

LEGISLATIVE, RULES & GOVERNMENT OPERATIONS
INFORMATION TECHNOLOGY AGENDA
NOVEMBER 22, 2022

Committee Members: Strough, Driscoll, Conover, Frasier, Thomas, McDevitt and Seeber- 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. Approval of minutes of prior Committee Meeting
- III. Privilege of the floor and public comment
- IV. Action Agenda/New Business Items:
 1. Request to transfer \$1,000 from A.1680.423 Telephone to A.1680.120 Salaries - Overtime to cover budget shortfall.
 2. Request contract with programming vendor, Zudy, for free hours of support provided.
 3. Request contract with programming vendor, Zudy, for support hours for 2023, not to exceed \$5,000
- V. Discussion Items: None
- VI. Referrals/Pending Items: None
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments: 1.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Information Technology

SIGNED: Michael Colvin

DATE: September 27, 2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1681 423	Telephone	A.1681 120	Salaries - Overtime	\$1,000

Please state reason for transfers requested: Unforeseen expenses

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

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

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Information Technology

DATE: November 22, 2022

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: **Programming Tool Support**
- (c) Name of Contractor: **Vinyl**
- (d) Address of Contractor: **1560 Lenox Ave, Suite 203, Miami Beach, FL 33139**
- 0144 (e) Contractor's Contact Person and Telephone Number: **Charles Nardi 973-216-**
- (f) Has or will the Contract be provided, if so, please attach: **yes**
- (g) Commencement Date of Contract: **November 1, 2022**
- (h) Termination Date of Contract: **December 31, 2022**
- (i) Payment Provisions: i) lump sum amount **\$0**
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly,
upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title*
and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and
Amount:**

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

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Information Technology

DATE: November 22, 2022

- 0144
- (a) Is this a Result of a Bid or Request for Proposal? **No**
 - (b) Purpose of Contract: **Programming Tool Support**
 - (c) Name of Contractor: **Vinyl**
 - (d) Address of Contractor: **1560 Lenox Ave, Suite 203, Miami Beach, FL 33139**
 - (e) Contractor's Contact Person and Telephone Number: **Charles Nardi 973-216-0144**
 - (f) Has or will the Contract be provided, if so, please attach: **yes**
 - (g) Commencement Date of Contract: **January 1, 2023**
 - (h) Termination Date of Contract: **December 31, 2023**
 - (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$5,000**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
 - (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **A1680.470****

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

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 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: Information Technology Payroll Dept. No: A.1680 110
Title of Position: Computer Help Desk Tech II #3 Base Salary of Position: \$64,188.00 Grade: OOU 11-14
Filling at Step # (If Known): _____
Budget code and title: A.1680 110-Salaries Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: _____ Date of Vacancy: 1/1/2023
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. PN 11/23/22

Human Resources Director has approved this form when initialed. 11/23/22

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 11-29-22

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature [Signature] Date 12/1/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Legislative, Rules + Governmental Operations

- 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 12/12/22

COMPUTER HELP DESK TECHNICIAN II

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordinating and overseeing the daily operations and personnel assigned to the help desk. Duties include providing technical support for computer hardware and software, assisting with data networking activities, and training and assisting staff in the use of agency computer systems. Incumbents in this class train lower level Help Desk Staff and act in a lead capacity by guiding, advising and informing them of help desk procedures. This position is distinguished from the Computer Help Desk Technician I title by the experience required, and the "lead role" provided over lower level staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Manages help desk operations, including prioritizing requests for service, scheduling and assigning work, and evaluating completed work;
Supervises, trains and evaluates help desk staff;
Provides technical support to employees and officials using agency computer systems;
Trains staff in the use of software, including word-processing, database, spreadsheet and electronic mail software;
Provides Help Desk support for computer users for hardware and software;
Installs, customizes and tests desktop computing equipment;
Installs, customizes and tests network communication equipment;
Communicates with vendors and other technical support personnel to aid in the solution of problems regarding desktop hardware and software;
Evaluates desktop computer hardware, software, services and supplies by determining user requirements, performing product and cost analyses, acquiring vendor information and product details, and developing and submitting equipment proposals;
Maintains a library of PC-related manuals, documentation, publications, etc.;
Keeps professional skills updated and consistent with current networking and desktop computing technology.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of computer hardware, software, networks and peripheral equipment supported by the Information Technology Department;
Thorough knowledge of application software, including word-processing, database, spreadsheet, electronic mail, and networking software;
Good knowledge of network data communications hardware and protocols, excellent interpersonal and oral and written communication skills;
Ability to supervise the work of others; Ability to establish effective working relationships with others;
Ability to effectively communicate technical information in an easily understood manner;
Ability to instruct others in the use of computers and computer software;
Ability to analyze and solve problems relating to desktop computer operations;
Ability to successfully work with and serve a diverse local community; Versatility, reliability;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

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

- A) Associate's Degree in Computer Science, Computer Technology or a closely related field AND two (2) years of full-time paid experience, or its part-time paid equivalent, as a computer support specialist, network support specialist, microcomputer technician or equivalent position providing technical desktop computer and/or network support; or
- B) Four (4) years of full-time paid experience, or its part-time paid equivalent, as a computer support specialist, network support specialist, microcomputer technician or equivalent position providing technical desktop computer and/or network support.

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

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NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Information Technology Payroll Dept. No: A.1680 110
Title of Position: Computer Help Desk Tech II #4 Base Salary of Position: \$65,942.00 Grade: OOU 11-15
Filling at Step # (If Known): _____
Budget code and title: A.1680 110-Salaries Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: _____ Date of Vacancy: 1/1/2023
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. DJ 11/23/22 (13)

Human Resources Director has approved this form when initialed. 1/3 11/23/22

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 11-28-22

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 12/1/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Legislature, Rules + Governmental Operations

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
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Communicates with vendors and other technical support personnel to aid in the solution of problems regarding desktop hardware and software;
Evaluates desktop computer hardware, software, services and supplies by determining user requirements, performing product and cost analyses, acquiring vendor information and product details, and developing and submitting equipment proposals;
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