

**PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE**  
**AGENDA**  
**JANUARY 27, 2023**

**Committee Members:** *Wild, Thomas, Frasier, Runyon, McDevitt, Beaty and Driscoll- 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. Privilege of the Floor/Public Comment
- IV. **Action Agenda**
  - 1) **SUNY Adirondack representatives to provide an update on the College.**
  - 2) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**
    - A) Review of report on tracking of vacancies filled.
    - B) Review of separation report.
  - 3) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
    - A) Request to authorize the appropriation of funds in the amount of \$50,000 from the General Fund Unappropriated Surplus to the County Attorney's Budget to cover the cost of the insurance deductible for the matter of Frank Denes v. County of Warren, et al
    - B) Request for executive session to discuss current litigation; and matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.
  - 4) **Request/Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**

Request to amend the Warren County Budget for 2023 in the amount of \$1,808,671.65 to carry over funding appropriated for ARPA awards already authorized by the Board in order to make payments in 2023.
  - ~~5) **Referral from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**  
~~**Sheriff (James LaFarr, Sheriff) -**  
~~Request to amend the Table of Organization and Salary Schedule to create four K-9 handler stipends in the amount of \$6,825 each (\$27,300 total) effective February 20, 2023.~~~~~~
  - 6) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**  
**Department of Social Services (Christian Hanchett, Commissioner) -**

Request to re-appoint Christian Hanchett as Commissioner of the Department of Social Services for a five year term commencing March 20, 2023.
  - 7) **Request/Item to be Discussed by the County Administrator (John Taflan, County Administrator):**

Request to appoint Wayne LaMothe post retirement as the Director of Planning & Community Development effective February 6, 2023 with the appointment to continue through the duration of the Countryside Project.
- V. **PERSONNEL, ADMINISTRATION & HIGHER EDUCATION: (Including SUNY Adirondack, Civil Service, Human Resources, Clerk of the Board and County Attorney)**
  - 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) 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 was compiled regarding the policy, but no updates had been made to the policy. (12.01.22)
    - 4) It was the consensus of the Personnel, Administration & Higher Education and Finance Committees to move forward with developing a new funding formula to gradually increase the funding provided to SUNY Adirondack to 15% of their total operating budget over a period of time and for Washington County to be contacted to determine their interest in moving forward with changing the funding formula. (12.20.22)
  - CIVIL SERVICE:**

No items this month.
  - HUMAN RESOURCES:**

No items this month.

*Continued*

**CLERK OF THE BOARD:**

No items this month.

**COUNTY ATTORNEY:**

No items this month.

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

***Buildings and  
Grounds***

- Building Maintenance Worker #2, *Grade 7, Base Annual Salary \$43,187*, due to resignation.

***DPW***

- Sign Maintenance Supervisor, *Grade 17, Base Annual Salary \$56,356*, due to retirement.
- HEO #9, *Grade 10, Base Annual Salary \$47,667*.
- Highway Construction Supervisor #4, *Grade 12, Base Annual Salary \$48,983*.
- MEO (M) #4, *Grade 9, Base Annual Salary \$46,090*, due to promotion.
- MEO (M) #7, *Grade 9, Base Annual Salary \$46,090*, due to resignation.
- MEO (L) #6, *Grade 7, Base Annual Salary \$43,187*, due to promotion.
- MEO (L) #13, *Grade 7, Base Annual Salary \$43,187*, due to resignation.
- MEO (L) #33, *Grade 7, Base Annual Salary \$43,187*, due to promotion.

***Office for the Aging***

- Meal Site Manager #2, *Grade 2, Base Annual Salary \$27,256 (30 hr/week)*, due to resignation.

***Office of Emergency  
Services***

- Assistant Emergency Services Coordinator, *Grade 10, Base Annual Salary \$47,667*, due to creation.
- Deputy director of Emergency Services, *Annual Salary \$62,195*, due to creation.

***Social Services***

- Medicaid Clerk #2, *Grade 5, Base Annual Salary \$39,766*, due to retirement.
- Supervising Support Investigator #2, *Grade 15, Base Annual Salary \$52,674*, due to retirement.
- Social Welfare Examiner #TBD, *Grade 8, Base Annual Salary \$44,729*, due to promotion.
- Senior Social Services (Fraud) Investigator #1, *Grade 13, Base Annual Salary \$50,300*.
- Principle Social Welfare Examiner #4, *Grade 15, Base Annual Salary \$52,674*.
- Caseworker #41, *Grade 16, Base Annual Salary \$54,061*, due to creation.
- Caseworker #42, *Grade 16, Base Annual Salary \$54,061*, due to creation.

***Tourism***

- Principle Account Clerk, *Grade 10, Base Annual Salary \$47,667*.

***Workforce  
Development***

- Employment & Training Coordinator, *Grade 8, Base Annual Salary \$44,729*.

**VI. Privilege of the Floor/Public Comment**

**VII. Motion to adjourn**

## 2023 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cmte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
7/29/2022	DPW	MEO (M) #1 (1245)	Converse	PR	\$ 45,880.00	\$ 39,246.00	1/2/2023	Binder	\$46,734.00	\$ 7,488.00	\$ 854.00
9/1/2022	County Clerk	MV Lic/Reg Clerk #10 (1117)	Bruno	RS	\$ 44,928.00	\$ 43,638.00	vacant				
9/1/2022	Employment & Training	Student to Careers Development Specialist (2729)	N/A	N	N/A	\$ 50,104.00	1/30/2023	Graney	\$50,104.00	\$ -	\$ -
10/6/2022	District Attorney	Legal Clerk II (2667)	Caivano	O	\$ 44,265.00	\$ 43,638.00	vacant				
10/6/2022	DPW	MEO (L) # 27 (2256)	Allen	RS	\$ 42,134.00	\$ 42,134.00	vacant				
10/6/2022	DPW	MEO (M) # 25 (2396)	Duell	RS	\$ 54,491.00	\$ 44,966.00	vacant				
10/6/2022	DPW	MEO (M) #5 (1246)	Bent	RS	\$ 46,281.00	\$ 44,966.00	1/2/2023	Blydenburgh	\$46,734.00	\$ 1,768.00	\$ 453.00
10/6/2022	Office for the Aging	Meal Site Cook # 4 (1938)	Seitz	O	\$ 31,572.00	\$ 31,581.00	vacant				
11/3/2022	DPW	MEO (L) # 2 (1239)	Neel JR	RS	\$ 42,134.00	\$ 42,134.00	1/16/2023	Hayes	\$53,058.00	\$ 10,924.00	\$ 10,924.00
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	Children and Youth SPOA Coordinator (2383)	Wright	PR	\$ 71,415.00	\$ 65,824.00	vacant				
11/3/2022	Office of Community Services	Deputy Director-Clinical (1622)	Coutu	RT	\$ 81,814.00	\$ 69,431.00	1/4/2023	Wright	\$77,446.00	\$ 8,015.00	\$ (4,368.00)
12/1/2022	Countryside	Institutional Aide # 12 (1870)	Durkin			\$ 36,093.00	Still in position				
12/1/2022	Countryside	Institutional Aide # 19 (2746)	N/A	N	N/A	\$ 36,995.00	vacant				
12/1/2022	DPW	Assistant Naturalist Temp (2247)	Landry	O	13.1913/HR	17.4271/HR	vacant				
12/1/2022	DPW	MEO (M) # 14 (1261)	Cameron	O	\$ 46,281.00	\$ 44,966.00	vacant				
12/1/2022	Employment & Training	Office Specialist-PT (2613)	N/A	O	N/A	\$ 34,550.00	vacant				
12/1/2022	Health Services	EI Service Coordinator (2459)	Bellizzi- Sh	O	\$ 29,732.00	\$ 43,130.00	1/3/2023	Wilkie	\$43,130.00	\$ -	\$ 13,398.00
12/1/2022	Health Services	FTE P:ublic Health Assistant # 2 (2736)	N/A	N	N/A	\$ 47,677.00	vacant				
12/1/2022	Health Services	FTE Public Health Program Coordinator (2737)	N/A	N	N/A	\$ 57,507.00	vacant				
12/1/2022	Health Services	PHN # 35 (2250)	Swan	RS	\$ 54,286.00	\$ 62,310.00	vacant				
12/1/2022	Health Services	PHN # 8 (1546)	McAvey	RS	\$ 71,291.00	\$ 62,310.00	vacant				
12/1/2022	Health Services	Public Health Nurse # 10 (1607)	Arnold	RS	\$ 71,535.00	\$ 62,310.00	vacant				
12/1/2022	Health Services	RPN # 11 (2548)	Allocco	RS	\$ 65,733.00	\$ 59,426.00	vacant				
12/1/2022	Health Services	RPN # 42 (2701)	N/A	N	N/A	\$ 59,426.00	vacant				
12/1/2022	Health Services	RPN # 43 PT (2738)	N/A	N	N/A	\$ 36,547.00	vacant				
12/1/2022	Health Services	Senior Account Clerk #2 (2399)	Baker	RS	\$ 53,058.00	\$ 42,134.00	vacant				
12/1/2022	Information Technology	Computer Help Desk Tech II # 3 (2731)	N/A	N	N/A	\$ 64,188.00	1/17/2023	Povie	\$64,188.00	\$ -	\$ -
12/1/2022	Office of Emergency Services	2nd Deputy EMS Coordinator PT (1613)	Howe	RS	Quarterly	\$ 8,223.00	vacant				
12/1/2022	Office of Emergency Services	3rd Deputy EMS Coordinator PT (1612)	Tims	PR	Quarterly	\$ 8,223.00	vacant				
12/1/2022	Planning	County Planner (1958)	LaMothe	RS	\$ 107,637.00	\$ 81,600.00	vacant				
12/1/2022	Public Defender	9th Assistant Public Defender (2608)	Duhaney	RS	\$ 77,808.00	\$ 77,708.00	vacant				
12/1/2022	Social Services	Assistant SS Attorney # 2 (2370)	Gifford	RS	\$ 79,809.00	\$ 71,988.00	vacant				
12/1/2022	Social Services	Community Services Worker-LTPT (20 hours) (2736)	Scott	RS	\$ 22,365.00	\$ 43,638.00	1/3/2023	Smith	\$22,365.00	\$ (21,273.00)	\$ -
12/1/2022	Social Services	Senior Support Investigator # 1 (1742)	Diamond	RT	\$ 58,890.00	\$ 48,324.00	vacant				
12/1/2022	Social Services	Social Welfare Examiner PT (2745)	N/A	N	N/A	\$ 41,213.00	vacant				
12/1/2022	Social Services	Sr Social Welfare Examiner # 12 (2269)	Kill	PR	\$ 59,890.00	\$ 48,324.00	vacant				
12/1/2022	Social Services	Sr. Social Services Investigator # 1 (2744)	N/A	O	N/A	\$ 50,300.00	vacant				
12/12/2023	Social Services	Caseworker #41 (2742)	N/A	N	N/A	\$ 54,061.00	vacant				
12/12/2023	Social Services	Caseworker #42 (2743)	N/A	N	N/A	\$ 54,061.00	vacant				
12/12/2023	Social Services	Principal Social Welfare Examiner #4 (2741)	N/A	N	N/A	\$ 52,674.00	1/3/2023	Kill	\$64,830.00	\$12,156.00	
12/12/2023	Social Services	Social Welfare Examiner #TBD		PR							
12/12/2023	Social Services	Supervising Support Investigator #2 (2305)	Mosher	RT	\$ 65,330.00	\$ 52,674.00	vacant				
									<b>TOTALS:</b>	<b>\$19,078.00</b>	<b>\$ 21,261.00</b>

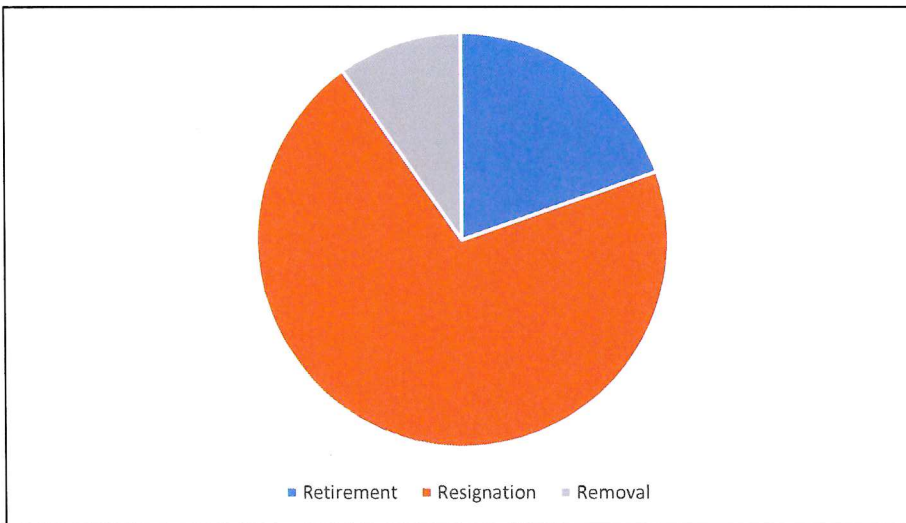
\* (RT= Retired, RS= resigned, PR= promotion, O= Other, N- New)

## Warren County Department of Human Resources



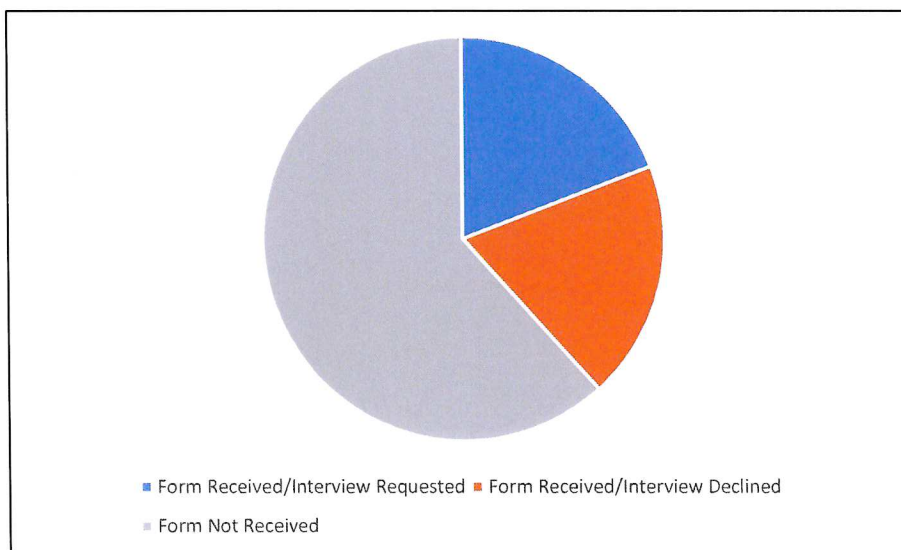
### Separations through December 31, 2022

Retirement	22
Resignation	79
Removal	11
<b>Total</b>	<b>112</b>



### Exit Interviews through December 31, 2022

Form Received/Interview Requested	18
Form Received/Interview Declined	18
Form Not Received	58



**RESOLUTION REQUEST FORM NO. 20****MISCELLANEOUS**

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

**DEPARTMENT NAME: County Attorney**

**DATE: 1/27/23**

- (a) Purpose of Request: **Appropriation of funds to pay the \$50,000 insurance deductible in the matter of Frank Denes v. County of Warren, et al.**
- (b) Details: **A settlement agreement was reached in the matter of Frank Denes v. County of Warren, et al. This is to reimburse NYMIR the amount of the County's insurance deductible to settle the claim.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 7*****Request to Amend County Budget\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME: CLERK OF THE BOARD**

**DATE: JANUARY 27, 2023**

(a) Purpose of Amendment:

**To carryover funding appropriated in 2022 for ARPA awards already authorized by the Board in order to make payments in 2023**

(b) Appropriation Code, Object Code, Full Title and Amount:

**A.1010.4999 470 - Legislative Board, American Rescue Plan Act (ARPA),  
Contract - \$1,808,671.65**

(c) Revenue Code (with title), and Amount:

**A.1010.4999 4090 - Legislative Board, American Rescue Plan Act (ARPA),  
Coronavirus Local Fiscal Recovery Fund (CLFRF) - \$1,808,671.65**

**RESOLUTION REQUEST FORM NO. 20****MISCELLANEOUS**

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

**DEPARTMENT NAME: SOCIAL SERVICES**

**DATE: 01/23/23**

- (a) Purpose of Request: **Request to Renew/Continue the Appointment of the Commissioner of Social Services, for a five-year term. The current five-year term expires March 19, 2023.**
- (b) Details:
- (c) Previous Resolution Number: **n/a**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A6010 110**

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

\* as listed in budget and LOGOS



## Office of Temporary and Disability Assistance

KATHY HOCHUL  
Governor

DANIEL W. TIETZ  
Commissioner

BARBARA C. GUINN  
Executive Deputy Commissioner

### Sent Electronically

December 27, 2022

Christian A. Hanchett  
Commissioner  
Warren County Department of Social Services  
Human Services Building  
1340 State Rt. 9  
Lake George, NY 12845

Dear Commissioner Hanchett:

Our records indicate your term as Commissioner of the Warren County Department of Social Services is due to expire on March 19, 2023.

Should you be reappointed as Commissioner, please provide me with a copy of the county legislature's resolution so confirming.

Should you have any questions in this regard, please contact Matthew Rider, of my staff, at (518) 473-1741.

Sincerely,

A handwritten signature in black ink that reads "James P. Ryan". The signature is written in a cursive style with a large, prominent "J" and "R".

James P. Ryan  
Director of Human Resources

cc: Jackie Figueroa, Human Resources Director  
Patricia Nenninger, Personnel Officer  
Matthew Rider

**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: Public Work-Buildings & Grounds Payroll Dept. No: 19.10Title of Position: Building Maintenance Worker #2 Base Salary of Position: \$43187 Grade: 7

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

Budget code and title: A.1620 General.Buildings Union  Non-Union This position is vacated due to:  Retirement  Resignation  Termination  Promotion  OtherEmployee No./Last Name: #10897 SPRING Date of Vacancy: 12/21/2023Is 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.** 1/12/23**Human Resources Director has approved this form when initialed.** 1/12/23**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 1/16/2023**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 1/20/23**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**Name of Committee County Facilities The committee has no objection to the filling of the vacancy. The committee objects to the filling of the vacancy. In the case of an emergency, Committee Chair has no objection to the filling of the vacancy. In the case of an emergency, Committee Chair objects to the filling of the vacancy.Ranking Committee Member Signature Daniel F. Bruno Date 1/24/2023

Amended, Warren County Personnel, July 2, 2013

**BUILDING MAINTENANCE WORKER**

**GENERAL STATEMENT OF DUTIES:** Performs a variety of semi-skilled building repair and maintenance tasks; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is semi-skilled work involving responsibility for independently performing a variety of mechanical and other building maintenance tasks or for serving as a helper to journeyman tradesman. In either case, although a working knowledge of one or more trades is necessary, a maintenance worker does not utilize the more skilled journeyman techniques for any considerable portion of his time. In addition, the work may involve the part-time operation of a truck, automobile or other automotive equipment. General instructions are received and work is performed under immediate or general supervision depending upon the nature of the task. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate.

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

Performs semi-skilled work in masonry, carpentry, electrical or painting operations;  
Helps to install and repair wiring systems and electric fixtures and equipment;  
Repairs windows, doors, floors, walls and other parts of buildings;  
Does interior and exterior painting where quantity rather than fine quality of work performed is the principal object;  
Helps to install and repair general plumbing equipment, such as sinks, toilets and baths;  
Assists in cleaning and repairing boilers, pumps, heaters, pipe lines, valves and traps;  
Mixes plaster and concrete and assists in laying brick, plastering walls, finishing concrete work, etc.;  
Operates trucks, automobiles, air compressors, and other motorized equipment;  
Takes part in general grounds maintenance activities;  
Serves as general handyman performing a variety of semi-skilled duties.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of modern buildings and grounds maintenance and repair practices; knowledge of the practices and techniques of one or more of the standard trades; mechanical aptitude; industry; good physical condition; dependability; manual dexterity.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Two years of experience in either general building construction or maintenance work in one or more of the standard trades, such as carpentry, plumbing, electrical; or any equivalent combination of experience and training.

**SPECIAL REQUIREMENT:** Possession of a Class D New York State driver's 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: Public Works Payroll Dept. No: 19.60  
 Title of Position: Sign Maintenance Supervisor Base Salary of Position: \$56356 Grade: 17  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: D.3310 Sign Maintenance Supervisor Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other \_\_\_\_\_  
 Employee No./Last Name: 8429/Meade Date of Vacancy: 01/06/2023  
 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.** Per 1/12/23  
**Human Resources Director has approved this form when initialed.** AT 1/12/23

#### 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 1/16/2023

#### 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 1/20/23

#### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature [Signature] Date 1/24/2023

Amended, Warren County Personnel, March 27, 2012

**SIGN MAINTENANCE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Performs and supervises the construction, lettering and installation of road signs and application of street markings. Is responsible for the efficient and economic use of workers, materials and equipment in the sign maintenance and highway marking activities of the highway division of the Department of Public Works. The work is carried out under general supervision, with wide leeway allowed in carrying out the details of the work. Direct supervision is exercised over a small number of sign maintenance workers, laborers or other subordinate employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)  
 Supervises and participates in the laying out, lettering, and installation of traffic and other signs;  
 Supervises and participates in layout and application of pavement markings as well as code marking for road striping purposes;  
 Maintain current NY Dig Safely records, as well as mark out and manage all requests for County Purposes;  
 Operates various computer and plotter software for making signs;  
 Inspects installed signs for damage or vandalism and schedules repairs;  
 Supervises and participates in the set up of necessary signs, barricades and cones as needed for road work situations;  
 Communicates with management and County and Town Officials;  
 Computes bill statements for signs made for towns, village, etc.  
 Maintains a current inventory of signs and other materials and orders new supplies as needed;  
 Supervise and maintain safety for emergency situations, i.e. road closures and/or bridges;  
 May drive a snowplow or otherwise participate in county snow removal operations.

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

**CHARACTERISTICS:** Good knowledge of the common practices, tools, terminology and accident precautions of the sign marking trade; good knowledge of the sections of the National and State Traffic Manual pertaining to highway signs and street markings; ability to organize and supervise the work of others; knowledge of computer software as applicable to task; ability to deal with the public; ability to follow oral and written instructions; manual dexterity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school and two years of experience in sign marking and maintenance. 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: Public Works Payroll Dept. No: 19.63
Title of Position: HEO #9 Base Salary of Position: \$47667 Grade: 10
Filling at Step # (If Known):
Budget code and title: D.5110 DPW.Maintenance Roads Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [ ] Other [checked]
Employee No./Last Name: 10904/Hayes Date of Vacancy: 01/16/2023
Is this position mandated? [ ] Yes [checked] No Is the position reimbursable? [ ] Yes [checked] No
Source of reimbursement: [ ] Federal [ ] State [ ] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy.
Administrator Signature Date 1/16/2023

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 Date 1/20/23

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 Date 1/24/2023

Amended, Warren County Civil Service, May 9, 2011

**HEAVY EQUIPMENT OPERATOR**

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

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve responsibility for the safe and efficient operation of specialized heavy automotive equipment used in highway maintenance or construction projects. Greater skill is required than in the operation of other types of equipment and there is greater responsibility for the safety of others. Additional responsibility is involved for making minor repairs to equipment and for ordinary servicing. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate. The work is performed under general supervision.

**EXAMPLES OF WORK:** (Illustrative only)  
Operates a bulldozer, power grader, paver, crusher, hydro-crane, power shovel and other types of heavy equipment in the construction and maintenance of highways;  
Operates heavy snow plow in the clearing of roads;  
Operates heavy equipment in connection with cutting banks, cutting and filling ditches, removing stumps, stripping gravel pits and related highway department tasks;  
Performs minor maintenance and repair work on assigned equipment;  
Loads and unloads vehicles;  
Responds after normal working hours to emergency situations and during snow and ice events;  
Services a variety of simple manual tasks, such as cleaning culverts, shoveling snow, painting and road maintenance work.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Good knowledge of the operation of and maintenance of heavy automotive equipment; ability to service and make minor repairs and adjustments to equipment; ability to understand and carry out simple oral and written instructions; mechanical aptitude; dependability; good physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:** One year of experience in the operation of specialized or heavy motor equipment or two years of experience in the operation of any type of automotive equipment; or equivalent combination of experience and training.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** Eligibility for an appropriate New York State Class A 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: Public Works Payroll Dept. No: 19.63
Title of Position: Highway Construction Supervisor #4 Base Salary of Position: \$48983 Grade: 12
Filling at Step # (If Known):
Budget code and title: D.5110 Highway Const. Supervisor #4 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 11440/DALY Date of Vacancy: 10/29/2022
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 1/16/2023

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 1/20/23

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date 1/24/2023

## HIGHWAY CONSTRUCTION SUPERVISOR

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

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

Supervises the activities of a crew and the use of materials and equipment in the construction and maintenance of county highways;

Assists in planning maintenance schedules and workloads;

Reports to and confers with Supervisor regarding staff and equipment necessary for maintenance projects;

Supervises and participates in the preparation and maintenance of activities, costs and progress records and reports;

Operates various types of road construction and maintenance equipment including heavy trucks and earth moving equipment;

Responds after normal working hours to emergency situations and during snow and ice events;

Conducts various other highway maintenance activities as a member of a crew.

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

Good knowledge of modern highway construction and maintenance methods and procedures;

Good knowledge of the equipment, materials, tools, terminology and safety precautions used in highway maintenance and in snow removal and ice control;

Good knowledge of the operation and maintenance of automotive equipment;

Ability to plan and supervise the work of others;

Ability to solve operating problems as they may occur in the field;

Ability to effectively work as an individual or a member of a crew and coordinates efforts with other employees as appropriate;

Ability to understand and carry out complex oral and written directions;

Ability to prepare and maintain records and reports;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Four (4) years of experience in the construction or maintenance of paved highways or bridges.

**SPECIAL REQUIREMENTS:**

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

# 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) #4 Base Salary of Position: \$46090 Grade: 9  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: D.5110 MEO (M) #4 Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No./Last Name: 13050/Toll Date of Vacancy: 11/21/2022  
 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.** *Par 1/12/23*  
 Human Resources Director has approved this form when initialed. *AP 1/12/23*

### 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 1/16/2023

### 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 1/20/23

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature *[Signature]* Date 1/24/2023

## 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) #7 Base Salary of Position: \$46090 Grade: 9  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: D.5110 MEO (M) #7 Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No./Last Name: 12906/Webb Date of Vacancy: 11/12/2022  
 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.** 2011/12/23  
 Human Resources Director has approved this form when initialed. 11/12/23

#### 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 1/6/2023

#### 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 1/20/23

#### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

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

Ranking Committee Member Signature [Signature] Date 1/24/2023

**MOTOR EQUIPMENT OPERATOR (MEDIUM)**

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

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

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

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

Good knowledge of the operation of trucks, tractors and other types of automotive equipment;  
Ability to understand and carry out simple oral and written instructions;  
Industry, dependability, good physical condition.

**MINIMUM QUALIFICATIONS:**

One (1) year of experience in the operation of motorized construction equipment.

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (L) #6 Base Salary of Position: 43187 Grade: 7
Budget code and title: D.5110 MEO (L) #6 Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [checked] Promotion [ ] Other
Employee No./Last Name: 13527/Blydenburgh Date of Vacancy: 01/02/2023
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] 1/12/23

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 1/16/2023

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 1/20/23

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
[checked] The committee has no objection to the filling of the vacancy.
[ ] The committee objects to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 1/24/2023

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (L) #13 Base Salary of Position: 43187 Grade: 7
Budget code and title: D.5110 MEO (L) #13 Union [x] Non-Union [ ]
This position is vacated due to: [ ] Retirement [x] Resignation [ ] Termination [ ] Promotion [ ] Other
Employee No./Last Name: 13535/RIFFLE Date of Vacancy: 06/02/2022
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.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[x] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 1/16/2023

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 1/20/23

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 1/24/2023

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (L) #33 Base Salary of Position: 43187 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) #33 Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [checked] Promotion [ ] Other
Employee No./Last Name: 13596/Binder Date of Vacancy: 01/02/2023
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] 1/12/23

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 1/16/2023

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 1/20/23

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
[checked] The committee has no objection to the filling of the vacancy.
[ ] The committee objects to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 1/24/2023

**MOTOR EQUIPMENT OPERATOR (LIGHT)**

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

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

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

Operates single axle truck in connection with hauling material for road maintenance or construction;  
Operates a light truck to transport workmen, tools and other equipment;  
Operates a tractor mower cutting grass and brush from road sides and other public areas;  
Operates small snow plow or related snow removal equipment  
Loads and unloads trucks;  
Performs a variety of laboring tasks;  
May be required to clean and oil the equipment;  
On assignment, operates ten-wheel trucks, front end loaders, rollers or similar road construction and maintenance equipment.

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

Good knowledge of the operation of tractors, mowers, automobiles, single axle trucks and other light automotive equipment;  
Ability to understand and carry out simple oral and written instructions;  
Industry, dependability, good physical condition.

**MINIMUM QUALIFICATIONS:**

One (1) year of experience in the operation of some type of light automotive equipment.

**SPECIAL REQUIREMENTS:**

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

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office for the Aging Payroll Dept. No: 57.01
Title of Position: Meal Site Manager #2 (Warrensburg) Base Salary of Position: \$27,250 (30hr/week) Grade: 2
Filling at Step # (If Known):
Budget code and title: A6772.110 Nutrition Program Warren - Salaries FT Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [checked] Resignation [ ] Termination [ ] Promotion [ ] Other
Employee No./Last Name: 12304/Hill Date of Vacancy:
Is this position mandated? [ ] Yes [checked] No Is the position reimbursable? [checked] Yes [ ] No
Source of reimbursement: [ ] Federal [ ] State 75% [ ] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [ ] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 1/18/23

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 1/20/2023

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 1/20/23

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 Edna A Francis Date 1/24/23

### MEAL SITE MANAGER

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

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

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

- Supervises and participates in the setting of tables and service of food at a meal site;
- Supervises the collection of and accounting for cash receipts;
- Prepares site layouts and makes recommendations for the maintenance and improvement of plant and equipment;
- Keeps records and prepares necessary reports for the Nutrition Service Coordinator and others;
- Plans and conducts recreational programs for the elderly in conjunction with meals programs;
- Provides information and referral services to elderly participants in the nutrition program;
- Provides information to the Office for the Aging and other community agencies to promote increased interest in the nutrition program;
- Receives, inspects, stores, and distributes supplies;
- maintains inventory and related records.

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

**MINIMUM QUALIFICATIONS:** One year of experience in serving food or one year of experience in a paid or volunteer program involving direct service to the aging; or any equivalent combination of training and experience.

WC: Amended, September 2, 2004  
*2022 Format Update*

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office of Emergency Services Payroll Dept. No: 35
Title of Position: Assistant Emergency Services Coordinator Base Salary of Position: \$46,504 Grade: 10
Filling at Step # (If Known): 11 \$47,100 - 2023
Budget code and title: A.3640 Civil Defense Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [X] Other Creation
Employee No./Last Name: Date of Vacancy: January 1, 2023
Is this position mandated? [ ] Yes [X] No Is the position reimbursable? [ ] Yes [X] No
Source of reimbursement: [ ] Federal [ ] State [ ] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[ ] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 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 Criminal Justice & Public Safety
[X] The committee has no objection to the filling of the vacancy.
[ ] The committee objects to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 12/12/22

## ASSISTANT EMERGENCY SERVICES COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position is responsible for performing a variety of complex staff support functions which ensure efficient and effective department operations. Duties include assisting in the coordination of the County's Emergency Operations Center (EOC), grant administration, community outreach program planning/presentations and OES inventory management. The work is performed under the supervision of a higher-level administrator, with leeway allowed for independent judgment in accordance with established policies and protocols. The incumbent may be required to be available for evening and weekend work as necessary to meet program needs; performs related work as required.

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

Assists in coordinating the County's Emergency Operations Center (EOC) during an event, exercise, and other planning processes; including monitoring hazards/emergency/disaster situations, coordinating emergency/disaster declaration protocols and communicating with agencies/vendors;

Assists in the activation of designated response staff during times of emergency;

Assists in coordinating intra-departmental operations to ensure that effective communication is maintained between departments, local municipalities, state and federal agencies to maintain effective administrative operations;

Assists with coordination of the community emergency response team (CERT)

Works with outside agencies and vendors needed prior to or during disaster response and recovery periods for quick acquisition of needed resources

Assists in identifying, obtaining and managing grants relating to emergency management and homeland security; monitors the implementation and related activities of grant programs as required;

Manages emergency services related inventory system;

Compiles and maintains lists of available services, resources, mutual aid agreements relevant to emergency management assistance and home land security measures;

Assists with the planning and presentation of community outreach programs;

Prepares reports along with graphics for administrators to use in public presentations;

Maintains membership in emergency management-related professional associations;

Compiles and assembles data and statistical reports relating to emergency services operations;

Provides support to instructors and outside organizations using the Fire Training Center, ensuring the facility is prepared and that training aids are organized and maintained;

Attends meetings and conferences as assigned;

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

May be required to work nights and weekends in order to meet program needs.

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

Good knowledge of office management and administrative practices/techniques;

Good knowledge of the procedures involved in the administration of department grants;

Working knowledge of federal, state and local laws relating to the administration of department grants;

Working knowledge of modern emergency management principles, practices, methods and techniques;

Ability to plan, organize, coordinate and manage administrative support functions for an office;

Ability to plan and present ideas clearly and effectively;

Ability to establish and maintain effective working relationships;

Ability to communicate effectively, both orally and in writing;

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

Tact, good judgment, initiative, discretion.

MINIMUM QUALIFICATIONS:

- A) Bachelor's degree and one (1) year of paid experience in emergency services or a related field;
- B) Associate's degree or higher and three (3) years of paid experience in the field of emergency services or a related field;
- C) High school diploma or possession of a high school equivalency diploma and five (5) years of paid experience in the field of emergency services or related field

WC: \_\_\_\_\_  
JC: Competitive

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office of Emergency Services Payroll Dept. No: 35
Title of Position: Deputy Director of Emergency Services Base Salary of Position: \$56,475.00 Grade: 27
Filling at Step # (If Known): \$62,195
Budget code and title: A.3640 Civil Defense Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Creation
Employee No./Last Name: Date of Vacancy: January 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.
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 12/12/22

## DEPUTY DIRECTOR OF EMERGENCY SERVICES

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class assists the Director of Emergency Services in the administration of the county-wide emergency management programs in Warren County. Responsibilities include planning, organizing, implementing and coordinating assigned programs relating to local emergency preparedness functions, local emergency medical services functions and other county emergency management services. Additionally, the Deputy Director acts for and on behalf of the Director in their absence. The work is performed under the general direction of the Director with wide leeway for the exercise of independent judgment. Supervision is exercised over department employees and volunteers participating in emergency management response. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists the Director in the development, implementation and coordination of programs to carry out emergency preparedness responsibilities required by federal, state and local law and regulations;

Assists Director with emergency operations during times of activation of the Emergency Operations Center (EOC);

Coordinates the functions of local emergency services providers, volunteer agencies and law enforcement regarding emergency status during natural or man-made emergencies;

Plans, distributes and implements emergency preparedness response programs which meet federal, state and local law and regulations;

Participates with federal, state and local officials to coordinate emergency management activities;

Coordinates and oversees local training and instructional exercises relating to county-wide emergency response program;

Reviews and analyzes emergency management plans and procedures and makes recommendations for revisions;

Conducts risk and threat assessments and advises local officials regarding their disaster mitigation response and recovery procedures;

Recruits volunteers for emergency preparedness purposes from local officials, employees and the general public;

Attends public meetings for presentations;

Assists with budget preparation and supervising paid and volunteer staff as needed;

Promotes emergency preparedness and other preventative activities through public presentations, the distribution of literature, use of the media for public information, education and training;

Attends public meetings for presentations;

Coordinates local emergency response committee in planning, writing, and upgrading a county-wide response plan;

Maintains awareness of new developments in emergency management and incorporates new developments as appropriate into programs;

Attends federal, state and local emergency management meetings and conferences to coordinate programs, represent the County and maintain skills;

Assists with filing of reimbursement claims by various municipalities in the county to federal and state agencies;

May oversee grant administration processes in support of emergency management programs;

Plans and coordinates instruction programs relative to comprehensive Emergency Management System training;

Participates in safety training courses conducted by such organizations as Red Cross, auxiliary police, emergency radio teams, various state entities and mutual aid;

Prepares a variety of records and reports related to the work;

Develops educational and community outreach programs and works with businesses, schools and other community groups;

Performs other related work necessary for the function of the Department.

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

Thorough knowledge of modern emergency management principles, practices, methods and techniques;

Good knowledge of federal, state and local emergency management laws and regulations;

Good knowledge of command control and disaster control methods and procedures;

Good knowledge of the principles and operation of modern emergency communication systems;

Good knowledge of the geography and political subdivisions of the county;

Ability to interpret Federal, State and Local Laws, rules and regulations affecting ability to organize, analyze and interpret data and information;

Ability to plan and coordinate complex emergency preparedness and safety operations;

Ability to establish and maintain effective working relationships with others;  
Ability to prepare and deliver presentations in a clear, concise and articulate manner;  
Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;  
Initiative, sound judgement, tact, courtesy.

**MINIMUM QUALIFICATIONS:** Either:

- A) Master's Degree\* in Emergency Management or related field and two (2) years of paid experience in the field of emergency services management, public safety or closely related field, one year of which must have included supervisory responsibilities;
- B) Bachelor's Degree\* or higher in Emergency Management or related field and three (3) years of paid experience in the field of emergency services management, public safety or closely related field, one year of which must have included supervisory experience;
- C) Associate's Degree\* in Emergency Management or related field and five (5) years of paid experience in the field of emergency services management, public safety or related field;
- D) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of paid experience in the field of emergency services management, public safety or related field.

**SPECIAL REQUIREMENT:** Valid New York State Driver's License at the time of appointment and throughout the term of employment.

**\*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: SOCIAL SERVICES Payroll Dept. No: 40.03  
 Title of Position: Medicaid Clerk #2 Base Salary of Position: \$39,766 Grade: 5  
 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: 12482/Lorne Date of Vacancy: 01/31/23  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal 50 %  State 25 %  Other \_\_\_\_\_ %

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

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
**Actual Impact to Budget Report will be provided monthly by Human Resources Director.**  
**Candidate's qualifications must be approved by Personnel Officer prior to hiring.** per 1/13/23  
 Human Resources Director has approved this form when Initialed. 1/13/22

**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 1/16/2023

**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 1/20/23

**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 01/24/2023

**MEDICAID CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the responsibility for processing Supplemental Security Income and Medicaid cases administered through the Department of Social Services. The incumbent performs an assessment of client's residency, gathers necessary information to verify eligibility, as defined by State and Federal regulations, opens and close cases as appropriate. The work also involves providing clients with information on the Medicaid coverage, determinations and other related information. The work is performed under general supervision of a higher-level supervisor in the Department with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is not a function of this position. Does related work as required.

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

- Reviews and evaluates information submitted electronically from Social Security Administration, which determines client's financial and medical eligibility for benefits and reviews data in a State Data Exchange system (SDX);
- Verifies residency of clients to determine whether or not the client is eligible to receive coverage services from the County;
- Enters information received and performs case maintenance activities by initiating or up-dating the data on the Welfare Management System (WMS) system such as opening and closing and makes adjustments to cases based on analysis of information;
- Contacts client and appropriate County of residence to ensure appropriate transfer of benefits to close case file;
- Contacts medical institutions and care facilities within the County to verify residency;
- Communicates with clients or other appropriate examiner within the Department regarding their cases and provides assistance as necessary;
- Provides information on the phone on program services and requirements, may schedule appointments, explains procedures and program processes;
- Acts as liaison for agency activities in this area with clients and other contacts;
- Maintains and prepares records and documents including computerized records, requiring knowledge of agency services, procedures and codes;
- May attend training, conferences and workshops related to Medicaid, Social Security Administration and Supplemental Security Income, health programs and other related areas;
- May screen applicants with scripted questions on the computer to elicit needed information to make eligibility determinations and provides application if appropriate;
- May perform initial intake by receiving the individual's application and answers general questions related to various benefit programs and ensures that application information is complete;
- May register the application for further processing by an examiner by opening new file or matching paperwork with an existing case file.

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

- Good knowledge of State and Federal laws and regulations pertaining to Supplemental Security Income programs, Medicaid and other programs administered by the Department of Social Services;
- Working knowledge of data processing techniques and procedures;
- Working knowledge of business arithmetic;
- Ability to enter and retrieve information in the Welfare Management System (WMS);
- Ability to organize and maintain accurate records and files;
- Ability to gather information and analyze facts obtained in making judgments regarding eligibility for coverage in the County;
- Ability to establish and maintain effective working relationships with others;
- Ability to operate a personal computer and utilize common office software programs;
- Ability to communicate effectively both orally and in writing;
- Ability to understand and empathize with the needs and concerns of others;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A) Associate's degree in a human services field; or
- B) Graduation from High School or possession of a high school equivalency diploma and two (2) years clerical experience which involved the maintenance of records; or
- C) An equivalent combination of training and experience as defined by the limits of both (a) and (b) above.

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

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

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

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.07  
 Title of Position: Supervising Support Investigator #2 Base Salary of Position: \$52,674 Grade: 15  
 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: 7978/Mosher Date of Vacancy: 03/15/2023  
 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. PA 12/6/22  
 Human Resources Director has approved this form when initialed. PA 12/6/22

### 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 12-7-2022

### 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 12/12/22

### 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 F. Dunsally Date 12/12/2022

## SUPERVISING SOCIAL SERVICES INVESTIGATOR

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for the supervision of staff and related activities involving fraud investigations for the Department of Social Services. The incumbent oversees all aspects of civil, administrative, criminal or internal investigations relating to welfare fraud as may be required. In addition, work includes recommending policies and procedures for the unit. This position may have similar responsibilities as subordinate investigative staff in addition to required supervision, coordination and training of subordinate staff. The work is performed under the general direction of the Commissioner with considerable leeway allowed for the exercise of independent judgment in carrying out the duties of the work. Does related work as required.

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

Oversees the intake, assignment and process of investigations to unit personnel;  
 Studies, interprets, and communicates public assistance laws and rules and obtains information to assist in defining agency policy and to determine type of fraud involved to determine the appropriate course of action;  
 Oversees, directs or participates in the interviewing of suspected parties, service recipients, applicants and their relatives, neighbors and others in an effort to obtain information concerning the possible misuse of agency programs;  
 Oversees, directs or participates in securing evidence, affidavits and depositions required by the District Attorney for indictment and prosecution of welfare fraud;  
 May perform a variety of investigative functions in the more difficult cases;  
 Serves subpoenas and other legal papers as directed to assist in pending court proceedings;  
 Establishes and maintains a cooperative working relationship with other governmental agencies for assistance in fraud investigations;  
 Oversees the maintenance of investigative case records;  
 Oversees and may direct the interviewing of information sources to determine the feasibility of pursuing court action;  
 Represents unit at supervisor staff meetings and conferences designed to define agency policies, problems, goals, and evaluate program;  
 Answers correspondence and inquiries concerning fraud matters from other government agencies, beneficiaries, and others;  
 Refers cases of suspected fraud to appropriate law enforcement unit;  
 Reviews the work of investigators and assists in the training of investigative staff;  
 May represent the Department of Social Services in court proceedings;  
 Prepares a variety of statistical and narrative reports for the department, County and State agencies;  
 Supervises, trains, and evaluates assigned personnel;  
 Oversees the operation of the cash collection and accounting system used to establish and track claims for outstanding debt owed to the local Social Service district.

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

Thorough knowledge of the techniques, procedures and sources used in conducting investigations;  
 Thorough knowledge of the laws, rules and regulations applicable to welfare fraud;  
 Good knowledge of modern methods used in keeping and checking records and reports;  
 Good knowledge of office terminology, procedures and equipment;  
 Good knowledge of business arithmetic and English;  
 Ability to understand and interpret laws concerning fraud cases;  
 Ability to plan and supervise the work of others;  
 Ability to prepare narrative and statistical reports;  
 Ability to perform close, detail work involving considerable visual effort and strain;  
 Ability to operate a computer;  
 Good judgment;  
 Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Bachelor's degree or higher in criminal justice, social work or related field and three (3) years of experience in field investigations; which shall include one year of supervisory experience, OR
- B) Associate's degree or higher in criminal justice, social work or related field and five (5) years of experience in field investigations; which shall include one year of supervisory experience, OR
- C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience in field investigations; which shall include one year of supervisory experience; OR
- D) Any equivalent combination of training and experience as defined by the limits of A) and B) above.

**SPECIAL REQUIREMENTS:** Possession of an appropriate New York State Driver's license or demonstrate the ability to meet the transportation needs of the position.

**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:** Experience in field investigations must have involved face-to-face contacts with persons in the field for the purpose of verifying or authenticating information or complaints and discovering additional sources of information to be investigated in order to establish or disprove allegations. Such experience may have been obtained through insurance claims adjuster experience, police investigations, locating missing persons, performing security checks on individuals in the field, private detective experience, welfare fraud investigations, etc. Conducting structured interviews, telephone checks, collection work or simple on-site observation will not be considered as experience in field investigations

**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: 40.00  
 Title of Position: Social Welfare Examiner #TBD Base Salary of Position: \$44,729 Grade: 8  
 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: (2nd Backfill for new Princ SWE pos 2023 Budget) 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.** *PO 12/16/22*

**Human Resources Director has approved this form when initialed.** *HJ 12/16/22*

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

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

Administrator Signature *[Signature]* Date 12-07-22

**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 12/12/22

**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 F. Dussal* Date 12/12/2022

## 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: 40.14  
 Title of Position: Senior Social Services (Fraud) Investigator #1 Base Salary of Position: \$50,300 Grade: 13  
 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: (New pos 2023 Budget) 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.** *POA 11/17/22*  
**Human Resources Director has approved this form when initialed.** *12/11/22*

#### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 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 Bennet R. Dussally Date 12/12/2022

Adopted, Warren County Personnel, September 12, 1996

**SENIOR SOCIAL SERVICES INVESTIGATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for supervising and participating in research and field investigations of cases where there is allegation or suspicion of improper payments and/or attempted or actual welfare fraud. The incumbent plans, schedules, organizes and directs the work of the unit. The work is performed under the general direction of the Commissioner of Social Services and in consultation with the Social Services Attorney, with broad discretion permitted in carrying out the details of the work. Does related work as required.

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

Supervises and investigates complaints charging overgrants, recipient or vendor fraud related to financial assistance cases;

Oversees the intake and assignment of cases and the maintenance of investigative case records;

Oversees and participates in the interviewing of clients, their relatives and others to obtain information concerning alleged violations of financial assistance programs;

Makes field visits to question recipients, neighbors, acquaintances, employers and others to secure information for the possible prosecution of fraud cases;

Studies, interprets and communicates public assistance laws and rules and obtains information to determine type of fraud involved and discusses the possibility of placing criminal charges with the District Attorney's office;

Secures evidence, affidavits and depositions required by the District Attorney for indictment and prosecution of welfare fraud;

Testifies at grand jury, criminal and family court proceedings;

Prepares and maintains a variety of written records and reports in accordance with State, Federal and agency requirements;

Answers correspondence and inquiries concerning support or fraud matters from other government agencies, beneficiaries and respondents;

Participates in staff meetings and conferences designed to define agency policies, problems, goals and evaluate program;

May attempt to locate missing respondents;

Maintains cooperative working relationships with other units, divisions and agencies to facilitate the delivery of service.

cont.

Page 2 Senior Social Services Investigator

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

Thorough knowledge of Federal and State law codes and policies concerning the provision of Social Service financial assistance programs; good knowledge of investigative techniques, including interviewing procedures and practices; good knowledge of office terminology and modern methods used in keeping and checking financial records and reports; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; ability to read, understand and interpret complex written information; good powers of observation and perception; initiative, tact; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State four year college or university with a Bachelor's Degree in Criminal Justice or its equivalent and one year of experience in a position the duties of which primarily involve contact with the public relative to an investigative program or examining and evaluating claims for assistance in a program operating under established criteria; OR
- B. Graduation from a regionally accredited or New York State registered two year college or university with an Associates Degree in criminal justice or its equivalent and three years of experience as described in (A) above; OR
- C. Graduation from high school or the possession of a high school equivalency diploma and five years of experience described in (A) above; OR
- D. An equivalent combination of training and experience as defined by the limits of (A) (B) and (C).

**SPECIAL REQUIREMENT:** Possession of an appropriate New York State Motor Vehicle Operator's license at the 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: SOCIAL SERVICES Payroll Dept. No: 40.00
Title of Position: Principal Social Welfare Examiner #TBD\* A Base Salary of Position: \$52,674 Grade: 15
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 [ ] Promotion [ ] Other [X]
Employee No./Last Name: (New pos 2023 Budget) 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

[ ] 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. 11/17/22

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

[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 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 [Signature] Date 12/12/2022

**PRINCIPAL SOCIAL WELFARE EXAMINER**

**GENERAL STATEMENT OF DUTIES:** Depending upon the examining workload and organizational structure of the agency, may supervise a group of examiners and senior examiners or a unit or a section responsible for determining financial eligibility for the various programs administered by the local social services district or the validation section; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving responsibility for planning, coordinating, supervising and managing the performance and activities of a group of employees, a unit or section depending on the organizational structure of the agency. Duties, though similar to those of a senior social welfare examiner, are broader in scale, are performed with more independence and involve a greater variety of related functions and the exercise of supervision over a greater number of subordinates. 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 the validation section.

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

Assists in the formulation of policies and procedures which relate to financial eligibility;  
 Interprets federal, state and local policies and programs as they relate to financial eligibility;  
 Plans, coordinates, supervises and manages the activities within assigned area of responsibility;  
 Establishes necessary controls for determining staff performance and makes necessary performance evaluation;  
 Reviews recommendations made by lower level examiners and approves or disapproves them;  
 Approves referral of clients to social service section for services;  
 Maintains cooperative relationships with other units and sections of the agency through administrative channels;  
 Maintains contact with community groups and other agencies in area of responsibility.

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

Thorough knowledge of federal, state, and local social services laws and programs as they affect eligibility for financial assistance;  
 Thorough knowledge of the agency's overall programs, policies and procedures, good knowledge of other laws and programs which may affect eligibility such as Workman's Compensation, Social Security and Unemployment Insurance;  
 Good knowledge of modern principles of supervision;  
 Ability to communicate and deal effectively with others;  
 Ability to plan, coordinate, manage and supervise the work of others and to evaluate their performance;  
 Ability to prepare reports;  
 Initiative, tact, good judgment, leadership, emotional maturity.  
 Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Four (4) 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, one year of which has been in a supervisory capacity.

**NOTE:** Study in a regionally accredited college or university or one registered by New York State or business college registered by New York State may be substituted for three years of the general experience but not for the supervisory 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: 40.01
Title of Position: Caseworker # 41 Base Salary of Position: \$54,061 Grade: 16
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: (New pos 2023 Budget) 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.
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 [Signature] 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 [Signature] Date 12/12/2022

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: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker # TBD A2 Base Salary of Position: \$54,061 Grade: 16
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [ ] Other [checked]
Employee No./Last Name: (New pos 22023 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. 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 11-17-22

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 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 Bennett F. Duscolly Date 12/12/2022

## CASEWORKER

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

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

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

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

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

**MINIMUM QUALIFICATIONS:** Bachelor's Degree

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

**SPECIAL REQUIREMENTS:**

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Tourism Department Payroll Dept. No: 5303
Title of Position: Principal Account Clerk Base Salary of Position: \$47,667 Grade: 10
Filling at Step # (If Known): 22 (\$28.1942/hr)
Budget code and title: Salaries -Part Time Tourism A.6417.0001.130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 9949/Grant (part-time per diem) Date of Vacancy: January 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.
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 12-7-22

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

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

- Name of Committee Tourism
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 12/12/22

**PRINCIPAL ACCOUNT CLERK- TOURISM**  
**(Part-time/ Per-Diem)**

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this position is responsible for independently performing difficult and complex account keeping functions in the Tourism Department as well as for the Occupancy Tax Committee and Park Operations & Management Committee. The work is performed under general supervision in accordance with outlined policies or procedures allowing for independent judgment in planning and carrying out the details of the work. Difficult technical or policy problems are referred to the Director for decision making or review of recommendations. Does related work as required.

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

*For the Tourism Department and Occupancy Tax Committee:*

Plans and performs the processes relating to maintaining and checking a wide variety of financial records and reports;

Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;

Performs the audit of varied accounts, claims and records and the preparation of reports thereon;

Performs the compilation, preparation and analysis of a variety of complex financial and statistical records and reports;

Assists in the preparation of annual operating budgets and ensures the maintenance of necessary financial controls;

Assists in the preparation of five-year projection reports;

Reviews contract terms for compliance with payment terms, proof of insurance, county policies, etc.;

Processes purchase orders and related reports;

Conducts correspondence in connection with financial matters;

May attend meetings and draft related resolutions;

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

Performs related work as assigned.

*For Park Operations & Management Committee:*

Assists the Village of Lake George in obtaining necessary documentation for rental of Festival Space including insurance and payment;

Attends Committee meetings;

Prepares resolutions.

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

Thorough knowledge of current methods used in keeping and checking financial records and reports;

Thorough knowledge of office terminology, procedures and equipment;

Thorough knowledge of business English;

Good knowledge of current general and government accounting;

Proficiency in the use of computer applications such as spreadsheets, word processing, calendar, e-mail and computer applications used for accounting and financial management;

Ability to plan, assign and supervise the work of account keeping and clerical assistants;  
Ability to understand and carry out complex oral and written directions;  
Ability to make arithmetic computations rapidly and accurately;  
Ability to prepare correspondence and reports;  
Ability to secure the cooperation of others;  
Ability to deal effectively with the public;  
Ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations;  
Sound judgment in solving complex account keeping problems;  
A high degree of accuracy, initiative and resourcefulness;  
Initiative, tact; courtesy; integrity.

**MINIMUM QUALIFICATIONS:**

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

- A. Bachelor's Degree or higher in accounting, finance, business administration or related field;  
or
- B. Associate's Degree in accounting, finance, business administration or related field and two (2) years of progressively responsible experience in maintaining financial accounts and records; or
- C. Four (4) years of progressively responsible experience in 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.

WC: 2004; 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: Workforce Development Payroll Dept. No: 40  
 Title of Position: Employment & Training Coordinator Base Salary of Position: \$44,729 Grade: 8  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: 40.6293.300 110 Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No./Last Name: 13444/(Kinderman)Galeno Date of Vacancy: December 19, 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.** POA 1/1/23  
**Human Resources Director has approved this form when initialed.** 1/7 1/12/23

### 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 1/12/23

### 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 1/20/23

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Economic Growth + Development  
 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 1/24/2023

## **EMPLOYMENT & TRAINING COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this class is responsible for coordinating the vocational skills training and educational programs of a local employment and training program. Duties include planning, organizing and administering established agency educational and technical training programs in conjunction with other public and/or private agency partners, while also managing the documentation and reporting of services. In addition, the employee may conduct individual or group instructional sessions in specialized informational areas such as resume and job application preparation, interviewing best practices, professionalism, etc. The work is performed under the general supervision of a higher level staff employee within the agency with leeway allowed for the exercise of independent judgment in following established policies and procedures. Does related work as required.

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

Plans, organizes and administers vocational skills training and educational programs of the local Employment & Training agency, often in conjunction with other public and private agency partners;

Develops on-the-job training opportunities for program clients and supports existing agency programs;

Builds and maintains agency partnerships that support agency goals and initiatives;

Evaluates service program effectiveness through data analysis, post-program surveys, partner agency feedback or other methodologies;

Makes visits to training agencies and/or worksites to assess client successes, discuss challenges, and maintain relationships with worksite partners;

May conduct orientations and/or informational sessions with client groups regarding programs and opportunities;

May meet with public and private agency representatives involved in the development of vocational training programs or other partnership initiatives to promote the use of Employment & Training services;

Participates in staff meetings, trainings, and conferences to assess outcomes;

Prepares a wide variety of narratives and reports related to program functions and outcomes;

Performs related assigned duties required for efficient office operations.

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

**CHARACTERISTICS:** Good knowledge of training and educational programs sponsored by an Employment and Training agency; working knowledge of concepts of cultural, environmental, and personal factors influencing local citizens seeking employment; working knowledge of online training methods and techniques; working knowledge of the principles of vocational guidance and placement methods; working knowledge of the principles of learning and instruction as they apply to training programs; working knowledge of federal, state, and local employment and training rules, regulations, and policies as they apply to training in the educational aspects of the programs; ability to establish and maintain positive working relationships with clients and partner agencies; ability to demonstrate problem solving skills for individual needs as well as the collective needs of a group or program; ability to multi-task and remain flexible; ability to prepare narratives and reports and communicate professionally both orally and in writing.

**MINIMUM QUALIFICATIONS:**

Either:

- a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in social science, human services, education or related field, or
- b) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in social science, human services, education or related field and two years of full-time experience in a counseling, casework, education, employment and training or other related field, or
- c) Graduation from high school or possession of a high school equivalency diploma and four years of full-time experience in a counseling, casework, education, employment and training or other related field.

WC: 6/07; 2/20  
JC: Competitive