Totals</i>					
<i>Other Benefits</i>					
Workmen's Compensation	873.72	640.00	640.00	639.98	832.00
Retirees Hospitalization	20,085.96	19,112.00	19,112.00	4,777.95	19,494.00
<i>Other Benefits Totals</i>	\$20,959.68	\$19,752.00	\$19,752.00	\$5,417.93	\$20,326.00
Department 1430 - Civil Service Totals	\$265,096.17	\$280,240.00	\$280,986.79	\$149,975.34	\$298,309.00
EXPENSE TOTALS	\$265,096.17	\$280,240.00	\$280,986.79	\$149,975.34	\$298,309.00
Fund A - General Totals					
REVENUE TOTALS	\$4,867.50	\$9,000.00	\$9,000.00	\$1,647.50	\$9,000.00
EXPENSE TOTALS	\$265,096.17	\$280,240.00	\$280,986.79	\$149,975.34	\$298,309.00
Fund A - General Totals	(\$260,228.67)	(\$271,240.00)	(\$271,986.79)	(\$148,327.84)	(\$289,309.00)
Net Grand Totals					
REVENUE GRAND TOTALS	\$4,867.50	\$9,000.00	\$9,000.00	\$1,647.50	\$9,000.00
EXPENSE GRAND TOTALS	\$265,096.17	\$280,240.00	\$280,986.79	\$149,975.34	\$298,309.00
Net Grand Totals	(\$260,228.67)	(\$271,240.00)	(\$271,986.79)	(\$148,327.84)	(\$289,309.00)

2022 Salary Schedule (Position Budgeting)
Civil Service

Empl #	Name	Position	Annual Salary	Emp Type	Benefit Group	Start Date
	Ann. Grade & Rate	Ann. Grade & Rate				
13538	Chambers, Christina N/A / \$22.22	Civil Service Specialist N/A / \$22.22	\$46,222.00	Full Time	Out of UnitFT	5/28/2021
13031	Jernigan, Bayla N/A / \$19.70	Civil Service Assistant N/A / \$19.70	\$40,972.00	Full Time	Out of UnitFT	4/10/2017
9770	Nenninger, Patricia N/A / \$46.94	Personnel Officer N/A / \$46.94	\$85,427.00	Full Time	Appointed F/T	4/7/2003
13134	Palmer, Kimberly N/A / \$18.00	Test Administrator N/A / \$18.00	\$2,000.00	Temporary	Per Diem	7/15/2021
12968	Reichenbach, Lauri N/A / \$18.00	Test Administrator #2 N/A / \$18.00	\$2,000.00	Temporary	Per Diem	9/23/2020
	N/A / \$18.00	Civil Service Assistant - Temp N/A / \$18.00	\$2,500.00			
		Clerk - temp N/A / \$14.30	\$0.00			
	02-00 / \$14.30	Personnel Extra Help/Over Time N/A / \$0.00	\$1,000.00			
	N/A / \$0.00	Test Administrator #3 N/A / \$18.00	\$1,000.00			
	N/A / \$18.00	Test Monitor - temp N/A / \$0.00	\$0.00			
	N/A / \$0.00					
				10		
			\$181,121.00			

2022 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Civil Service Administration

BUDGET CODE: A. 1430. 120

Title of Position: Test Administrator (3)

FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable):
- (b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable):
- (c) Is this a mandated position? If so, please explain:
- (d) Is there expected Revenue from this position? If so, please explain::

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

- (a) Description of Change: Test Administrator positions: Increase hourly rate from \$18.00/hr. to \$20.00/hr.

Justification:

- 1) Additional Funds: COVID public health testing protocols will require us to offer extra testing dates (eg: Saturday and Sunday holdings, alternate test date holdings due to quarantine/illness, etc.), so we anticipate asking our testing staff to administer more exams (and work more hours) during the pandemic. Also, we are now rescheduling postponed exams, which may require adding other/additional dates.
- 2) Increase in hourly rate: The increase would put us on level with both Washington and Saratoga pay rates for testing day workforce. Request would add \$1000 to each position totaling \$ 3000.

- (b) Projected change in Salary Dollars: \$ 3,000 increase

- (c) Is there expected Revenue impact from this change? If so, please explain:

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed/Approved this form when initialed:

HR Director has Reviewed/Approved this form when initialed: AF 8/26/21

Warren County Board of Supervisors

RESOLUTION NO. 649 OF 2011

Resolution introduced by Supervisors Bentley, Thomas, Monroe Girard, Sokol, McCoy and Wood

TO ENACT OF LOCAL LAW NO. 12 OF 2011

WHEREAS, a proposed local law was duly presented to the Board of Supervisors and considered by them, said proposed local law being entitled, "A Local Law Reapportioning the Weighted Vote of the Members of the Warren County Board of Supervisors", and

WHEREAS, the Board of Supervisors adopted Resolution No. 608 of 2011 on November 9, 2011, authorizing a public hearing to be held by the Board of Supervisors on the 18th day of November, 2011, at the Supervisors' Room in the Warren County Municipal Center on the matter of the proposed Local Law, and the notice of such public hearing having been duly published and posted as required by law, and said public hearing having been held and all persons appearing at said public hearing desiring to be heard, having been heard, now, therefore, be it

RESOLVED, that the Board of Supervisors of the County of Warren, New York, on this 18th day of November, 2011, does hereby enact and adopt Local Law No. 12 of 2011 as set forth in Schedule "A" annexed hereto, and be it further

RESOLVED, that the Chairman of the Board of Supervisors, Clerk of the Board of Supervisors, County Administrator and County Attorney are hereby authorized to make such minor modifications to Local Law No. 12 of 2011 as deemed necessary, and, thereafter, are authorized to execute, file and publish the Local Law and take all necessary actions for the promulgation thereof, and be it further

RESOLVED, that the enactment of Local Law No. 12 of 2011 is subject to a permissive referendum as provided by law.

*RESOLUTION No. 649 OF 2011**PAGE NO. 2 OF 4**Schedule "A"*

COUNTY OF WARREN
 LOCAL LAW NO. 12 OF 2011

**A LOCAL LAW REAPPORTIONING THE WEIGHTED VOTE OF THE MEMBERS OF THE
 WARREN COUNTY BOARD OF SUPERVISORS**

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

SECTION 1. On and after the first day of January, 2012, the local legislative body of the County of Warren shall continue to be known and designated as the Board of Supervisors, but the election of the members thereof and their respective votes as such members thereof shall, on and after the first day of January, 2012, be determined and fixed in accordance with the provisions of this Local Law to accomplish the reapportionment of the local legislative body of the County of Warren in accordance with the 2010 Federal Census and the members thereof shall be designated as County Supervisors.

SECTION 2. The number and apportionment of the members of the Board of Supervisors shall be determined by the 2010 Federal Census. Until the 2020 Federal Decennial Census, unless an official County census is made before 2020, each town and city ward in the County of Warren shall be entitled to at least one (1) County Supervisor. Each town and city ward shall be entitled to one (1) additional County Supervisor for each 5,580 population as determined by the 2010 Federal Census.

SECTION 3. Based on the 2010 Federal Census of the County of Warren, on and after the first day of January, 2012, there shall be twenty (20) members of the Board of Supervisors of the County of Warren apportioned as follows:

Town of Bolton	1
Town of Chester	1
Town of Hague	1
Town of Horicon	1
Town of Johnsburg	1
Town of Lake George	1
Town of Lake Luzerne	1
Town of Queensbury	5

*RESOLUTION NO. 649 OF 2011**PAGE NO. 3 OF 4*

Town of Stony Creek	1
Town of Thurman	1
Town of Warrensburg	1
City of Glens Falls:	
First Ward	1
Second Ward	1
Third Ward	1
Fourth Ward	1
Fifth Ward	1

Such Supervisors shall be elected at the general election of 2011 and shall hold office for terms of two (2) years commencing on the first day of January following such election unless a municipality shall have elected as provided under State Law for its supervisor to hold a four (4) year term in which case the county supervisor shall hold office for a four (4) year term. In all towns having one (1) County Supervisor, the County Supervisor shall be the Town Supervisor. In towns having more than one (1) County Supervisor, the Town Supervisor shall be one (1) County Supervisor and the remaining County Supervisors shall be elected at large in the town. A vacancy in the Office of County Supervisor in a town, other than the Town Supervisor, shall be filled by a majority of the votes of the members of the town board. In a city ward having more than one (1) County Supervisor, all County Supervisors shall be elected at large in the ward. A vacancy in the Office of the County Supervisor in a city ward shall be filled by a majority vote of the common council of the city.

SECTION 4. On and after the first day of January, 2012, and continuing until the next Decennial Federal Census, unless an official County census shall be made sooner, each town and ward shall be entitled to the following number of votes on any resolution, local law, motion or proposal to be voted on by the Board of Supervisors, to wit:

Town of Bolton	35
Town of Chester	51
Town of Hague	11
Town of Horicon	21
Town of Johnsburg	36

*RESOLUTION NO. 649 OF 2011**PAGE NO. 4 OF 4*

Town of Lake George	53
Town of Lake Luzerne	51
Town of Queensbury:	
Town Supervisor	85
County Supervisor	85
County Supervisor	85
County Supervisor	85
County Supervisor	85
Town of Stony Creek	12
Town of Thurman	19
Town of Warrensburg	62
City of Glens Falls:	
First Ward	38
Second Ward	57
Third Ward	57
Fourth Ward	30
Fifth Ward	42

A total of 501 affirmative votes shall be required for the adoption of any resolution, local law, motion or proposal requiring a majority vote and a total of 667 affirmative votes shall be required for the adoption of any resolution requiring a two-thirds vote. On any committee of the Board of Supervisors, each County Supervisor shall have one (1) vote.

SECTION 5. This Local Law shall repeal Local Law No. 10 of 2001.

SECTION 6. If any section, subdivision, paragraph, subparagraph, clause, term, or part thereof is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent portion and such shall not affect the validity of the remaining portion thereof.

SECTION 7. This Local Law is adopted pursuant to Section 10, Subdivision 1, paragraph a(13) of the Municipal Home Rule Law and is subject to permissive referendum and shall become effective upon filing with the Secretary of State as provided by Section 27 of the Municipal Home Rule Law of the State of New York and publication in the official newspapers of the County of Warren.

How many combinations of Yes/No votes are there based on 20 people? 1,048,576

How many winning combinations are there based on the weights adding up to 1,000 and needing 501 to win? 522,731

Person	Weight	# of times changing their vote changed the outcome?	# of times changing their vote from Yes to No changed the outcome?	# of times changing their vote from No to Yes changed the outcome?
1 Bolton	35	114,087 10.88%	57,835 5.52%	56,252 5.36%
2 Chester	51	167,959 16.02%	84,805 8.09%	83,154 7.93%
3 Hague	11	34,529 3.29%	18,107 1.73%	16,422 1.57%
4 Horicon	21	67,074 6.40%	34,287 3.27%	32,787 3.13%
5 Johnsburg	36	117,372 11.19%	59,497 5.67%	57,875 5.52%
6 Lake George	53	174,766 16.67%	88,229 8.41%	86,537 8.25%
7 Lake Luzerne	51	167,959 16.02%	84,805 8.09%	83,154 7.93%
8 Queensbury Supervisor	85	288,868 27.55%	145,265 13.85%	143,603 13.70%
9 Queensbury Supervisor 1	85	288,868 27.55%	145,265 13.85%	143,603 13.70%
10 Queensbury Supervisor 2	85	288,868 27.55%	145,265 13.85%	143,603 13.70%
11 Queensbury Supervisor 3	85	288,868 27.55%	145,265 13.85%	143,603 13.70%
12 Queensbury Supervisor 4	85	288,868 27.55%	145,265 13.85%	143,603 13.70%
13 Stony Creek	12	37,759 3.60%	19,709 1.88%	18,050 1.72%
14 Thurman	19	60,630 5.78%	31,155 2.97%	29,475 2.81%
15 Warrensburg	62	205,818 19.63%	103,747 9.89%	102,071 9.73%
16 Glens Falls Ward 1	38	123,898 11.82%	62,807 5.99%	61,091 5.83%
17 Glens Falls Ward 2	57	188,761 18.00%	95,237 9.08%	93,524 8.92%
18 Glens Falls Ward 3	57	188,761 18.00%	95,237 9.08%	93,524 8.92%
19 Glens Falls Ward 4	30	97,325 9.28%	49,511 4.72%	47,814 4.56%
20 Glens Falls Ward 5	42	137,753 13.14%	69,697 6.65%	68,056 6.49%

2010 Numbers

How many combinations of Yes/No votes are there based on 21 people?

2,097,152

How many winning combinations are there based on the weights adding up to 1001 and needing 501 to win?

1,048,576

Person	Weight	# of times changing their vote changed the outcome?	# of times changing their vote from Yes to No changed the outcome?	# of times changing their vote from No to Yes changed the outcome?
1 Bolton	31	209,810 10.00%	106,726 5.09%	103,084 4.92%
2 Chester	47	321,806 15.34%	162,586 7.75%	159,220 7.59%
3 Glens Falls Ward 1	39	266,780 12.72%	135,286 6.45%	131,494 6.27%
4 Glens Falls Ward 2	59	408,752 19.49%	206,126 9.83%	202,626 9.66%
5 Glens Falls Ward 3	57	393,362 18.76%	198,374 9.46%	194,988 9.30%
6 Glens Falls Ward 4	28	189,263 9.02%	96,386 4.60%	92,877 4.43%
7 Glens Falls Ward 5	42	286,937 13.68%	145,282 6.93%	141,655 6.75%
8 Hague	10	65,001 3.10%	34,302 1.64%	30,699 1.46%
9 Horicon	22	148,705 7.09%	76,142 3.63%	72,563 3.46%
10 Johnsburg	33	223,895 10.68%	113,702 5.42%	110,193 5.25%
11 Lake George	53	365,076 17.41%	184,298 8.79%	180,778 8.62%
12 Lake Luzerne	47	321,806 15.34%	162,586 7.75%	159,220 7.59%
13 Queensbury Supervisor	74	519,794 24.79%	261,658 12.48%	258,136 12.31%
14 Queensbury Supervisor 1	74	519,794 24.79%	261,658 12.48%	258,136 12.31%
15 Queensbury Supervisor 2	74	519,794 24.79%	261,658 12.48%	258,136 12.31%
16 Queensbury Supervisor 3	74	519,794 24.79%	261,658 12.48%	258,136 12.31%
17 Queensbury Supervisor 4	74	519,794 24.79%	261,658 12.48%	258,136 12.31%
18 Queensbury Supervisor 5	74	519,794 24.79%	261,658 12.48%	258,136 12.31%
19 Stony Creek	12	78,730 3.75%	41,094 1.96%	37,636 1.79%
20 Thurman	17	113,436 5.41%	58,534 2.79%	54,902 2.62%
21 Warrensburg	60	416,725 19.87%	210,222 10.02%	206,503 9.85%

2020 Census Numbers

Queensbury w/6 seats

1001 total votes

How many combinations of Yes/No votes are there based on 20 people? 1,048,576

How many winning combinations are there based on the weights adding up to 1002 and needing 502 to win? 522,737

Person	Weight	# of times changing their vote changed the outcome?	# of times changing their vote from Yes to No changed the outcome?	# of times changing their vote from No to Yes changed the outcome?
1 Bolton	31	98,753 9.42%	50,153 4.78%	48,600 4.63%
2 Chester	47	151,877 14.48%	76,743 7.32%	75,134 7.17%
3 Glens Falls Ward 1	39	125,173 11.94%	63,363 6.04%	61,810 5.89%
4 Glens Falls Ward 2	59	191,871 18.30%	96,647 9.22%	95,224 9.08%
5 Glens Falls Ward 3	57	185,500 17.69%	93,577 8.92%	91,923 8.77%
6 Glens Falls Ward 4	28	89,290 8.52%	45,419 4.33%	43,871 4.18%
7 Glens Falls Ward 5	42	134,787 12.85%	68,155 6.50%	66,632 6.35%
8 Hague	10	30,778 2.94%	16,183 1.54%	14,595 1.39%
9 Horicon	22	69,477 6.63%	35,527 3.39%	33,950 3.24%
10 Johnsbury	33	105,125 10.03%	53,363 5.09%	51,762 4.94%
11 Lake George	53	171,018 16.31%	86,233 8.22%	84,785 8.09%
12 Lake Luzerne	47	151,877 14.48%	76,743 7.32%	75,134 7.17%
13 Queensbury Supervisor	89	297,851 28.41%	149,709 14.28%	148,142 14.13%
14 Queensbury Supervisor 1	89	297,851 28.41%	149,709 14.28%	148,142 14.13%
15 Queensbury Supervisor 2	89	297,851 28.41%	149,709 14.28%	148,142 14.13%
16 Queensbury Supervisor 3	89	297,851 28.41%	149,709 14.28%	148,142 14.13%
17 Queensbury Supervisor 4	89	297,851 28.41%	149,709 14.28%	148,142 14.13%
18 Stony Creek	12	36,966 3.53%	19,267 1.84%	17,699 1.69%
19 Thurman	17	53,549 5.11%	27,561 2.63%	25,988 2.48%
20 Warrensburg	60	195,136 18.61%	98,307 9.38%	96,829 9.23%

2020 Census numbers

Queensbury w/ 5 seats

1002 Total votes

2010 Population and Current Weighted Voting

	Population	Portion	Converted	Rounded	Swing votes	Banzhaf Power	Population %	Differential
Bolton	2,326	0.0354	35.3996	35	57,835	3.44%	3.54%	-0.10%
Chester	3,355	0.0511	51.0600	51	84,805	5.04%	5.11%	-0.06%
Glens Falls 1	2,501	0.0381	38.0629	38	62,807	3.74%	3.81%	-0.07%
Glens Falls 2	3,731	0.0568	56.7824	57	95,237	5.67%	5.68%	-0.01%
Glens Falls 3	3,759	0.0572	57.2085	57	95,237	5.67%	5.72%	-0.06%
Glens Falls 4	1,973	0.0300	30.0272	30	49,511	2.95%	3.00%	-0.06%
Glens Falls 5	2,736	0.0416	41.6394	42	69,697	4.15%	4.16%	-0.02%
Hague	699	0.0106	10.6381	11	18,107	1.08%	1.06%	0.01%
Horicon	1,389	0.0211	21.1393	21	34,287	2.04%	2.11%	-0.07%
Johnsburg	2,395	0.0364	36.4497	36	59,497	3.54%	3.64%	-0.11%
Lake George	3,515	0.0535	53.4951	53	88,229	5.25%	5.35%	-0.10%
Lake Luzerne	3,347	0.0509	50.9383	51	84,805	5.04%	5.09%	-0.05%
Queensbury T	5,580.2	0.0849	84.9255	85	145,265	8.64%	8.49%	0.15%
Queensbury AL-1	5,580.2	0.0849	84.9255	85	145,265	8.64%	8.49%	0.15%
Queensbury AL-2	5,580.2	0.0849	84.9255	85	145,265	8.64%	8.49%	0.15%
Queensbury AL-3	5,580.2	0.0849	84.9255	85	145,265	8.64%	8.49%	0.15%
Queensbury AL-4	5,580.2	0.0849	84.9255	85	145,265	8.64%	8.49%	0.15%
Stony Creek	767	0.0117	11.6730	12	19,709	1.17%	1.17%	0.01%
Thurman	1,219	0.0186	18.5521	19	31,155	1.85%	1.86%	0.00%
Warrensburg	4,094	0.0623	62.3069	62	103,747	6.17%	6.23%	-0.06%
	65,707	1.0000	1,000.00	1,000	1,680,990	100.00%	100.00%	0.25%

Voting Combinations: 1,048,576

Questions Decided at: 501 votes

Winning Combinations: 522,731

Differential Range: 0.25%

2020 Population with Current 5,580 Threshold for Additional Supervisors

	Population	Portion	Converted	Rounded	Swing votes	Banzhaf Power	Population %	Differential
Bolton	2,012	0.0306	30.6068	31	106,726	3.05%	3.06%	-0.01%
Chester	3,086	0.0469	46.9446	47	162,586	4.64%	4.69%	-0.05%
Glens Falls 1	2,554	0.0389	38.8518	39	135,286	3.86%	3.89%	-0.02%
Glens Falls 2	3,884	0.0591	59.0839	59	206,126	5.89%	5.91%	-0.02%
Glens Falls 3	3,745	0.0570	56.9694	57	198,374	5.67%	5.70%	-0.03%
Glens Falls 4	1,862	0.0283	28.3250	28	96,386	2.75%	2.83%	-0.08%
Glens Falls 5	2,785	0.0424	42.3658	42	145,282	4.15%	4.24%	-0.09%
Hague	633	0.0096	9.6293	10	34,302	0.98%	0.96%	0.02%
Horicon	1,471	0.0224	22.3770	22	76,142	2.17%	2.24%	-0.06%
Johnsburg	2,143	0.0326	32.5996	33	113,702	3.25%	3.26%	-0.01%
Lake George	3,502	0.0533	53.2729	53	184,298	5.26%	5.33%	-0.06%
Lake Luzerne	3,079	0.0468	46.8382	47	162,586	4.64%	4.68%	-0.04%
Queensbury T	4,861.5	0.0740	73.9538	74	261,658	7.47%	7.40%	0.08%
Queensbury AL-1	4,861.5	0.0740	73.9538	74	261,658	7.47%	7.40%	0.08%
Queensbury AL-2	4,861.5	0.0740	73.9538	74	261,658	7.47%	7.40%	0.08%
Queensbury AL-3	4,861.5	0.0740	73.9538	74	261,658	7.47%	7.40%	0.08%
Queensbury AL-4	4,861.5	0.0740	73.9538	74	261,658	7.47%	7.40%	0.08%
Queensbury AL-5	4,861.5	0.0740	73.9538	74	261,658	7.47%	7.40%	0.08%
Stony Creek	758	0.0115	11.5308	12	41,094	1.17%	1.15%	0.02%
Thurman	1,095	0.0167	16.6573	17	58,534	1.67%	1.67%	0.01%
Warrensburg	3,959	0.0602	60.2248	60	210,222	6.00%	6.02%	-0.02%
	65,737	1.0000	1,000.00	1,001	3,501,594	100.00%	100.00%	0.16%

Voting Combinations: 2,097,152

Questions Decided at: 501 votes

Winning Combinations: 1,048,576

Differential Range: 0.16%

2020 Population with Modified (5,835) Threshold for Additional Supervisors

	Population	Portion	Converted	Rounded	Swing votes	Banzhaf Power	Population %	Differential
Bolton	2,012	0.0306	30.6068	31	50,153	3.03%	3.06%	-0.03%
Chester	3,086	0.0469	46.9446	47	76,743	4.63%	4.69%	-0.06%
Glens Falls 1	2,554	0.0389	38.8518	39	63,363	3.83%	3.89%	-0.06%
Glens Falls 2	3,884	0.0591	59.0839	59	96,647	5.84%	5.91%	-0.07%
Glens Falls 3	3,745	0.0570	56.9694	57	93,577	5.65%	5.70%	-0.05%
Glens Falls 4	1,862	0.0283	28.3250	28	45,419	2.74%	2.83%	-0.09%
Glens Falls 5	2,785	0.0424	42.3658	42	68,155	4.12%	4.24%	-0.12%
Hague	633	0.0096	9.6293	10	16,183	0.98%	0.96%	0.01%
Horicon	1,471	0.0224	22.3770	22	35,527	2.15%	2.24%	-0.09%
Johnsburg	2,143	0.0326	32.5996	33	53,363	3.22%	3.26%	-0.04%
Lake George	3,502	0.0533	53.2729	53	86,233	5.21%	5.33%	-0.12%
Lake Luzerne	3,079	0.0468	46.8382	47	76,743	4.63%	4.68%	-0.05%
Queensbury T	5,833.8	0.0887	88.7445	89	149,709	9.04%	8.87%	0.17%
Queensbury AL-1	5,833.8	0.0887	88.7445	89	149,709	9.04%	8.87%	0.17%
Queensbury AL-2	5,833.8	0.0887	88.7445	89	149,709	9.04%	8.87%	0.17%
Queensbury AL-3	5,833.8	0.0887	88.7445	89	149,709	9.04%	8.87%	0.17%
Queensbury AL-4	5,833.8	0.0887	88.7445	89	149,709	9.04%	8.87%	0.17%
Stony Creek	758	0.0115	11.5308	12	19,267	1.16%	1.15%	0.01%
Thurman	1,095	0.0167	16.6573	17	27,561	1.66%	1.67%	0.00%
Warrensburg	3,959	0.0602	60.2248	60	98,307	5.94%	6.02%	-0.09%
	65,737	1.0000	1,000.00	1,002	1,655,786	100.00%	100.00%	0.29%

Voting Combinations: 1,048,576

Questions Decided at: 502 votes

Winning Combinations: 522,737

Differential Range: 0.29%

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 #2 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 [] Resignation [X] Termination [] Promotion [] Other
Employee No./Last Name: #13541/Barton Date of Vacancy: 08/20/2021
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. POB 9/14/21
Human Resources Director has approved this form when initialed. AF 9/14/21

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 9/15/21

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 9/16/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

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: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Institutional Aide # -18 Part- Time Base Salary of Position: 29,603 Grade: 3
Filling at Step # (If Known):
Budget code and title: Salaries-PT A6030 130 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: Scmon 13440 Date of Vacancy: 9/7/2021
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal % [checked] State 50 % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [checked] Other Labor
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 9/13/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 9/13/21

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 9/14/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 9/20/2021

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

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
 Title of Position: Legal Clerk #5 Base Salary of Position: \$32,237.00 Grade: 5
 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: 13418/Cogdill Date of Vacancy: September 17, 2021
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. ECW 9/8/21
Human Resources Director has approved this form when initialed. 17 9/8/21

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 9/9/21

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.
 Budget Officer Signature Frank E. Thomas Date 9/10/21

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 9-10-2021

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

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 #7 Base Salary of Position: \$18,113(25hr/week) Grade: 2
Filling at Step # (If Known):
Budget code and title: A6771.110 Nutrition Program Hamilton - Salaries PT Union [x] Non-Union []
This position is vacated due to: [] Retirement [x] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 13266/Clark Date of Vacancy: 9/3/2021
Is this position mandated? [] Yes [x] No Is the position reimbursable? [x] Yes [] No
Source of reimbursement: [] Federal [] % [x] State 75 % [x] Other 25 % Hamilton 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. 9/9/21

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 9/9/21

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 9/10/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Edna A. Fraser Date 9/20/2021

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.

Sept

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36.0
Title of Position: Senior Account Clerk #2 Base Salary of Position: \$35,491 Grade: 7
Filling at Step # (If Known): _____
Budget code and title: A.4010.110 Health Services Full Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: #10879/ Baker Date of Vacancy: 9/2/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. PCW 8/20/21
Human Resources Director has approved this form when initialed. 1/2 8/23/21

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 8/23/21

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 8/23/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Edna C. Francis Date 9/20/2021

Amended, Warren County Personnel, May 21, 1999

SENIOR ACCOUNT CLERK

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

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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

(Cont.)

Senior Account Clerk Page 2

MINIMUM QUALIFICATIONS: Either:

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
 Title of Position: Patrol Officer #TBD Base Salary of Position: \$42,373 (1st Yr) Grade: _____
 Filling at Step # (If Known): _____ \$44,735 (2021 rate)
 Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: TBD Date of Vacancy: September 20, 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 9/11/21
 Human Resources Director has approved this form when initialed. AT 9/17/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.
 Administrator Signature [Signature] Date 9/20/21

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.
 Budget Officer Signature Frank E. Thomas Date 9/21/21

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 J. Diamond approved Date 9/21/21
by email. (initials)

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

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker #35 Base Salary of Position: 45,831 Grade: 16
Filling at Step # (If Known): _____
Budget code and title: Salaries-Regular A6010 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13392/B Williams Date of Vacancy: 09/20/21
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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

Candidate's qualifications must be approved by Personnel Officer prior to hiring. PA 9/22/21

Human Resources Director has approved this form when initialed. AP 9/22/21

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 9/22/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E Thomas Date 9/28/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

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

Ranking Committee Member Signature [Signature] Date 09/30/2021

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