

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

JUNE 2, 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) Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):

- A) Review of report on tracking of vacancies filled.
- B) Update on terminations and exit interviews.
- C) Executive session to discuss the negotiations with Teamsters with Larry Paltrowitz, *Outside Counsel for the County*.
- D) Request to approve MOA (*Memorandum of Agreement*) with the Sheriff's Alliance to extend updated out of unit education reimbursement policy to membership.
- E) Request to amend Resolution No. 195 of 2022 to correct errors on the resolution.
- F) Request to amend Resolution No. 207 of 2022 to correct errors in the resolution.

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

- A) Request to authorize Amanda Allen, *Clerk of the Board*, to serve on the Executive Board of New York State Association of Clerks of County Legislative Boards for term commencing May 20, 2022 and terminating May 17, 2024.
- B) Travel Authorization (informational item) - Amanda Allen and Samantha Hogan attended Adult CPR, First Aid & AED Training - Warren County Human Services Building May 12, 2022.
- C) Travel Authorization (informational item) - Amanda Allen and Samantha Hogan attended 69th Annual NYS Association of Clerks Training School & Conference - Ellicottville, New York from May 17-20, 2022.
- D) Request to amend Resolution No. 306 of 2018, *Approving Standard Work Day and Time Reporting Resolution for all Elected and Appointed Officials for Retirement Purposes*, to include updated reporting information provided for 2022.

3) Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):
Probation (Robert Iusi, Director) -

Request to amend the Table of Organization and Salary Schedule to create and fill the position of Administrative Secretary, *Grade 8, Base Annual salary \$44,913*, and delete the position of Principle Steno Confidential, *Grade 8, Base Annual Salary \$44,913 (Current Salary \$55,253)*, effective June 6, 2022.

Note: If approved by the Personnel, Administration & Higher Education and Finance Committees this will go before the Board at their June 2nd Board Meeting.

4) Referral from the Economic Growth & Development Committee (Chaired by Supervisor Wild):
Employment & Training Administration (Liza Ochsendorf, Director) -

- A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Job Coach - temporary - next 5 summers, Employment & Training, Grade 6, Base Annual Salary \$34,488, effective July 1, 2022 due to creation.

Planning & Community Development (Wayne LaMothe, County Planner) -

- B) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Assistant County Planner 2, *Grade 14, Base Annual Salary \$63,711*, effective June 6, 2022.

Note: If approved by the Personnel, Administration & Higher Education and Finance Committees this will go before the Board at their June 2nd Board Meeting.

Continued

5) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**

Department of Social Services (Christian Hanchett, Commissioner, Department of Social Services) -

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Case Manager/Foster Care Home Finder, *Grade 14, Base Annual salary \$44,384*, due to creation and delete the position of Social Welfare Examiner #30 (Foster Care), *Grade 8, Base Annual Salary \$37,918*, effective June 20, 2022.

6) **Action required to re-approve items included in Resolution No. 146 of 2022 which failed at the May 20, 2022 Board Meeting:**

A) Salary increase/decreases:

Public Defender - Request to amend the Table of Organization and Salary Schedule to increase the salary for the 1st Assistant Public Defender from \$97,310 to \$102,053 effective May 23, 2022.

- Request to amend the Table of Organization and Salary Schedule to decrease the salary of the 9th Assistant Public Defender from \$74,089 to \$71,988 effective May 23, 2022.

B) Position deletion/creations:

DSS - Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Community Services Worker (Part-Time), *Grade 8, Base Annual Salary \$37,918*, effective May 23, 2022.

County Attorney- Request to amend the Table of Organization and Salary Schedule to delete the position of Tax Coordinator, *Annual Salary \$47,417*, and create and fill the new position of 3rd Assistant County Attorney, *Annual Salary \$65,295*, effective June 1, 2022.

Note: If approved by the Personnel, Administration & Higher Education and Finance Committees these items will go before the Board at their June 2nd Board Meeting.

7) **Referral from the Tourism Committee:**

Request to appoint a Director of Tourism effective July 18, 2022.

8) **Referral from the ARPA Advisory Committee:**

Request to create and fill the new position of Office Specialist - FT, *Grade 7, Base Annual Salary \$36,414*, within the Planning & Community Development Department effective June 6, 2022

Note: If approved by the Personnel, Administration & Higher Education and Finance Committees this will go before the Board at their June 2nd Board Meeting.

IV. **Pending Items:**

SUNY ADIRONDACK:

No items this month.

PERSONNEL:

1) Warren County Workplace Violence Policy to be reviewed for additional updates. (03.03.22)

2) The Committee tabled the discussion on 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 until the next meeting to allow the County Attorney to incorporate the changes suggested by the Supervisors into the policy and to provide a draft for the Committee to review. (05.05.22)

3) Committee to develop 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:

- Bldgs & Grounds** - Cleaner #8, *Grade 2, Base Annual Salary \$29,735*, due to resignation.
- Countryside Adult Home** - Cook #2, *Grade 4, Base Annual Salary \$31,789*, due to termination.
- Cook #5 - Full-Time, *Grade 4, Base Annual Salary \$31,789*, due to promotion.
- Food Service Helper #3, *Grade 2, Base Annual Salary \$29,735*, due to resignation.
- District Attorney** - 9th Assistant District Attorney, *Annual Salary \$68,560*, updating authorization.
- Legal Clerk III #1, *Grade 10, Base Annual Salary \$40,784*, updating authorization.
- DPW** - Highway Construction Supervisor #2, *Grade 12, Base Annual Salary \$42,069*, due to retirement.
- MEO (M) #22, *Grade 9, Base Annual Salary \$39,246*, due to resignation.
- MEO (L) #26, *Grade 7, Base Annual Salary \$36,414*, due to resignation.
- Employment & Training Administration** - Office Specialist - PT, *Grade 7, Base Annual Salary \$36,414 FT*.
- Office for the Aging** - Meal Site manager #2 (Warrensburg), *Grade 2, Base Annual Salary \$22,301/30 hours a week*, due to resignation.
- Probation** - Probation Assistant, *Grade 7, Base Annual Salary \$36,414*, due to promotion.
- Public Defender** - Coordinating Assistant Public Defender, *Annual Salary \$81,618*, due to resignation.
- Legal Clerk, *Grade 5, Base Annual Salary \$33,076*, due to resignation.
- Social Services** - Intake Clerk #7, *Grade 4, Base Annual Salary \$31,789*, due to resignation.
- Intake Clerk #1, *Grade 4, Base Annual Salary \$31,789*, due to promotion.
- Caseworker #23, *Grade 16, Base Annual Salary \$47,023*, due to resignation.
- Veterans' Services** - Van Driver #1 (Reg P/T), *Grade 2, Base Annual Salary \$14.295/hr*.
- Van Driver #5 Per-diem, *Grade 2, Base Annual Salary \$14.295/hr*.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

2022 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cmtc./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
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
9/30/2021	Sheriff	Patrol Officer #11 (1380)	Seeley	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	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)
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	3/28/2022	Huntley	\$ 39,246.00	\$ 725.00	\$ (5,471.00)
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	4/4/2022	Reiter	\$ 33,076.00	\$ 2,556.00	\$ 1,977.00
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 #TBD		PR		\$ 44,736.00	vacant				
12/2/2021	Social Services	Caseworker #21 (1668)	Watkins	PR	\$ 58,097.00	\$ 47,023.00	3/28/2022	Norton	\$ 48,472.00		
12/2/2021	Social Services	Caseworker #4 (1650)	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 #20 (1649)	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	Social Welfare Examiner #12 (1751)	Darcy	PR	\$ 37,436.00	\$ 36,957.00	5/7/2022	Santiago	\$ 37,918.00	\$ 961.00	\$ 482.00
12/20/2021	Office for the Aging	Services Assistant - OFA #3 (2700)	N/A	N	N/A	\$ 33,600.00	4/4/2022	Belden	\$ 36,414.00	\$ 2,814.00	\$ -
12/20/2021	Office for the Aging	Meal Site Cook #12 (2699)	N/A	N	N/A	\$ 18,113.00	4/11/2022	Newell	\$22,301.00	\$ 4,188.00	\$ -
1/1/2022	Health Services	RPN #42 (2701)	N/A	N	N/A	\$ 51,502.00	vacant				
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 (2702)	N/A	N	N/A	\$ 44,736.00	3/28/2022	Raggi	\$60,078.00	\$ 15,342.00	\$ -
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	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	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	Mail Room	Messenger # 2 (2711)	N/A	N	N/A	\$ 34,488.00	2/22/2022	Wildy	\$ 34,488.00	\$ -	\$ -
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				

2022 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cmt./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
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	2/14/2022	Allen	\$ 36,414.00	\$ -	\$ 923.00
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	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	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	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	4/18/2022	Boutin	\$31,789.00	\$ -	\$ (1,749.00)
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	4/25/2022	Cooke	\$39,246.00	\$ -	\$ -
3/3/2022	Office for the Aging	Services Assistant - OFA #4 (2713)	N/A	N	N/A	\$ 36,141.00	4/11/2022	Hanchett	\$ 42,617.00	\$ 6,476.00	\$ -
3/3/2022	Office for the Aging	Meal Site Cook #7 (1953)	Burnett	RS	\$ 18,584.00	\$ 18,584.00	vacant				
3/3/2022	Public Works	MEO (L) #12 (1248)	Augusta	O	\$ 36,414.00	\$ 36,414.00	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 (1908)	Conley	RT	\$ 90,783.00		vacant				
3/3/2022	Tourism	Communications Asst. - Tourism (2417)	O'Brien	PR	\$ 39,533.00	\$ 39,246.00	4/13/2022	Ellis	\$ 39,246.00	\$ -	\$ (287.00)
3/31/2022	Civil Service	Civil Service Assistant (2568)	Graham	PR	\$ 43,044.00	\$ 39,973.00	5/7/2022	Plumley	\$ 39,973.00	\$ -	\$ (3,071.00)
3/31/2022	Civil Service	Civil Service Specialist (2567)	Chambers	RS	\$ 49,036.00	\$ 49,036.00	4/11/2022	Graham	\$ 49,036.00	\$ -	\$ -
3/31/2022	District Attorney	Legal Clerk II #3 (2669)	Christensen	PR	\$ 37,918.00	\$ 37,918.00	4/11/2022	Davis	\$ 37,918.00	\$ -	\$ -
3/31/2022	Planning	Senior Planner (2414)	Belden	RS	\$ 45,878.00	\$ 50,384.00	vacant				
3/31/2022	Public Defender	Public Defender (1072)	Flores	RT	\$ 136,273.00	\$ 114,096.00	5/9/2022	Canale	\$ 128,450.00	\$ 14,354.00	\$ (7,823.00)
3/31/2022	Public Defender	Coordinating Attorney(Public Defender) (2588)	N/A	N	N/A	\$ 81,618.00	4/18/2022	Dipresso	\$ 81,618.00	\$ -	\$ -
3/31/2022	Public Defender	Coordinating Asst. PD - PT (2657)	N/A	N	N/A	\$ 34,280.00	vacant				
3/31/2022	Public Defender	Legal Clerk I (2664)	N/A	N	N/A	\$ 33,076.00	vacant				
3/31/2022	Public Works	MEO (L) #2 (1239)	Allen	RS	\$ 36,414.00	\$ 36,414.00	vacant				
3/31/2022	Social Services	Caseworker #24 (1666)	Pugh	RT	\$ 54,846.00	\$ 47,023.00	4/25/2022	Huestis	\$ 47,023.00	\$ -	\$ (7,823.00)
3/31/2022	Tourism	Principal Account Clerk - PD (2714)	N/A	N	\$ 51,519.00	\$ 51,519.00	4/4/2022	Grant	\$ 51,519.00	\$ -	\$ -
5/5/2022	Social Services	Community Services Worker - LTPT (20 hours)	N/A	N	N/A	\$ 37,918.00	vacant				
5/5/2022	Buildings & Grounds	Cleaner #11 (2264)	Hytower	RT	\$ 29,735.00	\$ 29,735.00	vacant				
5/5/2022	Public Works	MEO (L) #16 (1260)	Huntley	PR	\$ 36,414.00	\$ 36,414.00	vacant				
5/5/2022	Up Yonda Farm	Environmental Education Administrator (1198)	Badey	RS	\$ 58,403.00	\$ 55,051.00	vacant				
5/5/2022	Public Defender	9th Assistant Public Defender (2608)	DiPresso	PR	\$ 74,089.00	\$ 71,988.00	vacant				
5/5/2022	County Attorney	3rd Assistant County Attorney	N/A	N	N/A	\$ 65,295.00	vacant				
5/5/2022	Social Services	Sr. Account Clerk #4 (1686)	Stoller	O	\$ 42,617.00	\$ 36,414.00	vacant				
5/5/2022	Social Services	Sr. Account Clerk #7 (1693)	Williams	RS	\$ 38,326.00	\$ 36,414.00	vacant				
5/5/2022	Social Services	Medicaid Clerk #1 (1707)	Hanchett	O	\$ 38,764.00	\$ 33,076.00	5/9/2022	Parker	\$ 41,764.00	\$ 8,688.00	\$ 3,000.00
5/5/2022	Social Services	Intake Clerk (1754)	Flores	RM	\$ 31,789.00	\$ 31,789.00	5/9/2022	Vitolo	\$ 31,789.00	\$ -	\$ -

2022 - NOTICE OF INTENT TO FILL TRACKING

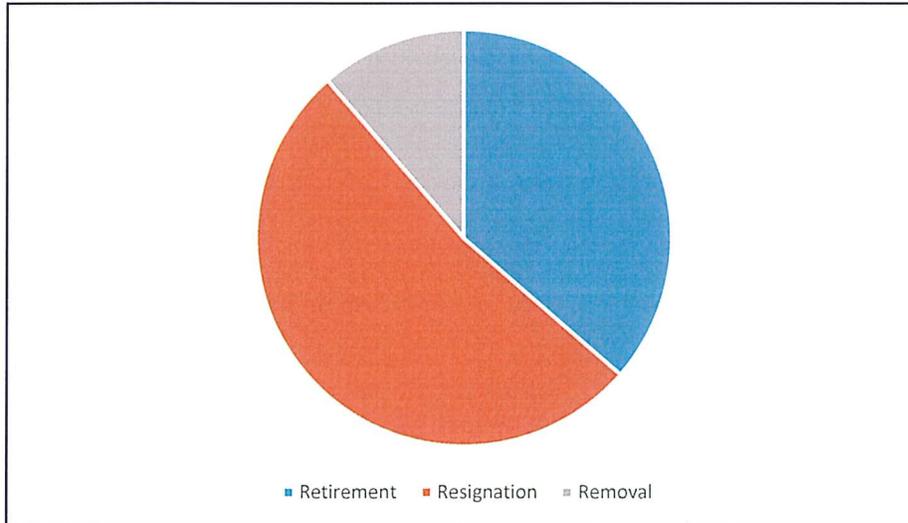
Personnel Cmte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
5/5/2022	Social Services	Caseworker #27 (1658)	Coulman	RS	\$ 57,597.00	\$ 47,023.00	5/16/2022	Queiroz	\$ 47,023.00	\$ -	\$ (10,574.00)
5/5/2022	Social Services	Caseworker #39 (2616)	Putnick	RS	\$ 47,023.00	\$ 47,023.00	vacant				
5/5/2022	Social Services	Caseworker #37 (2558)	Vilord	RM	\$ 47,023.00	\$ 47,023.00	vacant				
										\$ 167,231.00	\$ (128,448.00)

Warren County Department of Human Resources



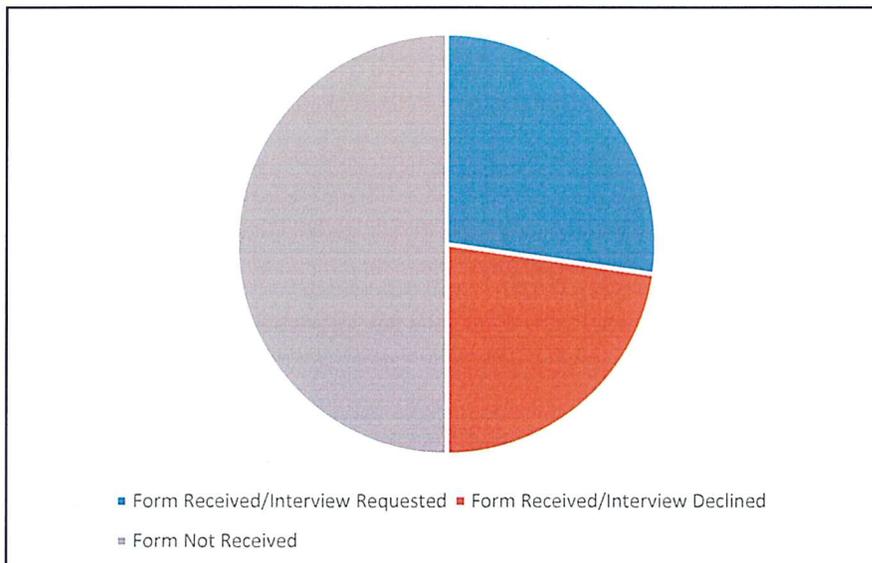
Separations through May 31, 2022

Retirement	16
Resignation	23
Removal	5
Total	44



Exit Interviews through May 31, 2022

Form Received/Interview Requested	12
Form Received/Interview Declined	10
Form Not Received	22



RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Human Resources

DATE: May 24, 2022

- (a) Purpose of Request:
To approve an MOA with the Sheriff's Employees' Alliance extending the enhanced Education Reimbursement policy that was approved for out of unit employees. Changes outlined below in (b). An option to revert to the original policy will be included in the language.

- (b) Details:
50% reimbursement to 100%
Job related courses to employment related course-work
18 month retention to 12 months
Effective 1/1/20
Lifetime limits based on employment status

- (c) Previous Resolution Number:
Education Reimbursement policy for out of unit employees was updated in R. 499 of 2021

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
Either in department funds, or forwarded to the Finance Committee to identify a source of funding if not available in the department budget as outlined in the procedure adopted in R. 500 of 2021.

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

* as listed in budget and LOGOS

MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT is made on May ____, 2022 by and between WARREN COUNTY ("County") and the WARREN COUNTY SHERIFF'S EMPLOYEES' ALLIANCE ("Alliance") as follows:

WHEREAS, the County and Alliance have entered into a Collective Bargaining Agreement for the period of January 1, 2021 through December 31, 2024; and

WHEREAS, the County and Alliance desire to modify the terms of the training benefit contained in Section 14 of Article 14 of the Collective Bargaining Agreement;

NOW, THEREFORE, the parties hereto agree as follows:

1. Add the following as a second paragraph to Section 14 of Article 14 of the parties' Collective Bargaining Agreement:

"Effective January 1, 2020, County employees shall be allowed to take employment related training, certification (including non-credit bearing certification programs) and credit-bearing courses (collectively referred to as "course work" or "course") that benefit the County with the appropriate County approval. Upon satisfactory completion of the course work or course with a "C" grade or better, the County shall reimburse the employee for 100% of the cost of tuition, books, and fees related to taking the course work or course, subject to lifetime limits of \$10,000 for full-time employees and \$5,000 for part-time employees. If an employee does not work for at least twelve (12) consecutive months after completing the course work or course for which the County has reimbursed the employee for 100% of the cost for tuition, books and fees, the employee will refund the total amount paid by the County to the employee. The County reserves the right to rescind the benefits in this paragraph in its discretion on a prospective basis, and in such event, the training benefit referenced in the first paragraph of this Section shall then be effective."

2. All other provisions of the parties' Collective Bargaining Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have signed this Memorandum of Agreement on the day and year first above written.

WARREN COUNTY

By: _____

WARREN COUNTY SHERIFF'S EMPLOYEES' ALLIANCE

By: _____

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Human Resources

DATE: 5/10/22

- (a) Purpose of Request:
Correct errors on Resolution 195 of 2022

- (b) Details:
See attached.

- (c) Previous Resolution Number:
195 of 2022

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.1171 - Public Defender Salaries

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 195 OF 2022

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, CONOVER, BEATY, FRASIER, WILD, BRAYMER AND RUNYON

AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2022

RESOLVED, that the Tables of Organization and the Warren County Salary and Compensation Plan for 2022 are hereby amended as follows:

CIVIL SERVICE

<u>Decreasing Salary from:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
<u>A.1430 110</u>		
<u>TITLE:</u>	April 18, 2022	\$43,045
Civil Service Assistant		

<u>Decreasing Salary to:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
<u>A.1430 110</u>		
<u>TITLE:</u>	April 18, 2022	\$39,973
Civil Service Assistant		

PUBLIC DEFENDER

<u>Decreasing Salary from:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
<u>A.1171 110</u>		
<u>TITLE:</u>	May 9, 2022	\$136,27 7 ³
Public Defender		

<u>Decreasing Salary to:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
<u>A.1171 110</u>		
<u>TITLE:</u>	May 9, 2022	\$114,096
Public Defender		

<u>Decreasing Salary from:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
<u>A.1171 130</u>		
<u>TITLE:</u>	May 1, 2022	34,670
Coordinating Assistant Public Defender - Part Time		

<u>Decreasing Salary to:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
<u>A.1171 130</u>		
<u>TITLE:</u>	May 1, 2022	\$34,280
Coordinating Assistant Public Defender - Part Time		

SHERIFF

<u>Creating Position of:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
<u>A.3150 130</u>		
<u>TITLE: Cook - Part Time</u>	April 15, 2022	\$19.0469/hr
(Per Diem)		

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Human Resources

DATE: 5/10/22

- (a) Purpose of Request:
Correct errors on Resolution 207 of 2022

- (b) Details:
See attached.

- (c) Previous Resolution Number:
207 of 2022

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.1171 - Public Defender Salaries

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 207 OF 2022

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, CONOVER, BEATY, FRASIER, WILD,
BRAYMER AND RUNYON

AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2022 TO ADJUST THE SALARY OF THE PUBLIC DEFENDER POSITION

RESOLVED, that the Table of Organization and the Warren County Salary and Compensation Plan for 2022 are hereby amended as follows:

	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
<p><u>PUBLIC DEFENDER</u></p> <p><i>Increasing</i> Decreasing salary from:</p> <p><u>A.1171 110</u></p> <p><u>TITLE:</u></p> <p>Public Defender</p>	<p>May 9, 2022</p>	<p>\$136,273.00</p> <p>\$114,090</p> <p>per R. 195 of 2022</p>
<p><i>Increasing</i> Decreasing salary to:</p> <p><u>A.1171 110</u></p> <p><u>TITLE:</u></p> <p>Public Defender</p>	<p>May 9, 2022</p>	<p>\$128,450.00</p>

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: CLERK OF THE BOARD

DATE: JUNE 2, 2022

- (a) Purpose of Request:
To authorize Amanda Allen, Clerk of the Board, to serve on the Executive Board of the New York State Association of Clerks of County Legislative Boards (NYSACCLB)

- (b) Details:
NYSACCLB made re-appointments at their May conference - Amanda was re-appointed for May 20, 2022 - May 17, 2024

- (c) Previous Resolution Number:
R278/2019

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 278 OF 2019

RESOLUTION INTRODUCED BY SUPERVISORS LOEB, LEGGETT, SOKOL, HYDE, MAGOWAN, HOGAN, WILD, DRISCOLL AND DICKINSON

AUTHORIZING AMANDA ALLEN, CLERK OF THE BOARD OF SUPERVISORS, TO SERVE ON THE EXECUTIVE COMMITTEE OF THE NEW YORK STATE ASSOCIATION OF CLERKS OF COUNTY LEGISLATIVE BOARDS

WHEREAS, County Department Heads who participate in various non-County organizations, associations, boards, committees or other similar activities should obtain authorization for said participation if such participation is considered part of the Department Head's job function, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes Amanda Allen, Clerk of the Board of Supervisors, to serve on the Executive Committee of the New York State Association of Clerks of County Legislative Boards for an initial term commencing on May 19, 2019 and terminating on May 20, 2021.

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (Must be approved by Department Head, County Administrator & Committee Chair)
- Out-of-State (Must be approved by Department Head, County Administrator & Committee Chair)
- On-Line (Must be approved by Department Head, County Administrator & Committee Chair)

The Personnel, Administration & HE Committee (Supervisory Committee) hereby authorizes Amanda Allen & Samantha Hogan (Employee Name)

to attend Adult CPR, First Aid & AED Training (Name of meeting or organization)

at WC Human Services Bldg. (Address) on May 12, 2022 (Dates)

Meeting/Convention/Training Cost: \$45/person Mode of transportation to be used: on site (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

[X] Notice of meeting/convention/training including cost. Total Cost \$ 90 (Include travel costs)

For Overnight Travel

[] Room rate \$ _____ GSA* Rate \$ _____ Funding in Budget? [X] Y [] N

[] Meal costs \$ _____ GSA* per diem rate \$ _____ Budget Code: A.1010 444

* www.gsa.gov

Date: 5/9/22

[Signature] Department Head Signature

Date: 5/10/22

[Signature] County Administrator Signature

Date: 5/10/22

[Signature] Committee Chair Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle. [] REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Buildings & Grounds if fleet vehicle is needed.
3. Copy to Purchasing with Purchase Order, if required.
4. Copy to Clerk of the Board if credit card will be used.
5. Copy of executed form needs to be included in next agenda for reporting to oversight Committee.



Adult CPR, First Aid & AED

Who should attend: Everyone! Especially Highway employees that work in the far reaches of our County.

What you will learn: CPR, First Aid & AED use. You will receive a 2-year certification from the American Red Cross upon successful completion.

Instructor: Dan Durkee, Health Educator, Warren County Health Services

When: May 12, 2022 9:00am-1:00pm

Where: Warren County Human Services Building, 3rd Floor Classroom
1340 State Route 9, Lake George

Cost: \$45 per attendee (payable to Warren County Health Services, due at the time of the training)

This class is 1/2 elective credit for the "Stay Safe Certificate" program.

Enroll early, class size is limited to 10 students.



.....
FAX this page to 518-761-6249 or EMAIL to smithj@warrencountyny.gov

Municipality: Warren County
Municipal Contact Person Name: Amanda Allen Phone: 870-5616
Municipal Contact Person email: allen@warrencountyny.gov

Attendee Name Amanda Allen Attendee Name _____

Attendee Name Samantha Hogan Attendee Name _____

Attendee Name _____ Attendee Name _____

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (Must be approved by Department Head, County Administrator & Committee Chair)
- Out-of-State (Must be approved by Department Head, County Administrator & Committee Chair)
- On-Line (Must be approved by Department Head, County Administrator & Committee Chair)

The Personnel, Admin. & HE Committee hereby authorizes Amanda Allen & Samantha Hogan
 (Supervisory Committee) (Employee Name)

to attend 69th Annual NYS Association of Clerks Training School & Conference
 (Name of meeting or organization)

at Ellicottville, NY - Holiday Valley Conference Resort on May 17-20, 2022 (early arrival on Tues)
 (Address) (Dates)

Meeting/Convention/Training Cost: \$600pp Mode of transportation to be used: County Vehicle
 (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

Notice of meeting/convention/training including cost. Total Cost \$ 1200
 (Include travel costs)

For Overnight Travel

Room rate \$ 1507/115W,T GSA* Rate \$ 96/nt. Funding in Budget? Y N

Meal costs \$ _____ GSA* per diem rate \$ 59/day pp Budget Code: A.1010 444
 * www.gsa.gov

Date: 3/18/22

Amanda He
 Department Head Signature

Date: 3/21/22

[Signature]
 County Administrator Signature

Date: 3/22/22

Frank E. Thomas
 Committee Chair Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

 Please check to request a fleet vehicle. REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Buildings & Grounds if fleet vehicle is needed.
3. Copy to Purchasing with Purchase Order, if required.
4. Copy to Clerk of the Board if credit card will be used.
5. Copy of executed form needs to be included in next agenda for reporting to oversight Committee.



**NYS ASSOCIATION OF CLERKS
OF COUNTY LEGISLATIVE BOARDS**

69th Annual Training School and Conference

May 18 – 20, 2022

Cattaraugus County @ Holiday Valley Conference Resort

6081 Route 219

Ellicottville, NY

www.holidayvalley.com

TENTATIVE

****AGENDA****

WEDNESDAY, MAY 18, 2022

- 11:00 A.M. – 1:00 P.M. **Conference Registration and Welcome** (*Room TBD*)
- 12:00 P.M. – 1:00 P.M. **New Clerk Training & Lunch** - *Stacy Husted, Clerk, Schuyler County* (*Room TBD*)
- 1:15 P.M. – 2:45 P.M. **Session 1 – Open Meetings Law** – *Kristin O'Neill, Assistant Director of the Committee on Open Government* [CLBC Core Course, Level 1 – 5 pts] (*Room TBD*)
- 2:45 P.M. – 3:00 P.M. **Afternoon Break**
- 3:00 P.M. – 4:00 P.M. **Session 2 – Minute Taking** – *Cheryl Ketchum, Clerk, Wyoming County* (*Room TBD*)
[CLBC Elective, Level 1 – 3 pts]
- 5:00 P.M. – 6:00 P.M. **Executive Board Meeting** – *Mike Billard, President* (*Room TBD*)
- 7:00 P.M. **Dinner** (*Room TBD*) - *Howard VanRensselaer, Chairman of the Legislature, and Jack Searles, County Administrator* – (*Networking after dinner*)

THURSDAY, MAY 19, 2022

- 7:00 A.M. - 8:30 A.M. **Breakfast Buffet** (*Room TBD*)
- 8:30 A.M. - 10:15 A.M. **Session 1 – Having Difficult Conversations** – *Lisa Williams, Ph.D., Associate Professor of Management, Niagara University* [CLBC Elective, Level 2 - 3 pts] (*Room TBD*)
- 10:15 A.M. - 10:30 A.M. **Morning break**
- 10:30 A.M. - 12:15 P.M. **Session 2 – Stress Management & Wellness** - *Lisa Williams, Ph.D., Associate Professor of Management, Niagara University* [CLBC Elective, Level 2 - 3 pts] (*Room TBD*)
- 12:15 P.M. - 1:15 P.M. **Lunch** (*Room TBD*) **Special Guest: Steve Acquario or Patrick Cummings, NYSAC** – *via Zoom*
- 1:30 P.M. - 2:45 P.M. **Session 3 – Time Management & Organization** – *Instructor to be announced at a later date.*
[CLBC Elective, Level 1 - 5 pts] (*Room TBD*)
- 2:45 P.M. - 3:00 P.M. **Afternoon Break**
- 3:00 P.M. - 5:00 P.M. **Session 4 – Parliamentary Training** – *Robert Robinson, Professional Registered Parliamentarian*
[CLBC Elective, Level 1 - 3 pts] (*Room TBD*)

5:00 P.M. – 7:00 P.M. Shuttle service available to Ellicottville or Holiday Valley Mountain Coaster
7:30 P.M. Dinner (*Room TBD*) – (*Networking after dinner*)

FRIDAY, MAY 20, 2022

7:00 A.M. - 8:45 A.M. Breakfast (*Room TBD*)
8:45 A.M. - 9:00 A.M. Group Photo
9:00 A.M. - 10:00 A.M. ***Session 1 – Elected Official Orientation – Stacy Husted, Clerk, Schuyler County***
[CLBC Elective, Level 1 - 5 pts] (*Room TBD*)
10:00 A.M. - 10:30 A.M. Break for hotel check out (*Hotel Lobby*)
10:30 A.M. - 12:00 P.M. **NYSACCLB Business Meeting - All Members** (*Room TBD*)

Conference Ends at 12:00 p.m. – Thank you for attending!

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: **Probation**

DATE: **5/23/2022**

- (a) Title of Requested Position: **Administrative Secretary**
- (b) Annual Base Salary (and Grade if Applicable): ***Management Confidential, Grade 8, Base Salary \$44,913, Step 3 Requested \$48,366**
- (c) Effective Date for New Position*: **ASAP**
**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 Steno Confidential, Base Salary \$44,913, Grade 8, current salary \$55,253.
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
A.3140.110, Probation - Salaries, \$48,366
- (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 with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
 If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
 If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:
10% State Reimbursement already included in 2022 Budget, A.3140.3310, Probation \$204,000

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: Probation Payroll Dept. No: 29.00
 Title of Position: ADMINISTRATIVE SECRETARY Base Salary of Position: \$44,913-^{entry} Grade: 8
 Filling at Step # (If Known): 4
 Budget code and title: A.3140. Probation Non- Union X
 This position is vacated due to: Resignation
 Employee No./Last Name: 7959/Rodriguez Date of Vacancy: 5/26/22
 Is this position mandated? No Is the position reimbursable? Yes
 Source of reimbursement: State 10%

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. SC 5/11/22
 Human Resources Director has approved this form when initialed. AS 5/17/22

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

5/18/22

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

Date

5/24/22

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

Date

5/23/22

ADMINISTRATIVE SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class acts as the administrative assistant and personal secretary to a Department Head. Duties include oversight of the various clerical, fiscal and personnel operations of the Department. This confidential position requires a high degree of judgment as well as knowledge of Department policies/procedures and related laws and regulations. Work is performed under the general supervision of the Department Head with considerable independence for carrying out assignments. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as a personal secretary to a Department Head by answering phones and handling mail and correspondence;

Maintains confidential files for the Department Head;

Oversees and participates in the operation of the file system of the Department, both paper based and computerized;

Schedules appointments for the Department Head or designee(s), arranges conferences and meetings;

Maintains all Department employees' personnel and payroll records;

Processes all employees' payroll and personnel filings and paperwork;

Processes all Department accounts payable and procurement paperwork;

Processes all employees' accident reports and records;

Tracks a variety of Department processes/transactions, including grants, billings and reimbursements;

Assists in planning and implementing departmental policy and procedures;

Receives and handles complaints from Department members and citizens, requiring quick resolution;

May attend meetings and conferences, takes minutes, prepares summaries of meetings;

Utilizes computer programs and web-based applications such as word processing spreadsheets, calendar, email and database software to perform work assignments;

Utilizes a variety of automated systems equipment to produce such materials as correspondence, reports, contracts, specifications and/or data;

Receives calls and callers, providing information, assistance and referral;

May assist in completing any other administrative task as deemed necessary by the Department Head.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of office practices terminology, procedures and equipment, including personal computers; good knowledge of business English and arithmetic; good knowledge of the organization, function, laws, policies, regulations, terminology of the assigned department; ability to handle administrative details independently, including the composition of routine correspondence; ability to maintain confidentiality in regard to departmental matters; ability to understand and carry out moderately complex oral written directions; ability to communicate effectively with others both orally or in writing; ability to establish and maintain cooperative relationships with the public and other departments and agencies.

MINIMUM QUALIFICATIONS: (Either):

- (a) Associate's Degree or higher and two (2) years of full-time paid office administrative or senior level clerical experience or its part-time equivalent in an office setting which shall have included using a word processor or personal computer as a major function of the job; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid office administrative or senior level clerical experience or its part-time equivalent in an office setting which shall have included using a word processor or personal computer as a major function of the job.

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.

WC: _____
JC: Competitive

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Employment & Training

DATE: May 24, 2022

- (a) Title of Requested Position: **Job Coach-Employment & Training**
- (b) Annual Base Salary (and Grade if Applicable): **TBD by HR**
- (c) Effective Date for New Position*: **July 1, 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):
N/A
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
40.6326 I30 (TANF) and 40.6293.4999 (ARPA)
- (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 with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
 If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
 If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

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: Employment & Training Payroll Dept. No: 40
Title of Position: Job Coach- temporary- next 5 summers Base Salary of Position: 34,488 Grade: 6
Filling at Step # (If Known): _____
Budget code and title: 40.6293.4999 ARPA or 40.6326 130 TANF 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 100 % 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. RA 5/25/22
Human Resources Director has approved this form when initialed. AT 5/25/22

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 5/26/22

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 5/31/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Economic Growth & Dev.

- 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 6/7/22

JOB COACH

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position is responsible for developing job sites and providing employment opportunities for students. In addition, the employee coordinates the student/employer relationship. Work is performed under the general supervision of a supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Meets with students to assess vocational, employment needs and interests;
 Visits specific job sites and obtains all pertinent information concerning the specific position from the employer;
 Assists in performing a job analysis specifying all job requirements and performance goals;
 Assists program participant in other needs such as transportation, etc.;
 Assists program participants with required program documentation, such as timesheets or career activity assignments/lessons;
 Provides on-site instruction to workers on specific job responsibilities as required by the employer;
 Maintains records on worker performance problems and methods for remediation through continued training at the work site;
 Communicates performance concerns or challenges to supervisor or other designated staff member;
 Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
 Does related work as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of available community employment resources;
 Ability to carry out oral and written instructions;
 Ability to express oneself clearly;
 Ability to prepare written material;
 Patience and tolerance;
 Positive attitude;
 Skill in dealing informally with students;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- a) An Associate's degree and one (1) year of experience in the field of employment interviewing, employment counseling, education or related field; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in the field of employment interviewing, employment counseling, education or related field; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Verifiable part-time or volunteer experience will be accepted on a pro-rated basis.

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. 11

Request to Create New Position

DEPARTMENT NAME: **Planning and Community Development**

DATE: **24 May 2022**

- (a) Title of Requested Position: **Assistant County Planner 2**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$63,711**
- (c) Effective Date for New Position:* **2 June 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):
None at this time
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A8021 110 Salaries full time
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain:
No
- (h) Is there expected revenue from this position? If so, please explain:
Potentially. Historically the Department has been able to partially offset some of the salaries through administrative grant funds.

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: Planning and Community Development Payroll Dept. No: 8021
 Title of Position: Assistant County Planner 2 Base Salary of Position: 63,711 Grade: 14
 Filling at Step # (If Known): _____
 Budget code and title: A8021 110 Salary full time 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 50% 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. Par 5/24/22

Human Resources Director has approved this form when initialed. PD 5/24/22

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 _____

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 _____

ASSISTANT COUNTY PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position involving the performance of a variety of moderately difficult and complex duties in municipal and community planning. The Assistant County Planner will assist the County Planner in administering and implementing the functions of the Planning Department. The incumbent provides staff support to various town boards and committees, prepares complex planning studies, reviews development proposals, and responds to inquiries regarding planning issues. Work is performed under the general supervision of the County Planner with leeway allowed for the use of independent judgment in carrying out work activities. Supervision is exercised over subordinate staff. The Assistant County Planner will act for and on behalf of the County Planner in his or her absence. Attendance at various evening board and committee meetings may be required. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (illustrative only)

Provides technical support to the County Planning Board, and other boards and committees;
Analyzes development plans and projects, prepares written reports and environmental assessments;
Prepares a variety of community planning statistics, reports and plans;
Collects, tabulates and analyzes data on population, natural resources, land use and local economic conditions for use in planning activities;
Plans and conducts field studies/surveys to collect demographic and other planning related data;
Prepares maps, charts and other graphic materials;
Assists with designs or plans for parks and recreation projects;
Supervises subordinate planning staff, including student interns;
Responds to requests for information from the general public on zoning and subdivision regulations, proposed developments and related planning issues;
Participates in meetings and conferences on planning needs and projects;
Assists in preparing the Planning Department annual budget;
Assumes responsibilities of the Department when the County Planner is not available;
Does related work as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the purposes, principles, terminology and practices employed in municipal and community planning; good knowledge of the sociological, economic, environmental, design and research factors in problems involved in community planning;
good knowledge of the principles and practices of drafting, mapping and graphic visual methods as applied to community planning; good knowledge of current accepted methods for collection, working knowledge of GIS technology; analysis and interpretation of statistical data for planning purposes; good knowledge of current accepted methods for collection, analysis and interpretation of statistical data for planning purposes; ability to understand complex oral and written directions; ability to communicate effectively, both orally and in writing; ability to deal courteously and effectively with the public, boards and committees, and counterparts in other municipalities; ability to supervise the work of others

MINIMUM QUALIFICATIONS:

EITHER:

(a) Graduation from a regionally accredited or New York State registered college or university with a master's degree in planning, architecture, civil engineering, urban geography, landscape architecture, or a closely related field **AND** five years of experience in municipal, community, or regional planning, one year of which must have involved supervisory responsibilities;

OR

(b) Graduation from a regionally accredited or New York State registered college or university with an bachelor's degree in planning, architecture, civil engineering, urban geography, landscape architecture or a closely related field **AND** seven years of experience in municipal, community, or regional planning, one year of which must have involved supervisory responsibilities;

OR

(c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

Warren County Civil Service
Adopted 8/5/16
JC: Competitive

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: SOCIAL SERVICES****DATE: 5/23/22**

- (a) Title of Requested Position: **CASE MANAGER/FOSTER CARE HOME FINDER**
- (b) Annual Base Salary (and Grade if Applicable): **\$44,384 GRADE 14**
- (c) Effective Date for New Position:* **6/20/22**
*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):
SOCIAL WELFARE EXAMINER #30 (FOSTER CARE) GRADE 8
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A 6010 110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
YES
- (g) Is this a mandated position? If so, please explain:
Yes, the position is mandated and reimbursed
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Case Manager/Foster Care Home-Finder Base Salary of Position: \$44,384 Grade: 14
Filling at Step # (If Known): _____
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other CREATION
Employee No./Last Name: _____ Date of Vacancy: ?
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. Per 5/18/22
Human Resources Director has approved this form when initialed. AP 5/18/22

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 5/18/22

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 5/24/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

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

Ranking Committee Member Signature Bennett P. Dussally Date 06/02/22

CASE MANAGER- FOSTER CARE HOME FINDER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs home finder services within the DSS foster and adoptive home program. Responsibilities include recruitment, training and case management of the certification/recertification processes for foster and adoptive parents/homes. The incumbent also provides ongoing support to foster/adoptive families to ensure safe and nurturing home. The work is performed under the general supervision of the foster care unit supervisor with leeway allowed for independence within established guidelines. Does related work as required.

TYPICAL WORK ACTIVITIES: (ILLUSTRATIVE ONLY)

Participates in developing an active and diligent recruitment plan through outreach and community involvement for agency foster parents;

Implements and undertakes ongoing agency recruiting efforts in accordance with agency recruitment plan;

Facilitates all orientation meetings for potential foster parents;

Conducts group and/or individual OCFS approved training such as MAPPs, Deciding Together, Caring for Our Own and/or related foster/adoptive parenting training;

Completes family consultations and home studies for foster/adoptive parents including but not limited to the necessary requirements of Foster and Adoptive Home (FAD) certification and recertification;

Maintains the FAD caseload which includes required in-home contacts for foster parents;

Establishes and maintains the partnerships between the foster/adoptive parents and the agency;

Acts as point of contact for all foster families on assigned caseload;

Provides advocacy and support for foster/adoptive parents in meeting challenges and preventing disruptions through Partnership Development Plans and referral for additional services, participation in administrative meetings or other interventions, as necessary;

Creates and maintains detailed, accurate and timely reports on all homes on caseload;

Maintains and manages records relating to the adoption subsidies and post-surrender agreements;

Works with the Foster Care Caseworkers and/or other contract agencies in the coordination of placements in Foster Care;

Provides Foster Care and Adoption Partnership Activities such as on-going trainings/meetings for foster parents;

Maintains case records including case notes and monitoring reports;

Participates in meetings in relation to the Family Assessment and Service Plans;

Eligibility and fiscal claiming of foster care and adoption case files;

Participates in federal and state audits relating to foster care unit compliance requirements.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Working knowledge of social case management principles and practices;
Working knowledge of agency programs and services and their relationship to one another;
Ability to accurately and appropriately implement program plan services;
Ability to establish working relationships with a wide variety of individuals within and without the agency, including both families and individuals;
Ability to organize work effectively and efficiently;
Ability to communicate effectively, both orally and in writing;
Good powers of observation and analysis;
Initiative, tact, good judgment and emotional maturity.

MINIMUM QUALIFICATIONS: Either

1. Bachelor's degree in human services or related field and one (1) year of full-time paid experience in the field of child welfare or social work, or
2. Associate's in human services or related field and three (3) years of experience in the field of child welfare or social work.

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.

WC: _____
JC: Competitive

Warren County Board of Supervisors

RESOLUTION NO. OF 2022

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, CONOVER, BEATY, FRASIER, WILD, BRAYMER AND RUNYON

AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2022 TO INCREASE/DECREASE SALARIES FOR POSITIONS IN THE PUBLIC DEFENDER'S OFFICE

RESOLVED, that the Tables of Organization and the Warren County Salary and Compensation Plan for 2022 are hereby amended as follows:

PUBLIC DEFENDER

Decreasing Salary From:

A.1171.4202 110

TITLE:

9th Assistant Public Defender

EFFECTIVE DATE

May 23, 2022

BASE ANNUAL SALARY

\$74,089

Decreasing Salary To:

A.1171.4202 110

TITLE:

9th Assistant Public Defender

EFFECTIVE DATE

May 23, 2022

BASE ANNUAL SALARY

\$71,988

Increasing Salary From:

A.1171.4202 110

TITLE:

1st Assistant Public Defender

EFFECTIVE DATE

May 23, 2022

BASE ANNUAL SALARY

\$97,310

Increasing Salary To:

A.1171 4202 110

TITLE:

1st Assistant Public Defender

EFFECTIVE DATE

May 23, 2022

BASE ANNUAL SALARY

\$102,053

Warren County Board of Supervisors

RESOLUTION NO. OF 2022

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, CONOVER, BEATY, FRASIER, WILD, BRAYMER AND RUNYON

AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2022 TO CREATE/DELETE POSITIONS IN THE DEPARTMENT OF SOCIAL SERVICES AND COUNTY ATTORNEY'S OFFICE

RESOLVED, that the Tables of Organization and the Warren County Salary and Compensation Plan for 2022 are hereby amended as follows:

SOCIAL SERVICES

Creating Position of:

A.6010 130

TITLE:

Community Services Worker - Less Than Part Time (Up to 20 hrs)

EFFECTIVE DATE

May 23, 2022

BASE ANNUAL SALARY

\$37,918

Grade 8

COUNTY ATTORNEY

Creating Position of:

A.1420 110

TITLE:

3rd Assistant County Attorney

EFFECTIVE DATE

June 1, 2022

BASE ANNUAL SALARY

\$65,295

Deleting Position of:

A.1420 110

TITLE:

Tax Coordinator

EFFECTIVE DATE

June 1, 2022

BASE ANNUAL SALARY

\$47,417

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME:****DATE:**

- (a) Title of Requested Position:
- (b) Annual **Base** Salary (and Grade if Applicable):
- (c) Effective Date for New Position: *
*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):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

OFFICE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class performs a wide variety of complex clerical operations providing office support to administrative or professional staff. Specific duties will vary with the needs of the appointing authority. This position requires a full range of skills in the operation of a computer using various software applications to maximize equipment capabilities in compiling statistical information for various reports, setting up and maintaining automated records/ filing systems, and producing correspondence or other document reports. Other typical duties include providing information to the public or visitors regarding office procedures/services, processing forms, collecting fees and other related office tasks. The work is performed under the supervision of a higher-level supervisor allowing for some exercise of independent judgment in carrying out the details of the work according to prescribed policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides general administrative and clerical support to enhance the operation of the office to which the incumbent is assigned;

Utilizes automated word processing equipment to produce correspondence, forms, reports, statistical information and other office/department data;

Processes and maintains accurate and complete records and files of the activities of the department;

Compiles a variety of data from automated and manual office records and outside sources to create reports for staff, departments and governmental agencies;

Provides general information to the public, either over the phone or in person, about office programs or procedures;

Interfaces and coordinates with other departments or divisions;

May coordinate and implement new procedures;

May participate in trainings, workshops, meetings and/or committees relating to program areas;

Uses other software applications such as spreadsheets, calendar, e-mail and database software in performing assignments;

Does related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of office practices, procedures and terminology;

Good knowledge of the capabilities of computer software systems to produce various formats, such as correspondence, reports, tables, charts and file storage;

Working knowledge of the organization, functions, policies, rules and regulations that govern the unit to which appointed;

Ability to handle routine administrative details independently;

Ability to understand and follow complex oral and written instructions;

Ability to deal courteously and effectively with the public- in person, by phone or email;

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software;

Attention to detail, discretion, courtesy, tact and dependability.

MINIMUM QUALIFICATIONS:

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

- a) An Associate's Degree or higher in Business Administration, Office Management or related field;
- b) An Associate's degree or higher and one year of paid office administrative or clerical experience which shall have included the use of computer applications or other automated systems; or
- c) Three years of paid office administrative or clerical experience which shall have included the use of computer applications or other automated systems.

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.

WC: 1993, 2014, 2017, 2022

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: Planning and Community Development Payroll Dept. No: 8021
Title of Position: Office Specialist Base Salary of Position: \$36,414 Grade: 7
Filling at Step # (If Known):
Budget code and title: A8021 110 Salary full time 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 50% 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 6/15/22

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 6/15/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Economic Growth + Dev.
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. Wild approved via email Date 6/22/22

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: DPW.HEALTH & HUMAN SERVICES BUILDING Payroll Dept. No: 19.13
 Title of Position: Cleaner #8 Base Salary of Position: \$29735 Grade: 2
 Filling at Step # (If Known): _____
 Budget code and title: A.1624 GENERAL.HEALTH AND HUMAN SERVICES Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: #13549/SANTIAGO Date of Vacancy: 05/07/2022
 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 LABOR
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. 5/16/22
 Human Resources Director has approved this form when initialed. NA 5/16/22

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 [Signature] Date 5/16/22

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 5/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Daniel Bruno Date 5/24/22

CLEANER

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Cook #2 Base Salary of Position: \$31,789 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 [] Resignation [checked] Termination [] Promotion [] Other
Employee No./Last Name: 13648 Steves Date of Vacancy: 4/26/2022
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.
Human Resources Director has approved this form when initialed. [Signature] 4/27/22

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 4/28/22

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 5/25/22

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 [Signature] Date 5/23/22

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: 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 Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy: 2/23/2022
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 50 % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
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. 5/23/22

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 Date 5/23/22

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 5/24/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Bennett F. Dunsally Date 06/02/22

COOK

DISTINGUISHING FEATURES OF THE CLASS: Prepares and cooks a variety of food; responsible for the preparation and serving of meals in a school, health care or correctional facility. Depending on the size and type of institution, the duties of the incumbent will vary with respect to the number and class of employees supervised and involvement in ancillary aspects of cooking; i.e., meal planning. Supervision may be exercised over other employees in food preparation related titles. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Prepares, cooks and serves meals for students, staff, residents or inmates using standard kitchen utensils and equipment. Meal preparation includes meat, fish, poultry, soups, vegetables, cereals, desserts, salads, and other food;

Bakes cakes, pies, rolls, and a variety of other pastries;

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

Orders food and supplies used in the preparation of meals according to an established menu and inspects food when received to insure proper quantity and quality;

Plans or assists in planning meals and menus insuring that basic nutritional principles are followed;

Supervises the proper storing of food to avoid waste and spoilage;

Supervises the work of assistants in the preparation of food, and the cleaning of tables, kitchen utensils, stoves, and kitchen;

May prepare and maintain a variety of records and reports relative to food service function.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Good knowledge of the methods of preparing, cooking, and baking food in large quantities; good knowledge of modern cooking utensils, appliances and equipment; good knowledge of cleaning methods and the use of cleaning materials and equipment; ability to plan with a view to economy and efficiency in the use of supplies, equipment and food; ability to follow oral and written directions and recipes; physical strength and stamina; good physical condition.

MINIMUM QUALIFICATIONS: Two years of experience in large scale cooking.

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: Food Service Helper #3 Base Salary of Position: \$29,735.00 Grade: 2
 Filling at Step # (If Known): _____
 Budget code and title: Salaries-FT A6030 110 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 12488 Potash Date of Vacancy: 4/15/2022
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State 50% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other LABOR
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. POB 4/22/22
 Human Resources Director has approved this form when initialed. (NB) For JF

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 4/25/22

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 4/26/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

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

Ranking Committee Member Signature [Signature] Date 5/23/22

FOOD SERVICE HELPER

GENERAL STATEMENT OF DUTIES: Assists in the preparation and service of food and in the cleaning of kitchen equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work performed under immediate supervision in connection with the preparation and service of food. On occasion Food Service Helpers may perform cooking duties involving lesser degrees of skill than regularly required of employees in the classification of Cook.

EXAMPLES OF WORK: (Illustrative only)

Sets tables and clears them after meals;
Fills sugar bowls and salt and pepper shakers;
Polishes silverware, tables and chairs;
Prepares trays for and serves patients;
Cleans dining rooms and dish and linen closets;
Cleans, washes and otherwise prepares vegetables and fruit for cooking;
Assists in the preparation of salads and desserts;
Helps cooks in any phase of their duties;
Washes dishes, pots and pans by hand or machine;
Sweeps, mops and cleans kitchen;
May act as cashier.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Working knowledge of the proper methods of serving food and of the care of tableware, glassware, silver, and kitchen appliances; the proper methods of serving food and of the care of tableware, glassware, silver, and kitchen appliances; ability to follow oral and written directions; good physical condition.

MINIMUM QUALIFICATIONS: None is required but some experience as a helper in a restaurant or hotel dining room or in general domestic work is desirable.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
 Title of Position: 9th Assistant District Attorney Base Salary of Position: \$68,560.00 Grade: 2 (Attorney)
 Filling at Step # (If Known): _____
 Budget code and title: A.1165 110 Salaries Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other creation
 Employee No./Last Name: 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 _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. PA 5/9/22
 Human Resources Director has approved this form when Initialed. PA 5/9/22

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 5/10/22

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 5/10/22

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 [Signature] Date 5/23/22

ASSISTANT DISTRICT ATTORNEY

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

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

MINIMUM QUALIFICATIONS:

Possession of a Law License and admission in good standing to practice law in the State of New York.

WC: 8/21: Exempt

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
 Title of Position: Legal Clerk III #1 Base Salary of Position: \$40,784.00 Grade: 10
 Filling at Step # (If Known): _____
 Budget code and title: A.1165 110 Salaries Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: Christensen, Ryan Date of Vacancy: June 24, 2022
 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. Row 5/9/22
 Human Resources Director has approved this form when initialed. af 5/9/22

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 5/10/22

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 5/10/22

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 [Signature] Date 5/23/22

LEGAL CLERK III

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position performs advanced level legal office/clerical and administrative duties to support the efficient operation of a municipal legal office. Familiarity with legal terminology used in case documents, legal briefs, contracts and/or grant program administration is required. The work involves the operation of automated systems equipment in the preparation, storage and dissemination of legal documents and correspondence. The class is distinguished from Legal Clerk II in the level of complexity of duties and independence required of the position. The work is performed under general supervision provided by legal staff, with direct supervision provided by a higher-level administrator. Incumbents may also lead and guide lower level clerical staff in the performance of specialized projects. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists attorneys in the preparation, processing and distribution of briefs, motions, subpoenas, petitions, affidavits; stipulations, orders and other legal forms for filing of federal, state and county courts as well as administrative tribunals;

Assembles supportive materials and documents to be used by attorneys for research and preparation of legal briefs, court cases and other department legal matters;

Oversees and/or participates in discovery demand document production processes;

Relieves the principals of administrative details that do not require personal attention by the use of discretion, tact and knowledge of department procedures and policies;

Handles routine telephone calls and correspondence independently or with brief oral instructions;

Gathers information, enters data and prepares reports according to federal, state and/or local requirements;

Handles and/or oversees storage of the legal files of the agency;

May assist and participate in Department grant administration and/or compliance processes;

May coordinate documentation and assist in preparation for administrative hearings;

May assist in drafting of grants related to the legal office;

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

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

Provides general clerical support services, as assigned, to enhance the office operation of the legal department;

Does related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of legal terminology, documents and legal services office procedures;
Good knowledge of office terminology;
Ability to understand and carry out complex written and oral instructions;
Ability to handle administrative details independently;
Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
Ability to establish and maintain effective working relationships;
Ability to maintain confidentiality of sensitive information, cases and files;
Accuracy; dependability, tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- A) Bachelor's Degree and one (1) year of office clerical experience which must have involved production and processing of law office documents; or
- B) Associate's Degree and three (3) years of office clerical experience, one year of which must have involved production and processing of law office documents; or
- C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of office clerical experience, one year of which must have involved production and processing of law office documents.

NOTE: Post high-school study in a law or criminal justice related field may be substituted for experience on a year-for-year basis.

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

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.63
Title of Position: Highway Construction Supervisor #2 Base Salary of Position: \$42,069 Grade: 12
Budget code and title: D.5110 Highway Const. Supervisor #2 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: #12012/HARRINGTON Date of Vacancy: 06/03/2022
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 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 5/16/22

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 5/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date 5/24/22

HIGHWAY CONSTRUCTION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Supervises the activities of a work crew or crews involved in highway construction and maintenance work. These duties involve responsibility for the efficient and economical use of staff, materials and equipment in a variety of highway construction and maintenance activities. The work is carried out in accordance with established policy and procedures under the supervision of a higher-level supervisor permitting some leeway in carrying out the details of the work. The work is reviewed by inspections and through reports. Supervision is exercised over the activities of subordinate equipment operators and laborers by a continuing check of the work in progress on the particular project assignment. Periodically supervises highway crew in absence of Highway Construction Supervisor II. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises the activities of a crew and the use of materials and equipment in the construction and maintenance of county highways;
Assists in planning maintenance schedules and workloads;
Reports to and confers with Supervisor regarding staff and equipment necessary for maintenance projects;
Supervises and participates in the preparation and maintenance of activities, costs and progress records and reports;
Operates various types of road construction and maintenance equipment including heavy trucks and earth moving equipment;
Responds after normal working hours to emergency situations and during snow and ice events;
Conducts various other highway maintenance activities as a member of a crew.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern highway construction and maintenance methods and procedures; good knowledge of the equipment, materials, tools, terminology and safety precautions used in highway maintenance and in snow removal and ice control; good knowledge of the operation and maintenance of automotive equipment; ability to plan and supervise the work of others; ability to solve operating problems as they may occur in the field; ability to effectively work as an individual or a member of a crew and coordinates efforts with other employees as appropriate; ability to understand and carry out complex oral and written directions; ability to prepare and maintain records and reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Four years of experience in the construction or maintenance of paved highways or bridges.

SPECIAL REQUIREMENTS: Eligibility for an appropriate level New York State driver's license at the time of application. Possession of valid appropriate class CDL Operator's license at time of appointment.

WC: Adopted, 7/30/98; Amended, 1/4/16

JC: Competitive

2022 Format Update

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 (M) #22 Base Salary of Position: \$39246 Grade: 9
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (M) #22 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [checked] Termination [] Promotion [] Other []
Employee No./Last Name: 12088/ASHLINE Date of Vacancy: 05/26/2022
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.

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 5/16/22

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 [Signature] Date 5/17/22

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 5/24/22

MOTOR EQUIPMENT OPERATOR (MEDIUM)

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

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the safe and efficient operation and care of moderately complex motor equipment in the performance of assigned tasks. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate. An employee in this class is also required to perform recurring manual duties related to the operation of the equipment. The work is usually performed under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Operates a ten-wheel truck in connection with the hauling of material for road construction and repair;
- Operates front end loader, roller of similar road construction machinery on construction and maintenance projects;
- Operates a snow plow or related snow removal equipment;
- Performs minor mechanical repairs on automotive equipment;
- On assignment operates bulldozer, grader, shovel or other heavy automotive equipment;
- Services assigned vehicle and maintains it in clean condition;
- Loads and unloads trucks;
- May perform a variety of simple manual tasks, such as cleaning culverts, shoveling snow, painting and road maintenance work;
- Responds after normal working hours to emergency situations and during snow and ice events.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the operation of trucks, tractors and other types of automotive equipment; ability to understand and carry out simple oral and written instructions; industry; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of experience in the operation of motorized construction equipment.

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (L) #26 Base Salary of Position: 36,414 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) #26 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13535/RIFFLE Date of Vacancy: 05/07/2022
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. 5/10/22

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 5/16/22

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 [Signature] Date 5/17/22

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 5/24/22

MOTOR EQUIPMENT OPERATOR (LIGHT)

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

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the safe and efficient operation of light motor equipment along with the performance of ordinary manual labor. The work is usually performed under close supervision.

EXAMPLES OF WORK: (Illustrative only)

Operates single axle truck in connection with hauling material for road maintenance or construction;

Operates a light truck to transport workmen, tools and other equipment;

Operates a tractor mower cutting grass and brush from road sides and other public areas;

Operates small snow plow or related snow removal equipment

Loads and unloads trucks;

Performs a variety of laboring tasks;

May be required to clean and oil the equipment;

On assignment, operates ten-wheel trucks, front end loaders, rollers or similar road construction and maintenance equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the operation of tractors, mowers, automobiles, single axle trucks and other light automotive equipment; ability to understand and carry out simple oral and written instructions; industry; dependability; good physical condition.

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

SPECIAL REQUIREMENTS:

FOR POSITIONS IN CIVIL DIVISIONS OTHER THAN WARREN COUNTY: Eligibility for an appropriate New York State Class A or B with license with airbrake endorsement. Possession at time of appointment.

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

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: Employment & Training Payroll Dept. No: 40
Title of Position: Office Specialist PT Base Salary of Position: \$36,414 FT Grade: 7
Filling at Step # (If Known):
Budget code and title: 305, 310, 130 (Staff Part-Time Payroll) Union [x] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [x] Other
Employee No./Last Name: N/A Date of Vacancy: N/A
Is this position mandated? [] Yes [x] No Is the position reimbursable? [x] Yes [] No
Source of reimbursement: [x] Federal 100% [] State % [] Other % WIOA

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[x] 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

[x] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature Date 5/18/22

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 Date 5/24/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Economic Growth + Development
[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 Date 5/24/22

OFFICE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class performs a wide variety of complex clerical operations providing office support to administrative or professional staff. Specific duties will vary with the needs of the appointing authority. This position requires a full range of skills in the operation of a computer using various software applications to maximize equipment capabilities in compiling statistical information for various reports, setting up and maintaining automated records/ filing systems, and producing correspondence or other document reports. Other typical duties include providing information to the public or visitors regarding office procedures/services, processing forms, collecting fees and other related office tasks. The work is performed under the supervision of a higher-level supervisor allowing for some exercise of independent judgment in carrying out the details of the work according to prescribed policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides general administrative and clerical support to enhance the operation of the office to which the incumbent is assigned;
 Utilizes automated word processing equipment to produce correspondence, forms, reports, statistical information and other office/department data;
 Processes and maintains accurate and complete records and files of the activities of the department;
 Compiles a variety of data from automated and manual office records and outside sources to create reports for staff, departments and governmental agencies;
 Provides general information to the public, either over the phone or in person, about office programs or procedures;
 Interfaces and coordinates with other departments or divisions;
 May coordinate and implement new procedures;
 May participate in trainings, workshops, meetings and/or committees relating to program areas;
 Uses other software applications such as spreadsheets, calendar, e-mail and database software in performing assignments;
 Does related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of office practices, procedures and terminology;
 Good knowledge of the capabilities of computer software systems to produce various formats, such as correspondence, reports, tables, charts and file storage;
 Working knowledge of the organization, functions, policies, rules and regulations that govern the unit to which appointed;
 Ability to handle routine administrative details independently;
 Ability to understand and follow complex oral and written instructions;
 Ability to deal courteously and effectively with the public- in person, by phone or email;
 Ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software;
 Attention to detail, discretion, courtesy, tact and dependability.

MINIMUM QUALIFICATIONS:

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

- a) An Associate's Degree or higher in Business Administration, Office Management or related field;
- b) An Associate's degree or higher and one year of paid office administrative or clerical experience which shall have included the use of computer applications or other automated systems; or
- c) Three years of paid office administrative or clerical experience which shall have included the use of computer applications or other automated systems.

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.

WC: 1993, 2014, 2017, 2022
JC: Competitive

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office for the Aging Payroll Dept. No: 57.01
 Title of Position: Mcal Site Manager #2 (Warrensburg) Base Salary of Position: \$27,300 (30hr/wcck) Grade: 2
 Filling at Step # (If Known): _____
 Budget code and title: A6772.110 Nutrition Program Warren - Salaries FT Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 12304/Hill Date of Vacancy: _____
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State 75% 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. XCN 5/3/22
 Human Resources Director has approved this form when initialed. Fig 5/3/22

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 5/3/22

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 5/5/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.
 Ranking Committee Member Signature Edna A. Fraser Date 5/23/22

RESOLUTION REQUEST FORM NO. 12*Schedule "A"***AUTHORITY FOR POLICY AND PROCEDURE**

Resolution 155 of 2003, amended by Resolution Nos. 497 of 2006, 719 of 2006, 318 of 2007, 374 of 2011 and 259 of 2014, provides the policy and procedure for the establishment, filling and increasing or decreasing of salaries for positions within Warren County. Copies of the resolutions are available from the Clerk of the Board.

WHAT FORM TO USE

- For giving notice of intent to fill an existing vacant position, use this form.
- For creating a new position, complete Resolution Request Form No. 11.
- For increasing or decreasing salary of non-union position, complete Resolution Request Form No. 13.
- For reclassification of position, complete Resolution Request Form No. 14.

These forms are available from the Clerk of the Board.

HOW TO USE THIS FORM

Department heads must first file this notice of intent with the Human Resources Director/Personnel Officer for review and approval of position details. Once the form has been initialed by both the Human Resources Director and Personnel Officer, it should be forwarded on to the County Administrator for approval. The County Administrator shall furnish a copy of the notice to the Budget Officer. Once both the County Administrator and the Budget Officer have executed the form, a copy must be submitted by the Department Head to the Supervisory Committee with their regular agenda. Once signed by the Chair of the Supervisory Committee, the Notice of Intent shall be submitted to the Clerk of the Board, who shall report the action on the Personnel Committee agenda and forward the fully executed form to the Department Head.

OBJECTIONS

If either the County Administrator, Budget Officer or Supervisory Committee objects to the position being filled, each should affix their signature to this form indicating they have an objection. In this case, the department head is advised that the position may not be filled unless otherwise determined by the Board of Supervisors. All requests to fill vacant positions must be approved by the County Administrator, Budget Officer and a 2/3 majority vote of the Supervisory Committee or oversight Committee Chair approval as provided in the Rules of the Board.

NO OBJECTIONS

If the County Administrator, Budget Officer and Supervisory Committee have no objection to the position being filled, each should affix their signatures to this form indicating they have no objection.

PAPERWORK

To fill the position, complete the 426 Report of Personnel Change, attach the original of this form to the back of the 426, along with the Resolution approving same and submit to the Human Resources and Civil Service Department. Be certain to make a copy of both the 426 and this form for retention in your department files.

Department Heads are reminded that an oath of office must be filed in the Office of the County Clerk. Oaths of Office forms are available from the County Clerk.

Amended, Warren County Personnel, September 2, 2004

MEAL SITE MANAGER

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

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

EXAMPLES OF WORK; (Illustrative only)

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

Supervises the collection of and accounting for cash receipts;

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

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

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

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

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

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

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

ACCEPTABLE TRAINING AND EXPERIENCE: One year of experience in serving food or one year of experience in a paid or volunteer program involving direct service to the aging; or any equivalent combination of training and experience.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Probation Payroll Dept. No: 29.00
Title of Position: Probation Assistant Base Salary of Position: \$36,414 Grade: 7
Filling at Step # (If Known): Entry
Budget code and title: A.3140. Probation Union X
This position is vacated due to: Promotion
Employee No./Last Name: 13202/Clarke Date of Vacancy: 5/26/22
Is this position mandated? No Is the position reimbursable? Yes
Source of reimbursement: State 10%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. PO 5/11/22
Human Resources Director has approved this form when initialed. AF 5/17/22

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 5/18/22

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 5/24/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature [Signature] Date 5/23/22

PROBATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a para-professional position in a probation department. Unlike a Probation Officer 1, a Probation Assistant is not a Peace Officer pursuant to the New York State Criminal Procedure Law. The incumbent is responsible for assisting probation officers in a local probation agency in tasks which may include performing pre-dispositional/pre-trial related duties such as interviewing and screening individuals arrested and/or otherwise not yet adjudicated/sentenced for suitability for pre-trial release, making recommendations for release, monitoring individuals released into the community whose cases are pending; and notifying courts of case status. An incumbent may also serve as a probation department's point of contact for transfer of records and files with other probation departments, law enforcement agencies or courts. He/she also assists in the control and supervision of probationers by performing tasks such as opening and closing cases; retrieving archived files; delivering documents to law enforcement agencies and the courts; assisting with the collection of financial obligations; and processing intra and interstate transfers. The work is performed under the supervision of a Probation Supervisor 1 or higher level probation professional in accordance with applicable rules/regulations, statutes and/or policies and procedures as directed by a Probation Director or his/her designee. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Interviews individuals in custody of a law enforcement agency to assess their suitability for release from detention pending trial, monitors status of individuals released and notifies courts of their status;
- Assists individuals receiving probation services in completing questionnaires and other documents, and by answering general questions;
- Supports a probation department's involvement with specialty courts at the direction of a Probation Director or his/her designee which may include gathering information; conducting drug/alcohol screenings; and contacting victims, law enforcement agencies, human service agencies, treatment providers and other involved parties as necessary;
- Gathers information about individuals receiving probation services from a variety of sources, including but not limited to, public and private human services agencies, law enforcement agencies, courts and employers to verify social and legal histories of probationers; secures information regarding conduct and progress of probationers and helps resolve problems of probationers including problems related to housing, health care, employment, or other essential matters;
- Obtains and forwards documents and information needed by law enforcement agencies and the courts in accordance with applicable regulations and/or statutes as directed by the Probation Director or his/her designee;
- Registers and updates cases by entering data into a database or other electronic file, conducts record checks through local, state, and federal databases where authorized and produces electronic reports as needed;

Assists with the preparation of written memorandums, correspondence, transfer orders, discharge letters and other documents by gathering and relaying accurate information;
 Records attendance at day reporting;
 Performs a variety of office and/or clerical tasks including answering the phone, photocopying, and creating, filing and maintaining records;
 May perform drug and alcohol screenings and collect DNA samples;
 May prepare files for intra or interstate transfers and prepare and monitor inter/intra state transfers out of the local jurisdiction;
 May provide employment preparedness assessments and employment related training and assistance.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of pre-trial court procedures;
 Good knowledge of interviewing methods necessary to determine suitability for pre-trial release from detention;
 Good knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screening, DNA collection, and electronic monitoring devices;
 Good knowledge of the geography of the jurisdiction employed in;
 Working knowledge of laws pertaining to probation work and functions and procedures of family and criminal courts;
 Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and polices relating to confidentiality of case record information;
 Working knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision and juvenile delinquents;
 Working knowledge of juvenile and adult risk and needs assessment instruments;
 Working knowledge of factors related to crime and delinquency;
 Working knowledge of the rules of evidence, arrest laws and custody procedures;
 Working knowledge of community resources;
 Working knowledge of employment, training and treatment options available to probationers;
 Working knowledge of office terminology, procedures, equipment and business English;
 Ability to interview detainees and assess their suitability for pre-trial release;
 Ability to review and explain conditions of probation to a probationer;
 Ability to gather and organize information related to the work performed;
 Ability to administer drug, alcohol testing and collect DNA samples as needed;
 Ability to establish and maintain effective working relationships with others;
 Ability to understand and follow oral and written instructions;
 Ability to communicate effectively both orally and in writing;
 Ability to understand and empathize with the needs and concerns of others;
 Ability to maintain composure and make rational judgments under stressful conditions.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited college or university or one accredited by the Board of Regents to grant degrees, with an Associate's degree or higher in criminal justice, human services, chemical dependency counseling, business administration, or a closely related field or;

(b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience working with the public in a public or private human services agency or a criminal justice or juvenile justice agency or;

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

Special Requirement: Possession of a current driver's license or otherwise demonstrated ability to meet the transportation requirements of the position.

Note: The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

Note: This position is allocated to the competitive class pursuant to the Executive Law Section 257(1).

WC: 2013, 5/28/2019
JC: Competitive

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: 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: 13438/DiPresso Date of Vacancy: 6/3/2022
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 5/18/22

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 5/24/22

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 Michael Dennis Date 5/23/22

COORDINATING ASSISTANT PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: The work involves representing indigent defendants assigned by the Public Defender in criminal court proceedings. This involves representation and/or oversight of other Assistant Public Defenders' representation of clients through all stages of proceedings following arrest and at the initial court appearance. Supervision is exercised over assigned Assistant Public Defenders in all aspects of legal process in the representation of Department clients. The work is performed under the general supervision of the Public Defender with wide leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Represents and counsels defendants, or oversees assigned Assistant Public Defenders at every stage of proceedings following arrest;

Initiates such proceedings as are necessary to protect the rights of the accused;

Assists the Public Defender in the preparation of various court proceedings;

Confers with defendants, law enforcement personnel, judges, and District Attorney's staff concerning individual cases;

Prepares cases for trial by responding to motions, preparing for hearings, evaluation case, plea-bargaining and discussing case with District Attorney staff in criminal cases;

Prepares for trial by researching law and rules of evidence, preparing trial file of evidence, reviews prospective jurors, reviews trial charges by judge, prepares witnesses for trial and develops trial strategy;

Supervises clerical staff in connection with the preparation of cases and the maintenance of appropriate records;

Tries cases, including jury selection, presentment of cases, questions witnesses at trial, preparing opening statements and preparing closing summations;

May handle post judgment motions, including receiving motions to vacate judgment, preparing response and brief and arguing motion in Superior Court;

May handle appeals by preparing brief, arguing appeal in the Appellate Division, seeking permission of Court of Appeals if not a matter of right, and arguing the appeal in the Court of Appeals.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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

MINIMUM QUALIFICATIONS: Possession of a license to practice law in the State of New York AND 5 (five) years of full-time paid experience as a licensed attorney practicing criminal law in the State of New York.

SPECIAL REQUIREMENT: Possession of an appropriate NYS motor vehicle license at the time of appointment or otherwise demonstrate an ability to meet the transportation needs of the position.

WC:5.21

JC: Exempt (PJC)

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: Legal Clerk Base Salary of Position: \$33,076.00 Grade: 5
Filling at Step # (If Known):
Budget code and title: A.1171 4202 110 (Public Defender/Hurrell-Harring Salary - Regular) Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: Plumley Date of Vacancy: 5/6/2022
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] % [X] State 100 [] 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 initials and date 5/11/22]
Human Resources Director has approved this form when initialed. [Handwritten initials and date 5/18/22]

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 5/18/22

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 [Handwritten Signature: Frank E. Thomas] Date 5/24/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee [Handwritten: 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: Michael Reed] Date 5/23/22

LEGAL CLERK

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

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

Assists in the preparation of various legal documents and correspondence;

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

Forwards copies of legal instruments to interested parties as needed;

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

Handles routine telephone calls relating to assigned tasks or matters;

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

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

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

May act as receptionist;

Does related work as assigned.

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

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

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

WC: 2/1993, 10/2019

JC: Competitive

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.11
Title of Position: Intake Clerk #7 Base Salary of Position: \$31,789 Grade: 4
Filling at Step # (If Known): _____
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13498/Monahan Date of Vacancy: 5/9/22
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. Per 5/18/22
Human Resources Director has approved this form when initialed. 12 5/18/22 5/18/22

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 5/18/22

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 5/24/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Bennett F. Duscally Date 06/02/22

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: 40.11
Title of Position: Intake Clerk #1 Base Salary of Position: \$31,789 Grade: 4
Filling at Step # (If Known): _____
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 11722/Parker Date of Vacancy: 5/9/22
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. [Signature]
Human Resources Director has approved this form when initialed. [Signature] 5/18/22

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 5/18/22

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 5/24/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 06/02/22

INTAKE CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performance of routine clerical work and office functions in the Department of Social Services. Incumbents greet the public, screens all incoming requests for information either in person or by telephone and giving routine information, or directing requests to proper staff members. The incumbent is responsible for the initial screening for and intake of applications for assistance from individuals for various social services programs. The incumbent receives applications and information and forwards to appropriate examiners for determinations of eligibility for benefit programs such as financial assistance, medical assistance, food stamps and the Heat and Energy Assistance Program (HEAP). Additionally, employees in this class perform related clerical tasks assigned in support of a particular benefit program; specific tasks will vary depending on the program objectives of the unit to which the employee is assigned. The work is performed in accordance with a prescribed routine outlined by an administrative level supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Greets and receives the public, provides requested general information or makes appropriate referrals to staff members of the assigned unit;

Answers telephone calls at reception desk, makes transfer connections to appropriate offices and takes messages or makes appointments;

Screens the applicant with scripted questions on the computer to elicit needed information to make eligibility determinations and provides application if appropriate;

Performs initial intake by receiving the individual's application and answers general questions related to various benefit programs and ensures that application information is complete;

Registers the application for further processing by an examiner by opening new file or matching paperwork with an existing case file;

Pulls materials from files and makes file searches, including electronic records, in order to answer a telephone or visitor request for information;

Searches and retrieves data from computerized records by use of queries or updates records in accordance with procedures;

Performs reproduction and collating duties of applications, materials and documents;

Sends, receives and logs faxes;

Maintains pamphlets, brochures and related materials for visitors;

Receives, sorts and distributes incoming mail and processes outgoing mailing by addressing envelopes for mailing;

May perform general clerical duties and maintain simple records related to the duties assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of the benefit programs and requirements such as financial assistance, medical assistance, food stamps and the Heat and Energy Assistance Program (HEAP); working knowledge of office terminology, procedures and equipment; ability to enter data into query and issue reports from database and spreadsheet programs; ability to deal courteously with the public both in person and on the telephone; ability to understand and follow simple oral and written directions; ability to greet the public in a pleasing manner and provide requested information; ability to refer visitors to appropriate staff member after ascertaining their needs; ability to operate fax and copy machines; ability to hear well and speak distinctly; ability to write legibly; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience; or
- (b) Two (2) years of clerical experience.

WC: Adopted May 11, 2005
JC: Competitive

2022 Format Update

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker #23 Base Salary of Position: \$47,023 Grade: 16
Filling at Step # (If Known): _____
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13424/Williams Date of Vacancy: 6/2/22
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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

Candidate's qualifications must be approved by Personnel Officer prior to hiring. Per 5/18/22

Human Resources Director has approved this form when initialed. 1/3 5/18/22

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 5/18/22

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 5/24/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

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

Ranking Committee Member Signature Bennet P. O'Sullivan Date 06/02/22

CASEWORKER

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

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

MINIMUM QUALIFICATIONS: Bachelor's Degree.

SPECIAL REQUIREMENTS:

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

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.

WC: 7//10, 2//17; 11/21
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: Veterans' Services Payroll Dept. No: 55.00
Title of Position: Van Driver #1 (Reg P/T) Base Salary of Position: 14.2957/hr. Grade: 02
Filling at Step # (If Known):
Budget code and title: A.6510 130 Salaries - Part Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13617/Cooke, J. Date of Vacancy: 4/25/2022
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 5/10/22

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 Date 5/10/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Date 5/23/22

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: Veterans' Services Payroll Dept. No: 55.00
Title of Position: Van Driver #5 Per-diem Base Salary of Position: 14.295/hr. Grade: 02
Filling at Step # (If Known):
Budget code and title: A.6510 130 Salaries - Part Time 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 % 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 5/10/22

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 5/10/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Bennett P. Duvall Date 5/23/22

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

AUTHORITY FOR POLICY AND PROCEDURE

Resolution 155 of 2003, amended by Resolution Nos. 497 of 2006, 719 of 2006, 318 of 2007, 374 of 2011 and 259 of 2014, provides the policy and procedure for the establishment, filling and increasing or decreasing of salaries for positions within Warren County. Copies of the resolutions are available from the Clerk of the Board.

WHAT FORM TO USE

- For giving notice of intent to fill an existing vacant position, use this form.
- For creating a new position, complete Resolution Request Form No. 11.
- For increasing or decreasing salary of non-union position, complete Resolution Request Form No. 13.
- For reclassification of position, complete Resolution Request Form No. 14.

These forms are available from the Clerk of the Board.

HOW TO USE THIS FORM

Department heads must first file this notice of intent with the Human Resources Director/Personnel Officer for review and approval of position details. Once the form has been initialed by both the Human Resources Director and Personnel Officer, it should be forwarded on to the County Administrator for approval. The County Administrator shall furnish a copy of the notice to the Budget Officer. Once both the County Administrator and the Budget Officer have executed the form, a copy must be submitted by the Department Head to the Supervisory Committee with their regular agenda. Once signed by the Chair of the Supervisory Committee, the Notice of Intent shall be submitted to the Clerk of the Board, who shall report the action on the Personnel Committee agenda and forward the fully executed form to the Department Head.

OBJECTIONS

If either the County Administrator, Budget Officer or Supervisory Committee objects to the position being filled, each should affix their signature to this form indicating they have an objection. In this case, the department head is advised that the position may not be filled unless otherwise determined by the Board of Supervisors. All requests to fill vacant positions must be approved by the County Administrator, Budget Officer and a 2/3 majority vote of the Supervisory Committee or oversight Committee Chair approval as provided in the Rules of the Board.

NO OBJECTIONS

If the County Administrator, Budget Officer and Supervisory Committee have no objection to the position being filled, each should affix their signatures to this form indicating they have no objection.

PAPERWORK

To fill the position, complete the 426 Report of Personnel Change, attach the original of this form to the back of the 426, along with the Resolution approving same and submit to the Human Resources and Civil Service Department. Be certain to make a copy of both the 426 and this form for retention in your department files.

Department Heads are reminded that an oath of office must be filed in the Office of the County Clerk. Oaths of Office forms are available from the County Clerk.

Amended, Warren County Civil Service, October 24, 2008

VAN DRIVER

DISTINGUISHING FEATURES OF THE CLASS: Acts as a general messenger and/or chauffeur. This is responsible work involving the safe transportation of veterans or Department of Social Services clients to various activities and appointments as assigned. Carelessness in this responsibility may result in serious consequences to both the employee and passengers. Work is performed under general supervision and may include minor record keeping and routine manual work. Does related work as required

TYPICAL WORK ACTIVITIES: (Illustrative only)

Transports clients, veterans, etc. to and from hospitals, offices or other locations as assigned using a van, minibus and/or station wagon;
May take specimens to the laboratory and pick up needed medications;
Performs minor maintenance to the assigned transportation vehicles as necessary, i.e., checks oil, washer fluid, etc.
Delivers vehicle to Department of Public Works garage for maintenance and/or repair;
Keeps mileage and expense logs;
May keep other records as necessary;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operation of automotive equipment; good knowledge of the geography of the area; working knowledge of the state and local motor vehicle rules and regulations; working knowledge of simple repair and maintenance procedures of automotive equipment; ability to maintain simple records; ability to understand and follow oral and written instructions; dependability; ability to deal with the elderly and/or infirm with tact and courtesy; responsibility; willingness to perform routine manual tasks; willingness to work under all weather conditions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One year of experience in the operation of a motor vehicle.

SPECIAL REQUIREMENT: Possession of the appropriate a New York State Driver's license at time of appointment.