

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE  
AGENDA  
DECEMBER 1, 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.

C) Request to authorize an extension of the contract with Ascentis (formerly Novatime Technology, Inc.) for a term commencing January 1, 2023 and terminating December 31, 2023.

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

A) Request to fill the vacant position of Legal Office Coordinator, Annual Salary \$60,064, due to creation in the 2023 County Budget.

B) Request to authorize a contract with Roemer Wallens Gold & Mineaux, LLP to defend the County against federal employment law litigation and claims alleging violation of Americans with Disability Act. *Lawsuit claims filed by Kathleen Innis, Federal District Court-Northern District of New York, Docket No. 1:22-cv-00641-BKS, filed July 26, 2022, as the hourly rate of \$270.00 per hour in an amount not to exceed \$20,000.00 and a term that will expire upon completion of the legal representation. The legal representation does not include any appellate work. Federal employment law litigation and claims involving Americans with Disability Act are a specialized field of legal practice which requires outside counsel to assume the defense for the County of Warren.*

C) Request for an executive session, pursuant to Public Officers Law 105(1)(d). *[Discussions regarding proposed, pending or current litigation]; and 108(3) [Any matter made confidential by federal or state law-attorney client privileged communications].*

4) Referral from the Health Services Committee (Chaired by Supervisor Frasier):

*Mental Health (Rob York, Director, Office of Community Services) -*

Request to amend the 2023 Table of Organization and Salary Schedule to decrease the salary of the Deputy Director-Clinical from \$81,814 to \$77,446 effective January 4, 2023.

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

Request to amend the Table of Organization and Salary Schedule to decrease the salary of the County Administrator from \$127,308 to \$120,000 effective retroactive to December 12, 2022.

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) Update: It was noted feedback from County Department Heads regarding the policy would be compiled by the County Administrator's Office and presented at a future meeting. (11.03.22)

5) The letters of interest submitted by the four interested candidates to be members of the Warren County Ethics Board would be distributed to the Committee members for review and a future Committee meeting would be scheduled to discuss the matter further. (11.03.22)

6) The challenges of attracting qualified candidates to apply for open competitive positions within the County with the Personnel Officer at the next Committee meeting. (11.03.22)

7) A joint meeting of the Personnel, Administration & Higher Education Committees would be scheduled to discuss the proposed change to the SUNY Adirondack sponsor funding formula. (11.03.22)

**CIVIL SERVICE:** No items this month.

**HUMAN RESOURCES:** No items this month.

**CLERK OF THE BOARD:** No items this month.

**COUNTY ATTORNEY:** No items this month.

*Continued*

**PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE AGENDA**  
**DECEMBER 1, 2022**

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

- Countryside Adult Home**
- Institutional Aide PT #2, *Grade 3, Base Annual Salary \$36,093*, due to resignation.
  - Institutional Aide #3, *Grade 3, Base Annual Salary \$36,093*.
  - Institutional Aide #12, *Grade 3, Base Annual Salary \$36,093*.
  - Institutional Aide #19, *Grade 3, Base Annual Salary \$36,995*, due to creation.
  - Cook #2, *Grade 4, Base Annual Salary \$37,509*.
- DPW**
- MEO (M) #14, *Grade 9, Base Annual Salary \$44,966*.
  - Assistant Naturalist - Temp, *Grade 2, Base Annual Salary \$4,000/\$17,4271*.
  - Building Maint. Mechanic #7, *Grade 15, Base Annual Salary \$54,136*.
- Health Services**
- Public Health Nurse #10, *Grade 22, Base Annual Salary \$62,310*, due to resignation.
  - Registered Professional Nurse #11, *Grade 20, Base Annual Salary \$59,426*, due to resignation.
  - Public Health Nurse #8, *Grade 22, Base Annual Salary \$62,310*, due to resignation.
  - Public Health Nurse #35, *Grade 22, Base Annual Salary \$62,310*, due to resignation.
  - Registered Professional Nurse #42, *Grade 20, Base Annual Salary \$59,426*.
  - Senior Account Clerk #2, *Grade 7, Base Annual Salary \$42,134*, due to resignation.
  - FTE Public Health Assistant, *Grade 10, Base Annual Salary \$47,677*, due to creation.
  - FTE Public Health Program Coordinator, *Grade 18, Base Annual Salary \$57,507*, due to creation.
  - Registered Professional Nurse 24 hrs, *Grade 20, Base Annual Salary \$36,547 prorated*, due to creation.
  - Early Intervention Service Coordinator 30 hrs, *Grade 18, Base Annual Salary \$43,130 prorated*, due to creation.
  - Children w/Special Health Care Needs Program Administrator, *Annual Salary \$81,814*, due to creation.
- Information Technology**
- Computer Help Desk Tech II #3, *Annual Salary \$64,188*, due to creation.
  - Computer Help Desk Tech II #4, *Annual Salary \$65,942*, due to creation.
- Office of Emergency Services**
- Deputy EMS Coordinator (Part-Time), *Annual Salary \$8,223*, due to promotion.
  - 3<sup>rd</sup> Deputy EMS Coordinator (Part-Time), *Annual Salary \$8,223*, due to promotion.
  - 2<sup>nd</sup> Deputy EMS Coordinator (Part-Time), *Annual Salary \$8,223*, due to resignation.
- Parks, Recreation & Railroad**
- Hatchery Aide, *Grade 6, Base Annual Salary \$40,208*, due to resignation.
- Planning & Community Development**
- Director, Planning & Community Development, *Annual Salary \$107,637*, due to resignation.
  - County Planner, *Annual Salary \$81,600*, due to resignation.
- Public Defender**
- 9<sup>th</sup> Assistant Public Defender, *Annual Salary \$77,708*, due to resignation.
- Social Services**
- Assistant Social Services Attorney, *Annual Salary \$71,988*, due to resignation.
  - Community Services Worker/Part-Time, *Grade 8, Base Annual Salary \$43,638*, due to resignation.
  - Sr. Social Welfare Examiner #TBD, *Grade 11, Base Annual Salary \$48,324*, due to promotion.
  - Social Services (Fraud) Investigator #TBD, *Grade 11, Base Annual Salary \$48,324*, due to promotion.
  - Part-Time Social Welfare Examiner, *Grade 6, Base Annual Salary \$41,213*, due to creation.
  - Senior Support Investigator #1, *Grade 11, Base Annual Salary \$48,324*, due to retirement.
- Workforce Development**
- Office Specialist (Part-Time), *Grade 7, Base Annual Salary \$34,550, Not to exceed 32 hours per week*.
  - Employment & Training Counselor II, #2, *Base Annual Salary \$39,186, Not to exceed 32 hours per week* 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	Willey	\$ 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 Cmt./ Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
2/3/2022	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	5/9/20??	Parker	\$ 41,764.00	\$ 8,688.00	\$ 3,000.00
5/5/2022	Social Services	Sr. Account Clerk #4 (1656)	Stoller	O	\$ 42,617.00	\$ 36,414.00	6/20/20??	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 (2399)	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			\$ -	\$ -
7/29/2022	Information Technology	Computer Help Desk Tech II - Temp (2725)	N/A	N	N/A	\$25.7177/hr	9/14/2022	Povie	25.7177/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	11/21/2022	Toll	\$53,376.00	\$ 6,872.00	\$ (3,863.00)
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	11/7/2022	Sexton	\$43,638.00	\$ -	\$ 5,423.00
10/6/2022	Countryside	Institutional Aide # 3 (2217)	Hill	RS	\$ 36,093.00	\$ 36,093.00	11/4/2022	Stemp	\$36,093.00	\$ -	\$ -
10/6/2022	District Attorney	Legal Clerk II (2667)	Caivano	O	\$ 44,265.00	\$ 43,638.00	vacant			\$ (43,638.00)	\$ -
10/6/2022	DPW	MEO (M) # 25 (2396)	Duell	RS	\$ 54,491.00	\$ 44,966.00	vacant			\$ (44,966.00)	\$ -
10/6/2022	DPW	MEO (M) #5 (1246)	Bent	RS	\$ 46,281.00	\$ 44,966.00	vacant			\$ (44,966.00)	\$ -
10/6/2022	DPW	MEO (L) # 27 (2256)	Allen	RS	\$ 42,134.00	\$ 42,134.00	vacant			\$ (42,134.00)	\$ -
10/6/2022	Office for the Aging	Meal Site Cook # 4 (1938)	Seitz	O	\$ 31,572.00	\$ 31,581.00	vacant			\$ (31,581.00)	\$ -

2022 - NOTICE OF INTENT TO FILL TRACKING

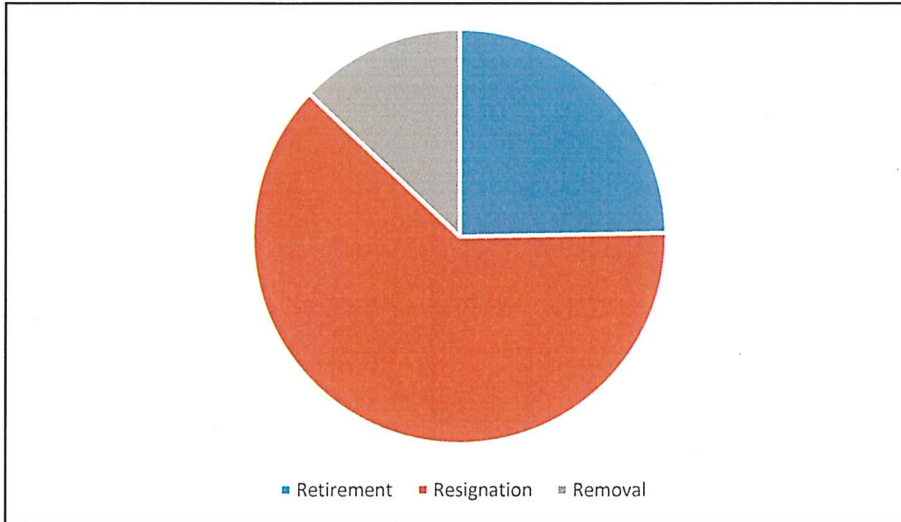
Personnel Cmte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
10/6/2022	Office of Emergency Services	EMS Coordinator (1610)	Guy	RS	\$ 12,441.00	\$ 13,275.00	11/3/2022	Mellon	\$13,275.00	\$ -	\$ 834.00
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	10/24/2022	Holmes	\$64,444.00	\$ 8,340.00	\$ (3,192.00)
10/6/2022	Social Services	Caseworker #21 (1668)	Norton	PR	\$ 55,031.00	\$ 52,743.00	10/31/2022	Molok	\$52,743.00	\$ -	\$ (2,288.00)
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
11/3/2022	Information Technology	Programmer I	N/A	N	N/A	\$ 65,942.00				\$ -	\$ -
11/3/2022	Buildings & Grounds	Cleaner # 6 (2143)	Powell	RS	\$ 35,455.00	\$ 35,455.00	vacant			\$ -	\$ -
11/3/2022	DPW	MEO (L) # 2 (1239)	Neel JR	RS	\$ 42,134.00	\$ 42,134.00	vacant			\$ -	\$ -
11/3/2022	DPW	MEO (M) # 9 (1238)	Monroe	O	\$ 55,491.00	\$ 44,966.00	vacant			\$ -	\$ -
11/3/2022	Information Technology	Computer Help Desk Tech I (1291)	Brownell	PR	\$ 57,757.00	\$ 57,757.00	vacant			\$ -	\$ -
11/3/2022	Office of Community Services	Deputy Director-Clinical (1622)	Coutu	RT	\$ 81,814.00	\$ 69,431.00	vacant			\$ -	\$ -
11/3/2022	Office of Community Services	Children and Youth SPOA Coordinator (2383)	Wright	PR	\$ 71,415.00	\$ 65,824.00	vacant			\$ -	\$ -
11/3/2022	Social Services	Caseworker #6 (1652)	Green	RS	\$ 52,743.00	\$ 52,743.00	11/14/2022	Johnson	\$52,743.00	\$ -	\$ -
									<b>Totals:</b>	<b>\$106,248.00</b>	<b>\$ (179,364.00)</b>

## Warren County Department of Human Resources



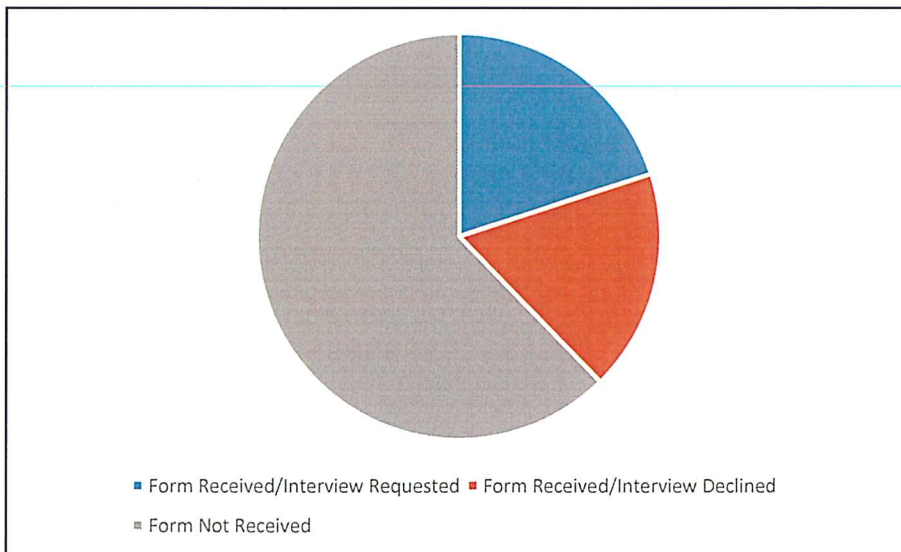
### Separations through October 31, 2022

Retirement	21
Resignation	53
Removal	11
<b>Total</b>	<b>85</b>



### Exit Interviews through October 31, 2022

Form Received/Interview Requested	17
Form Received/Interview Declined	15
Form Not Received	53



**RESOLUTION REQUEST FORM NO. 3*****Request for New Contract*****DEPARTMENT NAME: Human Resources****DATE:**

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **To authorize an extension of a contract for service with Ascentis (formerly Novatime Technology, Inc.)**
- (c) Name of Contractor: **Ascentis**
- (d) Address of Contractor: **11995 Singletree Ln, Ste 400, Eden Prairie, MN 55344**
- (e) Contractor's Contact Person and Telephone Number: **Tim Domaas, Office: (407) 501-6709 x4022**
- (f) Has or will the Contract be provided, if so, please attach: **Yes**
- (g) Commencement Date of Contract: **1/1/23**
- (h) Termination Date of Contract: **12/31/23**
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount **\$2.35 PEPM (per employee/month)**  
iii) total amount not to exceed  
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.1435.470 Human Resources- Contract (approved for Budget Year 2023)****

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. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: County Attorney Payroll Dept. No: A.1420
Title of Position: Legal Office Coordinator Base Salary of Position: \$60,064 Grade: 10.13 non-union
Budget code and title: A.1420 110 Law (County Attorney) Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13263/Turcolte Date of Vacancy: 1/1/23
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 11-22-22

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 E. Thomas Date 12/1/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Personnel, Administration & Higher Education

- 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 Frank E. Thomas Date 12/1/22

## LEGAL OFFICE COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position serves as the principal advisor to the County Attorney concerning the daily non-legal administration activities of the Law Department and as the Law Department's day-to-day liaison with the Chairman of the Board of Supervisors and Department Heads concerning legislative requirements and pending actions; contract drafting, execution, extensions, and coordination; and County and State regulatory compliance. Responsibilities include managing daily non-legal operations for the Law Department to include budgetary, financial, purchasing, records management and office workflow. The employee engages in independent coordination and consultation with and between County Officers, Department Heads, department staff, and the County's vendors. Performance of duties requires the ability to work independently and exercise good judgment regarding the identification and resolution of conflicts which arise between different parties involved in the legislative process and/or contracting process. The work is performed with the highest ethical standards under the general supervision of the County Attorney with wide leeway allowed for independent judgment in accordance with established policies and procedures. Performs other tasks as assigned by County Attorney.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Serves as Law Department liaison between Law Department, other County Departments, and elected leaders.  
 Collects, coordinates and completes draft contracts, amendments, and extension agreements for all County contracts before final attorney review and ensures execution by all parties;  
 Independently identifies key information required for County legislative actions and contractual agreements, ensures vendor compliance with legislative requirements and contractual prerequisites for contract execution and subsequent contract extensions; manages and tracks same;  
 Identifies and communicates with County Department Heads and staff concerning contract provisions before and after committee action, after Board of Supervisors approval, and during drafting of approved contracts;  
 Prepares County legislative documents, to include all resolutions approved through committee process, to include review of prior resolutions involving same subject matter, review of committee meeting recordings, identification of potential issues or conflicts, and initiates discussions with Department Heads and Law Department attorneys to resolve identified issues prior to final attorney review and publication to the public;  
 Prepares budget estimates for future budget years, tracks budget expenses during current year; receives and reviews all vendor invoicing to Law Department and processes for timely payment; manages purchases required for Law Department;  
 Maintains office databases and information concerning all Law Department legal matters;  
 Performs administrative and legal tasks, as required, and at direction of County Attorney.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Thorough knowledge of governmental organization and the County's legislative and administrative processes and techniques; Thorough knowledge of the policies, procedures, programs and objectives of Law Department; Thorough knowledge of modern law office best practices, workflows, practice management software application and use; knowledge of legal forms and legal terminology; Good working knowledge of budgetary process and County financial database; Ability to identify critical operating problems and to formulate and effectively implement realistic solutions for ongoing operations with minimum disruption to Law Department staff; Ability to act independently and carry out complex oral and written instructions; Ability to establish and maintain effective working relationships; Ability to coordinate workflow with staff; Ability to coordinate timely attorney review of legal documents; Ability to maintain and improve office practice management system; Ability to use computer applications such as spreadsheets, word processing, e-mail and database software; Ability to maintain strict confidentiality; Personal attributes include: Integrity, tact, resourcefulness, sound judgment, initiative and sensitivity to others.

MINIMUM QUALIFICATIONS: Either:

Bachelor Degree in Arts, Sciences, Business, Paralegal Studies, or related fields and four years of relevant government or law office employment managing office operations and performing skills similar to the typical work activities; or

Associate's Degree in Arts, Sciences, Business, Paralegal Studies, or related fields and six years of relevant government or law office employment managing office operations and performing skills similar to the typical work activities; or

Graduation from high school or possession of a high school equivalency diploma, and eight years of relevant government or law office employment managing office operations and performing skills similar to the typical work activities.

WC:

DRAFT 8/22

## *RESOLUTION REQUEST FORM NO. 3*

### *Request for New Contract*

DEPARTMENT NAME: COUNTY ATTORNEY'S OFFICE

DATE: December 1, 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 federal employment law litigation and claims alleging violation of Americans with Disability Act. Plaintiff, Kathleen Innis, claims unlawful termination from employment on April 6, 2018 by the County of Warren and her former employer, Correctional Medical Care, Inc., a co-defendant. The lawsuit was filed in the Federal District Court for the Northern District of New York, on July 26, 2022, and assigned case no. 1:22-cv-00641-BKS.**
- (c) Name of Contractor: **Roemer Wallens Gold & Mineaux, LLP**
- (d) Address of Contractor: **13 Columbia Circle, Albany, New York 12203**
- (e) Contractor's Contact Person and Telephone Number: **Earl T. Redding, Esq., 518-464-1300**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **December 16, 2022**
- (h) Termination Date of Contract: **Conclusion of lawsuit before Federal District Court, excluding any and all appeals.**
- (i) Payment Provisions: i) lump sum amount  
 ii) hourly rate amount **\$270/hour,**  
 iii) total amount not to exceed **\$20,000.00 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**

AO 440 (Rev. 06/12) Summons in a Civil Action

UNITED STATES DISTRICT COURT

for the

Northern District of New York

RECEIVED

JUL 26 2022

Warren County Attorney's Office

KATHLEEN A. INNES

Plaintiff(s)

v.

COUNTY OF WARREN, WARREN COUNTY CORRECTIONAL FACILITY, CORRECTIONAL MEDICAL CARE, INC., CMC CORRECTIONAL CARE and CBH MEDICAL, P.C.,

Defendant(s)

Civil Action No. 1:22-cv-641 (BKS/TWD)

SUMMONS IN A CIVIL ACTION

To: (Defendant's name and address) COUNTY OF WARREN Warren County Municipal Center 1340 State Rt. 9 Lake George, NY 12845

RECEIVED WARREN COUNTY CLERKS OFFICE 07/26/2022 10:25 AM

A lawsuit has been filed against you.

Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are: Chaya Gourarie, Esq. Tully Rinckey PLLC 777 Third Ave, 21st. Fl. New York, NY 10017

If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court.

John Domineo Clerk of Court [Seal of the United States District Court for the Northern District of New York]

Date: 06/15/2022

s/ Zach Cortese, Deputy Clerk Signature of Clerk or Deputy Clerk

AO 440 (Rev. 06/12) Summons in a Civil Action (Page 2)

Civil Action No. 1:22-cv-641 (BKS/TWD)

**PROOF OF SERVICE**

*(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))*

This summons for *(name of individual and title, if any)* \_\_\_\_\_  
was received by me on *(date)* \_\_\_\_\_.

I personally served the summons on the individual at *(place)* \_\_\_\_\_  
\_\_\_\_\_ on *(date)* \_\_\_\_\_ ; or

I left the summons at the individual's residence or usual place of abode with *(name)* \_\_\_\_\_  
\_\_\_\_\_, a person of suitable age and discretion who resides there,  
on *(date)* \_\_\_\_\_, and mailed a copy to the individual's last known address; or

I served the summons on *(name of individual)* \_\_\_\_\_, who is  
designated by law to accept service of process on behalf of *(name of organization)* \_\_\_\_\_  
\_\_\_\_\_ on *(date)* \_\_\_\_\_ ; or

I returned the summons unexecuted because \_\_\_\_\_ ; or

Other *(specify)*:

My fees are \$ \_\_\_\_\_ for travel and \$ \_\_\_\_\_ for services, for a total of \$ \_\_\_\_\_ 0.00 .

I declare under penalty of perjury that this information is true.

Date: \_\_\_\_\_

\_\_\_\_\_  
*Server's signature*

\_\_\_\_\_  
*Printed name and title*

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*Server's address*

Additional information regarding attempted service, etc:

**Print**

**Save As...**

**Reset**

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF NEW YORK

-----X  
KATHLEEN A. INNES,

Plaintiff

Docket No. **1:22-cv-641 (BKS/TWD)**

-against-

**COMPLAINT**

COUNTY OF WARREN, WARREN COUNTY  
CORRECTIONAL FACILITY, CORRECTIONAL  
MEDICAL CARE, INC., CMC CORRECTIONAL  
CARE and CBH MEDICAL, P.C.,

**JURY TRIAL DEMANDED**

Defendants.

-----X

KATHLEEN A. INNES (“Plaintiff”), by and through her attorneys, TULLY RINCKEY, PLLC, alleges upon knowledge as to herself and her own actions, and upon information and belief as to all other matters, as follows:

**NATURE OF CASE**

1. This is a civil action by the Plaintiff, seeking redress for the violation of rights guaranteed to her by the Americans with Disabilities Act of 1990 (“ADA”), 42 U.S.C. § 12101 *et seq.*, and for violation of the New York State Human Rights Law (“NYSHRL”), N.Y. Executive Law § 296 *et seq.*

2. Defendants County of Warren, Warren County Correctional Facility (“WCCF”), Correctional Medical Care, Inc. (“CMC”), CMC Correctional Care (“CMC II”) and CBH Medical, P.C. (“CBH”), unlawfully discriminated against Plaintiff due to her disability and subjected her to retaliation for protected activity. Worse still, on April 6, 2018, Defendants terminated Plaintiff’s employment several hours after she returned from the Emergency Room to be treated for a severe allergic reaction. To this day, Defendants have provided no legitimate explanation or justification for Plaintiff’s termination.

3. As a result, Plaintiff seeks equitable and monetary relief under the ADA and the NYSHRL, including, back pay, front pay, compensatory damages for pain and suffering and emotional distress, punitive damages, attorney's fees and such other and further relief to which she is entitled under the law.

#### JURISDICTION AND VENUE

4. This Court has jurisdiction pursuant to 42 U.S.C. § 12117(a), 42 U.S.C. § 2000e-5(f)(3) and 28 U.S.C. §§ 1331 and 1343(3). The supplemental jurisdiction of the Court is invoked pursuant to 28 U.S.C. § 1367 over all state and local law causes of action.

5. Venue is appropriate in this court pursuant to 28 U.S.C. § 1391(b)(ii), as all actions comprising the claims for relief occurred within this judicial district, and pursuant to 28 U.S.C. § 1391(b)(i), as at least one Defendant resides within this judicial district.

#### EXHAUSTION OF ADMINISTRATIVE REMEDIES

6. On or about October 18, 2018, Plaintiff filed a Charge of Discrimination against Defendants with the Equal Opportunity Employment Commission ("EEOC"), EEOC Charge No. 525-2019-00106, alleging violations of the Americans with Disabilities Act of 1990 ("ADA"), 42 U.S.C. § 12101 *et seq.*, and the New York State Human Rights Law ("NYSHRL"), N.Y. Executive Law § 296 *et seq.*

7. On July 27, 2021, the EEOC issued a Letter of Determination finding reasonable cause of discrimination by Defendants based on a violation of the ADA by subjecting Plaintiff to a discriminatory termination.

8. On March 16, 2022, the U.S. Department of Justice issued Plaintiff a Notice of Right to Sue, based on the allegations in the EEOC Charge against Defendant WCCF.

9. On June 9, 2022, the EEOC issued Plaintiff a Notice of Right to Sue based on the allegations in the EEOC Charge against Defendants CMC, CMC II and CBH.

10. This Complaint is being filed within ninety (90) days of the aforementioned Notices of Right to Sue.

11. All conditions precedent to jurisdiction have been complied with and all other administrative prerequisites have been met.

#### **DEMAND FOR A JURY TRIAL**

12. Pursuant to Rule 38(b) of the Federal Rules of Civil Procedure, Plaintiff demands a trial by jury in this action.

#### **PARTIES**

13. At all relevant times herein, Plaintiff was an employee of Defendants and a qualified person with a disability within the three-pronged definition of Title I of the ADA.

14. At all relevant times herein, Plaintiff was and is a resident of the State of New York and is a “person” and an “employee” entitled to protection under the NYSHRL.

#### ***Warren County Correctional Facility (“WCCF”)***

15. Defendant WCCF was and is located at 1400 U.S. 9, Lake George, NY 12845. WCCF provides detention for arrested individuals as ordered by the courts within Warren County.

16. During all relevant times, Plaintiff worked as a social worker for the inmates at WCCF and was employed jointly by WCCF and the CMC Entities (defined below at ¶ 26).

17. At all relevant times, Defendant WCCF was and is an “employer” that “employs” more than 15 “employees” within the meaning of the ADA.

18. At all relevant times, Defendant WCCF was and is an employer that “employs” more than four (4) “employees” within the meaning of the NYSHRL.

19. Upon information and belief, Defendant WCCF, its agents, and personnel controlled the terms and conditions of Plaintiff's employment, to include oversight and direction to Plaintiff since she worked at WCCF premises, on a daily basis.

*County of Warren*

20. Upon information and belief, the County of Warren maintains control over the operations of WCCF, including its practices related to hiring and firing.

21. The County of Warren is located at Warren County Municipal Center, 1340 State Rt. 9 Lake George, NY 12845.

*Correctional Medical Care, Inc. ("CMC"), CMC Correctional Care ("CMC II") and CBH Medical, P.C. ("CBH")*

22. Correctional Medical Care, Inc. ("CMC") operates to provide healthcare and healthcare administrative services to correctional facilities, including WCCF.

23. At all relevant times herein, CMC is foreign business corporation, which is incorporated in Philadelphia, and registered to do business in New York. Its principal office and place of business is located at 980 Harvest Drive, Suite 202, Blue Bell, PA 19422.

24. CMC Correctional Care ("CMC II") is associated with CMC and registered to do business in New York. Its principal office and place of business is located at 980 Harvest Drive, Suite 120, Blue Bell, PA 19422.

25. Upon information and belief, CBH MEDICAL, P.C. ("CBH") is an alter ego and/or successor in interest to CMC and CMC II. Notably, at all relevant times herein, CBH's principal office and place of business located at 980 Harvest Drive, Suite 202, Blue Bell, PA 19422 – which is identical to the address used for CMC.

26. Upon information and belief, CMC, CMC II, and CBH are all united in interest and are functioning as subsidiaries, shells, alter egos, and/or successors of one another. Accordingly, these three entities will be referred to collectively, hereinafter, as “the CMC Entities”

27. At all relevant times herein, the CMC Entities were and are an “employer” that “employs” more than 15 “employees” within the meaning of the ADA.

28. At all relevant times herein, the CMC Entities were and are an “employer” that “employs” more than four (4) “employees” within the meaning of the NYSHRL.

29. Upon information and belief, the CMC Entities and their agents controlled the terms and conditions of Plaintiff’s employment.

#### **FACTUAL BACKGROUND**

30. Plaintiff was employed as a social worker for WCCF and the CMC Entities from February 9, 2017, until April 6, 2018, the day she was unlawfully terminated.

31. Plaintiff suffers from a medical condition which causes occasional but severe allergic reactions.

32. At all relevant times herein, Plaintiff supervisors and colleagues were aware of her medical condition.

33. Plaintiff consistently received positive feedback from her supervisors and colleagues, and performed well on her performance review. In fact, Plaintiff was frequently asked to do extra shifts, due to her competence.

34. While on duty as an employee of WCCF and the CMC Entities, Innes suffered severe allergic reactions on four (4) occasions, the fourth occurring on April 6, 2018, the date of Plaintiff’ unlawful termination.

35. One of Plaintiff's severe allergic reactions occurred on February 22, 2018. On that day, her face swelled but she finished her shift. The following day, February 23, 2018, Plaintiff returned to work as usual. However, Kathy Nichol (LPN), advised her in front of another employee that she was unable to return to work without a doctor's note, and escorted her to the door. Ms. Nichol stated that moving forward, whenever Plaintiff had a severe allergic reaction, she would have to revive a doctor's note before returning to work.

36. That same day, February 23, 2018, Plaintiff called Human Resources and advised them that Ms. Nichol had violated Health Insurance Portability and Accountability Act of 1996 ("HIPAA") by discussing her medical condition in front of a co-worker, and asked that the rules of HIPAA be enforced moving forward.

37. Thereafter, Plaintiff began experiencing discrimination and retaliation as a result of her perceived disability and as a result of her complaint to Human Resources.

***Plaintiff is Unlawfully Discharged Due to Her Disability and Her Request for an Accommodation***

38. On April 6, 2018, Plaintiff had another allergic reaction. The reaction was so severe that Plaintiff was transported from WCCF to the local hospital via ambulance.

39. Plaintiff's request to go to the Emergency Room was a request for a reasonable accommodation related to her disability.

40. Plaintiff returned to work at approximately 12:30 p.m. and provided Ms. Nichol with a doctor's note clearing her for work.

41. However, by 2:00 p.m., Plaintiff was notified that she had been terminated without cause or justification.

42. When Plaintiff attempted to follow-up as to the reason for her termination, she was advised that her "security clearance" had been revoked.

43. Strangely, WCCF alleged that the CMC Entities had revoked Plaintiff's security clearance, but the CMC Entities alleged that WCCF had revoked Plaintiff's security clearance.

44. At no point did Plaintiff engage in any behavior that would warrant revocation of her security clearance, nor was she ever provided the reasons for such alleged revocation.

45. In fact, Plaintiff was terminated for having a disability and for requiring occasional reasonable accommodations for same.

46. As a direct and proximate result of Defendants' unlawful discriminatory and retaliatory conduct in violation of the ADA, and the NYSHRL, Plaintiff has suffered, and continues to suffer, monetary and/or other economic harm, including back pay, front pay and loss of earning capacity, for which she is entitled to an award of damages on each count.

47. As a direct and proximate result of Defendants' unlawful discriminatory and retaliatory conduct in violation of the ADA, and the NYSHRL, Plaintiff has suffered, and continues to suffer, severe mental anguish and emotional distress, including, but not limited to, depression, humiliation, embarrassment, stress and anxiety, loss of self-esteem and self-confidence, and emotional pain and suffering for which she is entitled to an award of damages on each count.

48. With respect to all claims herein and at all relevant times, Defendants acted intentionally, wantonly, egregiously, with malice and reckless indifference to Plaintiff's rights, in violation of the ADA, and the NYSHRL, entitling Plaintiff to an award of punitive damages on each count.

**COUNT I AGAINST DEFENDANTS – VIOLATION OF THE ADA**  
*(Disability Discrimination, Retaliation and Unlawful Discharge)*

49. Plaintiff repeats, reiterates and realleges each and every allegation set forth above with the same force and effect as if more fully set forth herein.

50. The ADA prohibits discrimination in the terms, conditions, and privileges of employment due to an individual's disability.

51. Plaintiff was, at that time and at all times mentioned herein, an employee and a qualified person with a disability as those terms are defined under the ADA.

52. Defendants were aware that Plaintiff suffered from a disability as defined by the ADA.

53. Plaintiff was, at that time and at all times mentioned herein, able to perform the essential functions of her job as a social worker.

54. Plaintiff, due to her disability, was entitled to receive a reasonable accommodation, without discrimination or retaliation for taking same.

55. Plaintiff occasionally needed a reasonable accommodation consisting of a short absence from work, due to a severe allergic reaction.

56. On April 6, 2018, Plaintiff needed a reasonable accommodation consisting of a short absence to be treated for a severe allergic reaction at the Emergency Room. In fact, Plaintiff was ready to resume work *that very same day*, with a doctor's note clearing her for same, by 12:30 p.m.

57. Shockingly, instead of commending Plaintiff for her work ethic, Defendants summarily terminated her employment.

58. Defendants wrongfully terminated Plaintiff as a result of their discriminatory animus.

59. Additionally, Defendant wrongfully terminated Plaintiff in retaliation for her request for a reasonable accommodation, and this was done in blatant violation of the ADA.

60. As a result, Plaintiff has suffered the loss of employment including, wages, health insurance benefits, and retirement and pension benefits. In addition, as a consequence of Defendants' conduct, Plaintiff suffered pain and suffering, mental anguish and humiliation.

**COUNT II AGAINST DEFENDANTS – VIOLATION OF THE NYSHRL**  
*(Disability Discrimination, Retaliation, and Unlawful Discharge)*

61. Plaintiff repeats, reiterates and realleges each and every allegation set forth above with the same force and effect as if more fully set forth herein.

62. The NYSHRL prohibits discrimination in the terms, conditions, and privileges of employment on the basis of an individual's disability.

63. Plaintiff, as described above, was at all times a qualified employee and a person with a disability as those terms are defined under the NYSHRL.

64. Defendants were aware that Plaintiff suffered from a disability as defined by the NYSHRL.

65. Plaintiff was, at that time and at all times mentioned herein, able to perform the essential functions of her job as a social worker.

66. Defendants discriminated against Plaintiff on the basis of Plaintiff's disability in violation of the NYSHRL as stated above and incorporated at length herein.

67. Specifically, on April 6, 2018, Defendants terminated Plaintiff's employment several hours after she went to the Emergency Room to be treated for an allergic reaction.

68. Defendants wrongfully terminated Plaintiff as a result of their discriminatory animus.

69. Additionally, Defendants wrongfully terminated Plaintiff in retaliation for her request for a reasonable accommodation, and this was done in blatant violation of the NYSHRL.

70. As a result of Defendants' unlawful conduct, Plaintiff has suffered the loss of employment including, wages, health insurance benefits and retirement and pension benefits. In addition, as a consequence of Defendants' conduct, Plaintiff suffered pain and suffering, mental anguish and humiliation.

**PRAYER FOR RELIEF**

**WHEREFORE**, Plaintiff Kathleen Innes, demands judgment against Defendants County of Warren, Warren County Correctional Facility, Correctional Medical Care, Inc., CMC Correctional Care and CBH Medical, P.C., as follows:

A. Preliminary and permanent injunctions against Defendants and their officers, owners, agents, successors, employees, representatives, and any and all persons acting in concert with Defendants, from engaging in each of the unlawful practices, policies, customs, and usages set forth herein;

B. A judgment declaring that the practices complained of herein are unlawful and in violation of the ADA, and the NYSHRL;

C. Damages which Plaintiff has sustained as a result of Defendants' conduct, including back pay, front pay, loss of earning capacity, liquidated damages, emotional pain, suffering, inconvenience, mental anguish, loss of enjoyment of life, and for the physical exacerbations and aggravation of the Plaintiff's disability;

D. Punitive damages to the extent authorized by law in an amount commensurate with Defendants' ability and so as to deter future unlawful conduct;

E. Awarding Plaintiff costs and disbursements incurred in connection with this action, including reasonable attorneys' fees, pursuant to 42 U.S.C. § 1988, and other costs;

F. Pre-judgment and post-judgment interest, as provided by law; and

G. Granting Plaintiff other and further relief as this Court finds necessary and proper.

Dated: New York, New York  
June 14, 2022

KATHLEEN A. INNES

By her Attorneys:

  
\_\_\_\_\_  
Chaya M. Gotrarie, Esq.  
Tully Rinckey, PLLC  
777 Third Avenue 21st Floor  
New York, NY 10017  
Phone: (646) 813-2965  
[cgourarie@tullylegal.com](mailto:cgourarie@tullylegal.com)

## *RESOLUTION REQUEST FORM NO. 13*

### *Request to Increase or Decrease Salary of Non-Union Position*

DEPARTMENT NAME: Mental Health/Community Services

DATE: 11/21/2022

- (a) Employee Name, Title and Employee No.:  
**Deputy Director-Clinical (EE 10484 retiring; promote EE 12885)**
- (b) Current Annual Base Salary (and Grade if Applicable):  
**Requesting \$77,446 (OOU G-14, I-5)**
- (c) Former Annual Base Salary (and Grade if Applicable):  
**\$81,814 (OOU G-14, I-15)**
- (d) Effective Date for Salary Change\*:  
*\*Please do not backdate request unless the purpose is to correct an error*  
**1/4/2023**
- (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.4310 110 Salaries**
- (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:  
**Promoting current employee to the Deputy Director-Clinical position, effective 1/4/2023. She is currently at Increment-5. I would like to bring promoted employee in at the Grade 14, Step 5 increment, in recognition of her longevity with Warren County and to provide an increase in salary commensurate with assuming the increased duties associated with the Deputy Director-Clinical position.**

**RESOLUTION REQUEST FORM NO. 13*****Request to Increase or Decrease Salary of Non-Union Position***DEPARTMENT NAME: **County Administrator**DATE: **12/1/2022**

- (a) Employee Name, Title and Employee No.:  
**County Administrator**
- (b) Current Annual **Base** Salary (and Grade if Applicable):  
**To \$120,000**
- (c) Former Annual **Base** Salary (and Grade if Applicable):  
**From \$127,308**
- (d) Effective Date for Salary Change\*:  
*\*Please do not backdate request unless the purpose is to correct an error*  
**12/12/2022**
- (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:
- (f) Is a Budget Transfer needed?  YES  NO  
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds  
If no, please provide details on how the increase will be funded within the current budget:
- 
- (g) Is there expected revenue from this position?  YES  NO  
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:

## RESOLUTION REQUEST FORM NO. 12

Schedule "A"

**NOTICE OF INTENT TO FILL VACANT POSITION**

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

**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00  
 Title of Position: Institutional Aide PT#2 Base Salary of Position: \$36,093 Grade: 3  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: Salarics-PT A6030 130 Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No./Last Name: Rounds/13546 Date of Vacancy: 11/15/2022  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal \_\_\_\_\_ %  State 50 %  Other \_\_\_\_\_ %

**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL**

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other Labor  
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.  
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. 10/21/22  
 Human Resources Director has approved this form when initialed. 11/7/22

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

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

Administrator Signature [Signature] Date 11-15-2022

**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 11/17/22

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee Human Services

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

Ranking Committee Member Signature Bennett P. Ousally Date 11/21/2022

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Institutional Aide #3 Base Salary of Position: \$36,093 Grade: 3
Filling at Step # (If Known):
Budget code and title: Salarics-PT A6030 130 Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [ ] Other [checked]
Employee No./Last Name: Scomon/1340 Date of Vacancy: 6/21/21
Is this position mandated? [checked] Yes [ ] No Is the position reimbursable? [checked] Yes [ ] No
Source of reimbursement: [ ] Federal [ ] % [checked] State 50 [ ] % [ ] Other [ ] %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [checked] Other labor
Actual Impact to Budget Report will be provided monthly by Human Resources Director
Candidate's qualifications must be approved by Personnel Officer prior to hiring. [checked] 11/4/22
Human Resources Director has approved this form when initialed. [initials] 11/4/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy.
Administrator Signature [signature] Date 11-15-2022

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

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 McDermally Date 11/21/2022

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

**NOTICE OF INTENT TO FILL VACANT POSITION**

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

**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00  
 Title of Position: Institutional Aide #12 Base Salary of Position: \$36,093 Grade: 3  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: Salarics-PT A6030 110 Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No./Last Name: Durkin/12969 Date of Vacancy: Anticipated Vacancy 11/28/22  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal \_\_\_\_\_%  State 50%  Other \_\_\_\_\_%

**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL**

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other Senior  
 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. 11/10/22  
 Human Resources Director has approved this form when initialed. 11/10/22

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

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

Administrator Signature: [Signature] Date 11-15-2022

**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 11/17/22

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

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

Ranking Committee Member Signature Bennet P. Dussall Date 11/21/2022

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Institutional Aide #19 Base Salary of Position: \$36,995 Grade: 3
Filling at Step # (If Known):
Budget code and title: Salaries-PF A6030 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy: Created for 2023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 50 % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other Labor
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. 11/15/22
Human Resources Director has approved this form when initialed. 11/15/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 11.15.22

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature [Signature] Date 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature [Signature] Date 11/21/2022

## INSTITUTIONAL AIDE

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs routine duties involving the care of Countryside Adult Home residents in accordance with established policies and procedures. Duties include cleaning of residents' room, assisting residents with administration of simple medications (as appropriate), assisting residents with mobility limitations and performing a variety of other assigned tasks. The work may sometimes involve unpleasant conditions, and the incumbent must exhibit patience and tact in dealing with all residents. Although an Institutional Aide is expected to display some initiative and judgment in his work, unusual conditions or problems must immediately be brought to the attention of a supervisor or facility administration. Does related work as required

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Bathes and dresses residents;

Administers simple medication and treatment upon specific instructions from superiors;

Administers and records resident blood pressure, temperature and weight checks;

Cleans residents' rooms and other sections of the facility as assigned;

Makes residents' beds;

Reports cases of resident illness to supervisor;

Helps residents with mobility limitations to move about the facility;

Completes simple reports of facility activities;

May transport residents to medical appointments, relaying information to the providers as to why the resident is being seen. Also, verifies pertinent information to the provider office, such as insurance and pharmacy information;

Performs other related tasks as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Some knowledge of the materials and processes involved in bathing, feeding, clothing, and caring for large groups of aged or infirm individuals;

Some knowledge of cleaning methods, materials, and equipment;

Ability to get along well with others;

Ability to understand and carry out simple oral and written instructions;

Patience, kindly attitude toward others, tact; ability to perform physical requirements of resident care.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

None is required, but some experience in caring for the elderly is desirable.

WC: 1998, 2022

JC: Labor

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Cook #2 Base Salary of Position: \$38,446.00 Grade: 4
Filling at Step # (If Known): \$37,509
Budget code and title: Salaries-PT A6030 110 Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [X] Other
Employee No./Last Name: Porter Date of Vacancy: 1/1/2020
Is this position mandated? [X] Yes [ ] No Is the position reimbursable? [X] Yes [ ] No
Source of reimbursement: [ ] Federal [X] State 50% [ ] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [X] 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 initiated NB for JF 11/17/22 11/21/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 11-22

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Bennett Duscolby Date 11/21/2022

COOK

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

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Prepares, cooks and serves meals for students, staff, residents or inmates using standard kitchen utensils and equipment;

Meal preparation includes meat, fish, poultry, soups, vegetables, cereals, desserts, salads, and other food;

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

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

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

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

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

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

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

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of the methods of preparing, cooking, and baking food in large quantities;

Good knowledge of modern cooking utensils, appliances and equipment;

Good knowledge of cleaning methods and the use of cleaning materials and equipment;

Ability to plan with a view to economy and efficiency in the use of supplies, equipment and food;

Ability to follow oral and written directions and recipes;

Physical strength and stamina, good physical condition.

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (M) #14 Base Salary of Position: \$44966 Grade: 9
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (M) #14 Union [x] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [ ] Other
Employee No./Last Name: 13332/Cameron Date of Vacancy: 10/26/2022
Is this position mandated? [ ] Yes [x] No Is the position reimbursable? [ ] Yes [x] No
Source of reimbursement: [ ] Federal [ ] State [ ] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [x] Non-Competitive [ ] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring: [Signature] 11/9/22
Human Resources Director has approved this form when initialed. [Signature] 11/9/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[x] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 11-15-2022

BUDGET OFFICER COMPLETES THIS SECTION

[x] The Budget Officer has no objection to the filling of the vacancy.
[ ] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature [Signature] Date 11/22/22

### MOTOR EQUIPMENT OPERATOR (MEDIUM)

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

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

**EXAMPLES OF WORK:** (Illustrative only)

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

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

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

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

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

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/Airport~~ UP Grada Payroll Dept. No: 19.41  
 Title of Position: Asstistant Naturalist-Temp Base Salary of Position: \$4,000/17.4271 Grade: 2  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: A.7111 Asstistant Naturalist-Temp Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No./Last Name: Created in 2023 Budget process Date of Vacancy: 01/01/2023  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.  
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. PCW 11/22/22  
 Human Resources Director has approved this form when Initialed. AP 11/29/22

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

### BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_

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

Ranking Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

**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/Airport Payroll Dept. No: 19.30Title of Position: Building Maint. Mechanic #7 Base Salary of Position: \$54,136 Grade: 15

Filling at Step # (If Known): \_\_\_\_\_

Budget code and title: A.5610 Building Maint. Mechanic #7 Union  Non-Union This position is vacated due to:  Retirement  Resignation  Termination  Promotion  OtherEmployee No./Last Name: Created in 2023 Budget process Date of Vacancy: 01/01/2023Is this position mandated?  Yes  No Is the position reimbursable?  Yes  NoSource of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL** Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_

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

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

Human Resources Director has approved this form when initialed. \_\_\_\_\_

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION** The Administrator has no objection to the filling of the vacancy. The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Budget Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee \_\_\_\_\_

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

Ranking Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Amended, Warren County Civil Service, April 26, 2011

**BUILDING MAINTENANCE MECHANIC**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves the repair and maintenance of buildings, grounds and equipment. The work performed is of a general mechanical nature and may include masonry, carpentry, painting, plumbing, heating or electrical maintenance and repair. The work may also involve the operation and routine maintenance of motor vehicles or other machinery and equipment. Although employees of this class, because of individual training or experience generally devote a greater part of their time to a particular specialized field, they are required to work in various mechanical fields as the occasion demands. Employees work under general supervision allowing for the exercise of independent judgment in carrying out the details of the work. Direct supervision may be exercised over the work of laborers or other subordinate employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Installs and repairs electrical wiring and equipment;  
 May clean, maintain and make repairs to boilers, pumps, heaters, piping, valves, traps, compressor motors and generators;  
 Builds and/or installs cabinets, shelves, doors, paneling, flooring, windows and locks;  
 Installs and repairs plumbing fixtures such as sinks, toilets and showers;  
 Operate and/or perform minor repairs to motor vehicles, and other motorized equipment;  
 Repairs windows, doors, floors, walls, furniture, roofs, projectors, screens and sprinklers;  
 Performs masonry duties such as mixing plaster and concrete, laying brick or blocks, preparing forms and pouring concretes;  
 Prepares surfaces and paints exteriors and interiors of buildings and structures;  
 Performs general grounds maintenance activities;  
 May supervise the work of laborers or other subordinates.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the practices, processes, materials and tools of the principal trade in which the experience has been gained; good knowledge of modern buildings and grounds maintenance and repair practices; good knowledge of the operation and maintenance of heating and ventilating equipment; ability to plan and supervise the work of others; ability to understand and carry out oral and written directions; mechanical aptitude; manual dexterity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- a) Four years of experience in general building maintenance, heavy construction or building trades work; or
- b) One year of experience as a journeyman in one of the recognized skilled trades; or
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

## 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: Health Services Payroll Dept. No: 36.07  
 Title of Position: Public Health Nurse #10 Base Salary of Position: \$62,310 Grade: 22  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: A.4018.0030.110 Public Health Disease Control Full Time Salaries Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No./Last Name: 13019/Arnold Date of Vacancy: 09/21/2022  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal \_\_\_\_\_%  State 36 %  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.** 11/10/22  
 Human Resources Director has approved this form when initialed. 11/10/22

#### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 11-15-22

#### BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 11/17/22

#### 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 [Signature] Date 11/21/22

**PUBLIC HEALTH NURSE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the performance of public health nursing activities including responsibility for assessment of health needs and developing the plan of care for individuals and families. The incumbent is also responsible for the initial implementation of nursing care plans and providing nursing care as well as the periodic re-evaluation of individual and family nursing needs. The work is performed under the general direction of a Supervising Public Health Nurse with wide leeway allowed for the exercise of independent judgment for planning and carrying out assignments. Supervision is exercised over Registered Professional Nurses and other subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Gives skilled nursing care and prescribed treatments to patients in their homes and clinics and demonstrates nursing care to patients and families;

May lead a team providing nursing care and evaluates the effectiveness of team activities;

May perform duties such as pediatric nurse or family nurse practitioner;

May provide for the continuity of patient care for promoting referral of hospital and clinic patients to appropriate community agencies;

Coordinates plans for service with nutritionists, social workers, physical therapists, physicians and other professional workers concerned with individual and family health care;

Counsels and guides individuals and families towards self-help in recognition and solution of physical, emotional and environmental health problems;

Provides nursing services in clinics and schools;

Teaches classes, addresses groups and participates in community planning related to nursing and health;

Participates in the conduct of surveys and studies related to health matters;

Compiles and uses records, reports and statistical information for evaluation and planning of the assigned programs.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Thorough knowledge of current public health nursing practice;

Working knowledge of the administrative organization of community facilities;

Skill in the application of current nursing procedures and techniques of patient care;

Ability to plan and coordinate nursing care for individuals, families and groups and supervise nursing personnel assigned to assist with this care;

Ability to communicate effectively;

Ability to establish and maintain cooperative working relationships;

Ability to accept and utilize guidance;

Ability to perform duties in accordance with ANA Code for Professional Nurses;

Acceptable physical condition and mental health to carry out the responsibilities of the position.

**MINIMUM QUALIFICATIONS:**

- A) A baccalaureate degree in nursing\*, and
- B) Licensure and current registration to practice as a Registered Professional Nurse in New York State.

**\*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 REQUIREMENT:** At the time of appointment and throughout the term of employment, compliance with Section 763.13 of the New York State Public Health Law, including but not limited to credentialing review, vaccine requirements and masking requirements.

WC: 1980, 2022  
JC: Competitive

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36.0
Title of Position: Registered Professional Nurse #11 Base Salary of Position: \$59,426 Grade: 20
Filling at Step # (If Known):
Budget code and title: A.4010.110 Health Services Full Time Salaries (Homecare) Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [checked] Resignation [ ] Termination [ ] Promotion [ ] Other [ ]
Employee No./Last Name: 13391 /Allocco Date of Vacancy: 10/7/2021
Is this position mandated? [ ] Yes [checked] No Is the position reimbursable? [checked] Yes [ ] No
Source of reimbursement: [ ] Federal [ ] State [checked] Other Variable [ ] Variable upon insurance reimb

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [checked] Non-Competitive [ ] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 11/10/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 11-15-2022

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 11/17/22

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 [Signature] Date 11/21/22

**REGISTERED PROFESSIONAL NURSE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional nursing position involving responsibility for coordinating individual patient care and for performing nursing services requiring substantial specialized judgment and skills. Work is performed under the general direction of a supervisory level nursing position and in accordance with a prescribed nursing care plan. Supervision may be exercised over the work of Licensed Practical Nurses and related auxiliary nursing personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assesses patient nursing care needs and prepares and carries out a nursing care plan;  
 Supervises sub-professional nursing personnel;  
 Is responsible for the care of patients and their quarters, including making beds, changing linens, keeping order, lifting and moving patients, giving baths and rubs, and caring for personal effects;  
 Is responsible for observing symptoms and carrying out diagnostic procedures ordered by the physician;  
 Prepares and applies dressings, gives medication and nursing and therapeutic treatment as prescribed by physicians;  
 Instructs patient or members of patient's family in regard to patient's diet, health habits, the carrying out of treatments at home and rehabilitative measures as authorized by the physician;  
 Performs related services for patients in the prevention of illness and the attainment of maximum health;  
 Makes contacts with appropriate social services or health agencies as necessary to assure patient needed services or follow-up care;  
 Maintains a variety of records and prepares reports.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of nursing principles and techniques and their relation to medical and surgical practices and skill in their application;  
 Working knowledge of material medical, hospital dietetics, sanitation, and personal hygiene;  
 Skill in the application of nursing techniques and practices;  
 Ability to understand and follow technical oral and written instructions;  
 Ability to keep records and make reports;  
 Ability to get along well with patients, physicians and others;  
 Ability to carry out successfully the therapeutic measures prescribed;  
 Ability to plan and supervise the work of sub-professional and non-technical personnel;  
 Good observation, mental alertness, firmness, initiative, cheerfulness, patience, emotional stability, sympathetic and caring attitude toward the sick, good moral character;  
 Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse.

**SPECIAL REQUIREMENT:** Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of the license at the time of appointment. In certain positions, a license can be obtained after appointment but only if work can be performed under the auspices of a licensed Registered Professional Nurse.

**SPECIAL REQUIREMENT:** At the time of appointment and throughout the term of employment, compliance with Section 763.13 of the New York State Public Health Law, including but not limited to credentialing review, vaccine requirements and masking requirements.

WC: 2010,2022;  
 JC: Non- Competitive

## RESOLUTION REQUEST FORM NO. 12

Schedule "A"

**NOTICE OF INTENT TO FILL VACANT POSITION**

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

**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department: Health Services Payroll Dept. No: 36.0  
 Title of Position: Public Health Nurse #8 Base Salary of Position: \$62,310 Grade: 22  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: A.4010.110 Health Services Full Time Salaries (Homecare) Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other \_\_\_\_\_  
 Employee No./Last Name: 13177/McAvey Date of Vacancy: 8/19/2021  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other Variable % Variable upon Insurance Reimb.

**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.** Ray 11/10/22  
**Human Resources Director has approved this form when initialed.** AF 11/10/22

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

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

Administrator Signature [Signature] Date 11-15-2022

**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 11/17/22

**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 [Signature] Date 11/21/22

**PUBLIC HEALTH NURSE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the performance of public health nursing activities including responsibility for assessment of health needs and developing the plan of care for individuals and families. The incumbent is also responsible for the initial implementation of nursing care plans and providing nursing care as well as the periodic re-evaluation of individual and family nursing needs. The work is performed under the general direction of a Supervising Public Health Nurse with wide leeway allowed for the exercise of independent judgment for planning and carrying out assignments. Supervision is exercised over Registered Professional Nurses and other subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Gives skilled nursing care and prescribed treatments to patients in their homes and clinics and demonstrates nursing care to patients and families;

May lead a team providing nursing care and evaluates the effectiveness of team activities;

May perform duties such as pediatric nurse or family nurse practitioner;

May provide for the continuity of patient care for promoting referral of hospital and clinic patients to appropriate community agencies;

Coordinates plans for service with nutritionists, social workers, physical therapists, physicians and other professional workers concerned with individual and family health care;

Counsels and guides individuals and families towards self-help in recognition and solution of physical, emotional and environmental health problems;

Provides nursing services in clinics and schools;

Teaches classes, addresses groups and participates in community planning related to nursing and health;

Participates in the conduct of surveys and studies related to health matters;

Compiles and uses records, reports and statistical information for evaluation and planning of the assigned programs.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Thorough knowledge of current public health nursing practice;

Working knowledge of the administrative organization of community facilities;

Skill in the application of current nursing procedures and techniques of patient care;

Ability to plan and coordinate nursing care for individuals, families and groups and supervise nursing personnel assigned to assist with this care;

Ability to communicate effectively;

Ability to establish and maintain cooperative working relationships;

Ability to accept and utilize guidance;

Ability to perform duties in accordance with ANA Code for Professional Nurses;

Acceptable physical condition and mental health to carry out the responsibilities of the position.

**MINIMUM QUALIFICATIONS:**

- A) A baccalaureate degree in nursing\*, and
- B) Licensure and current registration to practice as a Registered Professional Nurse in New York State.

**\*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 REQUIREMENT:** At the time of appointment and throughout the term of employment, compliance with Section 763.13 of the New York State Public Health Law, including but not limited to credentialing review, vaccine requirements and masking requirements.

WC: 1980, 2022  
JC: Competitive

## RESOLUTION REQUEST FORM NO. 12

Schedule "A"

**NOTICE OF INTENT TO FILL VACANT POSITION**

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

**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department: Health Services Payroll Dept. No: 36.0  
 Title of Position: Public Health Nurse #35 Base Salary of Position: \$62,310 Grade: 22  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: A.4010.110 Health Services Full Time Salaries (Homecare) Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No./Last Name: 13472/Swan Date of Vacancy: 8/25/2021  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other Variable % Variable upon Insurance Rcimb.

**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 11/10/22  
 Human Resources Director has approved this form when initialed. 11/10/22

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

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

Administrator Signature [Signature] Date 11-11-22

**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 11/17/22

**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 [Signature] Date 11/21/22

**PUBLIC HEALTH NURSE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the performance of public health nursing activities including responsibility for assessment of health needs and developing the plan of care for individuals and families. The incumbent is also responsible for the initial implementation of nursing care plans and providing nursing care as well as the periodic re-evaluation of individual and family nursing needs. The work is performed under the general direction of a Supervising Public Health Nurse with wide leeway allowed for the exercise of independent judgment for planning and carrying out assignments. Supervision is exercised over Registered Professional Nurses and other subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Gives skilled nursing care and prescribed treatments to patients in their homes and clinics and demonstrates nursing care to patients and families;  
 May lead a team providing nursing care and evaluates the effectiveness of team activities;  
 May perform duties such as pediatric nurse or family nurse practitioner;  
 May provide for the continuity of patient care for promoting referral of hospital and clinic patients to appropriate community agencies;  
 Coordinates plans for service with nutritionists, social workers, physical therapists, physicians and other professional workers concerned with individual and family health care;  
 Counsels and guides individuals and families towards self-help in recognition and solution of physical, emotional and environmental health problems;  
 Provides nursing services in clinics and schools;  
 Teaches classes, addresses groups and participates in community planning related to nursing and health;  
 Participates in the conduct of surveys and studies related to health matters;  
 Compiles and uses records, reports and statistical information for evaluation and planning of the assigned programs.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Thorough knowledge of current public health nursing practice;  
 Working knowledge of the administrative organization of community facilities;  
 Skill in the application of current nursing procedures and techniques of patient care;  
 Ability to plan and coordinate nursing care for individuals, families and groups and supervise nursing personnel assigned to assist with this care;  
 Ability to communicate effectively;  
 Ability to establish and maintain cooperative working relationships;  
 Ability to accept and utilize guidance;  
 Ability to perform duties in accordance with ANA Code for Professional Nurses;  
 Acceptable physical condition and mental health to carry out the responsibilities of the position.

**MINIMUM QUALIFICATIONS:**

- A) A baccalaureate degree in nursing\*, and
- B) Licensure and current registration to practice as a Registered Professional Nurse in New York State.

**\*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 REQUIREMENT:** At the time of appointment and throughout the term of employment, compliance with Section 763.13 of the New York State Public Health Law, including but not limited to credentialing review, vaccine requirements and masking requirements.

WC: 1980, 2022  
JC: Competitive

## RESOLUTION REQUEST FORM NO. 12

Schedule "A"

**NOTICE OF INTENT TO FILL VACANT POSITION**

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

**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department: Health Services Payroll Dept. No: 36.07  
 Title of Position: Registered Professional Nurse #42 Base Salary of Position: \$59,426 Grade: 20  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: A.4018.0030.110 Public Health Disease Control Full Time Salaries Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No./Last Name: Created/ Vacant Date of Vacancy: 1/1/2022  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal \_\_\_\_\_ %  State 36 %  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. 11/10/22  
 Human Resources Director has approved this form when initialed. AS 11/10/22

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

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

Administrator Signature [Signature] Date 11-15-22

**BUDGET OFFICER COMPLETES THIS SECTION**

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

Budget Officer Signature Frank E. Thomas Date 11/17/22

**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 [Signature] Date 11/21/22

**REGISTERED PROFESSIONAL NURSE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional nursing position involving responsibility for coordinating individual patient care and for performing nursing services requiring substantial specialized judgment and skills. Work is performed under the general direction of a supervisory level nursing position and in accordance with a prescribed nursing care plan. Supervision may be exercised over the work of Licensed Practical Nurses and related auxiliary nursing personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assesses patient nursing care needs and prepares and carries out a nursing care plan;  
 Supervises sub-professional nursing personnel;  
 Is responsible for the care of patients and their quarters, including making beds, changing linens, keeping order, lifting and moving patients, giving baths and rubs, and caring for personal effects;  
 Is responsible for observing symptoms and carrying out diagnostic procedures ordered by the physician;  
 Prepares and applies dressings, gives medication and nursing and therapeutic treatment as prescribed by physicians;  
 Instructs patient or members of patient's family in regard to patient's diet, health habits, the carrying out of treatments at home and rehabilitative measures as authorized by the physician;  
 Performs related services for patients in the prevention of illness and the attainment of maximum health;  
 Makes contacts with appropriate social services or health agencies as necessary to assure patient needed services or follow-up care;  
 Maintains a variety of records and prepares reports.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of nursing principles and techniques and their relation to medical and surgical practices and skill in their application;  
 Working knowledge of material medical, hospital dietetics, sanitation, and personal hygiene;  
 Skill in the application of nursing techniques and practices;  
 Ability to understand and follow technical oral and written instructions;  
 Ability to keep records and make reports;  
 Ability to get along well with patients, physicians and others;  
 Ability to carry out successfully the therapeutic measures prescribed;  
 Ability to plan and supervise the work of sub-professional and non-technical personnel;  
 Good observation, mental alertness, firmness, initiative, cheerfulness, patience, emotional stability, sympathetic and caring attitude toward the sick, good moral character;  
 Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse.

**SPECIAL REQUIREMENT:** Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of the license at the time of appointment. In certain positions, a license can be obtained after appointment but only if work can be performed under the auspices of a licensed Registered Professional Nurse.

**SPECIAL REQUIREMENT:** At the time of appointment and throughout the term of employment, compliance with Section 763.13 of the New York State Public Health Law, including but not limited to credentialing review, vaccine requirements and masking requirements.

## 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: Health Services Payroll Dept. No: 36.0  
 Title of Position: Senior Account #2 Base Salary of Position: \$42,134 Grade: 7  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: A.4010.110 Health Services Full Time Salaries Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other \_\_\_\_\_  
 Employee No./Last Name: 10879/ S. Baker Date of Vacancy: 9/2/2021  
 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. Yes 11/10/22

Human Resources Director has approved this form when initialed. AG 11/10/22

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

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

Administrator Signature [Signature] Date 11-15-2022

**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 11/17/22

**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 [Signature] Date 11/21/22

**SENIOR ACCOUNT CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this position independently performs moderately difficult accounting or financial recordkeeping tasks. Employees generally follow a prescribed routine in the performance of duties and in most cases receive only infrequent general instructions. The work may require a general understanding of specific laws, office rules, procedures and policies. The work is performed under the supervision of a higher-level supervisor and although the incumbent may train lower level clerical workers, supervision need not be a responsibility of this position. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;

Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies/reconciles balance; Tracks, audits and/or monitors a variety of accounts;

Verifies adjustments are made to correct allocations and issues reports as required;

Prepares complex financial and statistical summary reports;

Checks for accuracy of computations and completeness and supervises the preparation of daily, weekly and monthly reports which are compiled into summary reports or claims for state or federal reimbursement;

Prepares in final format accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various equipment as the source material;

Prepares funds for deposits into book accounts, reconciles accounts and prepares reports from information;

Contacts clients, vendors and other agencies to obtain additional information;

Provides information orally or in writing in response to inquiries on status of accounts;

Conducts correspondence on matters where policies and procedures are well defined;

Processes, sorts, indexes, records and files a variety of control records and reports, or oversee the process;

Performs complex payroll transactions or may prepare payroll and related reports;

May supervise employees by assigning and reviewing completed work and instructing new employees in specialized accounting keeping activities;

May assist in preparation of figures and reports for use in budget preparation;

Uses computer applications or other automated systems such as spread sheets, word processing, calendar, email and database software in performing work assignments; Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of modern methods of keeping and reviewing financial accounts and records;

Good knowledge of modern office terminology, procedures and equipment;

Ability to make complex arithmetic computations accurately; Speed;

Ability to organize and maintain accurate records and files;

Ability to analyze and organize data and prepare records and reports;

Ability to understand and interpret complex oral instructions and/or written directions;

Ability to perform close, detail work involving considerable visual effort and concentration;

Ability to establish and maintain effective working relationships with others;

Ability to communicate effectively, both orally and in writing;

Ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;

Ability to analyze data and prepare and maintain detailed records and reports.

**MINIMUM QUALIFICATIONS:**

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

- A) Associate's Degree or higher in accounting, business or closely related field; or
- B) Two (2) years of experience maintaining financial accounts and records.

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36.05
Title of Position: FTE Public Health Assistant Base Salary of Position: \$47,677 Grade: 10
Budget code and title: A.4018.110 Public Health Prevention Program Full Time Salaries Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [ ] Other [checked]
Employee No./Last Name: Created 2023 Budget Date of Vacancy: 1/1/2023
Is this position mandated? [ ] Yes [checked] No Is the position reimbursable? [checked] Yes [ ] No
Source of reimbursement: [ ] Federal [ ] % [checked] State 36 % [ ] 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. JCN 11/10/22
Human Resources Director has approved this form when initialed. 12/14/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 11-15-22

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 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature [Signature] Date

**PUBLIC HEALTH ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this class performs a variety of non-professional and record keeping tasks in Warren County Health Services. The work is structured to allow the public health nursing staff and administrators to devote more time to their professional duties. Responsibilities may include assisting public health inquiry response as well as with follow-up client visits etc. Additionally, the employee may be asked to create/maintain health or program records, set up appointments, and assist staff by performing other related assigned duties. The work involves considerable contact with public health clients and the general public. Supervision is received from assigned public health staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Performs assigned non-professional activities including providing general informational telephone responses to inquiries from clients and the general public;  
 Assists nurses in collecting information and recording non-technical information;  
 Records and maintains health and program records by transcribing medical information and medical history information;  
 Assists nurses with patient follow-up through phone/email/personal visit contacts to verify and monitor quarantine status;  
 Performs miscellaneous tasks to assist public health professionals such as compiling and recording numerical data and assisting in the completion of reports as needed;  
 May act as receptionist, giving out routine information on policy and procedure;  
 May use a data entry terminal or personal computer (PC) for filing or obtaining information;  
 Participates in public health preparedness activities as trained and assigned;  
 Does related work as required.

**REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES:**

Working knowledge of record keeping and filing procedures;  
 Working knowledge of clerical techniques;  
 Ability to maintain records using an alphabetical, numerical filing system or a manual or computerized filing system;  
 Ability to prepare narrative and numerical reports;  
 Ability to follow oral and written instructions;  
 Ability to understand and interpret written material;  
 Ability to communicate clearly,  
 Ability to establish effective working relationships with public health professionals, nurses, clinic patients and children and public agencies.

**MINIMUM QUALIFICATIONS:** Either

- A) One (1) year of college, or
- B) Graduation from high school or possession of a high school diploma and at least two (2) years of experience in the field of health care, education, emergency services or a related field.

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

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### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36.05  
 Title of Position: FTE Public Health Program Coordinator Base Salary of Position: \$57,507 Grade: 18  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: A.4018.110 Public Health Prevention Program Full Time Salaries Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No./Last Name: Created 2023 Budget Date of Vacancy: 1/1/2023  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal \_\_\_\_\_%  State 36%  Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.  
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. Per 11/10/22  
 Human Resources Director has approved this form when initialed. AS 11/19/22

### 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 [Signature] Date 11-15-2022

### 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 11/17/22

### 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 [Signature] Date \_\_\_\_\_

**PUBLIC HEALTH PROGRAM COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this position is responsible for planning, developing, administering and coordinating a multiple component health program in the Warren County Health Services Department. Duties include developing, coordinating and implementing the program, evaluating program effectiveness and initiating staff development. The incumbent oversees program activities, policies and personnel, including the management of both financial and equipment resources. The work is performed under general supervision, with leeway allowed for the use of independent judgment. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Coordinates and administers the day-to-day operational activities of an assigned program(s);  
 Coordinates program services with various divisions of the Health Department, based on an assessment of community needs and resources as well as departmental goals and objectives;  
 Coordinates program services with other community programs to promote comprehensive services and to prevent the duplication of services;  
 Interprets and implements laws and regulations governing the provision of program services;  
 Evaluates program operations and recommends changes in organization and procedures as required to meet program objectives;  
 Initiates and develops the active participation and cooperation of various professional groups, governmental bodies, volunteer agencies, citizen's groups and educational institutions in the development of the program;  
 Represents the Health Department at meetings with governmental agencies, community groups and the public concerning program components and related community activities;  
 Establishes and maintains frequent contact with State funding managers;  
 Attends and participates in conferences, community meetings and seminars;  
 Develops, implements and evaluates outreach activities directed at the program's target groups as well as the general public;  
 Develops and implements performance standards for quality assurance control;  
 Establishes management systems and administrative procedures to monitor and evaluate the program, and conducts periodic program reviews;  
 Designs and drafts program proposals, including grant applications, for the extension of current programming and for the development of additional related projects;  
 Posts, monitors and maintains agency social media and promote agency  
 Prepares necessary reports as required;  
 Uses computer applications or other automated systems such as word processors, spreadsheets, calculators, e-mail and database software in performing work assignments;  
 May present the Department's position on program issues at Committee meetings.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Thorough knowledge of Public Health principles and skill in their application to community health programs in the area of assignment;  
 Thorough knowledge of the principles and practices of organizational and administrative processes and techniques;  
 Good knowledge of community and human service agencies;  
 Good knowledge of health education and public relations organizations;  
 Ability to use computer applications such as spreadsheets, word processing, e-mail and database software;  
 Ability to assemble, organize and present information clearly in both oral and in written form;  
 Ability to communicate effectively for public speaking;  
 Ability to establish and maintain effective working relationships with both professional and non-professional personnel, volunteers and community representatives;  
 Resourcefulness, Good judgment, Initiative, Tact.

**MINIMUM QUALIFICATIONS:**

- A) Master's Degree in public health, health care administration, nursing or closely related field; OR
- B) Bachelor's Degree in public health, health care administration, nursing, nutrition or closely related field and two (2) years of experience in the development and/or administration of a health-related program(s); OR
- C) Bachelor's Degree and three (3) years of experience in the development and/or administration of a health-related program; OR
- D) An equivalent combination of training and experience as defined between the limits of A), B) or C) above.

**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.

**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: Health Services Payroll Dept. No: 36.06  
 Title of Position: Registered Professional Nurse 24 hrs Base Salary of Position: \$36,547 prorated Grade: 20  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: A.4018.0020.130 Public Health Family Health Full Time Salaries Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No./Last Name: Created 2023 Budget Date of Vacancy: 1/1/2023  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal \_\_\_\_\_ %  State 36 %  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. 11/21/22  
 Human Resources Director has approved this form when initialed. 11/10/22

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

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

Administrator Signature [Signature] Date 11-15-2022

**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 11/27/22

**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 [Signature] Date 11/21/22

**REGISTERED PROFESSIONAL NURSE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional nursing position involving responsibility for coordinating individual patient care and for performing nursing services requiring substantial specialized judgment and skills. Work is performed under the general direction of a supervisory level nursing position and in accordance with a prescribed nursing care plan. Supervision may be exercised over the work of Licensed Practical Nurses and related auxiliary nursing personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assesses patient nursing care needs and prepares and carries out a nursing care plan;  
 Supervises sub-professional nursing personnel;  
 Is responsible for the care of patients and their quarters, including making beds, changing linens, keeping order, lifting and moving patients, giving baths and rubs, and caring for personal effects;  
 Is responsible for observing symptoms and carrying out diagnostic procedures ordered by the physician;  
 Prepares and applies dressings, gives medication and nursing and therapeutic treatment as prescribed by physicians;  
 Instructs patient or members of patient's family in regard to patient's diet, health habits, the carrying out of treatments at home and rehabilitative measures as authorized by the physician;  
 Performs related services for patients in the prevention of illness and the attainment of maximum health;  
 Makes contacts with appropriate social services or health agencies as necessary to assure patient needed services or follow-up care;  
 Maintains a variety of records and prepares reports.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of nursing principles and techniques and their relation to medical and surgical practices and skill in their application;  
 Working knowledge of material medical, hospital dietetics, sanitation, and personal hygiene;  
 Skill in the application of nursing techniques and practices;  
 Ability to understand and follow technical oral and written instructions;  
 Ability to keep records and make reports;  
 Ability to get along well with patients, physicians and others;  
 Ability to carry out successfully the therapeutic measures prescribed;  
 Ability to plan and supervise the work of sub-professional and non-technical personnel;  
 Good observation, mental alertness, firmness, initiative, cheerfulness, patience, emotional stability, sympathetic and caring attitude toward the sick, good moral character;  
 Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse.

**SPECIAL REQUIREMENT:** Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of the license at the time of appointment. In certain positions, a license can be obtained after appointment but only if work can be performed under the auspices of a licensed Registered Professional Nurse.

**SPECIAL REQUIREMENT:** At the time of appointment and throughout the term of employment, compliance with Section 763.13 of the New York State Public Health Law, including but not limited to credentialing review, vaccine requirements and masking requirements.

WC: 2010,2022;

JC: Non- Competitive

## RESOLUTION REQUEST FORM NO. 12

Schedule "A"

**NOTICE OF INTENT TO FILL VACANT POSITION**

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

**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department: Health Services Payroll Dept. No: 37.03  
 Title of Position: Early Intervention Service Coordinator 30 hrs Base Salary of Position: \$43,130 prorated Grade: 18  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: A.4054.0060.130 Early Intervention Program/Part Time Salaries Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No./Last Name: Created 2023 Budget Date of Vacancy: 1/1/2023  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal \_\_\_\_\_ %  State 49 %  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. *PCW 11/10/22*

Human Resources Director has approved this form when initialed. *JA 11/10/22*

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

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

Administrator Signature *[Signature]* Date 11-15-2022

**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 11/17/22

**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 *[Signature]* Date 11/21/22

EARLY INTERVENTION SERVICE COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** Under the supervision of the Director of Public Health, this individual identifies, provides, teaches and oversees service delivery to those children from birth through five years of age eligible for and/or receiving specialized health and/or educational or human services. This individual also works closely with these children and their families and those service providers involved in providing care. She/he plans for coordination, health, educational and/or Social Services for all children/families in her/his caseload. This coordinator also counsels, provides emotional support to families and may refer, facilitate, and follow-up service delivery for children and their families to appropriate agencies, schools, or other community services.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Participates in outreach efforts in order to heighten public awareness of children with special health, educational or social needs from birth through five years of age, and to promote the importance of early intervention on problematic situations;
- Works closely with currently existing Warren County Public Health Programs: Child Find, Maternal Child Health and Pediatric Home Care to assure appropriate and timely identification of needs, promote assistive services, and follow through for those identified needs/concerns;
- Understands financial eligibility requirements and mechanisms for service payment programs and to identify, promote, and advocate for children and families when appropriate;
- Develops supportive relationships with high-risk children and families through interviewing skills, intake screening, and assessment procedures;
- Assists families in the understanding of the need to recognize, develop and participate in a plan of intervention services for the child;
- Functions as the Warren County representative in all County school districts' Committees for Preschool Special Education (CPSE), understands CPSE procedure, and coordinates/facilitates service efforts on an appropriate and timely basis;
- Coordinates service care plan with all service providers involved with the child and family to promote effective intervention while considering the uniqueness of each child's and each family's needs;
- Maintains essential and timely case records and reports in accordance with client confidentiality requirements;
- Works in conjunction with nursing staff to observe, identify and report to physician pertinent information regarding the child's health, i.e. reactions to drugs, and/or treatments, and new or exacerbated health deficits. This may include communicating to the physician social and physical factors in the environment, which impact the child and/or family functioning;
- Plans/identifies with the family and other service providers an appropriate care for a child that is feasible within the physical, financial and emotional resources of the family;
- Plans a caseload for coordinated service delivery for children/families including maintenance, records for analysis, planning of services, and the establishment of priorities for care;
- Guides families toward self-help in the recognition and solution of physical, emotional, educational and environmental problems; Helps the family accept responsibility for the child's care;
- Recognizes attitude and cultural patterns that may be potentially detrimental to intervention efforts and helps families to develop attitudes that allow them to optimize use of health, educational or financial intervention programs;
- Provides families with information, support and encouragement which allows the opportunity to adopt attitudes and practices that promote health and reduce anxiety, tension and fatigue;
- Helps children and families to accept and adjust positively to physical, mental, social and educational limitations;
- Consults with other service providing professionals regarding individual case problems as needed;
- Facilitates family acceptance of appropriate medical, social, educational and financial services as needed. Interprets extent and limitations of services available. With family permission, arranges referrals and communicates pertinent information to service providers, including the physician;
- Reviews individual cases periodically based upon a written plan of care established in conjunction with the family at the time of child/family's initial involvement with the agency and revises the plan as necessary;
- Enters and submits timely and accurate child specific documentation through the NYSEIS (New York State Early Intervention System).

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

- Thorough knowledge of "normal" growth and development in children with ability to communicate these to family as well as other providers of services to the child;
- Ability to identify and positively utilize strengths and weaknesses in family functioning and structure;
- Working knowledge of the administrative organization and services provided in various community facilities;
- Skill in interview and assessment techniques with children and adults;
- Ability to communicate effectively with children and adults, both verbally and in writing;
- Ability to establish and maintain cooperative working relationships with agency staff, as well as other service providers in the community;
- Ability to accept and utilize guidance;
- Ability to perform duties in accordance with New York State Public Health and Educational Codes.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in education or a health-related field and possession of a teaching certificate, license or other certified designation to confirm proficiency in education/health areas.

**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.

**NOTE:** Possession of a valid New York State Driver's License is required 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: Health Services Payroll Dept. No: 37.03
Title of Position: Children w/ Special Health Care Needs Program Administrator Base Salary of Position: \$76,094 Grade: OOU 14
Filling at Step # (If Known): 15 \$81,814
Budget code and title: A.4054.0060.110/ Early Intervention Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Created 2023 Budget Date of Vacancy: 1/1/2023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 49 % 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 11-15-2022

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 Date 11/17/22

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 11/21/22

**CHILDREN WITH SPECIAL HEALTH CARE NEEDS PROGRAM ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for directing and administering all operations relating to the Children with Special Health Care Needs Programs at Warren County Health Services, including the Child Find (Children with Special Health Care Needs Program), Early Intervention and Committee on Preschool Special Education (CPSE) programs. The incumbent serves as Early Intervention Official designee on behalf of the Director. Duties include planning and overseeing programs and projects, as well as evaluating their quality, quantity, cost effectiveness and adherence to Federal, State and/or local laws and regulations. Supervision is exercised over all subordinate staff. The activities are performed under the general supervision of the Director. Performs related duties as required.

**TYPICAL WORK ACTIVITIES (Illustrative only):**

Provides direct oversight and administration of all Children of Special Healthcare Needs Programs, including, but not limited to, Child Find (Children with Special Health Care Needs Grant Program), Early Intervention, and Committee on Preschool Special Education (CPSE);

Monitors provision of program related services and address any community and/or agency gaps; i.e. recruiting service providers;

Serves as primary Early Intervention Official Designee, per Public Health Law, ensuring the Early Intervention services are available to all eligible children within Warren County;

Annually reviews and ensures compliance with policies, procedures, and practices with all NYS regulations and monitor for updates for assigned programs;

Completes required NYS program reports, prepares for NYS surveys/audits, completes corrective action plans and monitors agency compliance;

Ensures program staff are trained, in services, and communicates any regulatory updates to staff, contractors, and community partners;

Supervises assigned program staff, performs joint visits, delegates case management and reports any staff related concerns to Assistant Director of Public Health;

Participates in staff recruitment and discipline processes and makes recommendations to the Assistant Director of Public Health;

Orients and trains new program staff and contract therapists;

Maintains agency credentialing for assigned program staff and completes annual performance evaluations. Communicates concerns with Assistant Director and follow up on any corrective action;

Performs random chart reviews a minimum of quarterly to ensure documentation is in compliance with NYS and agency requirements and policies;

Manages, assigns, and monitors referrals to ensure all families are contacted and served according to program standards;

Completes reports as requested i.e. Annual Report statistics;

Organizes staff meetings as needed, but a minimum of quarterly;

Organizes, advertises, and facilitates Local Early Intervention Coordinating Council Meetings as needed, minimum of twice a year;

Participates in Professional Advisory Committee Meetings, administrative team meetings and other staff meetings as requested;

Manages small caseloads as needed;

Performs related work as requested to meet the needs of the Department.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Thorough knowledge of current NYSDOH and/or NYSED laws and regulations pertaining to the Early Intervention, Preschool Special Education and other related programs;

Thorough knowledge of agency policies;

Good knowledge of early childhood development and developmental disabilities/disorders;

Good knowledge community resources available to children with developmental disabilities;  
Good knowledge of the principles and practices of administrative supervision;  
Good knowledge of educational and enrichment resources and services within the County;  
Ability to work with community partners to promote available services and address any gaps;  
Ability to plan, organize, direct and supervise the activities of others;  
Ability to develop and maintain effective working relationships with government agencies, service providers and the public;  
Ability to communicate effectively, both orally and in writing;  
Ability to effectively work with computer applications such as spreadsheets, word processing and database software;  
Tact discretion, good judgment and resourcefulness.

**MINIMUM QUALIFICATIONS:**

- A) Master's Degree\* in education, health, human services or closely related field and five (5) years of experience in programs related to children with special needs, OR
- B) Bachelor's Degree\* in education, health, human services or closely related field and seven (7) years of experience in programs related to children with special needs.

**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.

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

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

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Information Technology Payroll Dept. No: A.1680 110  
Title of Position: Computer Help Desk Tech II #3 Base Salary of Position: \$64,188.00 Grade: OOU 11-14  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.1680 110-Salaries Regular Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: \_\_\_\_\_ Date of Vacancy: 1/1/2023  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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

**Candidate's qualifications must be approved by Personnel Officer prior to hiring.** PN 11/23/22

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

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 11-29-22

### BUDGET OFFICER COMPLETES THIS SECTION

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

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

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Legislative, Rules + Governmental Operations

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

Ranking Committee Member Signature [Signature] Date 12/12/22

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

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

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Information Technology Payroll Dept. No: A.1680 110  
Title of Position: Computer Help Desk Tech II #4 Base Salary of Position: \$65,942.00 Grade: OOU 11-15  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.1680 110-Salaries Regular Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: \_\_\_\_\_ Date of Vacancy: 1/1/2023  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_ %  State \_\_\_\_\_ %  Other \_\_\_\_\_ %

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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

**Candidate's qualifications must be approved by Personnel Officer prior to hiring.** DJ 11/23/22 (13)

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

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 11-28-22

### BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 12/1/22

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Legislature, Rules + Governmental Operations

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

Ranking Committee Member Signature [Signature] Date 12/12/22

## COMPUTER HELP DESK TECHNICIAN II

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

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Manages help desk operations, including prioritizing requests for service, scheduling and assigning work, and evaluating completed work;

Supervises, trains and evaluates help desk staff;

Provides technical support to employees and officials using agency computer systems;

Trains staff in the use of software, including word-processing, database, spreadsheet and electronic mail software;

Provides Help Desk support for computer users for hardware and software;

Installs, customizes and tests desktop computing equipment;

Installs, customizes and tests network communication equipment;

Communicates with vendors and other technical support personnel to aid in the solution of problems regarding desktop hardware and software;

Evaluates desktop computer hardware, software, services and supplies by determining user requirements, performing product and cost analyses, acquiring vendor information and product details, and developing and submitting equipment proposals;

Maintains a library of PC-related manuals, documentation, publications, etc.;

Keeps professional skills updated and consistent with current networking and desktop computing technology.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Thorough knowledge of computer hardware, software, networks and peripheral equipment supported by the Information Technology Department;

Thorough knowledge of application software, including word-processing, database, spreadsheet, electronic mail, and networking software;

Good knowledge of network data communications hardware and protocols, excellent interpersonal and oral and written communication skills;

Ability to supervise the work of others; Ability to establish effective working relationships with others;

Ability to effectively communicate technical information in an easily understood manner;

Ability to instruct others in the use of computers and computer software;

Ability to analyze and solve problems relating to desktop computer operations;

Ability to successfully work with and serve a diverse local community; Versatility, reliability;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

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

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

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office of Emergency Services Payroll Dept. No: 36.08
Title of Position: Deputy EMS Coordinator (Part-time) Base Salary of Position: \$8,233.00 Grade: N/A
Filling at Step # (If Known):
Budget code and title: A.4022 Emergency Medical Service Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12342/Mellon Date of Vacancy: November 3, 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 11-15-2022

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 Date 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Date 11/21/22

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office of Emergency Services Payroll Dept. No: 36.08
Title of Position: 3rd Deputy EMS Coordinator (Part-time) Base Salary of Position: \$8,233.00 Grade: N/A
Filling at Step # (If Known):
Budget code and title: A.4022 Emergency Medical Service Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13025/Tims Date of Vacancy: November 3, 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 11-15-2022

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 Date 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

**NOTICE OF INTENT TO FILL VACANT POSITION**

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

**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department: Office of Emergency Services Payroll Dept. No: 36.08  
 Title of Position: 2nd Deputy EMS Coordinator Base Salary of Position: \$8,233.00 Grade: N/A  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: A.4022 Emergency Medical Service Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No./Last Name: 12743/Howe Date of Vacancy: December 17, 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. Per 11/15/22  
 Human Resources Director has approved this form when initialed. 11/15/22

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

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

Administrator Signature [Signature] Date 11-15-2022

**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 11/17/22

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

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

Ranking Committee Member Signature [Signature] Date 11/21/22

Adopted, Warren County Personnel, April 1, 2013

**EMS COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:**

Under the direction of the Warren County Director of Emergency Services, this position involves assisting in the administration of the County Emergency Services. The incumbent works with federal, state and local officials in maintaining a workable emergency response to disasters and emergencies. This employee works closely with county and local fire fighting and EMS persons in developing and maintaining an effective emergency response system. There is extensive travel required. The Coordinator provides direct assistance to Chief Operating Officers at sites of emergency situations when needed, including providing specialized equipment and coordinating mutual aid as required. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Ensures adequate State and local emergency medical service training is available throughout the County;  
 Promotes NIMS and ICS training and usage;  
 Administers the county's EMS Mutual Aid Plan and is responsible for the efficient operation of the plan for intra- and inter-county purposes at the EMS scenes, rescues and fires;  
 Plans and estimates the need for additional or unique equipment for the county and recommends the purchase of such equipment;  
 Responds to EMS/fire scenes and acts as the on-scene EMS Coordinator;  
 Travels extensively to respond to working alarms and emergencies and provides specialized equipment and assistance as needed;  
 Assists in the preparation of the emergency medical services budget;  
 Maintains inventory, logs and related records detailing County emergency medical services activities/reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of emergency medical service principles, practices, methods, techniques and equipment; comprehensive knowledge of the operation of and regulations governing emergency medical service communication system equipment; thorough knowledge of; thorough knowledge of applicable State and local laws, rules and regulations governing mutual aid, disaster preparedness, disaster assistance, emergency medical training emergency response and rescue operations; thorough knowledge of the practices of organizing and conducting an emergency medical service training program; good knowledge of disaster control methods; good knowledge of practices of emergency medical service program administration; ability to

cont.

EMS Coordinator, cont.

plan, schedule and supervise the work of others; ability to prepare a program budget; ability to operate a wide variety of emergency medical service tools and equipment requiring a high level of precision and dexterity; ability to express ideas clearly and effectively, both orally and in writing; ability to prepare reports and records; ability to maintain inventory of equipment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and five years of emergency medical service experience, two years of which shall have been in an administrative or supervisory capacity; or
- (b) Completion of two years of college (60 semester hours) in a field related to emergency service work and three years of experience described above, one of which must have been in an administrative or supervisory capacity; or
- (c) An equivalent combination of training and experience as described above.

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.Parks & Recreation Payroll Dept. No: 19.40
Title of Position: Hatchery Aide Base Salary of Position: \$40208 Grade: 6
Filling at Step # (If Known):
Budget code and title: A.7110 Hatchery Aide Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [checked] Resignation [ ] Termination [ ] Promotion [ ] Other [ ]
Employee No./Last Name: 13413/Dunkley Date of Vacancy: 11/21/2022
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. [Signature] 11/9/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 11-15-2022

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 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

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

Ranking Committee Member Signature Frank E. Thomas Date 11/22/22

## HATCHERY AIDE

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs a variety of tasks which pertain to the rearing of trout from eggs to adults, for stocking County waterways. The work involves responsibility for providing primary care for fish at the Warren County Fish Hatchery through daily observation of fish, gathering statistics of populations, feeding fish, treating diseased fish as well as stocking streams, cleaning, repair and minor construction work to the hatchery buildings and grounds to promote the comfort and safety of fish as well as visitors to the hatchery. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Inspects fish on an ongoing basis throughout the day for signs of stress, loss of appetite, overcrowding, unusual behavior, tumors, lesions, etc. that may be indicative of disease;

Reports observations to the Fish Management Specialist;

Feeds fish and oversees feeding patterns for the purpose of conferring with the Fish Management Specialist concerning altering feed;

Assists Fish Management Specialist in the diagnosis and administration of medications and treatments of ill fish;

Weighs fish periodically to estimate population and to estimate quantity of food needed and measures lengths of fish to estimate growth rate;

Cleans and disinfects troughs, raceways and ponds where fish live, using deck brushes or vacuums to remove wastes, excess food and algae;

Conducts scheduled tours of the grounds and facilities, describing hatchery procedures and goals;

Observes the public on hatchery grounds to prevent harassment or injury to fish and to insure public safety;

Operates mechanical equipment such as pumps, aerators, tractors;

May drive motor vehicle to stock fish or pickup supplies;

Does routine groundskeeping such as mow and rake lawns, clean reservoir and earthen ponds, picks up debris and cares for the trees and shrubs;

Does minor maintenance work such as minor carpentry, unclogging drains, repairing fences, and patching concrete or assisting with repairs to facilities;

May direct new employees, volunteers or seasonal employees in their responsibilities including but not limited to fish distribution;

Counts mortalities and records mortality on record sheets; Prepares routine records and reports.

### **REQUIRED KNOWLEDGE, SKILLS ABILITIES AND ATTRIBUTES:**

Working knowledge of fish culture and feeding practices as well as fish disinfection techniques;

Working knowledge of materials, methods and equipment used in cleaning, caring and repairing facilities and related grounds;

Ability to understand and use the concepts of normal and abnormal fish behavior, stress, signs of disease and ripeness;

Ability to read and understand oral and written instructions, such as those pertaining to use of feed and chemicals, and work assignments pertaining to rearing fish;

Ability to courteously and tactfully deal with the public with regard to fish care and public safety;

Ability to read and write and do simple mathematical computations and take measurements of weight, volume and length;

Ability to use tools and equipment associated with rearing fish; Ability to keep records and charts;

Physical condition commensurate with demands of the position.

### **MINIMUM QUALIFICATIONS:**

- (A) One (1) year of work experience, or its part-time equivalent in fish culture, fish hatchery, fisheries biology or handling animals in a zoological or wildlife setting or veterinarians office; or
- (B) Nine semester credit hours from a regionally accredited or New York State registered college or university in biological or animal behavior science or a closely related field; or
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:** Possession of a valid New York State Class V motor vehicle license 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: Planning & Community Development Payroll Dept. No: A.8021
Title of Position: Director of Planning and Community Development Base Salary of Position: \$107,637 Grade:
Filling at Step # (If Known):
Budget code and title: A.8021 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy: 1/31/2023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 30+ % 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. 12/15/22

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 12/15/2022

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 12/16/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Economic Growth + Dev.
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Date 12/20/22

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

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

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department Planning and Community Dev. Payroll Dept. No. a.8021  
 Title of Position County Planner Annual Salary \$81,600 Grade \_\_\_\_\_  
 Budget code and title \_\_\_\_\_ Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No. 12964  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal %  State 30+ %  Other %  
 Impact to Budget: None, already in the budget  
 Human Resources Director has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_  
 The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_

### PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date \_\_\_\_\_  
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.  
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Warren County Public Defender's Office Payroll Dept. No: 6.01 A.1171 4202 110
Title of Position: Assistant Public Defender (9) Base Salary of Position: \$77,708 Grade: 3
Filling at Step # (If Known):
Budget code and title: A.1171 4202 110 (Public Defender/Hurrell Harring Salaries - Regular) Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13344/Duhany Date of Vacancy: 1/1/2023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 100 % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.
Administrator Signature Date 11-17-22

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 11/18/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Date 11/21/22

**ASSISTANT PUBLIC DEFENDER**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for representing indigent defendants as assigned by the Public Defender. The work involves representing the defendant through every stage of proceedings following arrest through and including any appeals. In addition to actual representation, the Assistant Public Defender assists the Public Defender in the investigation, preparation, conduct and appeal in various court and legal proceedings involving indigent defendants. Work is performed under the general supervision of the Public Defender and First Assistant Public Defender with wide leeway allowed for the exercise of independent judgment. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Represents and counsels' defendants at every stage of proceedings following arrest;  
 Initiates such proceedings as are necessary to protect the rights of the accused;  
 Assists the Public Defender in the preparation of various court proceedings;  
 Confers with defendants, law enforcement personnel, judges, and District Attorney's staff concerning individual cases;  
 Investigates respondent's financial status in family court support matters;  
 Prepares cases for trial by responding to motions, preparing for hearings, evaluation case, plea-bargaining and discussing case with District Attorney staff in criminal cases and with attorney for the other party in family court cases;  
 Prepares all pleadings, including petitions, answers, discovery demands, motions and orders in Family Court matters;  
 Prepares for trial by researching law and rules of evidence, preparing trial file of evidence, reviews prospective jurors, reviews trial charges by judge, prepares witnesses for trial and develops trial strategy;  
 Supervises clerical staff in connection with the preparation of cases and the maintenance of appropriate records;  
 Tries cases, including jury selection, presentment of cases, questions witnesses at trial, preparing opening statements and preparing closing summations;  
 May handle post judgment motions, including receiving motions to vacate judgment, preparing response and brief and arguing motion in Superior Court;  
 May handle appeals by preparing brief, arguing appeal in the Appellate Division, seeking permission of Court of Appeals if not a matter of right, and arguing the appeal in the Court of Appeals.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of New York State criminal law, New York family court act and court proceedings (both preferred but not necessary); good knowledge of judicial procedures and rules of evidence; ability to interpret and work with New York State and Federal criminal code; ability to communicate effectively both orally and in writing; ability to reason quickly and logically in stressful situations; ability to analyze and interpret laws and legal documents in order to render an accurate legal opinion; ability to analyze and organize facts effectively; ability to prepare for and present cases in court; ability to establish and maintain effective working relationships with others; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** At the time of appointment, possession of a license to practice law in the State of New York. Salary range \$65,295 to \$71,988 (commensurate with experience).

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

WC: 2003, 2015, 2021

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.02
Title of Position: Assistant Social Services Attorney Base Salary of Position: \$71,988 Grade:
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: 13400/Gifford Date of Vacancy: 11/21/22
Is this position mandated? [checked] Yes [ ] No Is the position reimbursable? [checked] Yes [ ] No
Source of reimbursement: [checked] Federal 50% [checked] State 25% [ ] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [checked] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [ ] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. [initials] 11/15/22
Human Resources Director has approved this form when initialed. [initials] 11/15/23

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy.
Administrator Signature [signature] Date 11-15-22

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 11/17/22

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 R. Dussall Date 11/21/2022

ASSISTANT SOCIAL SERVICES ATTORNEY

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position assisting the Department of Social Services' Chief Legal Counsel in providing legal representation to the Commissioner, other officials and employees of the local district Department of Social Services ("Department"), with a primary concentration on representation of the Department's Child Protective, Family Preservation and Youth Development and Foster Care units in child abuse, child neglect and foster care matters. In addition, the attorney may be assigned to represent the Department in child support proceedings, paternity proceedings, adult protective proceedings or other legal matters which are outside the scope of services provided to the Department by the County Attorney's office. The work is performed under the supervision of the Department's Chief Legal Counsel in accordance with overall policies of the Department with latitude given for the exercise of independent judgment in assigned matters. The work is performed in accordance with the provisions of the New York State Social Services Law, Family Court Act, New York State Rules and Regulations, applicable federal and state laws, policies established by the Commissioner and policies approved by the County Board of Supervisors. The position requires ongoing interpretation and implementation of the foregoing, legal research, independent informed judgment, and pursuit of appropriate legal action. The position is under the oversight and supervision of the Department's Chief Legal Counsel. The attorney is on-call on a 24 hours basis at all times. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Typical work activities can include all or some of the following work as assigned by the Department's Chief Legal Counsel:

Represents the Commissioner and the Department in assigned proceedings or prosecutions in Supreme Court, County Court, Family Court, Surrogate's Court, as well as Department Fair Hearings and Appellate actions;

Represents the Department in assigned proceedings including actions such as child abuse, child neglect, child support, foster care, and termination of parental rights;

Represents the Department in assigned adult protective proceedings *and guardianship proceedings*;

Prepares assigned cases involving claims against the estates of decedents, those responsible for public assistance recipients, and against legally responsible living relatives;

Prepares assigned legal actions for negotiation and trial;

Provides legal advice and consultation to Department personnel, including assigned matters relating to Children's Services, Family Services, Adult Services, Child Support Enforcement, Paternity, Financial Assistance, and Resources;

Prepares and submits orders for signature to the Family Court, Supreme Court, County Court and Surrogate's Court;

Prepares and maintains records for administrative hearings, as well as conduct administrative hearings;

May attend Family Treatment Court and MDT sessions;

Engages in motion practice within the Court(s);

Engages in legal research and provide memorandums of law to Court(s);

Provides ongoing legal advice and initiates legal actions as assigned by the Department's Chief Legal Counsel.

Prosecutes and defends appeals of court decisions as needed.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES & ATTRIBUTES:**

Knowledge of the principles and practices of common law and of County, State and Federal laws as they apply to social services;

Knowledge of civil court procedures and the rules of evidence;

Knowledge of the functions and administrative activities of the County Department of Social Services;

Knowledge of the Family Court Act, Social Services Law, and the state and federal regulations applicable to such laws;

Ability to analyze and apply legal principles, facts and precedents to legal problems;

Ability to express oneself clearly and precisely both orally and in writing;

Ability to exercise sound professional judgment.

**MINIMUM QUALIFICATIONS:** At the time of appointment and throughout the term of employment, admission to the New York State Bar and current registration in good standing to practice law in New York State.

**SPECIAL REQUIREMENT:** Must be able to satisfy the travel requirements of the position throughout employment.

## RESOLUTION REQUEST FORM NO. 12

Schedule "A"

**NOTICE OF INTENT TO FILL VACANT POSITION**

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**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department: SOCIAL SERVICES Payroll Dept. No: 40.01  
 Title of Position: Community Services Worker / Part-Time Base Salary of Position: \$43,638 Grade: 8  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: TE 6010 130 - Salaries - Part-Time Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other \_\_\_\_\_  
 Employee No./Last Name: 13702/Scott Date of Vacancy: 11/15/22  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal 50 %  State 25 %  Other \_\_\_\_\_ %

**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL**

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.  
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. Personnel Officer 11/15/22  
 Human Resources Director has approved this form when initiated. 11/15/22

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

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

Administrator Signature [Signature] Date 11-15-2022

**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 11/17/22

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee Human Services

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

Ranking Committee Member Signature Bennett F. Dussally Date 11/21/2022

## COMMUNITY SERVICES WORKER

**GENERAL STATEMENT OF DUTIES:** Under supervision, assists staff members and clients by performing supportive services related to the process of establishing eligibility for social services programs and the delivery of social services. Does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves non-professional functions in a social services agency in support of staff in implementing programs and delivery of services to clients.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Retrieves files, processes mail, files correspondence, memoranda, reports and other materials;  
 Collects money and accounts for monies received;  
 Operates photocopier, computer and other office equipment;  
 Provides typical clerical support services for higher level staff;  
 By telephone or in person, assists individuals in making informed decisions about applying for assistance or services by inquiring of and providing information to individuals or groups concerning services offered by public and private agencies;  
 Assists clients in completing necessary forms, obtaining eligibility information, proof of births, deaths and marriages;  
 Acts as interpreter, if bilingual, to help clients and workers facilitate the intake process;  
 Schedules appointments and provides client with appropriate application materials;  
 May make home visits to gather routine information related to program participation;  
 May enter client data such as demographic information, codes, determination etc.;  
 May, under supervision and guidance, provide mentorship to newly appointed or assigned staff;  
 Assists clients in areas of common concerns such as housing, employment, school attendance, recreation, money management, day care, transportation and escort;  
 Assists in communication between agency, client and the community by clarifying agency programs to individuals and conveying community cultural patterns and attitudes to agency professional staff;  
 Assists individuals in recognizing conditions contributing to social problems and in making recommendations toward correcting these conditions.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of departmental client assistance programs and eligibility criteria;  
 Good knowledge of interviewing practices and procedures;  
 Ability to establish and maintain cooperative and courteous relationships with clients, agency staff and the general public;  
 Ability to interpret agency programs, goals and eligibility requirements in language that promotes understanding of the agency;  
 Ability to understand and follow instructions;  
 Knowledge of community resources and organizations;  
 Ability to read and write English and prepare brief accurate reports;  
 Tact, emotional maturity, judgment,  
 Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school and two (2) years of experience in a non-professional position involving direct client contact supporting social services programs in a public or private agency.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State Drivers license is required at time of appointment.

WC: Adopted, 12.27.04

JC: Competitive

*Format Update 2022*

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.00
Title of Position: Sr. Social Welfare Examiner #TBD Base Salary of Position: \$48,324 Grade: 11
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [X] Promotion [ ] Other
Employee No./Last Name: (backfill for Princpl SWE) Date of Vacancy: 01/01/2023
Is this position mandated? [X] Yes [ ] No Is the position reimbursable? [X] Yes [ ] No
Source of reimbursement: [X] Federal 50% [X] State 25% [ ] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 11-17-22

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[ ] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 11/18/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

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

Ranking Committee Member Signature Bennett F. Desally Date 11/21/2022

**SENIOR SOCIAL WELFARE EXAMINER**

**GENERAL STATEMENT OF DUTIES:** Depending on the examining workload and the organizational structure of the agency, supervises a group of examiners, or a unit, or the eligibility section; or validates a sample of the determinations for assistance under programs administered by a local social services district; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is an experienced worker who can assume responsibility for (1) supervision of a group of workers establishing financial eligibility for the various programs administered by the local social services district; (2) supervision of a unit within the eligibility section; (3) supervision of an entire section responsible for establishing financial eligibility; or (4) verification including field review of a sample of the initial financial eligibility determination in the validation section. The role that this individual assumes depends upon the workload and organizational structure of the agency. Work is performed under supervision of a higher-level social welfare examiner or under the general supervision of the Director of Social Services or Director of Administrative Services if assigned to validation section.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

*In the validation section:*

Reviews documents available in the agency's files to verify eligibility and/or to determine the additional action necessary to verify eligibility;  
 Contacts cooperating agencies to verify client's eligibility;  
 Makes field visits, when necessary, to verify information relevant to the validation process, obtains corroborative written or recorded documentation in cases of possible ineligibility;  
 Appears at Administrative or Judicial proceedings when required to interpret decisions on application;  
 Interviews applicants and recipients, and, as needed, collateral contacts re-documentation of eligibility for public assistance;  
 Reports findings of investigation, makes recommendations for proper disposition of cases reviewed, i.e., reduce grant, close case, release grant, refer to law enforcement;  
 Prepares required statistical reporting appropriate to action;  
 Provides feedback on validity of decisions to the agency to pin-point causes of error.

*In eligibility determination section, depending upon the examining workload may do any or all of the following:*

Serves as a working supervisor over a group of social welfare examiners, or supervises a unit or section;  
 Reviews social welfare examiner's recommendation and approves or disapproves it;  
 Approves referral of clients to social services section for services;  
 Assists in the formulation of policies and procedures and interprets federal, state and local policies and programs;  
 Establishes necessary controls for determining staff performance and makes necessary performance evaluation.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of federal state and local social services laws and programs as they affect eligibility for financial assistance and money payments;  
 Familiarity with other laws as they affect eligibility, such as Worker's Compensation, Social Security and Unemployment Insurance;  
 Ability to deal effectively with others;  
 Ability to analyze facts obtained and use facts in making judgments regarding eligibility;  
 Ability to understand and follow directions;  
 Good powers of observation and perception;  
 Initiative, tact, judgment, emotional maturity;  
 Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Three (3) years of experience in examining, investigation or evaluating claims for assistance, veterans, or unemployment benefits, insurance or a similar program operating under established criteria for eligibility.

**PROMOTION QUALIFICATIONS:**

One (1) year of permanent competitive status as a Social Welfare Examiner.

**NOTE:** Study in a regionally accredited college or university or one registered by New York State or a business school registered by New York State may be substituted for two years of the experience on a year for year basis.

**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: 40.14  
 Title of Position: Social Services (Fraud) Investigator #TBD Base Salary of Position: \$48,324 Grade: 11  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: A6010 110 - Salaries - Regular Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No./Last Name: (Backfill for Sr. Soc Svc Inv) Date of Vacancy: 01/01/2023  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal 50 %  State 25 %  Other \_\_\_\_\_ %

**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL**

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

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

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

Administrator Signature [Signature] Date 11.17.22

**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 11/18/22

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

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

Ranking Committee Member Signature Bennett Dussally Date 11/21/2022

**SOCIAL SERVICES INVESTIGATOR**

**GENERAL STATEMENT OF DUTIES:** Investigates individuals and vendors in connection with support of welfare recipients, desertion by parents or spouses and welfare fraud; assists the Sheriff's Office and District Attorney's Office with the investigation and preparation of criminal welfare fraud cases; makes determinations of case disposition when criminal prosecution is not appropriate; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves research and field investigation of individuals and vendors in cases where there is allegation or suspicion of improper amounts of payments and attempted or actual welfare fraud. Incumbents are responsible for gathering evidence and documentation, including individuals' statements to develop legally acceptable cases. The work includes attempts to persuade defaulters to make or resume payment and negotiating or renegotiating agreements according to changing personal and financial situations. The work is performed under the general direction of the Commissioner of Social Services, Deputy Commissioner of Social Services and the Director of Child Support Enforcement/Welfare Fraud.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Investigates complaints charging recipient or vendor fraud in welfare cases;  
 Reviews records of delinquent accounts to determine necessary action;  
 Reads public assistance rules and obtains information to determine type of fraud involved and the possible criminal charges;  
 Interviews clients, their relatives and others and initiates proper procedure to obtain support or gather information concerning violation of social services laws;  
 Makes field visits to question recipients' neighbors, acquaintances, employers and others to secure information for the possible prosecution of fraud cases;  
 Secures evidence and affidavits required by the District Attorney for indictment and prosecution of welfare fraud cases;  
 Prepares reports for each case describing all steps taken, visits made, witnesses questioned and facts established for submission to appropriate authorities;  
 Attempts to locate missing respondents;  
 Answers correspondence and inquiries concerning welfare fraud matters from other government agencies, beneficiaries and respondents;  
 Assists the Social Services Attorney in preparing cases for court hearings and attends court hearings when necessary.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Thorough knowledge of investigative techniques used in determining financial practices and status of vendors and individuals and in locating missing persons;  
 Good knowledge of office terminology and modern methods used in keeping and checking financial records and reports;  
 Working knowledge of federal and state social service and related laws and regulations in regard to all Social Services Eligibility Programs;  
 Ability to be courteous and yet firm with the public;  
 Ability to develop materials for legal actions according to prescribed regulations;  
 Ability to prepare written reports; Ability to analyze facts and use them in making judgments in fraud cases;  
 Physical condition suitable to the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school and either:

- A) Five (5) years of experience in work relating to an investigation program of which two years must have been in field investigation; or
- B) Graduation from a regionally accredited or New York State registered four-year college or university and one-year experience in field investigation; or
- C) Any equivalent combination of experience and training as described above.

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: 40.12
Title of Position: Part-Time Social Welfare Examiner Base Salary of Position: \$41,213 Grade: 6
Filling at Step # (If Known):
Budget code and title: A6010 130 - Salaries - Regular Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [ ] Other [checked]
Employee No./Last Name: (new pos 2023 Budget) Date of Vacancy: 01/01/2023
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. [Signature] 11/17/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 11-18-22

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[ ] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 11/18/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[checked] The committee has no objection to the filling of the vacancy.
[ ] The committee objects to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 11/21/2022

SOCIAL WELFARE EXAMINER

**DISTINGUISHING FEATURES OF THE CLASS:** Determines financial eligibility for the various programs administered by a local social services district and recommends amounts of assistance in accordance with established policies and procedures. May perform any or a combination of assignments in connection with determining financial eligibility, categorical classification, case management, continued financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social service district. The work involves the review and evaluation of applications and records and direct interviews with applicants. Work is performed under the supervision of a higher-ranking Social Welfare Examiner, except in smallest agencies where work is supervised by a high-ranking administrator.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Reviews the certification form to determine that all statements are complete and consistent with every other item of information provided;  
 Where necessary for clarification or completion of certification form, asks applicant appropriate questions and makes necessary additions or corrections on the form;  
 Makes an evaluation of applicant's financial eligibility for assistance;  
 May determine initial categorical eligibility;  
 Assesses client's situation to determine barriers to self-sufficiency;  
 Evaluates available resource details in relation to financial eligibility;  
 Prepares and computes budget for the applicant;  
 Advises applicant of the eligibility determination, the amount of assistance and when the first grant can be expected;  
 Advises the applicant about the program under which he is eligible for assistance and any documentation or additional information which is necessary for final program classification;  
 May assist the client in developing a self-sufficiency plan by identifying specific steps for the client to complete to become self-sufficient;  
 Recommends emergency grants as needed; Makes re-determinations of financial eligibility;  
 Explains the validation process to the applicant;  
 Advises the applicant about his duty to keep the agency informed of any change in status which may affect his eligibility for assistance;  
 Informs applicants about the range of services in the agency;  
 If mandatory, or requested by applicant or client, or need for services is indicated, refers applicant to social services section, or to other specialists, such as resources, housing, employment, legal, medical, etc.;  
 Makes referrals for full field investigation where presumption of fraud is indicated.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Knowledge of federal, state and local social services laws and programs as they affect eligibility for financial assistance and money payments;  
 Familiarity with other laws as they affect eligibility, such as Worker's Compensation, Social Security, and unemployment insurance; Ability to enter and maintain data and records in computer database;  
 Ability to establish rapport and motivate client to self-sufficiency; Ability to deal effectively with others;  
 Ability to analyze facts obtained and use facts in making judgments regarding eligibility;  
 Ability to understand and follow directions; Good powers of observation and perception;  
 Initiative, tact, good judgment; 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) Sixty credit hours of coursework from a New York State or regionally accredited college or university; or
- B) Two years of experience in examining, investigating or evaluating claims for assistance, veteran's or unemployment benefits, insurance or a similar program operating under established criteria for eligibility.

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: 40.07  
 Title of Position: Senior Support Investigator #1 Base Salary of Position: \$48,324 Grade: 11  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: A6010 110 - Salaries - Regular Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other \_\_\_\_\_  
 Employee No./Last Name: 11282/Diamond Date of Vacancy: 02/01/2023  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal 50 %  State 25 %  Other \_\_\_\_\_ %

**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL**

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

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

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

Administrator Signature *[Signature]* Date 11-17-22

**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 11/18/22

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee Human Services

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

Ranking Committee Member Signature *Bernard J. Dussally* Date 11/21/2022

## SENIOR SUPPORT INVESTIGATOR

**DISTINGUISHING FEATURES OF THE CLASS:** Supervises one or more Support Investigators conducting investigations to determine the location and financial status of individuals legally responsible for the support of welfare recipients. Also supervises Support Investigators providing related services to the general public for the purpose of securing child support and/or establishment of paternity. Does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves making assignments and supervising the work of Support Investigators. Depending on workload and the size of the agency, the incumbent may be required to conduct support investigations on a regular basis. This position does not involve responsibility for fraud investigation. Primary responsibilities are: to oversee and participate in the location of individuals legally responsible for the support of welfare recipients; to oversee and participate in the preparation of petitions for support, enforcement, and modification; and to oversee and participate in the documentation and verification of the financial status of absent parents. The work is performed under the general supervision of a higher-level investigator allowing the incumbent considerable leeway in the exercise of initiative and judgment.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Oversees and participates in the interviewing of welfare recipients and applicants and their relatives, neighbors and others in an effort to obtain information concerning the whereabouts of certain individuals;

Oversees the intake and assignment of cases in the Child Support Unit;

Establishes and maintains a cooperative working relationship with other governmental agencies for assistance in locating individuals;

Oversees the maintenance of investigative case records;

Oversees and participates in the interviewing of unwed mothers to determine the feasibility of pursuing court action to establish paternity;

Refers cases of suspected fraud to appropriate investigative unit;

Reviews the work of Support Investigators and assists in the training of investigative staff;

Oversees and participates in the preparation of reports as necessary.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of investigative techniques used in determining the location and financial status of individuals;

Good knowledge of office terminology and modern methods used in keeping and checking financial records and reports;

Ability to understand and interpret laws concerning support cases;

Ability to plan and supervise the work of others;

Ability to prepare written materials;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A) Graduation from high school or possession of a high school equivalency diploma and four years of interviewing or investigation experience involving public contact; or
- B) Associate's Degree in Criminal Justice and two years of interviewing or investigation experience involving public contact; or
- C) An equivalent combination of training and experience as stated in (A) and (B) above.

**SPECIAL REQUIREMENT:** Possession of an appropriate New York State Motor Vehicle operator's license at the time of appointment.

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

WC: Adopted, 8.5.86; Amended, 5.15.06

JC: Competitive

*Format Update 2022*

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: Workforce Development Payroll Dept. No: 40.6293
Title of Position: Office Specialist (Part-Time) Base Salary of Position: 36,414 FT 34,550 Grade: 7
Filling at Step # (If Known):
Budget code and title: 40.6293.300 130 (Part-Time Payroll) Union [x] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [x] Other
Employee No./Last Name: N/A Date of Vacancy: N/A
Is this position mandated? [ ] Yes [x] No Is the position reimbursable? [x] Yes [ ] No
Source of reimbursement: [x] Federal 100% [ ] State % [x] Other WIOA %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [x] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [ ] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 11/15/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 11-15-2022

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Economic Growth & Dev.
[x] The committee has no objection to the filling of the vacancy.
[ ] The committee objects to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 11/22/22

## OFFICE SPECIALIST

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

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

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

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

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

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

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

Interfaces and coordinates with other departments or divisions;

May coordinate and implement new procedures;

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

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

Does related work as required.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of office practices, procedures and terminology;

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

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

Ability to handle routine administrative details independently;

Ability to understand and follow complex oral and written instructions;

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

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

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

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

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

**NOTE:** 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.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Workforce Development Payroll Dept. No: 40.6293
Title of Position: Employment & Training Counselor II, #2 Base Salary of Position: \$39,180 Grade:
Filling at Step # (If Known):
Budget code and title: 40.6293.310 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12049- Metcalfe Date of Vacancy: 11/5/2022
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 100% State Other WIOA %

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 11.15.22

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date 11/22/22

## EMPLOYMENT AND TRAINING COUNSELOR II

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this position is responsible for creating, developing, editing and/or teaching career readiness content to assigned individuals as well as providing more complex professional vocational guidance and related services to individuals participating in various aspects of the local Employment and Training program. Duties include assisting participants in formulating and modifying employability plans which may involve remedial education, work experience, specialized skill training, and related supportive services. The Employment and Training Counselor II is called upon to exercise sound professional judgment in formulating and carrying out plans to meet individual vocational problems faced by participants. Work is performed under the general supervision of a higher-level administrator who, as necessary, offers guidance and instruction on individual problem cases. Supervision may be exercised over the work of para-professional and clerical assistants. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Creates, develops, edits and/or teaches career readiness content to assigned individuals;  
 Works collaboratively with the Director and department or community partners in customizing class and workshop training materials to each designated group for defined goals and intended outcomes;  
 Performs vocational guidance functions with individuals with complex personal, social or vocational challenges who are participating in various aspects of the local Employment and Training program;  
 Interviews and conducts intake assessments for clients to gather and evaluate information related to prior work experience, education, specific skills, physical, personal, and social background to aid in formulating employability or training plans;  
 Formulates employability plans for participants of the program;  
 Aids clients in obtaining support services as needed;  
 Provides information to clients regarding job opportunities, training, or apprentice programs and vocational education;  
 Makes home or work site field visits to discuss challenges and progress with clients, training agencies, and employers;  
 May conduct orientation and/or informal informational sessions with client groups regarding career opportunities in the community;  
 Maintains and updates client program records, employability plans, and progress reports;  
 Visits community groups to promote the use of employment and training agency services;  
 Participates in staff meetings and conferences designed to define client goals, challenges, and evaluate progress;  
 May administer standardized vocational tests used in the evaluation of WIOA participant vocational skills and/or needs;  
 Uses computer applications or other automated systems such as spread sheets, word processing, calendar, email and database software in performing work assignments;  
 Prepares a variety of narrative as well as tabular reports;  
 Performs related office functions necessary to meet the needs of the Department.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Thorough knowledge of training and educational programs sponsored by the Employment and Training agency;  
 Good knowledge of concepts of the cultural, environmental, and personal factors influencing the lives of Employment and Training agency clientele;  
 Good knowledge of training and educational programs sponsored by the Employment and Training agency;  
 Good knowledge of interviewing practices and techniques;  
 Good knowledge of sources of job placement;  
 Working knowledge of federal, state, and local Employment and Training rules and regulations;  
 Ability to evaluate client's vocational interests and aptitudes;  
 Ability to establish and maintain effective interpersonal relationships with clients, employers, and training agencies while maintaining healthy professional boundaries;

Ability to prepare, as well as interpret, narrative and tabular reports;  
Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; Ability to communicate effectively orally;  
Dependability, tact, courtesy and neatness.

**MINIMUM QUALIFICATIONS:** Either:

- A) Bachelor's degree in social science, human services, education or related field and two years of experience in a social service agency, community action or community services agency involving direct client contact;  
or
- B) Associate's degree in social science, human services, education or related field and 4 years of experience in a social service agency, community action or community services agency involving direct client contact.

**NOTE:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

**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.