

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

NOVEMBER 3, 2022

Committee Members: *Thomas, Conover, Beaty, Frasier, Wild, Braymer and Runyon- Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board*

I. Committee meeting called to order by Chair.

II. Motion to approve minutes of prior Committee meetings.

III. Action Agenda

1) **SUNY Adirondack representatives to provide an update on the College.**

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

A) Review of report on tracking of vacancies filled.

B) Review of separation report.

3) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**

A) Request for the appropriation of funds totaling \$25,164.90 from Budget Code A909.00, *Unappropriated Surplus Fund Balance*. 2022 Budget did not provide sufficient funding to cover Hospitalization expense (\$24,869.10), or Dental expense (\$295.80) through the end of the year.

B) Request for approval of 2023 contract with Bartlett Pontiff Stewart Rhodes P.C. for legal services in area of labor matters, with the option to renew for up to two additional one-year terms (2024 & 2025). *Resolution No. 514 of 2018 provided a one-year agreement with Bartlett Pontiff Stewart Rhodes P.C. to provide these services with the option to extend for two additional one-year terms at the fixed monthly rate of \$3,750 and hourly rates of \$200 for principal attorneys time, \$160 for associate attorney time, and \$125 for paralegal time for labor matters involving litigation or proceedings before an administrative agency, hearing officer, arbitrator, or courts. Continued legal services are required as the County prepares to negotiate the collective bargaining agreement with Warren County Police Benevolence Association. Monthly fee under Resolution No. 514 of 2018 would remain unchanged at \$3,750.*

C) Request for a new contract with Fitzgerald Morris Baker Firth, P.C. for legal services for litigation and trial counsel in defense of Child Victim Act Claims made by Joshua Rouse, Supreme Court Index No. EF2021-69346, effective immediately until final resolution of the Supreme Court action billed at an hourly rate of \$200.00 per hour for all attorney time and \$75.00 per hour for paralegal time for an amount not to exceed \$25,000.00. *Claim covers approximately six years (1998-2003), with one year (April 1, 1999 - April 1, 2000) covered by the County's insurance policy, subject to reservation of legal rights. Insurance carrier approved law firm to defend the County for that one-year period.*

D) Discussion regarding appointments to the Warren County Ethics Board.

E) Request to approve settlement agreement with Forest Enterprises Management, Inc. in the amount of \$7,500 and providing Chairman of the Board with the authority to sign settlement documents. *To settle all claims between the two parties, to execute general releases between the parties and to discontinue all further legal actions between the two parties.*

F) Request for an executive session pursuant to Section 105(1)(d) of Public Officer's Law to discuss pending or current litigation. *Frank Denes v. County of Warren, et al; Forest Enterprises Management Inc. v. County of Warren, 3d Department #535780; and Kathleen Innes v. County of Warren, Correctional Medical Care, Inc. NDNY 1:22-cv-641.*

4) **Request/Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**

Request for an appropriation of funds in the amount of \$60,000 from Budget Code A.909.00, *General Fund Unappropriated Fund Balance*, to Budget Code A.1185 435, *Coroners & Medical Examiners, Medical Fees*, to cover the estimated cost of autopsies for the remainder of 2022.

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

Public Defender (Gregory Canale, Public Defender) -

Request to amend the Table of Organization and Salary Schedule to increase the salary of the Coordinating Attorney -Public Defender from \$81,618 to \$97,310 effective retroactive to November 7, 2022.

CONTINUED

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE AGENDA

NOVEMBER 3, 2022

6) Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Strough):

Information Technology (Mike Colvin, Director) -

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Programmer I, *Annual Salary \$65,942*, and delete the position of Computer Programmer II, *Annual Salary \$65,695*, effective November 21, 2022.

7) Request/Items to be Discussed by the County Administrator (Supervisor Craig Leggett, Acting County Administrator):

Discussion regarding SUNY Adirondack sponsor funding formula.

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) Update: County Attorney was asked to provide updates in redlined form for review. (06.02.22)
- 2) Committee to develop guidelines for Department Heads to use when dismissing an employee. (03.03.22)
- 3) Committee requested that the Human Resources and Civil Service Departments draft an outline of a process for seeking out hiring candidates for Department Head level positions for the Committee to review. (06.02.22)
- 4) Review of the Remote Work Policy established by Resolution No. 96 of 2021. (10.06.22)

CIVIL SERVICE: No items this month.

HUMAN RESOURCES: No items this month.

CLERK OF THE BOARD: No items this month.

COUNTY ATTORNEY:

- 1) County Attorney to present draft Local Law opting out of section 487(9) of the Real Property Tax Law at a future meeting. (09.01.22)

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

- Buildings and Grounds*** - Cleaner #6, *Grade 2, Base Annual Salary \$35,455*, due to resignation.
- DPW*** - MEO (L) #2, *Grade 7, Base Annual Salary \$42,134*, due to resignation
- MEO (M) #9, *Grade 9, Base Annual Salary \$44,966*, extending authorization.
- Information Technology*** - Computer Help Desk Tech I, *Annual Salary \$57,757*, due to promotion.
- Office of Community Services*** - Deputy Director - Clinical (*Community Mental Health*), *Annual Salary \$69,431*, due to retirement.
- Children and Youth SPOA Coordinator, *Annual Salary \$65,824*, due to promotion.
- Social Services*** - Caseworker #6, *Grade 16, Base Annual Salary \$52,743*, due to resignation.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

2022 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cmte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
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	Caseworker #9 (1653)	Vice	O	\$ 47,244.00	\$ 45,831.00	1/3/2022	Hayes	\$ 47,022.00	\$ 1,191.00	\$ (222.00)
11/2/2021	Social Services	HEAP Examiner #4 - temp (2429)	N/A	N	N/A	\$ 33,614.00	1/10/2022	Allen	\$ 34,448.00	\$ 834.00	\$ -
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	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	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	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	Caseworker #21 (1668)	Watkins	PR	\$ 58,097.00	\$ 47,023.00	3/28/2022	Norton	\$ 48,472.00	\$ 1,449.00	\$ (9,625.00)
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	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	Meal Site Cook #12 (2699)	N/A	N	N/A	\$ 18,113.00	4/11/2022	Newell	\$ 22,301.00	\$ 4,188.00	\$ -
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	\$ -
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	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	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	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 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	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 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	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	Wildey	\$ 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 (L) #27 (2256)	Hart	RM	\$ 35,491.00	\$ 36,414.00	2/14/2022	Allen	\$ 36,414.00	\$ -	\$ 923.00
2/3/2022	Public Works	MEO (L) #3 (1249)	Cameron	PR	\$ 36,723.00	\$ 36,414.00	8/1/2022	Monroe	\$ 42,134.00	\$ 5,720.00	\$ 5,411.00
2/3/2022	Sheriff	Communications Officer #20 (2544)	Crispell	RS	\$ 52,775.00	\$ 47,299.00	3/14/2022	Bentley	\$ 47,299.00	\$ 14,224.00	\$ (5,476.00)
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	Patrol Sergeant # 12 (2708)	N/A	N	N/A	\$ 84,503.00	2/28/2022	Howse	\$ 84,503.00	\$ -	\$ -
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	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 #4 (1736)	Johnson	O	\$ 31,594.00	\$ 30,983.00	12/27/2021	Kazlo	\$ 30,983.00	\$ -	\$ (611.00)
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	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	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	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)

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
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	Support Investigator #4 (1746)	Missita	PR	\$ 44,348.00	\$ 37,918.00	5/9/2022	Funnye	\$ 40,570.00	\$ 2,652.00	\$ (3,778.00)
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	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	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	Meal Site Cook #7 (1953)	Burnett	RS	\$ 18,584.00	\$ 18,584.00	vacant				
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	Public Works	MEO (L) #12 (1248)	Augusta	O	\$ 36,414.00	\$ 36,414.00	8/22/2022	Necatera	\$ 42,134.00	\$ 5,720.00	\$ 5,720.00
3/3/2022	Sheriff	Patrol Officer #48 (1398)	Howse	PR	\$ 77,178.00	\$ 45,854.00	7/25/2022	Duggan	\$ 45,854.00	\$ -	\$ (31,324.00)
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)
3/3/2022	Tourism	Director of Tourism (1908)	Conley	RT	\$ 90,783.00	\$ 67,533.00	9/12/2022	Snow	\$ 90,783.00	\$ 23,250.00	\$ -
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	Coordinating Asst. PD - PT (2657)	N/A	N	N/A	\$ 34,280.00	5/16/2022	Flores	\$ 34,280.00	\$ -	\$ -
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	Legal Clerk I (2664)	N/A	N	N/A	\$ 33,076.00	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 Works	MEO (L) #2 (1239)	Allen	RS	\$ 36,414.00	\$ 36,414.00	8/15/2022	Neel	\$ 42,134.00	\$ 5,720.00	\$ 5,720.00
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	Buildings & Grounds	Cleaner #11 (2264)	Hytower	RT	\$ 29,735.00	\$ 29,735.00	10/3/2022	Steves	\$ 35,455.00	\$ 5,720.00	\$ 5,720.00
5/5/2022	Public Defender	9th Assistant Public Defender (2608)	DiPresso	PR	\$ 74,089.00	\$ 71,988.00	6/20/2022	Duhaney	\$ 71,988.00	\$ -	\$ (2,101.00)
5/5/2022	Public Works	MEO (L) #16 (1260)	Huntley	PR	\$ 36,414.00	\$ 36,414.00	9/6/2022	Schwindt	\$ 42,134.00	\$ 5,720.00	\$ 5,720.00
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 #37 (2558)	Vilord	RM	\$ 47,023.00	\$ 47,023.00	5/23/2022	Nassivera	\$ 47,023.00	\$ -	\$ -
5/5/2022	Social Services	Caseworker #39 (2616)	Putnick	RS	\$ 47,023.00	\$ 47,023.00	6/20/2022	Cozzens	\$ 47,023.00	\$ -	\$ -
5/5/2022	Social Services	Community Services Worker-LTPT (20 hours) (2718)	N/A	N	N/A	\$ 37,918.00	7/12/2022	Scott	\$ 18,959.00	\$ (18,959.00)	\$ -
5/5/2022	Social Services	Intake Clerk (1754)	Flores	RM	\$ 31,789.00	\$ 31,789.00	5/9/2022	Vitolo	\$ 31,789.00	\$ -	\$ -
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	Sr. Account Clerk #4 (1686)	Stoller	O	\$ 42,617.00	\$ 36,414.00	6/20/2022	Dashnaw	\$ 36,414.00	\$ -	\$ (6,203.00)
5/5/2022	Social Services	Sr. Account Clerk #7 (1693)	Williams	RS	\$ 38,326.00	\$ 36,414.00	vacant				
5/5/2022	Up Yonda Farm	Environmental Education Administrator (1198)	Badey	RS	\$ 58,403.00	\$ 55,051.00	7/18/2022	Wilde	\$ 56,702.00	\$ 1,651.00	\$ (1,701.00)
6/2/2022	Countryside	Cook # 5 (2600)	Pagan	RS	\$ 31,789.00	\$ 31,789.00	vacant				
6/2/2022	Countryside	Cook #2 (1889)	Steves	RM	\$ 31,789.00	\$ 31,789.00	8/8/2022	Knight	\$ 37,509.00	\$ 5,720.00	\$ 5,720.00
6/2/2022	Countryside	Food Service Helper # 3 (1873)	Potash	RS	\$ 30,362.00	\$ 29,735.00	5/24/2022	Norton	\$ 29,735.00	\$ -	\$ (627.00)
6/2/2022	District Attorney	9th Assistant District Attorney (2662)	N/A	N	N/A	\$ 68,560.00	6/29/2022	Christensen	\$ 68,560.00	\$ -	\$ -
6/2/2022	District Attorney	Legal Clerk III # 1 (2670)	Christensen	O	\$ 40,784.00	\$ 40,784.00	3/14/2022	Christensen	\$ 40,784.00	\$ -	\$ -
6/2/2022	DPW	Cleaner # 8 (2144)	Santiago	RS	\$ 29,735.00	\$ 29,735.00	8/1/2022	Boyea	\$ 35,455.00	\$ 5,720.00	\$ 5,720.00
6/2/2022	DPW	MEO (L) #26 (1225)	Riffle	RS	\$ 36,414.00	\$ 36,414.00	9/17/2022	Arnold	\$ 42,134.00	\$ 5,720.00	\$ 5,720.00
6/2/2022	DPW	MEO (M) #22 (2192)	Ashline	RS	\$ 48,771.00	\$ 39,246.00	vacant				
6/2/2022	Employment & Training	Job Coach-Temporary (2719)	N/A	N	N/A	\$ 34,488.00	6/27/2022	Tucker	\$ 34,488.00	\$ -	\$ -
6/2/2022	Employment & Training	Office Specialist-PT (2613)	N/A	N	N/A	\$ 36,414.00	vacant				
6/2/2022	Office for the Aging	Meal Site Manager #2 (Warrensburg) 30 hr (1935)	Hill	RS	\$ 26,185.00	\$ 22,301.00	vacant				
6/2/2022	Planning	Assistant County Planner 2 (2603)	N/A	N	N/A	\$ 63,711.00	vacant				
6/2/2022	Probation	Administrative Secretary (2717)	Rodriguez	RS	\$ 56,910.00	\$ 44,913.00	6/27/2022	Clarke	\$ 44,913.00	\$ -	\$ (11,997.00)
6/2/2022	Probation	Probation Assistant (1313)	Clarke	O	\$ 38,326.00	\$ 36,414.00	vacant				

2022 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cmte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
6/2/2022	Public Defender	Coordinating Assistant Public Defender (2588)	DiPresso	RS	\$ 81,618.00	\$ 81,618.00	9/12/2022	Komon	\$ 81,618.00	\$ -	\$ -
6/2/2022	Public Defender	Legal Clerk (2577)	Plumley	RS	\$ 34,282.00	\$ 33,076.00	vacant			\$ -	
6/2/2022	Public Works	Highway Construction Supervisor # 2 (2391)	Harrington	RT	\$ 51,975.00	\$ 42,069.00	6/20/2022	Converse	\$ 49,138.00	\$ 7,069.00	\$ (2,837.00)
6/2/2022	Social Services	Case Manager/Foster Care Home-Finder (2720)	N/A	N	N/A	\$ 44,384.00	6/20/2022	Durose	\$ 55,602.00	\$ 11,218.00	\$ -
6/2/2022	Social Services	Caseworker # 23 (1672)	Williams	RS	\$ 48,472.00	\$ 47,023.00	6/27/2022	Petteys	\$ 47,023.00	\$ -	\$ (1,449.00)
6/2/2022	Social Services	Intake Clerk # 1 (1723)	Parker	O	\$ 40,308.00	\$ 31,789.00	7/5/2022	Hymy	\$ 31,789.00	\$ -	\$ (8,519.00)
6/2/2022	Social Services	Intake Clerk # 7 (2406)	Monahan	RS	\$ 32,416.00	\$ 31,789.00	6/20/2022	Hamelin	\$ 31,789.00	\$ -	\$ (627.00)
6/2/2022	Veterans' Services	Van Driver # 1 (Reg P/T) (2189)	Cooke	O	14.2958/hr	14.295/hr	7/18/2022	Taft	14.2958/hr	\$ -	\$ -
6/2/2022	Veterans' Services	Van Driver # 5 Per-Diem (2518)	Cooke	O	14.2958/hr	14.295/hr	vacant			\$ -	\$ -
6/30/2022	Countryside	Institutional Aide # 18 (2629)	Semon	O	\$ 14,801.00	\$ 30,373.00	6/21/2022	McCane	\$15,186.00	\$ (15,187.00)	\$ 385.00
6/30/2022	County Attorney	3rd Assistant County Attorney (2721)	N/A	N	N/A	\$ 65,295.00	9/12/2022	Briggs	\$71,015.00	\$ 5,720.00	\$ -
6/30/2022	County Clerk	Legal Recording Clerk #3 (2723)	N/A	N	N/A	\$ 36,414.00	7/18/2022	Bowen	\$36,414.00	\$ -	\$ -
6/30/2022	DPW	Director of Parks & Recreation (1185)	Benway	RT	\$ 80,591.00	\$ 71,585.00	8/19/2022	Moore	\$77,305.00	\$ 5,720.00	\$ (3,286.00)
6/30/2022	DPW	MEO (L) # 13 (1263)	Riffle	RS	\$ 36,414.00	\$ 36,414.00	vacant			\$ -	\$ -
6/30/2022	DPW	MEO (L) # 28 (2320)	Sector	RS	\$ 37,678.00	\$ 36,414.00	10/11/2022	Hitchcock	\$42,134.00	\$ 5,720.00	\$ 4,456.00
6/30/2022	Health Services	Infant Feeding Advocate-Part Time (2081)	Langworthy	O	\$ 14,013.00	\$ 15,186.00	7/26/2022	Collums	\$15,186.00	\$ -	\$ 1,173.00
6/30/2022	Health Services	PHN #35 (2250)	Swan	O	\$ 54,286.00	\$ 55,070.00	vacant				
6/30/2022	Health Services	PHN #8 (1546)	McAvey	O	\$ 65,571.00	\$ 55,070.00	vacant				
6/30/2022	Health Services	RPN # 10 (1600)	Frasier	O	\$ 65,689.00	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN # 11 (2548)	Allocco	O	\$ 60,013.00	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN # 40 (2624)	N/A	O	N/A	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN # 42 (2701)	N/A	O	N/A	\$ 51,502.00	vacant				
6/30/2022	Health Services	Senior Account Clerk # 1 (1538)	DeCesare	O	\$ 43,536.00	\$ 36,414.00	vacant				
6/30/2022	Health Services	Senior Account Clerk # 2 (2339)	Baker	O	\$ 46,056.20	\$ 36,414.00	vacant				
6/30/2022	Planning	Assistant County Planner 2 (2603)	N/A	N	N/A	\$ 63,711.00	vacant				
6/30/2022	Public Defender	Legal Clerk # III (2722)	N/A	N	N/A	\$ 40,784.00	7/18/2022	Ringler	\$51,018.00	\$ 10,234.00	\$ -
6/30/2022	Social Services	Intake Clerk # 8 (2660)	Dashnaw	PR	\$ 31,789.00	\$ 31,789.00	7/18/2022	Wick	\$31,789.00	\$ -	\$ -
7/29/2022	Buildings & Grounds	Cleaner #6 (2143)	Klemple	O	\$ 29,735.00	\$ 29,735.00	8/29/2022	Powell	\$35,455.00	\$ 5,720.00	\$ 5,720.00
7/29/2022	DPW	MEO (M) #1 (1245)	Converse	PR	\$ 45,880.00	\$ 39,246.00	vacant			\$ -	\$ (45,880.00)
7/29/2022	Information Technology	Computer Help Desk Tech II - Temp (2725)	N/A	N	N/A	\$25,717/hr	9/14/2022	Povie	25,717/hr	\$ -	\$ -
7/29/2022	Social Services	Principal Account Clerk #4 (2724)	N/A	N	N/A	\$ 40,784.00	9/19/2022	Fuller	\$46,504.00	\$ 5,720.00	\$ -
9/1/2022	County Clerk	MV Lic/Reg Clerk #10 (1117)	Bruno	RS	\$ 44,928.00	\$ 43,638.00	vacant			\$ -	\$ -
9/1/2022	County Clerk	MV Lic/Reg Clerk #8 (1122)	Conway	PR	\$ 47,263.00	\$ 43,638.00	10/17/2022	Bombard	\$43,638.00	\$ -	\$ (3,625.00)
9/1/2022	DPW	HEO #1 (1236)	Abrahams	RM	\$ 57,239.00	\$ 46,504.00	vacant			\$ -	\$ -
9/1/2022	Employment & Training	Student to Careers Development Specialist (2729)	N/A	N	N/A	\$ 50,104.00	vacant			\$ -	\$ -
9/1/2022	Office for the Aging	Meal Site Cook # 10 (1944)	Allen	RS	\$ 23,207.00	\$ 22,159.00	9/2/2022	Mann	\$22,159.00	\$ -	\$ (1,048.00)
9/1/2022	Social Services	Caseworker # 16 (1670)	Lehrer	O	\$ 60,567.00	\$ 52,743.00	9/12/2022	Sexton	\$52,743.00	\$ -	\$ (7,824.00)
9/1/2022	Social Services	Senior Caseworker # 2 (1645)	Berry	RS	\$ 67,136.00	\$ 56,104.00	9/12/2022	Rowell	\$59,424.00	\$ 3,320.00	\$ (7,712.00)
9/1/2022	Social Services	Senior Caseworker # 4 (1657)	Montanye	RS	\$ 64,444.00	\$ 56,104.00	9/12/2022	Norton	\$58,512.00	\$ 2,408.00	\$ (5,932.00)
9/1/2022	Social Services	Social Services Investigator # 2 (1758)	Burlingame	RS	\$ 54,116.00	\$ 47,145.00	10/10/2022	Biele	\$54,116.00	\$ 6,971.00	\$ -
9/1/2022	Social Services	Social Welfare Examiner # 17 (1722)	Gonnely	RT	\$ 48,263.00	\$ 43,638.00	9/12/2022	Lehrer	\$50,068.00	\$ 6,430.00	\$ 1,805.00
9/1/2022	Social Services	Social Welfare Examiner # 9 (1634)	Moore	PR	\$ 38,215.00	\$ 43,638.00	vacant			\$ -	\$ -
10/6/2022	Countryside	Institutional Aide # 3 (2217)	Hill	RS	\$ 36,093.00	\$ 36,093.00	vacant			\$ -	\$ -
10/6/2022	District Attorney	Legal Clerk II (2667)	Caivano	O	\$ 44,265.00	\$ 43,638.00	vacant			\$ -	\$ -
10/6/2022	DPW	MEO (M) # 25 (2396)	Duell	RS	\$ 54,491.00	\$ 44,966.00	vacant			\$ -	\$ -
10/6/2022	DPW	MEO (M) #5 (1246)	Bent	RS	\$ 46,281.00	\$ 44,966.00	vacant			\$ -	\$ -
10/6/2022	DPW	MEO (L) # 27 (2256)	Allen	RS	\$ 42,134.00	\$ 42,134.00	vacant			\$ -	\$ -
10/6/2022	Office for the Aging	Meal Site Cook # 4 (1938)	Seitz	O	\$ 31,572.00	\$ 31,581.00	vacant			\$ -	\$ -

2022 - NOTICE OF INTENT TO FILL TRACKING

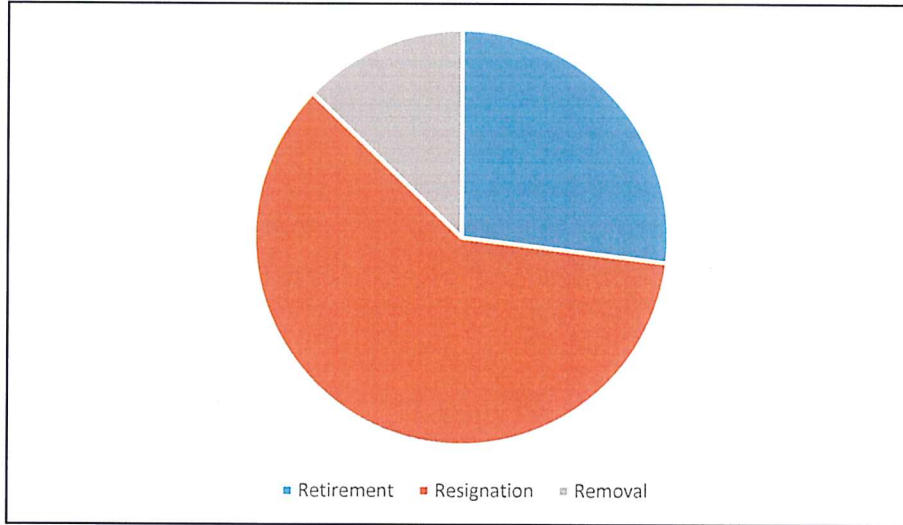
Personnel Cmt./ Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
10/6/2022	Office of Emergency Services	EMS Coordinator (1610)	Guy	RS	\$ 12,441.00	\$ 13,275.00	vacant			\$ -	\$ -
10/6/2022	Social Services	PT Community Service Worker (2465)	Hora	RS	\$ 21,819.00	\$ 43,638.00	vacant			\$ -	\$ -
10/6/2022	Social Services	Senior Caseworker # 5 (2121)	Corbett	O	\$ 67,636.00	\$ 56,104.00	vacant			\$ -	\$ -
10/6/2022	Social Services	Caseworker TBD				\$ 52,743.00				\$ -	\$ -
10/6/2022	Social Services	Intake Clerk # 10 (2689)	Funnye	PR	\$ 34,114.00	\$ 37,509.00	9/6/2022	Johnson	\$37,509.00	\$ -	\$ 3,395.00
									Totals:	\$298,321.00	\$ (222,158.00)

Warren County Department of Human Resources



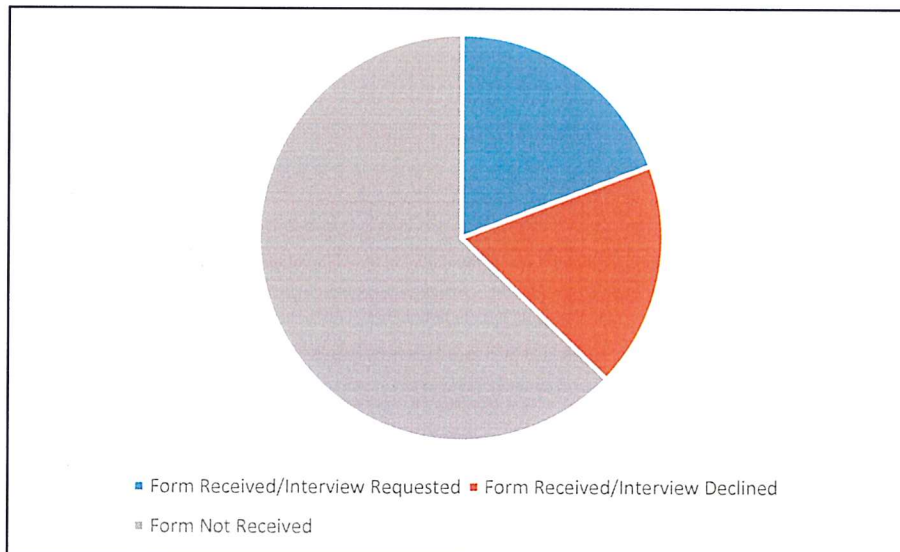
Separations through September 30, 2022

Retirement	21
Resignation	47
Removal	10
Total	78



Exit Interviews through September 30, 2022

Form Received/Interview Requested	15
Form Received/Interview Declined	14
Form Not Received	49



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:

DATE:

(a) Purpose of Request:

(b) Details:

(c) Previous Resolution Number:

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

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3**Request for New Contract**

DEPARTMENT NAME: COUNTY ATTORNEY'S OFFICE

DATE: November 3, 2022

- (a) Is this a Result of a Bid or Request for Proposal? **No. Authorized by County Law § 501 & Warren County Purchasing Policy, Section II, C(1)(e) (Legal Services approved by Finance Committee)**
- (b) Purpose of Contract: **Legal Representation and Consultation in County Labor Matters**
- (c) Name of Contractor: **Bartlett Pontiff Stewart Rhodes P.C.**
- (d) Address of Contractor: **One Washington Place, Glens Falls, New York 12801**
- (e) Contractor's Contact Person and Telephone Number: **J. Lawrence Paltrowitz, (518)792-2117**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **January 1, 2023**
- (h) Termination Date of Contract: **December 31, 2023, with option to renew for two (2) additional one-year terms.**
- (i) Payment Provisions: i) lump sum amount
 ii) hourly rate amount **\$200 per hour for principal authority/\$160 per hour for associate attorney/\$125 per hour for paralegal time**
 iii) total amount not to exceed **\$45,000.00 for fixed fee**
 iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **MONTHLY**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **A.1420 440 County Attorney, Legal/Transcript Fees****

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

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3**Request for New Contract**

DEPARTMENT NAME: COUNTY ATTORNEY'S OFFICE

DATE: November 3, 2022

- (a) Is this a Result of a Bid or Request for Proposal? **No. Authorized by County Law § 501 & Warren County Purchasing Policy, Section II, C(1)(e) (Legal Services approved by Finance Committee)**
- (b) Purpose of Contract: **To defend County against Child Victim Act claims filed by Joshua Rouse, Supreme Court Index No. EF2021-69346**
- (c) Name of Contractor: **FitzGerald Morris Baker Firth, P.C.**
- (d) Address of Contractor: **68 Warren Street, Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number: **Kyle Fish (518)745-1400**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **November 21, 2022**
- (h) Termination Date of Contract: **Conclusion of lawsuit before Supreme Court, excluding any and all appeals.**
- (i) Payment Provisions: i) lump sum amount
 ii) hourly rate amount **\$200/hour for all attorneys. \$75 per hour paralegals.**
 iii) total amount not to exceed **\$25,000.00 absent further Board approval.**
 iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Monthly and/or quarterly**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A.1420 440 County Attorney, Legal/Transcript Fees**

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

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: COUNTY ATTORNEY'S OFFICE

DATE: 11/3/22

- (a) Purpose of Request: **Authorization for the Chairman to sign settlement documents and to appropriate funds to pay Seven Thousand Five Hundred and 00/100 DOLLARS (\$7,500) to Forest Enterprises Management, Inc. to settle all remaining claims between the parties related to additional allowances sought under section 701 of the Eminent Domain Procedure Law, which are now pending before both the Supreme Court (motion to reargue) and by appeal before the Third Appellate Division-Supreme Court, Case No. 535780.**
- (b) Details: **On June 2, 2022, the Honorable Robert J. Muller, J.S.C., filed a Decision and Order ordering the County to pay Forest Enterprises fifty percent (50%) of their demanded attorney fees and appraisal fees and 100% of disbursements and costs incurred during the eight-year litigation process which followed the 2015 eminent domain proceedings by the County. This Court award equaled \$103,769.30 and was paid by the County. On November 1, 2022, during Court-ordered mediation, Forest Enterprises reduced their settlement demand from \$33,000.00 down to \$7,500.00, subject to Board of Supervisors approval. The settlement will release all claims by each party and dispose of the pending Supreme Court motion and the appeal.**
- (c) Previous Resolution Number: **394 of 2021 and 355 of 2022**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.5610 419 Airport (DPW), Settlements**

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

* as listed in budget and LOGOS

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 OF SUPERVISORS

DATE: NOVEMBER 3, 2022

- (a) Purpose of Request:
Appropriation of funds to cover the estimated cost of autopsies for the remainder of 2022
- (b) Details:
Appropriation of funds in the amount of \$60,000 to Budget Code A.1185 435, Coroners & Medical Examiners, Medical Fees
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
General Fund Unappropriated Fund Balance (A.909)

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

* as listed in budget and LOGOS

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

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 10/24/2022

- (a) Employee Name, Title and Employee No.:
Coordinating Attorney (FT)
- (b) Current Annual **Base** Salary (and Grade if Applicable):
\$97,310
- (c) Former Annual **Base** Salary (and Grade if Applicable):
\$81,618
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
11/7/2022
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?
List Budget Code (with title), Object Code (with title), and Amount:
A.1171 4202 110 (Public Defender/Hurrell-Harring/Salaries - Regular
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded within the current budget:
- (g) Is there expected revenue from this position? YES NO
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:
To raise the salary of the Coordinating Attorney (FT) in line with their level of experience and based on the initial funding amounts for this position.

RESOLUTION REQUEST FORM NO. 11**Request to Create New Position**DEPARTMENT NAME: **Information Technology**DATE: **October 2022**

- (a) Title of Requested Position: **Programmer I**
- (b) Annual Base Salary (and Grade if Applicable): **\$65,942, grade 11, 5th increment**
- (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):
Computer Programmer II, grade 13, 4th increment, \$65,695
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.1680 110
- (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: Information Technology Payroll Dept. No: A.1680 110
Title of Position: Programmer I Base Salary of Position: \$65,942 Grade: OOU 11-15
Filling at Step # (If Known):
Budget code and title: A.1680 110-Salaries Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13097/LaLuna Date of Vacancy: 10/23/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
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 10-22-22

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 Thomas Date 10/13/22

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 10-25-22

PROGRAMMER I

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level position in the Programmer series. An employee in this class assists higher level programmers with assigned duties in the areas of 1) data gathering and analysis of method and procedures, 2) design recommendations in the form of user proposals, operational instructions and computer program specifications and 3) implementation and support involving systems testing, user training and special projects. The work is performed under the direct supervision of a higher level Programmer. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in design logic sequences for individual programs or program sequences;
 Assists in analyzing the flow of information between the data center and the various units participating in the data processing system;
 Assists in program design;
 Assists in the organization and preparation of program documentation;
 Assists in the Collection of information from departments requesting computer support to determine current operations and analyze requirements
 Operates computer and related peripheral equipment as assigned;
 Creates and maintains a variety of records and reports relating to programming;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of computer programming and the capabilities and use of data processing equipment;
 Working knowledge of the principles and practices of systems analysis as applied to computer programming;
 Working knowledge of office terminology and procedures;
 Ability to operate a wide variety of data processing equipment and software;
 Ability to follow moderately complex oral and written instructions;
 Ability to learn new computer systems;
 Ability to create and modify computer programs;
 Ability to establish and maintain effective working relationships with others;
 Ability to perform close, detail work involving considerable visual effort and concentration;
 Physical condition commensurate with the job

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

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in computer science, computer programming, systems analysis, database management or closely related field; OR
- B) Two (2) years of full-time paid experience (or its part-time equivalent) in computer programming or in the analysis and design of computer based information systems.

WCCS Adopted: 3/13/17
 JC: Competitive

Warren County Board of Supervisors

RESOLUTION NO. 96 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, GERAGHTY, DRISCOLL, CONOVER AND
MAGOWAN

APPROVING THE REMOTE WORK AGREEMENT

WHEREAS, the Warren County Human Resources Director has presented a Remote Work Agreement which the Personnel, Administration & Higher Education Committee has reviewed and approved and is submitted herewith to the Board of Supervisors, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves the Remote Work Agreement as attached hereto to be effective March 22, 2021.

RESOLUTION No. 96 OF 2021

PAGE 2 OF 7

**WARREN COUNTY REMOTE WORK POLICY****Purpose and Intent**

Warren County employees must provide services that the community expects and is reliant upon. In order to continue operations, the intent is for employees to work at their regular worksites. However, when working onsite is not possible, and job duties and technology allow, County employees, except for those in the Sheriff's office, may work remotely or telework in accordance with the provisions of this Policy. This Policy is subject to the provisions of the Collective Bargaining Agreement with CSEA for all bargaining unit employees who work remotely or telework.

Working remotely is a temporary arrangement that may be appropriate for some employees and/or jobs and not others. This determination will be made exclusively by Warren County.

Working remotely is not an entitlement, and in no way changes the terms and conditions of employment with the County. Additionally, working remotely does not change the essential job duties and responsibilities of an employee's position.

Existing remote work arrangements that are in place as a result of the Covid-19 pandemic may continue through the pandemic at the discretion of the County, Department Head and IT department.

These guidelines outline best practices specific to remote work, including eligibility, pay, hours worked and information regarding reasonable accommodations that may be different from accommodations under the Americans with Disabilities Act (ADA), currently in place in some County Departments.

Requests

All requests for remote work must be made to the Department Head using the Remote Work Arrangement Request. Requests and considerations for remote work will be at the discretion of the Department Head, with approval to be issued in writing. Approval for remote work by Department Heads will also be at the discretion of the County Administrator, with any approval to be issued in writing. In a Department Heads request for remote work approval, the Department Head must ensure that one or more employees will be available onsite while the Department Head is working remotely.

Any remote work assignment will be evaluated as frequently as the Department Head/County believes is necessary and may be immediately discontinued at any time by the Department Head/County.

Where the request to work remotely is a request for a reasonable accommodation, the Department Head must notify Human Resources immediately to begin the usual interactive process of assessing the accommodation.

Priorities & Essential Work

The employee and supervisor will evaluate the responsibilities and priorities of the position, considering customer/client/collaborator impact and feasibility of completing some or all duties remotely.

The business of the County will take precedence over remote work days. Employees need to immediately report to their supervisor or Department Head if they do not have enough work available to fill their regular work day to receive further instruction. Employees may, at the discretion of their immediate supervisor or Department Head, be called to report to their normal worksite to meet workload or operational requirements. Employees will not be compensated for travel time or mileage in their commute to or from their worksite if called into work to complete their normal work day.

*RESOLUTION No. 96 OF 2021**PAGE 3 OF 7*

In the event an employee does not have enough work available to fill his/her remote work day, or has demands on his/her time such as child care that make it impossible to work the full work day, the employee must submit only for time actually worked. For all other hours, the employee must utilize appropriate accruals for paid time off.

Technology

County Department Heads should work with the Warren County IT Department for technology needs allowing the employee to work remotely. In certain circumstances, employees may be provided with a County-issued laptop or other equipment. Equipment and/or service that the County provides to the employee is County property and may be recovered or discontinued at any time and at the sole discretion of Warren County. Personal devices may not be used for remote work.

Employees are required to adhere to all County policies and procedures while using remote access capabilities. Additionally, employees are required to take the necessary steps to keep all equipment and/or service used for remote access in a safe location and avoid any misuse. No one other than the County employee is allowed to access County documents or utilize County equipment. Unauthorized use of County property is strictly prohibited.

Computer and Internet

To work remotely, an internet connection is required. The County will not reimburse the employee for internet or phone expenses incurred. Employees are responsible for following all County practices and policies to maintain security and protect confidentiality on a device.

Home Environment

Supervisors and employees must consider whether the home environment is conducive to remote work. Factors to be considered include the demands of other household members, household construction, appropriate lighting, seating, and other basic conditions. Employees should set expectations with other household members regarding interactions and availability. Remote working is not intended to enable employees to conduct personal or non-County business while on County time.

To ensure that employee performance will not suffer in remote work arrangements, the County requires employees to:

- Choose a quiet and distraction free working space
- Dedicate their full attention to their job duties during working hours
- Adhere to normal break and attendance schedules
- Be accessible to County personnel by phone and/or email within the same timeframes as if employee was working in their regular office setting
- Monitor County voicemail at regular intervals throughout the work day, or forward County extension to the remote work location
- Maintain strict confidentiality of County and/or client information

*RESOLUTION No. 96 OF 2021**PAGE 4 OF 7*

- Adhere to all County policies and procedures as if working from their regular office setting
- Keep non-work related interruptions to a minimum

Hours & Pay

Employees working from home must work the same days and times as they normally would when onsite. Any modification to an employee's normal work hours must be approved in advance using the Remote Work Arrangement Request. County business cannot be accomplished effectively if an employee is not available when he/she is expected to be working.

All employees who work remotely when the County is open will be paid for hours worked at their regular hourly rate of pay. As is regular practice, overtime while working remotely must be approved in writing in advance by the employee's supervisor or Department Head. Employees authorized to work remotely will utilize the Novatime time keeping system to remotely record their daily punches as if they were working onsite. The "Work from home" reason code must be used to track all hours worked remotely.

Time & Performance

Department Heads must identify and clearly outline a system of how time and performance will be managed. All systems must include methods of regular communication specific to work priorities, deliverables, timelines, etc.

Labor Laws/Agreements and Reimbursement:

Employees are required to take rest and meal breaks per NYS Labor Laws and applicable collective bargaining agreements. The County will not reimburse the employee for the cost of any off-site related expenses and any personal tax implications related to the remote work location shall be the employee's responsibility.

Liability

Workers Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by New York State Workers' Compensation Law. The employee must report any such work-related injuries to their supervisor or Department Head immediately. The employee must allow inspections of the employee's work area(s), home office, or other relevant location to be conducted by the County or its agent if a job-related incident, accident, or injury has occurred. Warren County is not responsible for any loss, damage, destruction to property or for any injury or loss to third persons at the approved remote worksite.

Confidentiality and Non-Disclosure:

During the course of their employment with Warren County, employees acquire knowledge of and/or access to confidential and proprietary information of the County. While employees working remotely are expressly prohibited from disclosing confidential and proprietary information to any unauthorized person, company, or other entity and are prohibited from using any such information for personal gain or profit. Confidential and proprietary information, systems, or data and all items made or compiled by the employee or made available to the employee during any period of remote work shall be and remain exclusive property of the County. Upon cessation of remote work, the employee shall immediately return any such property to the County and no copies thereof may be kept by the employee.

RESOLUTION No. 96 OF 2021

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WARREN COUNTY REMOTE WORK ARRANGEMENT

(Department and Employee Retain a Copy)

Employee Name: _____ Phone (home/work): _____

Department: _____ Position Title: _____

Start Date: _____ End Date: _____

A temporary Remote Work Arrangement is hereby established between Warren County and the above mentioned employee. The purpose of this Arrangement is to clarify the terms and conditions under which the employee will be authorized to participate in this work arrangement as described below. The Remote Work Arrangement is subject to the County’s remote work policy.

1. Remote Work Location (address): _____

2. Remote Work Contact Number(s): _____

3. Will County extension be forwarded? Yes No (If no, voicemail must be checked throughout the work day)

4. Remote Work Schedule - Explain here or complete schedule below:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1							
Week 2							
Week 3							
Week 4							

5. Assigned tasks/projects (include deadline, if applicable). Additional tasks/projects may be assigned as needed:

6. Expectations and Performance Requirements:

7. County Equipment & Serial # Record (if applicable):

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The employee will return all County equipment (e.g., computer, files, programs, etc.) and documents, including all copies of documents, whether on paper or electronic, upon termination of this Remote Work Agreement and/or their employment. If the employee fails to return County equipment or property upon the termination of the remote work arrangement, the County, at its discretion, will take appropriate legal action to recover its property or amounts owed.

It is expressly understood and agreed that this work arrangement does not create or define the terms of any contract of employment, whether expressed or implied.

Purpose and Intent: Warren County employees will still continue to provide services that the community expects and is reliant upon. In order to continue operations, the intent is for employees to work at their regular locations, however when that is not possible, and job duties and technology allows, employees may be able to work remotely.

Terms of Arrangement: This remote work arrangement shall be in effect for a maximum of one (1) month. Continuation and renewal of said Arrangement will be evaluated at the end of the stated Arrangement period.

This Arrangement is subject to the employee satisfying the following conditions on a continuing basis:

- Employee obligations, duties, responsibilities, and terms and conditions of employment are unchanged.
- The employee shall perform all job duties at a satisfactory performance level or above.
- The employee must comply with all County and departmental policies and procedures while working remotely.
- The employee will maintain confidentiality as required by the County, Federal, State, and Local laws.
- The employee will maintain the agreed-upon work schedule and be accessible via telephone and email during remote working hours.
- The employee will participate in routine work performance evaluations as required.
- The employee shall not conduct any unauthorized external (non-County) work during their remote work schedule.
- The employee will maintain an ergonomically appropriate home office environment.
- Any non-compliance with these terms by the employee may result in modification or termination of the remote work arrangement at any time.

Hours of Work and Compensation: The employee agrees to be responsible for maintaining the agreed upon hours of work and is required to punch in/out as usual using Novatime. Employee pay rates and accrual of leave time benefits remain unchanged and in accordance with the terms of this Arrangement. The employee will be compensated for all authorized hours during which work is performed. Employees must get advance written authorization for any hours worked outside of or beyond their normal work schedule. Employees are required to take rest and meal breaks per NYS Labor Laws and the applicable Collective Bargaining Agreement. The County will not reimburse the employee for the cost of any off-site related expenses and any personal tax implications related to the remote work location shall be the employee's responsibility.

The employee understands and agrees that periodically they may have to commute to the County offices, or other locations, for various business reasons. In cases of system outages, technology problems, or other issues that cannot be immediately addressed, or at their supervisor's request, the Employee agrees to work from the office as directed by the Employee's supervisor or use their accrued benefit time.

The employee is required to complete the County's time and attendance procedures each pay period and accurately record and report as outlined in the Remote Work Policy. All overtime worked must be authorized, in writing,

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advance by the Employee’s supervisor. If prior written authorization is not possible, due to emergency circumstances, the Employee understands that they must notify their supervisor as soon as possible thereafter.

The employee understands that falsifying or tampering with the recording of time worked may result in disciplinary action up to and including termination of employment, in accordance with applicable Civil Service Laws and/or the applicable Collective Bargaining Agreement.

Liability: Workers Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by New York State Workers’ Compensation Law. The Employee must report any such work-related injuries to their supervisor or department head immediately. The Employee must allow inspections of the Employee’s work area(s), home office, or other relevant location to be conducted by the County or its agent if a job-related incident, accident, or injury has occurred. Warren County is not responsible for any loss, damage, destruction to property or for any injury or loss to third persons at the approved remote work site.

Confidentiality and Non-Disclosure: During the course of his/her employment with Warren County, the aforementioned Employee has gained knowledge of and/or access to confidential and proprietary information. By the execution of this Arrangement, the Employee understands that he/she is expressly prohibited from disclosing to any unauthorized person, company, or other entity any such information and is prohibited from using any such information for personal gain or profit. The Employee understands that confidential information, systems, or data and all items made or compiled by the Employee or made available to the Employee during any period of employment shall be and remain exclusive property of the County. Upon cessation of teleworking, the Employee shall immediately return any such property to the County and no copies thereof may be kept by the Employee.

Arrangement Acknowledgment: I have read and understand this Arrangement and all its provisions. By signing below, I agree to be bound by all terms and conditions within this Arrangement and the County Remote Work Policy. I understand it is my responsibility to make the remote work arrangement a success, and that failure to adhere to the provisions set forth may have adverse effects on my employment, and may result in the immediate termination of the opportunity to participate in the remote work arrangement, and could result in disciplinary action in accordance with applicable Civil Service Laws and /or the applicable Collective Bargaining Agreement.

Employee Signature: _____ Date: _____

Department Head/Supervisor Signature: _____ Date: _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW.HEALTH & HUMAN SERVICES BUILDING Payroll Dept. No: 19.13
Title of Position: Cleaner #6 Base Salary of Position: \$35455 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1624 GENERAL.HEALTH AND HUMAN SERVICES Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: #13717/POWELL Date of Vacancy: 10/08/2022
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. 10/18/22

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 10-17-22

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 10/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities
[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 Daniel F. Brown Date 10/25/22

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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

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: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (L) #2 Base Salary of Position: 42,134 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) #2 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13715/Neel Date of Vacancy: 10/11/2022
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 10-19-22

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 10/21/22

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 10-25-22

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.

TYPICAL WORK ACTIVITIES: (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, ABILITIES AND ATTRIBUTES:

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 (1) 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: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (M) #9 Base Salary of Position: \$44966 Grade: 9
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (M) #9 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 10070/Monroe Date of Vacancy: 03/26/2022
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 10-19-2022

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 10/21/22

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 10-25-22

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.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a ten-wheel truck in connection with the hauling of material for road construction and repair;
Operates front end loader, roller or 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, ABILITIES AND ATTRIBUTES:

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.

MINIMUM QUALIFICATIONS:

One (1) 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

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Information Technology Payroll Dept. No: A.1680 110
 Title of Position: Computer Help Desk Tech I Base Salary of Position: \$57,757 Grade: 9 OOU-I4
 Filling at Step # (If Known): _____
 Budget code and title: A.1680 110-Salaries Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 13098/Brownell Date of Vacancy: TBD
 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. Personnel Officer [Signature] 10/11/22
Human Resources Director has approved this form when initialed. [Signature] 10/11/22

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 10-12-22

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 10/13/22

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 [Signature] Date 10-25-22

COMPUTER HELP DESK TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this title is responsible for providing first line technical assistance and support for information technology users by operating a help desk for an Information Technology Department. A Computer Help Desk Technician is usually the initial contact for technical assistance, and diagnoses and resolves user problems and/or questions related to computer hardware, software, networks and peripheral equipment. An incumbent also creates computer user identification names and passwords, performs basic computer operations such as querying a database and printing reports and provides user training. The work is performed under the direct supervision of a higher-level supervisor. The incumbent exercises no supervision.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a help desk and assists end users including diagnosing and resolving problems with computer hardware, software, networks or peripheral equipment and/or referring to appropriate staff for additional support;
 Creates and maintains a computerized log of help desk calls received and actions taken;
 Places service calls to appropriate vendors for repair of computer hardware, software, network or peripheral equipment;
 Maintains and manages communication links via phone lines; routers, modems and digital communication links, diagnosing and resolving problems as necessary;
 Sets up user local area network accounts and access rights;
 Documents/monitors licensing information and application information;
 Creates and maintains a computer database of end-user's identification names and passwords for users and Information Technology Department information;
 Maintains hard copies of end user profile applications and authorized signatures;
 Queries databases and creates and prints reports as needed;
 Conducts technical training or introductory orientation on the use of hardware, software and computer peripheral equipment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

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

MINIMUM QUALIFICATIONS:

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

- A) Associate's Degree or higher in Computer Science, Computer Technology, Information Technology or a closely related field; OR
- B) Two (2) years of full-time paid experience, or its part-time paid equivalent, as a computer support specialist, network support specialist, microcomputer technician or equivalent position providing technical desktop computer and/or network support, or
- C) An equivalent combination of education and experience as defined by (1) and (2) above.

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Mental Health/Office of Community Services Payroll Dept. No: 39.00/A.4310
Title of Position: Deputy Director-Clinical (COMMUNITY MENTAL HEALTH) Base Salary of Position: \$69,431 Grade: 14
Filling at Step # (If Known):
Budget code and title: A.4310-110 Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 10484/ Coult Date of Vacancy: 01/02/2023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 11 % State 32 % Other 50 % Washington County

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: 10/19/22

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 10-19-22

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 10/21/22

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 Date 10/24/22

DEPUTY DIRECTOR-CLINICAL (COMMUNITY MENTAL HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for developing and coordinating mental health community services programs to provide a Single Point of Entry for adults with mental illness in need of residential and case management services and a Single Point of Accountability for high risk children, youth and families in need of case management or other children's services. In addition, the position involves responsibility to coordinate the Assisted Outpatient Treatment (AOT) Program, a program for individuals receiving treatment plans under court order. The work involves responsibility for coordinating and managing access to services provided to individuals and monitoring the utilization of services provided to individuals. The incumbent does not provide direct treatment services but is responsible for the oversight of AOT related services being provided by an Intensive Case Management Team. The work is performed under the general direction of the Director of Community Mental Health Services. Leeway is allowed for exercise of independent judgment in carrying out details of the work. Does related work as required

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Develops a single point of entry for residential and case management services for adults, through a triage process that prioritizes access to services using standardized referral information;
- Develops screening and intake processes to identify target population and need for services;
- Identifies and addresses individual service needs by ensuring a comprehensive functional assessment and individualized service plans are developed for each identified high need child and family or individual;
- Ensures that individuals referred for service will be matched to appropriate levels of services based upon the identified individual needs;
- Develops referral process and investigative structures to track down relevant history and documentation from various facilities to determine individual's eligibility for the Assisted Outpatient Treatment Program or related services;
- Monitors service plans of individuals and periodically reassesses the individual's need for a particular level of care or service;
- Develops and maintains information and contacts regarding all available community resources;
- Collects information, prepares and maintains written and statistical computerized data and reports, including a monitoring system to track client treatment compliance and outcomes;
- Consults with Director of Community Services and ICM Coordinator regarding new AOT referrals, status of individuals receiving court ordered treatment or voluntarily accepted services, and presents these to the High Needs Review Team;
- Conducts community and provider education regarding AOT, Single Point of Entry, and Single Point of Accountability;
- Assists in the development of a comprehensive network of service providers to deliver an array of medical, self-help, social, supportive and rehabilitative services;
- Coordinates and participates in collaborative meetings to promote integration across systems and to develop a coordinated effort between the various agencies and systems involved with high-risk/high-need adults, children and families referred for services;
- Assists the Director in the identification, planning, development and implementation of new and expanded programs;
- Responds to crisis calls or inquiries from individuals, families, social services, police and other community agencies and develops a plan, in consultation with the Director, for appropriate response to ensure the safety and well being of individuals and the community;
- Prepares and submits all required reports to the New York State Office of Mental Health;
- Maintains an up-to-date knowledge of mental health services and related issues by keeping abreast of current literature, journals and information from the New York State Office of Mental Health.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of community mental health services programs;
 Thorough knowledge of the fundamental principles and practices, terminology and treatment methods related to mental health assessment and treatment;
 Good knowledge of long- and short-term objectives and priorities of a mental health services system;
 Ability to develop screening and assessment processes for programs;
 Ability to monitor and evaluate program effectiveness;
 Ability to organize and manage a variety of program services;
 Ability to understand and interpret laws, rules and regulations governing local mental health services including assessment and treatment;
 Ability to communicate effectively both orally and in writing;
 Ability to organize and maintain records and files;
 Ability to prepare and maintain program records and reports;
 Ability to establish cooperative relations with the public and staff in other governmental and private agencies;
 Ability to carry out oral and written directions.

MINIMUM QUALIFICATIONS:

Master's degree in social work, nursing, psychology or rehabilitation counseling, and four (4) years of experience providing direct patient services or in the administration of a community or state mental health program or facility and current Clinical standards that include at least one (1) of the following:

- A) Certification and registration in New York State as a Certified Social Worker, OR
- B) Licensure and registration in New York State as a Registered Nurse, OR;
- C) Licensure and registration in New York State as a Psychologist, OR
- D) Certification by the Commission on Rehabilitation Counselor Certification as a Certified Rehabilitation Counselor.

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Mental Health/Office of Community Services Payroll Dept. No: 39.00/A.4310
Title of Position: Children and Youth SPOA Coordinator Base Salary of Position: \$65,824 Grade: 13
Filling at Step # (If Known):
Budget code and title: A.4310-110 Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12885/ Wright Date of Vacancy: 01/02/2023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 11 % State 32 % Other 50 % Washington County

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 10-19-22

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 10/21/22

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 Date 10/24/22

CHILDREN AND YOUTH SPOA COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position in the Office of Community Services for Warren and Washington Counties ("Community Mental Health") with responsibility for overall direction and oversight of the Single Point of Access ("SPOA") process for children and youth residing in either of the jurisdictional counties. The incumbent serves as the primary Community Mental Health contact for children and youth mental health service system issues. Duties also include acting as clinical liaison to provider agencies and other entities/systems (with child welfare, juvenile justice, and special education). Provision of advocacy will occur at the local, regional and state levels. The incumbent works under the general direction of a higher level administrator with leeway to allow for the exercise of independent judgment. Supervision may be exercised over clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assures access to care, performing evidence based screening/assessment tools to determine level of need and level of care for services in the network;
 Meets with child/youth and family to determine needs and concerns;
 Assists children, youth and families in navigating a developing system of managed care service delivery;
 Makes referrals to children's health homes and HCBS waiver services;
 Performs initial service planning;
 Complete data entry to secure data bases and web portals as directed by State and/ or regulatory agencies;
 Facilitates and/or attends individual care planning meetings for identified children and youth;
 Participates in county based, regional and state planning meetings;
 Provides utilization review of services as needed/required;
 Tracks data related to performance and quality of services provided to children and youth in the county;
 Attends cross system meetings in the county;
 Tracks utilization of services and provides gap analysis of the service network;
 Acts as liaison with local and state operated inpatient facilities serving Warren and Washington County youth;
 Does related duties as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of current standards, practices and procedures involved in the delivery of children/youth mental health services;
 Thorough knowledge of current standards, practices and procedures relating to relevant treatment and current clinical practices and processes;
 Thorough knowledge of Federal, State and local laws relating to SPOA process as relates to youth;
 Good knowledge of cross system dynamics, regulations and barriers to care;
 Ability to negotiate and navigate systems;
 Ability to develop person centered service plans and respect the desires and needs of children, youth and families referred;
 Ability to analyze complex problems and triage based upon risk;
 Strong problem-solving skills and comfort in navigating newly developed system and service matrix;
 Ability to prepare complex written reports;
 Good judgment, dependability and physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Master's Degree in Psychology, Social Work, or related Human Services field **and** two (2) years of experience involving delivery of children's mental health services and/or treatment, or
- B) Bachelor's Degree in Psychology, Social Work, or related Human Services field **and** four (4) years of experience involving delivery of children's mental health services and/or treatment.

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker #6 Base Salary of Position: \$52,743 Grade: 16
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 13628/Green Date of Vacancy: 10/17/22
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50% [checked] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[checked] 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. 10/14/22

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 10-14-2022

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 10/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

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

Ranking Committee Member Signature Bennett Dussault Date 10/24/22

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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

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

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee

SPECIAL REQUIREMENTS:

- A) Incumbent must be available to assume after-hours Protective Casework assignments as required. Assignments may be weeknights, weekends and holidays.
- B) 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.