

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

MARCH 31, 2022

Committee Members: *Thomas, Conover, Beaty, Frasier, Wild, Braymer and Runyon*
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, Human Resources Director):**

A) Review of report on tracking of vacancies filled.

B) Update on terminations and exit interviews.

3) **Requests/Items to be Discussed by the Personnel Officer (Patricia Nenninger, Personnel Officer):**

A) Request to fill the vacant position of Civil Services Specialist, due to resignation.

B) Request to fill the vacant position of Civil Service Assistant, due to resignation.

C) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Civil Service Assistant position from the current amount of \$43,045 to the entry level salary of \$39,973 effective April 18, 2022.

D) Discussion regarding draft Vacancy Posting Instructions.

4) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**

Public Defender (Marcy Flores, Public Defender) -

Note: Items 4A and 4B were not considered and approved by the Criminal Justice & Public Safety Committee.

A) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Public Defender position from the current amount of \$136,274 to the entry level salary of \$114,096 effective May 9, 2022.

B) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Coordinating Assistant Public Defender Part Time position from the current amount \$34,670 to the entry level salary of \$34,280 effective May 1, 2022.

Sheriff (James LaFarr, Sheriff) -

C) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Per Diem Cook Part-Time, \$18.07/hour, effective April 15, 2022.

5) **Referral from the Env. Concerns & Real Property Tax Services Committee (Chaired by Supervisor McDevitt):**

Real Property Tax Services (Lexie Delurey, Director, Real Property Tax Services) -

Request to amend the Table of Organization and Salary Schedule to increase the salary of the Real Property Tax Services Director from Grade 15, *Increment 10 (\$78,310)*, to Grade 16, *Increment 25 (\$90,706)*.

6) **Referral from the Tourism Committee (Chaired by Supervisor Merlino):**

Tourism (Joanne Conley, Director of Tourism) -

Request to amend the Table of Organization and Salary Schedule to create and fill the new temporary position of Principal Account Clerk - Per Diem, *hourly rate of \$24.7685 - position to be effective April 4, 2022 through December 31, 2022*, and to de-fund the full time Principal Account Clerk position effective April 4, 2022. *Note: the Tourism Committee has requested any resolution resulting from Personnel and Finance Committee action come before the Board at their March 31st meeting.*

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

Resolution Tracking Report.

CONTINUED

IV. Pending Items:

SUNY ADIRONDACK:

No items this month.

PERSONNEL:

- 1) Formalization of policy for the Employee of the Month Program - County Attorney to review and make any necessary modifications to draft legal opinion prepared before presenting to Committee. (03.03.22)
- 2) Warren County Workplace Violence Policy to be reviewed for additional updates. (03.03.22)
- 3) Committee to continue discussions regarding amending the Warren County Travel, Education and Vehicle Use Policy (*last adopted by Resolution No. 49 of 2021*) to authorize Department Heads to approve free training opportunities following update from County Administrator regarding feedback received from Department Heads on possibly reinstating a dollar amount under which they would be authorized to approve travel. (03.03.22)
- 4) Committee to consider developing guidelines for Department Heads to use when dismissing an employee. (03.03.22)

CIVIL SERVICE:

No items this month.

HUMAN RESOURCES:

No items this month.

CLERK OF THE BOARD:

No items this month.

COUNTY ATTORNEY:

No items this month.

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

Countryside Adult Home - Cook #5 Full Time, *Grade 4, Base Annual Salary \$31,789*, due to resignation.

District Attorney - Legal Clerk II #3, *Grade 8, Base Annual Salary \$37,918*, due to promotion.

Department of Public Works - MEO(L) #2, *Grade 7, Base Annual Salary \$36,414*, due to resignation.

Department of Social Services - Caseworker #24, *Annual Salary \$47,023*, due to retirement.

Planning & Community Development - Senior Planner, *Grade 18, Base Annual Salary \$50,384*

Public Defender - Public Defender, *Annual Salary \$114,096*, due to retirement.
- Coordinating Assistant Public Defender, *Annual Salary \$81,618*, updating authorization.
- Coordinating Assistant Public Defender PT, *Annual Salary \$34,280*, updating authorization.
- Legal Clerk I, *Grade 5, Base Annual Salary \$33,076*.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

2022 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cmte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
7/29/2021	Office of Emergency Services	County Fire Coordinator- Part Time (2644)	Ogden	RM	\$ 11,500.00	\$ 11,500.00	12/29/2021	Bartlett	\$ 11,500.00	\$ -	\$ -
7/29/2021	Probation	Probation Assistant (1313)	Iatauro	RT	\$ 44,902.00	\$ 35,491.00	12/9/2021	Clarke	\$ 37,355.00	\$ 1,864.00	\$ (7,547.00)
7/29/2021	Probation	Probation Officer Trainee	N/A	N	N/A	\$ 45,831.00	vacant				
7/29/2021	District Attorney	9th Assistant District Attorney (2662)	N/A	N	N/A	\$ 66,563.00	vacant				
9/1/2021	Buildings & Grounds	Building Maintenance Worker #2 (2142)	Cleveland	RS	\$ 35,491.00	\$ 35,491.00	1/31/2022	Spring	\$ 36,414.00	\$ 923.00	\$ 923.00
9/1/2021	Health Services	Public Health Nurse #35 (2250)	Swan	RS	\$ 54,286.00	\$ 53,675.00	vacant				
9/1/2021	Health Services	Public Health Nurse #8 (1546)	McAvey	RS	\$ 63,947.00	\$ 53,675.00	vacant				
9/1/2021	Office for the Aging	Meal Site Cook #2 (1950)	Seltz	O	\$ 18,113.00	\$ 18,113.00	11/29/2021	Aldous	\$ 18,113.00	\$ -	\$ -
9/1/2021	Office for the Aging	Meal Site Manager #3 (1937)	Lewis	RT	\$ 26,653.00	\$ 14,491.00	vacant				
9/1/2021	Public Defender	Legal Clerk #1 (2664)	N/A	N	N/A	\$ 32,237.00	vacant				
9/30/2021	Civil Service	Civil Service Assistant (2568)	Jernigan	RS	\$ 40,972.00	\$ 38,809.00	12/4/2021	Graham	\$ 40,972.00	\$ 2,163.00	\$ -
9/30/2021	Countryside	Institutional Aide PT #18 (2629)	Semon	PR	\$ 29,603.00	\$ 29,603.00	vacant				
9/30/2021	District Attorney	Legal Clerk #5 (2585)	Cogdill	RS	\$ 32,848.00	\$ 32,237.00	vacant				
9/30/2021	Public Health	Senior Account Clerk #2 (2399)	Baker	RS	\$ 44,902.00	\$ 35,491.00	vacant				
9/30/2021	Sheriff	Patrol Officer #11 (1380)	Sealey	PR	\$ 75,295.00	\$ 44,735.00	1/24/2022	Rose	\$ 45,854.00	\$ 1,119.00	\$ (29,441.00)
11/2/2021	Public Works	MEO (L) #26 (1225)	Hayes	RT	\$ 44,901.00	\$ 35,491.00	2/7/2022	Riffle	\$ 36,414.00	\$ 923.00	\$ (8,487.00)
11/2/2021	Public Works	MEO (M) #14 (1261)	Morehouse	PR	\$ 47,535.00	\$ 38,251.00	12/20/2021	Cameron	\$ 39,533.00	\$ 1,282.00	\$ (8,002.00)
11/2/2021	Sheriff	Investigative Sergeant #1 (2694)	N/A	N	N/A	\$ 82,495.00	11/22/2021	Affinito	\$ 82,495.00	\$ -	\$ -
11/2/2021	Social Services	HEAP Examiner #4 - temp (2429)	N/A	N	N/A	\$ 33,614.00	1/10/2022	Allen	\$ 34,448.00	\$ 834.00	\$ -
11/2/2021	Social Services	HEAP Examiner #5 - temp (2693)	N/A	N	N/A	\$ 33,614.00	vacant				
11/2/2021	Social Services	Caseworker #9 (1653)	Vice	O	\$ 47,244.00	\$ 45,831.00	1/3/2022	Hayes	\$ 47,022.00	\$ 1,191.00	\$ (222.00)
11/2/2021	Social Services	Caseworker #29 (1671)	Chapman	O	\$ 53,457.00	\$ 45,831.00	11/29/2021	Moore	\$ 47,244.00	\$ 1,413.00	\$ (6,213.00)
12/2/2021	Countryside	Institutional Aide PT #3 (2217)	Semon	RM	\$ 23,682.00	\$ 23,682.00	2/8/2022	Hill	\$ 24,298.00	\$ 616.00	\$ 616.00
12/2/2021	County Clerk	Legal Recording Clerk (1119)	Baker	RS	\$ 41,537.00	\$ 35,491.00	1/4/2022	Slater	\$ 36,414.00	\$ 923.00	\$ (5,123.00)
12/2/2021	DPW	MEO (M) #2 (1233)	Henkel	RS	\$ 44,717.00	\$ 38,521.00	vacant				
12/2/2021	Health Services	RPN #22 (2549)	Gutowski	RS	\$ 55,376.00	\$ 47,523.00	vacant				
12/2/2021	Health Services	RPN #32 (2332)	Wescott	RS	\$ 59,222.00	\$ 47,523.00	vacant				
12/2/2021	Health Services	RPN #37 (1543)	Brouillette	RS	\$ 48,101.00	\$ 47,523.00	vacant				
12/2/2021	Health Services	Senior Account Clerk #1 (1538)	DeCesare	RT	\$ 43,536.00	\$ 33,600.00	vacant				
12/2/2021	Health Services	WIC Assistant (1582)	Stockwell	RS	\$ 31,099.00	\$ 30,520.00	vacant				
12/2/2021	Health Services	Infant Feeding Advocate-Part Time (2081)	Langworthy	RS	\$ 14,013.00	\$ 14,013.00	vacant				
12/2/2021	Health Services	Medical Records Coder PT (2598)	New	N	N/A	\$ 24,471.00	vacant				
12/2/2021	Health Services	RPN #40 (2624)	N/A	N	N/A	\$ 47,523.00	vacant				
12/2/2021	Sheriff	Investigator #6 (1385)	David	RT	\$ 83,503.00	\$ 83,503.00	1/31/2022	Schroeck	\$ 78,138.00	\$ (5,365.00)	\$ (5,365.00)
12/2/2021	Sheriff	Patrol Officer #17BD	Watkins	PR	\$ 58,097.00	\$ 44,736.00	vacant				
12/2/2021	Social Services	Caseworker #21 (1668)	Parker	PR	\$ 57,597.00	\$ 47,023.00	2/22/2022	Hargraves	\$ 58,597.00	\$ 11,574.00	\$ 1,000.00
12/2/2021	Social Services	Caseworker #4 (1650)	Tennant	RS	\$ 47,244.00	\$ 45,831.00	1/3/2022	Dolly	\$ 47,022.00	\$ 1,191.00	\$ (222.00)
12/2/2021	Social Services	Caseworker #20 (1649)	Darcy	PR	\$ 37,436.00	\$ 36,957.00	vacant				
12/2/2021	Social Services	Social Welfare Examiner #12 (1751)	N/A	N	N/A	\$ 35,491.00	12/27/2021	Strong-Norman	\$ 35,491.00	\$ -	\$ -
12/20/2021	County Clerk	Legal Recording Clerk #2 (2698)	N/A	N	N/A	\$ 40,003.00	12/20/2021	Mender	\$ 43,805.00	\$ 3,802.00	\$ -
12/20/2021	Employment & Training	E&T Counselor II #1 (2696)	N/A	N	N/A	\$ 40,003.00	12/20/2021	Metcalfe	\$ 47,892.00	\$ 7,889.00	\$ -
12/20/2021	Employment & Training	E&T Counselor II #2 (2697)	N/A	N	N/A	\$ 40,003.00	12/20/2021				
12/20/2021	Office for the Aging	Services Assistant - OFA #3 (2700)	N/A	N	N/A	\$ 33,600.00	vacant				
12/20/2021	Office for the Aging	Meal Site Cook #12 (2699)	N/A	N	N/A	\$ 18,113.00	vacant				
1/1/2022	Health Services	RPN #42 (2701)	N/A	N	N/A	\$ 51,502.00	vacant				

2022 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cmte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
1/1/2022	Health Services	Public Health Program Manager (2678)	N/A	N	N/A	\$ 55,070.00	1/1/2022	Durkee	\$ 67,170.00	\$ 12,100.00	\$ -
1/1/2022	Health Services	Public Health Educator #1 (2681)	N/A	N	N/A	\$ 44,384.00	1/13/2022	Cohen	\$ 44,384.00	\$ -	\$ -
1/1/2022	Health Services	Public Health Educator #2 (1586)	N/A	N	N/A	\$ 44,384.00	1/18/2022	Crawford	\$ 44,384.00	\$ -	\$ -
1/1/2022	Health Services	EI Service Coordinator - PD (2556)	N/A	N	N/A	\$ 12,594.00	vacant				
1/1/2022	Health Services	Therapy Program Administrator (2677)	N/A	N	N/A	\$ 65,566.00	vacant				
1/1/2022	Sheriff	Patrol Officer #66 (2673)	N/A	N	N/A	\$ 44,736.00	1/24/2022	McPhail	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Sheriff	Patrol Officer #67 (2674)	N/A	N	N/A	\$ 44,736.00	1/24/2022	Ordway	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Sheriff	Patrol Officer #68 (2675)	N/A	N	N/A	\$ 44,736.00	1/24/2022	Ortiz	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Sheriff	Patrol Officer #69 (2676)	N/A	N	N/A	\$ 44,736.00	1/24/2022	Crispell	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Social Services	Senior Caseworker #9 (2685)	N/A	N	N/A	\$ 50,384.00	1/3/2022	Watkins	\$ 61,916.00	\$ 11,532.00	\$ -
1/1/2022	Social Services	Senior Caseworker #10 (2686)	N/A	N	N/A	\$ 50,384.00	1/3/2022	Parker	\$ 61,416.00	\$ 11,032.00	\$ -
1/1/2022	Social Services	Legal Clerk III (2687)	N/A	N	N/A	\$ 40,784.00	1/7/2022	Quagliana	\$ 42,852.00	\$ 2,068.00	\$ -
1/1/2022	Social Services	Senior Clerk (2688)	N/A	N	N/A	\$ 31,789.00	1/1/2022	Moynihan	\$ 38,282.00	\$ 6,493.00	\$ -
1/29/2022	Sheriff	Patrol Officer #70 (TBD)	N/A	N	N/A	\$ 44,736.00	vacant				
2/3/2022	Sheriff	Patrol Sergeant # 12 (2708)	N/A	N	N/A	\$ 84,503.00	2/28/2022	Howse	\$ 84,503.00	\$ -	\$ -
2/3/2022	Social Services	Principal Account Clerk # 3 (2709)	N/A	N	N/A	\$ 40,784.00	2/22/2022	Murray	\$ 47,656.00	\$ 6,872.00	\$ -
2/3/2022	County Clerk	Senior MV Examiner # 3 (2710)	N/A	N	N/A	\$ 40,784.00	2/28/2022	Conway	\$ 50,519.00	\$ 9,735.00	\$ -
2/3/2022	Mail Room	Messenger # 2 (2711)	N/A	N	N/A	\$ 34,488.00	2/22/2022	Wildy	\$ 34,488.00	\$ -	\$ -
2/3/2022	Buildings & Grounds	Cleaner #12 (2470)	Tabano	RS	\$ 29,735.00	\$ 29,735.00	2/7/2022	Augusta	\$ 29,735.00	\$ -	\$ -
2/3/2022	Countryside	Cook/Manager (2265)	Olden	RT	\$ 43,764.00	\$ 33,076.00	2/15/2022	Quarters	\$ 42,264.00	\$ 9,188.00	\$ (1,500.00)
2/3/2022	County Clerk	MV Lic/Reg Clerk #8 (1122)	Conway	PR	\$ 47,262.00	\$ 37,918.00	vacant				
2/3/2022	Information Technology	Cybersecurity and Network Analyst (2672)	N/A	N	N/A	\$ 67,533.00	1/3/2022	Boutin	\$ 67,533.00	\$ -	\$ -
2/3/2022	Probation	Senior Account Clerk (1307)	Clarke	PR	\$ 37,355.00	\$ 36,414.00	vacant				
2/3/2022	Public Works	MEO (M) #9 (1238)	Monroe	RT	\$ 49,771.00	\$ 39,246.00	vacant				
2/3/2022	Public Works	MEO (L) #3 (1249)	Cameron	PR	\$ 36,723.00	\$ 36,414.00	vacant				
2/3/2022	Public Works	MEO (L) #13 (1263)	Cameron	RS	\$ 35,491.00	\$ 36,414.00	vacant				
2/3/2022	Public Works	MEO (L) #27 (2256)	Hart	RM	\$ 35,491.00	\$ 36,414.00	vacant				\$ 923.00
2/3/2022	Sheriff	Patrol Officer #62 (1326)	Howse	PR	\$ 77,178.00	\$ 45,854.00	3/14/2022	Wright	\$ 60,078.00	\$ 14,224.00	\$ (17,100.00)
2/3/2022	Sheriff	Communications Officer #20 (2544)	Crispell	RS	\$ 52,775.00	\$ 47,299.00	3/14/2022	Bentley	\$ 47,299.00	\$ -	\$ (5,476.00)
2/3/2022	Sheriff	Senior Communications Officer (2245)	Wells	O	\$ 62,486.00	\$ 58,448.00	1/31/2022	Kilmartin	\$ 58,448.00	\$ -	\$ (4,038.00)
2/3/2022	Social Services	Intake Clerk #4 (1736)	Johnson	O	\$ 31,594.00	\$ 30,983.00	12/27/2021	Kazlo	\$ 30,983.00	\$ -	\$ (611.00)
2/3/2022	Social Services	Social Welfare Examiner #17 (1722)	Gonnely	RT	\$ 48,263.00	\$ 37,918.00	vacant				
2/3/2022	Social Services	Caseworker #15 (1665)	Vachon	RS	\$ 47,023.00	\$ 47,023.00	2/22/2022	Regner	\$ 47,023.00	\$ -	\$ -
2/3/2022	Social Services	Intake Clerk #8 (2660)	Johnson	PR	\$ 32,416.00	\$ 31,789.00	2/7/2022	Dashnaw	\$ 31,789.00	\$ -	\$ (627.00)
2/3/2022	Social Services	Medicaid Clerk #3 (2071)	Licari	PR	\$ 35,471.00	\$ 33,076.00	2/28/2022	Smith	\$ 33,076.00	\$ -	\$ (2,395.00)
2/3/2022	Social Services	Social Welfare Examiner #38 (2082)	Rheel	O	\$ 47,763.00	\$ 37,918.00	2/14/2022	Licari	\$ 40,570.00	\$ 2,652.00	\$ (7,193.00)
2/3/2022	Social Services	Secretary (2270)	Quagliana	PR	\$ 33,538.00	\$ 31,789.00	vacant				
2/3/2022	Social Services	Senior Account Clerk #6 (1748)	Murray	PR	\$ 42,617.00	\$ 36,414.00	2/22/2022	Stoller	\$ 42,617.00	\$ 6,203.00	\$ -
2/3/2022	Social Services	Support Investigator #4 (1746)	Missita	PR	\$ 44,348.00	\$ 37,918.00	vacant				
2/3/2022	Social Services	Social Welfare Examiner #31 (1713)	Cameron	RT	\$ 44,611.00	\$ 37,918.00	2/7/2022	Johnson	\$ 38,545.00	\$ 627.00	\$ (6,066.00)
2/3/2022	Veterans' Services	Van Driver #2 (2190)	Service	RS	\$ 17,456.00	\$14,868.00	1/3/2022	Therio	\$ 14,868.00	\$ -	\$ (2,588.00)
2/3/2022	Veterans' Services	Van Driver #1 (2189)	Johnson	RS	\$ 18,985.00	\$14,868.00	1/3/2022	Cooke	\$ 14,868.00	\$ -	\$ (4,117.00)
2/3/2022	Veterans' Services	Veteran Benefit Counselor (2690)	N/A	N	N/A	\$ 39,246.00	vacant				
3/3/2022	Office for the Aging	Services Assistant - OFA #4 (N/A	N	N/A	\$ 36,141.00	vacant				

2022 - NOTICE OF INTENT TO FILL TRACKING

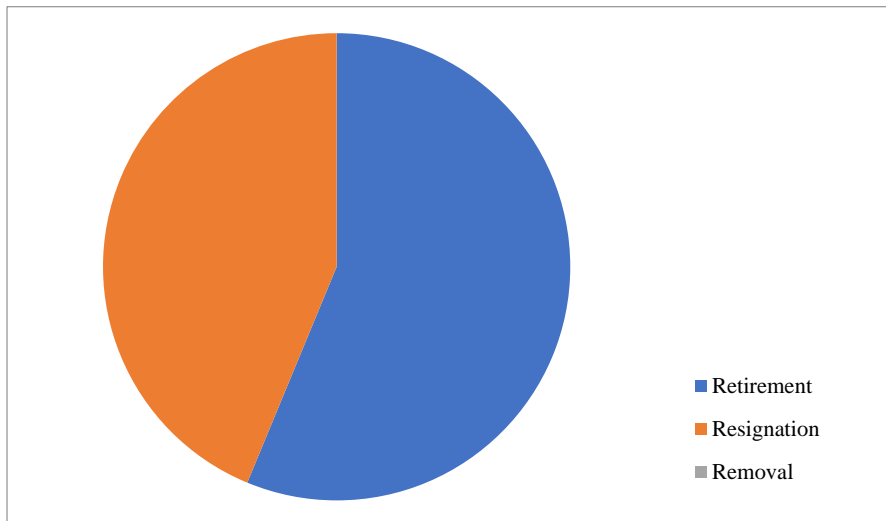
Personnel Cmte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
3/3/2022	Public Works	MEO (L) #12 (1248)	Augusta	O	\$ 36,414.00	\$ 36,414.00	vacant				
3/3/2022	Office for the Aging	Meal Site Cook #7 (1953)	Burnett	RS	\$ 18,584.00	\$ 18,584.00	vacant				
3/3/2022	Sheriff	Patrol Officer #48 (1398)	Howse	PR	\$ 77,178.00	\$ 45,854.00	vacant				
3/3/2022	Tourism	Director of Tourism	Conley	RT	\$ 90,783.00		vacant				
3/3/2022	Tourism	Communications Asst. - Tourism	O'Brien	PR	\$ 39,533.00	\$ 39,246.00	vacant			\$ 129,540.00	\$ (118,871.00)

Warren County Department of Human Resources



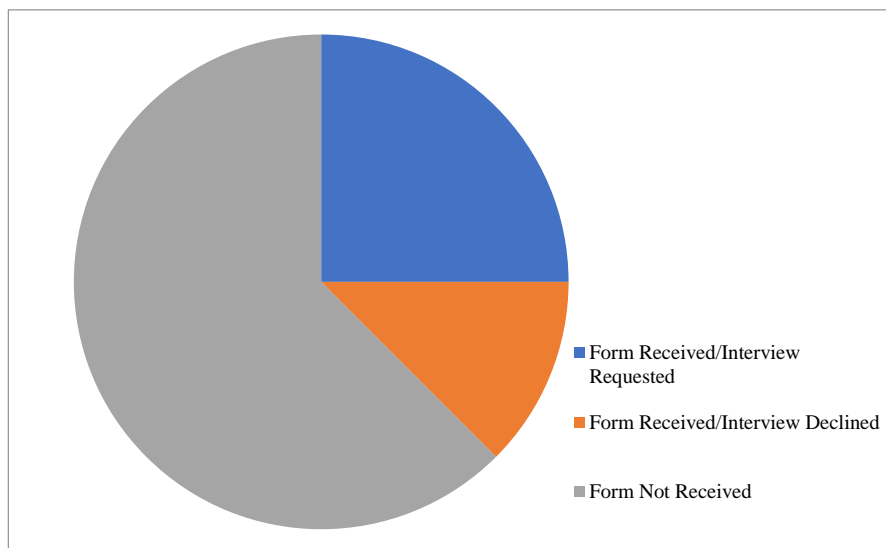
Separations through February 28, 2022

Retirement	9
Resignation	7
Removal	0
Total	16



Exit Interviews through February 28, 2022

Form Received/Interview Requested	4
Form Received/Interview Declined	2
Form Not Received	10



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: Civil Service Administration Payroll Dept. No: 17
 Title of Position: Civil Service Specialist Base Salary of Position: \$47,608 Grade: 9 Non-bargaining
 Filling at Step # (If Known): _____ #49,036 (Grade 9, 1st Increment)
 Budget code and title: A.1430.110 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: Christina Chambers Date of Vacancy: 4/3/22
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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

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

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

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

Ranking Committee Member Signature _____ Date _____

CIVIL SERVICE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class is responsible for assisting the Personnel Officer in highly complex, technical aspects of the administration of Civil Service Law and Warren County Civil Service Rules for all civil divisions that fall within the jurisdiction of the County. Duties include oversight of exam and eligible list management as well as other assigned areas of recruitment, classification, employee transactions, records maintenance, and related functions. This work involves considerable contact with the public, agency officials, departments, civil divisions and employees. Work is performed under general supervision of the Personnel Officer. Supervision and training may be exercised over subordinate personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Administers and participates in all aspects of civil service examination and eligible list management programs for the county, schools, towns, villages and special districts;

Acts in liaison capacity with County departments, municipalities, city, college and special districts including providing information and training on Civil Service Law, rules and regulations, operating procedures relating to examination and eligible list matters;

Administers and/or participates in all aspects of assigned program areas which may include civil service transaction processes, payroll certification processes and other related functions;

Assists in the review of applications for examinations against adopted minimum qualifications in accordance with state law and local rules;

Administers civil service examinations and follows established procedures to ensure an objective testing process;

Participates in the maintenance of classification plans, including development of new and revised position specifications, job analysis, and the preparation of amendments to County Civil Service Rules;

Assists in the development, update and implementation of new processes and procedures relating to candidate recruitment, position classification or other assigned areas;

Makes recommendations for new methods and procedures for more efficient operation of the department;

Compiles and prepares statistical reports, account keeping records and reports;

Uses computer applications or other database software in performing work assignments;

Provides assistance with budget matters;

Performs related office functions necessary to meet the needs of the Department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTIC Good knowledge of New York State Civil Service Law and Warren County Civil Service Rules and Regulations; good knowledge of principals and procedures of civil service administration; good knowledge of records administration within an automated information systems environment; good knowledge of office terminology, procedures, and equipment; good knowledge of business math and English; 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 perform close, detailed work involving considerable visual effort, concentration and computational skills; ability to analyze and organize data and prepare and maintain detailed records and reports; ability to understand and follow complex oral and written instructions; ability to establish and maintain effective working relationships with others and to deal effectively with the public; initiative; sound judgment.

MINIMUM QUALIFICATIONS: Either:

- a. Graduation from a regionally accredited or New York State college or university with a Bachelor's degree and two (2) years of full-time paid experience, or its part-time equivalent, in the field of human resource administration, business administration, office administration or closely related field; or
- b. Graduation from a regionally accredited or New York State college or university with an Associate's degree and four (4) years of full-time paid experience, or its part-time equivalent, in the field of human resource administration, business administration, office administration or closely related field.

WC: 2019, 4.2021
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: Civil Service Administration Payroll Dept. No: 17
 Title of Position: Civil Service Assistant Base Salary of Position: \$ 39,973 Grade: 6 Non-bargaining
 Filling at Step # (If Known): _____
 Budget code and title: A.1430.110 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: Mark Graham Date of Vacancy: 4/4/22
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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

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

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

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

Ranking Committee Member Signature _____ Date _____

CIVIL SERVICE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position is responsible for performing a variety of specialized and technical clerical tasks relating to the administration of Civil Service Law and Rules for all civil divisions that fall within the jurisdiction of the Warren County civil service administration. Duties include performing/ assisting with the processing of civil service transactions relating to exam management and employee records 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. The work is performed under the supervision of higher-level staff with leeway allowed for independent judgment in matters for which office procedure and policy have been established. The position includes some weekend work for exam administration/ monitoring. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as general source of civil service information for visitors, phone contacts, employee contacts, agencies etc.;

Performs or assists with transaction processes related to exam administration and list management;

Performs and/or assists in the processing of employee transaction documents to ensure conformance with Civil Service Law and Rules, and advises supervisor of issues related to non-compliance/ interpretation of law;

Performs payroll input/certification and roster/position control tracking;

Establishes and maintains a variety of Civil Service transaction files, including roster records, payroll records, exam records, etc.;

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;

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) Associate's Degree or higher and one year of paid clerical or office administrative experience which shall have included maintaining electronic records or spreadsheet applications, or
- b) Three years of paid clerical or office administrative experience which shall have included maintaining electronic records or spreadsheet applications.

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

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Civil Service Administration****DATE: 3/22/22**

- (a) Employee Name, Title and Employee No.:
Civil Service Assistant
- (b) Current Annual **Base** Salary (and Grade if Applicable):
\$ 39,973 (Grade 6: Entry)
- (c) Former Annual **Base** Salary (and Grade if Applicable):
\$ 43,045 (Grade 6: 3rd Increment)
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
4/18/22
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?
List Budget Code (with title), Object Code (with title), and Amount:
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded within the current budget:
- (g) Is there expected revenue from this position? YES NO
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:
Backfill at entry level salary

CIVIL SERVICE POSTING INSTRUCTIONS

Our office is happy to assist with your vacancy posting process:

- 1) Call our office to discuss process questions: we will ask/discuss the following:
 - a) Title of position;
 - b) Status of Committee/Board approval and Notice of Intent to Fill;
 - c) If competitive (tested) title, is there an active list with candidates that must be considered? If so, posting may not be appropriate. List canvass may be appropriate;
 - d) If posting is required by union contract or non-union position status (we may refer question to HR).

- 2) Ready to post? We will ask:
 - a) Vacancy or anticipated vacancy posting: approval or pending approval to fill;
 - b) Posting Period (minimums may be set in union contract);
 - c) Promotion position posting? (Website and internal department posting);
 - d) Recruitment outreach? (WC website, WC Facebook, ARCC, local colleges, association posting boards, local newspapers, Indeed etc.). As an FYI, we are working with IT and Don Lehman to increase our posting visibility, accessibility and outreach. Keep in mind: Departments are responsible for funding any posting fees;
 - e) Residency requirement considerations? (We will discuss requirements/ options depending on title);
 - f) Is a transfer posting appropriate? (depends on title);
 - g) Need assistance with preparation of a posting? We are happy to draft a posting, or you may submit a posting. A sample is attached. *All job postings must include:*
 - Position Title and Department
 - A brief description of the position
 - Salary - range if appropriate
 - Minimum Qualifications
 - Residency Requirements
 - Instructions/Deadline for applying
 - Civil Service Provisional Appointment language (if applicable)
 - The language: 'Warren County is an Equal Opportunity/Affirmative Action Employer'

DEPARTMENT NAME
NOTICE OF ANTICIPATED VACANCY

POSITION TITLE

Brief description of the position.

SALARY:

MINIMUM QUALIFICATIONS:

RESIDENCY REQUIREMENTS:

Provisional Language (if applicable):

The position will be filled based upon Civil Service requirements. A provisional appointment will be made with examination to be held at a later date. Candidate must meet Civil Service requirements for appointment following establishment of the Eligible List.

**Interested candidates may send (application, resume, cover letter, letters of reference, etc.)
by (deadline date) to:**

Department Head
Mailing Address/Email Address

Instructions on where to find applications.

Warren County is an Equal Opportunity/Affirmative Action Employer

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME:****DATE:**

- (a) Employee Name, Title and Employee No.:
- (b) Current Annual **Base** Salary (and Grade if Applicable):
- (c) Former Annual **Base** Salary (and Grade if Applicable):
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?
List Budget Code (with title), Object Code (with title), and Amount:
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded within the current budget:
- (g) Is there expected revenue from this position? YES NO
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position***DEPARTMENT NAME: **Warren County Public Defender's Office**DATE: **03/21/2022**

- (a) Employee Name, Title and Employee No.:
Coordinating Assistant Public Defender (PT)
- (b) Current Annual **Base** Salary (and Grade if Applicable):
\$34,280
- (c) Former Annual **Base** Salary (and Grade if Applicable):
\$34,670
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
05/01/2022
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?
List Budget Code (with title), Object Code (with title), and Amount:
n/a
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded within the current budget:
- (g) Is there expected revenue from this position? YES NO
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:
Request to get position of Coordinating Assistant Public Defender (PT) on 2022 Attorney Pay Scale at Entry Level, Grade 5. This entry level position was broke down to reflect this position working two days per week at eight hours each day.

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME:** Sheriff**DATE:** March 21, 2022

- (a) **Title of Requested Position:** Per Diem Cook Part-Time
- (b) **Annual Base Salary (and Grade of Applicable):** N/A (\$18.07/hour)
- (c) **Effective Date for New Position:***
*Please do not backdate unless the purpose is to correct an error.

Upon Approval of the Board of Supervisors

- (d) **List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request (Include annual salary and grade if applicable):**

N/A

- (e) **Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:**

A.3150 110 Sheriff's Correction Division Salaries - Part Time

- (f) **Has Personnel Officer Reviewed and Approved of the New Position Title?:** Yes
(This is necessary **BEFORE** bringing the request to committees.)
- (g) **Is this a mandated position? If so, please explain:** No
- (h) **Is there expected revenue from this position? If so, please explain:** No

NOTE: The Per Diem Cook Part-Time position will be utilized to backfill full-time employee leave and reduce overtime. No additional funding will be requested for this position.

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 SECTIONDepartment: Sheriff Payroll Dept. No: 31.00Title of Position: Per Diem Cook - Part Time Base Salary of Position: \$18.07/hour Grade: _____

Filling at Step # (If Known): _____

Budget code and title: A.3150 130 Sheriff's Corrections Salaries - Part Time Union Non-Union This position is vacated due to: Retirement Resignation Termination Promotion Other - CreationEmployee No./Last Name: New Position Date of Vacancy: Following BOS ApprovalIs this position mandated? Yes No Is the position reimbursable? Yes NoSource of reimbursement: Federal _____% State _____% Other _____%**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL** Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____**Actual Impact to Budget Report will be provided monthly by Human Resources Director.****Candidate's qualifications must be approved by Personnel Officer prior to hiring.** _____**Human Resources Director has approved this form when initialed.** _____**COUNTY ADMINISTRATOR COMPLETES THIS SECTION** The Administrator has no objection to the filling of the vacancy. The Administrator objects to the filling of the vacancy.

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION The Budget Officer has no objection to the filling of the vacancy. The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 11**Request to Create New Position****DEPARTMENT NAME:** Tourism Department**DATE:** March 22, 2022

- (a) Title of Requested Position: **Principal Account Clerk - Per Diem**
- (b) Annual **Base** Salary (and Grade if Applicable): **Grade 10-22/\$24.7685/hr**
- (c) Effective Date for New Position:* **4/4/2022**
*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):

Defund Full Time position, Salary \$51,518, Grade 10 - 23
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:

A.6417.0001 110 Principal Account Clerk Full Time salary \$51,518 Grade 10-23
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)

Yes
- (g) Is this a mandated position? If so, please explain:
No
- (h) Is there expected revenue from this position? If so, please explain:

No

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Tourism Department Payroll Dept. No: 5303
Title of Position: Principal Account Clerk - Per Diem Base Salary of Position: 35,000 Grade: 10-22
Filling at Step # (If Known): \$24.7685/hr
Budget code and title: Salaries -Part Time Tourism A.6417.0001.130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 9949/Grant Date of Vacancy: March 31, 2022
Is this position mandated? Yes No Is the position reimbursable? Yes No (creation)
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature Date

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date

RESOLUTION TRACKING REPORT
 JANUARY 6, 2022 ORGANIZATION MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
1	CHAIR - ADOPTING THE RULES OF THE BOARD OF SUPERVISORS RESOLUTION TABLED AND REFERRED BACK TO COMMITTEE	
2	CHAIR - DESIGNATING OFFICIAL PAPERS	FILED
3	CHAIR - DESIGNATING DEPOSITARIES	FILED
4	CHAIR - REAPPOINTING CLERK OF THE BOARD OF SUPERVISORS	OATH OF OFFICE SIGNED AND FILED W/ CO. CLERK
5	CHAIR - REAPPOINTING WARREN COUNTY ATTORNEY	OATH OF OFFICE SIGNED AND FILED W/ CO. CLERK
6	CHAIR - REAPPOINTING WARREN COUNTY AUDITOR	OATH OF OFFICE SIGNED AND FILED W/ CO. CLERK
7	CHAIR - REAPPOINTING WARREN COUNTY PUBLIC DEFENDER	OATH OF OFFICE SIGNED AND FILED W/ CO. CLERK
8	CHAIR - REAPPOINTING WARREN COUNTY PURCHASING AGENT	OATH OF OFFICE SIGNED AND FILED W/ CO. CLERK
9	CHAIR - AUTHORIZING BLANKET OFFICIAL UNDERTAKING FOR COUNTY OFFICERS REQUIRED BY LAW TO EXECUTE AND FILE OFFICIAL UNDERTAKINGS	RESOLUTION FILED WITH COUNTY CLERK
10	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (2021 COMMITTEE) - APPROVING REVISIONS TO THE WARREN COUNTY WORKPLACE VIOLENCE PREVENTION PLAN AND PROGRAM	DISTRIBUTED TO DEPT. HEADS, POSTED TO WEB AND SHAREPOINT
11	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (2021 COMMITTEE) - AUTHORIZING THE COUNTY ATTORNEY TO FILE AND PROSECUTE DECLARATORY JUDGMENT ACTIONS TO ENFORCE INSURANCE COVERAGE IN CHILD VICTIMS ACT CLAIMS	
12	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (2021 COMMITTEE) - REAPPOINTING MEMBERS TO THE ARPA ADVISORY COMMITTEE	OATHS OF OFFICE FOR NON-SUPERVISOR APPOINTMENTS DISTRIBUTED
13	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (2021 COMMITTEE) - REAPPOINTING MEMBERS TO THE WARREN COUNTY BOARD OF ETHICS	

RESOLUTION TRACKING REPORT
JANUARY 6, 2022 ORGANIZATION MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
14	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (2021 COMMITTEE) - AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2022 <i>RESOLUTION AMENDED FROM THE FLOOR DURING THE MEETING</i>	PROCESSED BY HR/TREASURER
15	FINANCE (2021 COMMITTEE) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED SURPLUS TO THE PLANNING BUDGET TO COVER THE COST OF THE CONTRACT WITH THE NEW YORK OFFICE OF INFORMATION TECHNOLOGY SERVICES; AMENDING 2022 WARREN COUNTY BUDGET	PROCESSED BY TREASURER
16	SUPERVISORS MCDEVITT AND CONOVER - WAIVING THE STANDING RULE OF THE BOARD RELATING TO THE REQUIREMENT THAT ALL RESOLUTIONS BE APPROVED THROUGH THE ESTABLISHED COMMITTEE STRUCTURE IN ADVANCE OF A BOARD MEETING IN ORDER TO ENTERTAIN A RESOLUTION AMENDING THE WARREN COUNTY BUDGET FOR 2022 <i>PRESENTED AS FLOOR RESOLUTION NO. 1</i>	
17	SUPERVISORS DICKINSON AND MERLINO - AMENDING WARREN COUNTY BUDGET FOR 2022 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY <i>PRESENTED AS FLOOR RESOLUTION NO. 2</i>	PROCESSED BY TREASURER

RESOLUTION TRACKING REPORT
JANUARY 21, 2022 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
18	CHAIRMAN GERAGHTY - DESIGNATING BUDGET OFFICER	OATH OF OFFICE FILED WITH CO. CLERK
19	CHAIRMAN GERAGHTY - DESIGNATING MEMBER OF COUNTY JURY BOARD	OATH OF OFFICE FILED WITH CO. CLERK
20	CHAIRMAN GERAGHTY - APPOINTING REPRESENTATIVE TO ADIRONDACK BALLOON FESTIVAL COMMITTEE	OATH OF OFFICE FILED WITH CO. CLERK
21	CHAIRMAN GERAGHTY - APPOINTING MEMBERS OF BOARD OF DIRECTORS OF WARREN-HAMILTON COUNTIES ACTION COMMITTEE FOR ECONOMIC OPPORTUNITY, INC.	OATH OF OFFICE FILED WITH CO. CLERK
22	CHAIRMAN GERAGHTY - APPOINTING REPRESENTATIVES TO ADIRONDACK PARK LOCAL GOVERNMENT REVIEW BOARD	OATHS OF OFFICE FILED WITH CO. CLERK
23	CHAIRMAN GERAGHTY - APPOINTING REPRESENTATIVES OF INTERCOUNTY LEGISLATIVE COMMITTEE OF THE ADIRONDACKS	OATHS OF OFFICE FILED WITH CO. CLERK
24	CHAIRMAN GERAGHTY - APPOINTING MEMBERS TO THE LAKE CHAMPLAIN-LAKE GEORGE REGIONAL PLANNING BOARD OF DIRECTORS	OATHS OF OFFICE FILED WITH CO. CLERK
25	CHAIRMAN GERAGHTY - APPOINTING COORDINATOR OF THE FIRST WILDERNESS HERITAGE CORRIDOR PROJECT	OATH OF OFFICE FILED WITH CO. CLERK
26	CHAIRMAN GERAGHTY - APPOINTING MEMBERS TO REPRESENT WARREN COUNTY ON THE POLICY COMMITTEE OF THE ADIRONDACK - GLENS FALLS TRANSPORTATION COUNCIL	OATHS OF OFFICE FILED WITH CO. CLERK
27	CHAIRMAN GERAGHTY - APPOINTING MEMBERS TO REPRESENT THE RURAL AREAS OF WARREN COUNTY ON THE POLICY COMMITTEE OF THE ADIRONDACK - GLENS FALLS TRANSPORTATION COUNCIL	OATHS OF OFFICE FILED WITH CO. CLERK

RESOLUTION TRACKING REPORT
JANUARY 21, 2022 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
28	CHAIRMAN GERAGHTY - APPOINTING MEMBERS TO SERVE ON THE PLANNING COMMITTEE (FORMERLY KNOWN AS THE TECHNICAL ADVISORY COMMITTEE) OF THE ADIRONDACK - GLENS FALLS TRANSPORTATION COUNCIL	OATHS OF OFFICE FILED WITH Co. CLERK
29	CHAIRMAN GERAGHTY - APPOINTING MEMBER AND ALTERNATE MEMBER TO REPRESENT WARREN COUNTY ON THE REGION 5 OPEN SPACE CONSERVATION ADVISORY COMMITTEE	OATHS OF OFFICE FILED WITH Co. CLERK
30	CHAIRMAN GERAGHTY - APPOINTING MEMBERS OF THE BOARD OF DIRECTORS OF THE WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT	OATHS OF OFFICE FILED WITH Co. CLERK
31	CHAIRMAN GERAGHTY - APPOINTING MEMBERS TO THE WARREN-WASHINGTON COUNTIES INDUSTRIAL DEVELOPMENT AGENCY AND CIVIC DEVELOPMENT CORPORATION	OATHS OF OFFICE FILED WITH Co. CLERK
32	GOVERNMENTAL OPERATIONS & ADVOCACY - ADOPTING THE RULES OF THE BOARD OF SUPERVISORS <i>AMENDED FROM THE FLOOR</i>	POST TO COUNTY WEBSITE
33	SUPERVISORS STROUGH AND MERLINO - WAIVING THE STANDING RULE OF THE BOARD RELATING TO THE REQUIREMENT THAT ALL RESOLUTIONS BE APPROVED THROUGH THE ESTABLISHED COMMITTEE STRUCTURE IN ADVANCE OF A BOARD MEETING IN ORDER TO ENTERTAIN RESOLUTIONS AMENDING THE WARREN COUNTY BUDGET FOR 2022 AND MAKING SUPPLEMENTAL APPROPRIATIONS	
34	SUPERVISORS LEGGETT AND FRASIER - AMENDING WARREN COUNTY BUDGET FOR 2022 FOR THE HEALTH SERVICES DEPARTMENT	PROCESSED BY TREASURER
35	SUPERVISORS FRASIER AND THOMAS - MAKING SUPPLEMENTAL APPROPRIATIONS	PROCESSED BY TREASURER

RESOLUTION TRACKING REPORT
JANUARY 21, 2022 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
36	SUPERVISORS CONOVER AND STROUGH - WAIVING THE STANDING RULE OF THE BOARD RELATING TO THE REQUIREMENT THAT ALL RESOLUTIONS BE APPROVED THROUGH THE ESTABLISHED COMMITTEE STRUCTURE IN ADVANCE OF A BOARD MEETING IN ORDER TO ENTERTAIN RESOLUTIONS REQUESTED BY THE COUNTY ATTORNEY; AUTHORIZING A REPLACEMENT DEED FOR A PARCEL CONVEYED AT THE 1996 PUBLIC ACTION OF PROPERTIES; AUTHORIZING A CORRECTED TAX ROLL FOR 2022 TO CORRECT A CLERICAL ERROR ON THE TAX ROLL FOR A PARCEL IN LAKE LUZERNE; AND AUTHORIZING THE COUNTY AUDITOR TO APPROVE NEW YORK STATE REAL PROPERTY TAX LAW CORRECTION OF ERRORS AND/OR APPLICATIONS FOR REFUNDS	
37	SUPERVISORS WILD AND DICKINSON - AUTHORIZING A REPLACEMENT DEED FOR A PARCEL CONVEYED AT THE 1996 PUBLIC AUCTION OF PROPERTIES	
38	SUPERVISORS DICKINSON AND MERLINO - AUTHORIZING A CORRECTED TAX ROLL FOR 2022 TO CORRECT A CLERICAL ERROR ON THE TAX ROLL FOR A PARCEL IN LAKE LUZERNE <i>AMENDED FROM THE FLOOR</i>	
39	SUPERVISORS STROUGH AND FRASIER - AUTHORIZING THE COUNTY AUDITOR TO APPROVE NEW YORK STATE REAL PROPERTY TAX LAW CORRECTION OF ERRORS AND/OR APPLICATIONS FOR REFUNDS	
CA01	CERTIFICATE OF APPOINTMENT - APPOINTING MEMBERS TO THE WARREN COUNTY LABOR/MANAGEMENT COMMITTEE	OATHS OF OFFICE FILED WITH CO. CLERK
CA02	CERTIFICATE OF APPOINTMENT - APPOINTING MEMBER OF THE BOARD OF TRUSTEES OF THE SUPREME COURT LIBRARY	OATH OF OFFICE FILED WITH CO. CLERK
CA03	CERTIFICATE OF APPOINTMENT - APPOINTING MEMBERS TO THE WARREN COUNTY YOUTH BOARD	OATHS OF OFFICE FILED WITH CO. CLERK

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Cook # 5-Full Time Base Salary of Position: \$31,789.00 Grade: 4
Filling at Step # (If Known):
Budget code and title: Salaries-FT A6030 110 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [checked] Promotion [checked] Other
Employee No./Last Name: Pagan 13592 Date of Vacancy: 2/23/2022
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal [] % [checked] State 50 [] % [] Other [] %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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 2/28/22

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 2/28/22

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 Bennet R. Divalby Date 3/21/22

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 II #3 Base Salary of Position: \$37,918.00 Grade: 8
Filling at Step # (If Known):
Budget code and title: A.1165 110 Salaries Regular Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: Christensen, Ryan Date of Vacancy: March 14, 2022
Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring [Handwritten: 3/11/22]
Human Resources Director has approved this form when initialed. [Handwritten: 3/14/22]

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 [Handwritten Signature] Date 3/16/22

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 3/18/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety
[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 [Handwritten Signature] Date 3/21/22

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.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (L) #2 Base Salary of Position: \$36414 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) #2 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 13532/ALLEN Date of Vacancy: 01/22/2022
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [] Other []

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [checked] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [initials] 3/15/22

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 3/21/22

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 3/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
[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 3/22/22

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker #24 Base Salary of Position: \$47,023 Grade: 16
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [checked] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 8196/Pugh Date of Vacancy: 04/01/22
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50% [checked] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [checked] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 3/11/22

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 3/11/22

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 3/18/22

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 Bennett Duscally Date 3/21/22

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 SECTIONDepartment: Planning and Community Development Payroll Dept. No: _____Title of Position: Senior Planner Base Salary of Position: \$50,384 Grade: 18

Filling at Step # (If Known): _____

Budget code and title: A.8021 Union Non-Union This position is vacated due to: Retirement Resignation Termination Promotion Other

Employee No./Last Name: _____ Date of Vacancy: _____

Is this position mandated? Yes No Is the position reimbursable? Yes NoSource of reimbursement: Federal ⁰ _____ % State ²⁵ _____ % Other _____ %**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL** Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____**Actual Impact to Budget Report will be provided monthly by Human Resources Director.****Candidate's qualifications must be approved by Personnel Officer prior to hiring.** _____**Human Resources Director has approved this form when initialed.** _____**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

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

Administrator Signature _____ Date _____

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: Warren County Public Defender's Office Payroll Dept. No: 6.01 A. 1171 110
Title of Position: Public Defender Base Salary of Position: \$114,096 Grade: 24
Filling at Step # (If Known):
Budget code and title: A.1171 110 (Public Defender Salary - Regular) Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Flores Date of Vacancy: 5/7/22
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 EXEMPT
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. 3/16/22

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 Date 3/21/22

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 3/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & 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 M. Garcia Approval Date 3/21/22
by email (initials)

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: Warren County Public Defender's Office Payroll Dept. No: 6.01 A. 1171 4202 110
Title of Position: Coordinating Assistant Public Defender Base Salary of Position: \$81,618.00 Grade: 4
Filling at Step # (If Known):
Budget code and title: A. 1171 4202 110 (Public Defender/Hurrell-Harring Salary - Regular) Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy:
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 100 % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 3/16/22

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 Date 3/24/22

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 3/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & 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 M. Beneri approved by email Date 3/21/22

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: Warren County Public Defender's Office Payroll Dept. No: 6.01 A.1171 4202 130
Title of Position: Coordinating Assistant Public Defender (PT) Base Salary of Position: \$34,280 Grade: 5
Filling at Step # (If Known):
Budget code and title: A.1171 4202 130 (Public Defender/Hurrell-Harring Salary - PT) Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy:
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 100 % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature Date

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: Warren County Public Defender's Office Payroll Dept. No: 6.01 A. 1171 4206 110
Title of Position: Legal Clerk 1 Base Salary of Position: \$33,076.00 Grade: 5
Filling at Step # (If Known):
Budget code and title: A.1171 4206 110 (Public Defender/Dist #11 Salary) Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked]
Employee No./Last Name: Date of Vacancy:
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal % [checked] State 100 % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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 Date 3/21/22

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 3/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & Public Safety
[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 M. Bencini Approved Date 3/21/22
by email