

OFFICE OF THE WARREN COUNTY CLERK

Pamela J. Vogel, County Clerk
Sueanne Linehan, Deputy County Clerk

Warren County Governmental Operations/Advocacy Committee Meeting: County Clerk/DMV

January 24, 2022 – 12:50

Committee Members: Supervisors Strough (Chair), Driscoll, Conover, Frasier, Thomas. Diamond; Chairman Geraghty will 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. Approval of minutes of prior Committee Meeting.
- III. Action Agenda/New Business
- A. **Res. # 11: Create New Position: Senior Motor Vehicle Examiner – Grade 10 (deleting Principal Account Clerk – Grade 10) accompanied by Notices to Fill:**

Request: Approval to create a new position of Senior Motor Vehicle Examiner; replace Principal Account Clerk: Grade 10 with Sr. MV Examiner (current backup), followed by subsequent restructuring of office staffing.

Rationale: With the announced retirement of Principal Account Clerk (6 years in office/30 years with Warren County), offices proposes reorganization of DMV senior positions to improve workplace efficiency at the same time ensuring all financial accounting responsibilities mandated by DMV, office supervision/mgt. and timely processing of complex commercial transactions are met. Sr. MV Examiner: Civil Service, Gr 10, promotional with minimum 2 yrs permanent competitive as MVR. Follow with backfill of MVR Gr 8 vacancy.

DMV Structure:

DMV Supervisor : No Change

Principal Account Clerk Gr 10: Vacancy Due to Retirement; **Delete PAC.**

Senior MV Examiners (Increase from 2 to 3): Grade 10 All FT
Accounting, Floor Supervision, Complex Dealer Transactions, Office Oversight.

Motor Vehicle Reg Clerks (4): With promotion of one MVR to Sr. MV Examiner, 3 remain, and 1 vacancy. Fill MVR (Grade 8) from Civil Service Examination (scheduled 2/19/2022).

Part Time MVR: 20 hours per week. No change.

Budget: Positions funded in A. 1410 110 Fulltime Salaries.

Notice to Fill: New Position: Sr Motor Vehicle Examiner Grade 10 created to replaced deleted Principal Account Clerk, and **NTF for Vacant: MV Lic/Reg Clerk – Gr 8 –** Backfill from promotion. Approved by Personnel Officer and HR Director. Forwarded to County Administrator and Budget Officer.
To Committee Chair and Members: 1/24/2022

- IV: **Discussion: Topics for future discussion:**
Further review of Clerk/Court organizational structure/position descriptions.
2021 Annual Report – Financial
Local Mortgage Tax Review – 2021 revenue; preparations for Local Law for 2023.
- V. Pending Items
- VI. Privilege of the Floor
- VII. Adjournment

Attachments:
Res. 11 – New Position Created – Sr. MV Examiner
Copy Notice to Fill: Sr MV Examiner, Backfill MV Lic Reg. Clerk
Rev/Draft Organization Chart - Motor Vehicles

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: County Clerk - DMV

DATE: 1/20/22

- (a) Title of Requested Position: Senior Motor Vehicle Examiner
- (b) Annual Base Salary (and Grade if Applicable): \$ 40,784 Grade 10
- (c) Effective Date for New Position: * 2/22/2022
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Principal Account Clerk - Gr 10 - Base Salary \$ 40,784, current \$ 52,519
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.1410 110 Fulltime Salaries - 2022 Salary Schedule \$ 52,519
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title?
(This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
County DMVs are required to place appropriate staffing to administer and process all duties assigned to a county DMV- financial, accounting, supervisory, transaction processing.
- (h) Is there expected revenue from this position? If so, please explain:
Warren County retains 12.7% in revenue based on DMV transactions, sales tax retention. 2021 revenue generated at the Warren Co. DMV - \$ 550,000 from 61,000 transactions. In addition, Warren Co. collected an additional \$ 450,000 from Warren County Use Tax.

DRAFT- 1/20/22
SENIOR MOTOR VEHICLE EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class is responsible for assisting in the operation of the Motor Vehicle Bureau and for maintaining the financial records for all transactions in the bureau. Duties include oversight of the activities of the Motor Vehicle Bureau in the absence of the Motor Vehicles Supervisor or supervises the operation of a satellite motor vehicle office. Duties require the auditing of all monetary functions of the bureau and demand a thorough understanding of all phases of bureau operation. Work is performed under the general supervision of the Motor Vehicle Supervisor with considerable leeway allowed for the use of independent judgement in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the activities of employees engaged in processing license applications, issuing license plates and registrations;
Accounts for monies received in the bureau;
Maintains financial accounts and records;
Makes suggestions on improving methods and procedures and assists in their installation;
Assists in training new employees;
Prepares periodic financial reports on activities of the bureau;
Assists applicants in the proper completion of forms and answers requests for information;
Prepares a variety of financial and statistical reports;
Uses computer applications or other automated systems in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of pertinent sections of the Vehicle and Traffic Law as they relate to the issuance of licenses and registrations;
Good knowledge of modern methods used in keeping and checking financial accounts and records, including financial computer software;
Good knowledge of modern office terminology, procedures, equipment and business English;
Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases;
Ability to communicate effectively both orally and in writing;
Ability to perform close, detail work involving considerable visual effort and concentration;
Ability to deal effectively with the public.

MINIMUM QUALIFICATIONS: Either:

- (a) Associate's degree; or
- (b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of account keeping, business or clerical experience; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: County Clerk Payroll Dept. No: 15
Title of Position: Senior MV Examiner #3 Base Salary of Position: 40,784 Grade: 10
Filling at Step # (If Known): 13
Budget code and title: A.1410 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: n/a Date of Vacancy: n/a
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____ % State _____ % Other _____ % All DMV generates fund for WC

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: County Clerk Payroll Dept. No: 15
Title of Position: MV Lic/Reg Clerk # 8 Base Salary of Position: \$ 37,918 Grade: 8
Filling at Step # (If Known): _____
Budget code and title: A.1410 110 Fulltime Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 11443/Conway Date of Vacancy: 2/22/2022
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____% DMVs fund Warren Co.

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature _____ Date _____

County Clerk

