

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE
AGENDA
MARCH 30, 2023

Committee Members: *Wild, Thomas, Frasier, Runyon, McDevitt, Beaty and Stec- 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) **Request/Item to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**
Review of report on tracking of vacancies filled.
 - 3) **Request/Item to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
 - A) Request to rescind Resolution Nos. 45 of 2023 and 160 of 2023 and authorize a Home Rule Request by Warren County for an extension to the Law authorizing and empowering the County to impose an additional mortgage recording tax.
 - B) Executive session Pursuant to Section's 105(1)(d) and (e) of the Public Officer's Law.
 - 4) **Referral from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**
Office of Emergency Services (Ann Marie Mason, Director) -
Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Office Specialist-Part-time (24 hrs/week), *Grade 7, Base Annual Salary \$25,280.40*, effective April 24, 2023.
 - 5) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor McDevitt):**
Workforce Development (Liza Ochsendorf, Director) -
Request to authorize temporary positions for the Summer Youth Employment Program beginning on June 20, 2023 and ending September 29, 2023 and authorizing training slots for the Program Year which begins on July 1, 2023 and ends on June 30, 2024.
 - 6) **Referral from the Legislative, Rules & Governmental Options (Chaired by John Strough):**
Board of Elections (William VanNess, Commissioner, (R), Elizabeth McLaughlin, Commissioner (D) -
Request to amend the Salary Schedule to increase the salary of the two Bi-Partisan Election Management Technician positions from \$0.00 to ~~44,760.26~~\$48,091.
 - 7) **Request/Item to be Discussed by the County Administrator (John Taflan, County Administrator):**
Discussion regarding SUNY Adirondack Sponsorship Funding.
 - 8) **Request /Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**
Request to further amend Resolution No. 374 of 2017, *Approving the Payment for Services Proposal Submitted by the Warren County Coroner*, to update Forensic Medical Services Fees to reflect and increase in the cost of autopsies.
- 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 to provide an update within a few months. (01.27.23)
 - 2) Review of the Remote Work Policy established by Resolution No. 96 of 2021. (10.06.22) Update: It was noted an update would be provided within a few months. (01.27.23)
 - 3) A joint meeting of the Personnel, Administration & Higher Education and Finance Committees to be scheduled to discuss changing the funding formula for SUNY Adirondack. (01.27.23)

CIVIL SERVICE: No items this month.

HUMAN RESOURCES: No items this month.

CLERK OF THE BOARD: No items this month.

COUNTY ATTORNEY: No items this month.

Continued

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

- Health Services** - Health Educator #2, *Grade 14, Base Annual Salary \$51,356*, due to resignation.
- DPW**
- MEO (L) #16, *Grade 7, Base Annual Salary \$43,187*, due to resignation.
 - Sign Maintenance Worker #2, *Grade 11, Base Annual Salary \$48,324*, due to promotion.
 - MEO (M) #8, *Grade 9, Base Annual Salary \$46,090*, due to promotion.
- Social Services**
- Intake Clerk #4, *Grade 4, Base Annual Salary \$38,447*, due to promotion.
 - Intake Clerk #7, *Grade 4, Base Annual Salary \$38,447*, due to promotion.
 - Social Services Investigator #3, *Grade 11, Base Annual Salary \$48,324*, due to promotion.
 - Caseworker #36, *Grade 16, Base Annual Salary \$54,061*, due to resignation.
 - Caseworker #38, *Grade 16, Base Annual Salary \$54,061*, due to resignation.
 - Support Investigator #5, *Grade 8, Base Annual Salary \$44,729*, due to promotion.
- Tourism** - Principle Account Clerk, *Grade 10, Base Annual Salary \$47,667*, due to creation. *(Emergency Fill)*

VII. Privilege of the Floor/Public Comment

VIII. Motion to adjourn

2023 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cnte./ 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		\$50,104.00	\$ -	\$ -
9/1/2022	Employment & Training	Student to Careers Development Specialist (2729)	N/A	N	\$ -	\$ 50,104.00	1/30/2023	Graney		\$ -	\$ -
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)	Porter	N	N/A	\$ 36,093.00	Still in position				
12/1/2022	Countryside	Institutional Aide # 19 (2746)	N/A	O	\$ -	\$ 36,995.00	3/6/2023	Barrett	\$36,995.00	\$ -	\$ -
12/1/2022	DPW	Assistant/Naturalist Temp (2247)	Landry	O	\$ 13,191.3/HR	\$ 17,427.1/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	\$ -	\$ 34,550.00	2/2/2023	Gibb	\$26,992.00	\$ (7,558.00)	\$ -
12/1/2022	Health Services	EI Service Coordinator (2459)	Bellizzi- Sharon	O	\$ 29,732.00	\$ 43,130.00	1/3/2023	Wilkie	\$43,130.00	\$ -	\$ 13,398.00
12/1/2022	Health Services	FTE Public Health Assistant # 2 (2736)	N/A	N	N/A	\$ 47,667.00	3/13/2023	Sylvia	\$47,667.00	\$ -	\$ -
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	PHN # 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	Povte	\$64,188.00	\$ -	\$ -
12/1/2022	Office of Emergency Services	2nd Deputy EMS Coordinator PT (1613)	Howe	RS	Quarterly	\$ 8,223.00	1/17/2023	Stone	\$8,223.00	\$ -	\$ -
12/1/2022	Office of Emergency Services	3rd Deputy EMS Coordinator PT (1612)	Tims	PR	Quarterly	\$ 8,223.00	1/17/2023	DeSimone	\$8,223.00	\$ -	\$ -
12/1/2022	Planning	County Planner (1958)	LaMothé	RS	\$ 107,637.00	\$ 81,600.00	2/27/2023	Gaddy	\$81,600.00	\$ -	\$ (26,037.00)
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) (2718)	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	2/20/2023	Hangraves	\$59,389.00	\$ 11,065.00	\$ 499.00
12/1/2022	Social Services	Social Welfare Examiner PT (2745)	N/A	N	N/A	\$ 41,213.00	2/6/2023	Meade	\$33,547.00	\$ (7,666.00)	\$ -
12/1/2022	Social Services	Sr Social Welfare Examiner # 12 (2269)	Kill	PR	\$ 59,890.00	\$ 48,324.00	2/6/2023	Record	\$55,468.00	\$ 7,144.00	\$ (4,422.00)
12/1/2022	Social Services	Sr Social Services Investigator # 1 (2744)	N/A	O	N/A	\$ 50,300.00	3/13/2023	Morgan	\$57,748.00	\$ 7,448.00	\$ -
1/27/2023	DPW	Building Maint. Worker # 2 (2142)	Spring	RS	\$ 43,187.00	\$ 43,187.00	2/27/2023	Curtis	\$43,187.00	\$ -	\$ -
1/27/2023	DPW	Sign Maint. Supervisor (1203)	Meade	RT	\$ 69,507.00	\$ 56,356.00	2/20/2023	Monroe	\$68,007.00	\$ 11,651.00	\$ (1,500.00)
1/27/2023	DPW	HEO # 9 (1247)	Hayes	O	\$ 58,144.00	\$ 47,667.00	vacant				
1/27/2023	DPW	Highway Construction Supervisor # 4 (2393)	Daly	O	\$ 59,137.00	\$ 48,983.00	2/21/2023	Bunting Jr	\$56,229.00	\$ 7,246.00	\$ (2,908.00)
1/27/2023	DPW	MEO (M) # 4 (1254)	Toll	PR	\$ 51,600.00	\$ 46,090.00	vacant				
1/27/2023	DPW	MEO (M) # 7 (1256)	Webb	RS	\$ 48,882.00	\$ 46,090.00	vacant				
1/27/2023	DPW	MEO (L) # 6 (1259)	Blydenburgh	PR	\$ 43,830.00	\$ 43,187.00	1/30/2023	Barrett	\$43,187.00	\$ -	\$ (643.00)
1/27/2023	DPW	MEO (L) # 13 (1265)	Riffle	RS	\$ 43,187.00	\$ 43,187.00	2/13/2023	Krick	\$43,187.00	\$ -	\$ -
1/27/2023	DPW	MEO (L) # 33 (2563)	Binder	PR	\$ 43,830.00	\$ 43,187.00	2/22/2023	Smith	\$43,187.00	\$ -	\$ (643.00)
1/27/2023	Office for the Aging	Meal Site Manager # 2 (1935)	Hill	RS	\$ 31,237.00	\$ 27,256.00	2/6/2023	Kostolni	\$27,256.00	\$ -	\$ (3,981.00)
1/27/2023	Office of Emergency Services	Assistant Emergency Services Coord. (2735)	N/A	N	N/A	\$ 47,667.00	1/1/2023	Pouliot	\$57,644.00	\$ 9,977.00	\$ -
1/27/2023	Office of Emergency Services	Deputy Director of Emergency Services (2734)	N/A	N	N/A	\$ 62,195.00	1/1/2023	Rivers	\$62,195.00	\$ -	\$ -

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

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: March 30, 2023

- (a) Purpose of Request: **Rescind Resolution No. 45 of 2023 and 160 of 2023, and approve updated resolutions for each.**
- (b) Details: **Warren County (and five other counties) were advised by the State Senate on March 27, 2023 that the Legislature decided that this year the mortgage recording tax extensions would be for 2 years instead of 3 years. Warren County was advised that new Home Rules need to be approved by the Board and submitted to the Legislature.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Attachments:

1. Resolution No. 45 of 2023
2. Resolution No. 160 of 2023
3. Rescinding Resolution No. 45 of 2023
4. Rescinding Resolution No. 160 of 2023
5. Resolution authorizing Home Rule request to enact a bill extending mortgage recording tax
6. Resolution authorizing enactment of Senate Bill and Assembly Bill

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 45 OF 2023

RESOLUTION INTRODUCED BY SUPERVISORS RUNYON AND WILD

HOME RULE REQUEST BY WARREN COUNTY FOR AN EXTENSION TO THE LAW AUTHORIZING AND EMPOWERING THE COUNTY OF WARREN TO IMPOSE AN ADDITIONAL MORTGAGE RECORDING TAX

WHEREAS, the Warren County Board of Supervisors, on behalf of the County of Warren, desires to request enactment of an extension to section 253-w of the Tax Law authorizing and empowering the County of Warren to continue to impose an additional mortgage recording tax on and after December 1, 2023, and

WHEREAS, the local government, Warren County, does not have the power to enact such legislation by local law, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors, on behalf of the County of Warren, pursuant to Article 11 of the Constitution, hereby requests the Legislature to enact a bill extending section 253-w of the Tax Law from December 1, 2023 through an additional period of three years to authorize the County of Warren to continue to impose the additional mortgage recording tax provided therein, and be it further

RESOLVED, that it is hereby declared that a necessity exists for the enactment of such legislation in that the local government, Warren County, does not have the power to enact such legislation by local law, and be it further

RESOLVED, that the Clerk of the Board of Supervisors be, and he hereby is, authorized to complete the Municipal Home Rule Request form, complete the certification contained thereon, and indicate that the Board of Supervisors voted in favor of the Municipal Home Rule Request stated therein, and to transmit the same together with this resolution to the Senate and the Assembly.

Warren County Board of Supervisors

RESOLUTION NO. 160 OF 2023

RESOLUTION INTRODUCED BY SUPERVISORS WILD, THOMAS, FRASIER, RUNYON, McDEVITT, BEATY AND DRISCOLL

HOME RULE REQUEST BY WARREN COUNTY FOR THE ENACTMENT OF SENATE BILL NO. S2781 AND ASSEMBLY BILL NO. A4881 ENTITLED "AN ACT TO AMEND CHAPTER 368 OF THE LAWS OF 2008 AMENDING THE TAX LAW RELATING TO AUTHORIZING THE COUNTY OF WARREN TO IMPOSE AN ADDITIONAL MORTGAGE RECORDING TAX, IN RELATION TO EXTENDING THE EFFECTIVENESS THEREOF"

WHEREAS, the Warren County Board of Supervisors, on behalf of the County, desires to request enactment of Senate Bill No. S2781 and Assembly Bill No. A4881, entitled "An Act to amend chapter 368 of the laws of 2008 amending the tax law relating to authorizing the County of Warren to impose an additional mortgage recording tax, in relation to extending the effectiveness thereof", a copy of Assembly Bill No. A4881 and Senate Bill No. S2781 being on file with the Clerk of the Board of Supervisors, and

WHEREAS, the local government, Warren County, does not have the power to enact such legislation by local law, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors, on behalf of the County of Warren, pursuant to Article 11 of the Constitution, hereby requests the Legislature to enact Senate Bill No. S2781 and Assembly Bill No. A4881, said bills entitled "An Act to amend chapter 368 of the laws of 2008 amending the tax law relating to authorizing the County of Warren to impose an additional mortgage recording tax, in relation to extending the effectiveness thereof", and a copy of Assembly Bill No. A4881 and Senate Bill No. S2781 being on file with the Clerk of the Warren County Board of Supervisors and also being available at this meeting of the Board of Supervisors, and be it further

RESOLVED, that it is hereby declared that a necessity exists for the enactment of such legislation in that the local government, Warren County, does not have the power to enact such legislation by local law, and be it further

RESOLVED, that the Clerk of the Board of Supervisors be, and he hereby is, authorized to complete the Municipal Home Rule Request form, complete the certification contained thereon, and indicate that the Board of Supervisors has voted in favor of the Municipal Home Rule Request stated therein, and transmit the same together with this resolution to the Senate and the Assembly.

Warren County Board of Supervisors

RESOLUTION NO. ___ OF 2023

Resolution introduced by Supervisors Wild, Thomas, Frasier, Runyon, McDevitt, Beaty and Stec

RESCINDING RESOLUTION NO. 45 OF 2023, WHICH AUTHORIZED THE HOME RULE REQUEST BY WARREN COUNTY FOR AN EXTENSION TO THE LAW AUTHORIZING AND EMPOWERING THE COUNTY OF WARREN TO IMPOSE AN ADDITIONAL MORTGAGE RECORDING TAX

WHEREAS, pursuant to Resolution No. 45 of 2023, the Warren County Board of Supervisors, on behalf of the County of Warren, pursuant to Article 11 of the Constitution, requested the Legislature to enact a bill extending section 253-w of the Tax Law from December 1, 2023 through an additional period of three years to authorize the County of Warren to continue to impose the additional mortgage recording tax provided therein, and

WHEREAS, New York State has advised Warren County that the Legislature has decided to only extend the mortgage recording tax for two years instead of three years and new Home Rule requests need to be approved by the Warren County Board of Supervisors, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby rescinds Resolution No. 45 of 2023.

Warren County Board of Supervisors

RESOLUTION NO. ___ OF 2023

Resolution introduced by Supervisors Wild, Thomas, Frasier, Runyon, McDevitt, Beaty and Stec

RESCINDING RESOLUTION NO. 160 OF 2023, WHICH AUTHORIZED THE HOME RULE REQUEST BY WARREN COUNTY FOR THE ENACTMENT OF SENATE BILL NO. S2781 AND ASSEMBLY BILL NO. A4881 ENTITLED “AN ACT TO AMEND CHAPTER 368 OF THE LAWS OF 2008 AMENDING THE TAX LAW RELATING TO AUTHORIZING THE COUNTY OF WARREN TO IMPOSE AN ADDITIONAL MORTGAGE RECORDING TAX, IN RELATION TO EXTENDING THE EFFECTIVENESS THEREOF”

WHEREAS, pursuant to Resolution No. 160 of 2023, the Warren County Board of Supervisors, on behalf of the County of Warren, pursuant to Article 11 of the Constitution, requested the Legislature to enact Senate Bill No. S2781 and Assembly Bill No. A4881, said bills entitled “An Act to amend chapter 368 of the laws of 2008 amending the tax law relating to authorizing the County of Warren to impose an additional mortgage recording tax, in relation to extending the effectiveness thereof,” and

WHEREAS, New York State has advised Warren County that the Legislature has decided to only extend the mortgage recording tax for two years instead of three years and new Home Rule requests need to be approved by the Warren County Board of Supervisors as new bill numbers will be assigned, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby rescinds Resolution No. 160 of 2023.

Warren County Board of Supervisors

RESOLUTION NO. ___ OF 2023

Resolution introduced by Supervisors Wild, Thomas, Frasier, Runyon, McDevitt, Beaty and Stec

HOME RULE REQUEST BY WARREN COUNTY FOR AN EXTENSION TO THE LAW AUTHORIZING AND EMPOWERING THE COUNTY OF WARREN TO IMPOSE AN ADDITIONAL MORTGAGE RECORDING TAX

WHEREAS, the Warren County Board of Supervisors, on behalf of the County of Warren, desires to request enactment of an extension to section 253-w of the Tax Law authorizing and empowering the County of Warren to continue to impose an additional mortgage recording tax on and after December 1, 2023, and

WHEREAS, the local government, Warren County, does not have the power to enact such legislation by local law, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors, on behalf of the County of Warren, pursuant to Article 11 of the Constitution, hereby requests the Legislature to enact a bill extending section 253-w of the Tax Law from December 1, 2023 through an additional period of two years to authorize the County of Warren to continue to impose the additional mortgage recording tax provided therein, and be it further

RESOLVED, that it is hereby declared that a necessity exists for the enactment of such legislation in that the local government, Warren County, does not have the power to enact such legislation by local law, and be it further

RESOLVED, that the Clerk of the Board of Supervisors be, and he hereby is, authorized to complete the Municipal Home Rule Request form, complete the certification contained thereon, and indicate that the Board of Supervisors voted in favor of the Municipal Home Rule Request stated therein, and to transmit the same together with this resolution to the Senate and the Assembly.

Warren County Board of Supervisors

RESOLUTION NO. ___ OF 2023

Resolution introduced by Supervisors Wild, Thomas, Frasier, Runyon, McDevitt, Beaty and Stec

HOME RULE REQUEST BY WARREN COUNTY FOR THE ENACTMENT OF SENATE BILL NO. S2781-A AND ASSEMBLY BILL NO. A4881-A ENTITLED "AN ACT TO AMEND CHAPTER 368 OF THE LAWS OF 2008 AMENDING THE TAX LAW RELATING TO AUTHORIZING THE COUNTY OF WARREN TO IMPOSE AN ADDITIONAL MORTGAGE RECORDING TAX, IN RELATION TO EXTENDING THE EFFECTIVENESS THEREOF"

WHEREAS, the Warren County Board of Supervisors, on behalf of the County, desires to request enactment of Senate Bill No. S2781-A and Assembly Bill No. A4881-A, entitled "An Act to amend chapter 368 of the laws of 2008 amending the tax law relating to authorizing the County of Warren to impose an additional mortgage recording tax, in relation to extending the effectiveness thereof", a copy of Assembly Bill No. A4881-A and Senate Bill No. S2781-A being on file with the Clerk of the Board of Supervisors, and

WHEREAS, the local government, Warren County, does not have the power to enact such legislation by local law, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors, on behalf of the County of Warren, pursuant to Article 11 of the Constitution, hereby requests the Legislature to enact Senate Bill No. S2781-A and Assembly Bill No. A4881-A, said bills entitled "An Act to amend chapter 368 of the laws of 2008 amending the tax law relating to authorizing the County of Warren to impose an additional mortgage recording tax, in relation to extending the effectiveness thereof", and a copy of Assembly Bill No. A4881-A and Senate Bill No. S2781-A being on file with the Clerk of the Warren County Board of Supervisors and also being available at this meeting of the Board of Supervisors, and be it further

RESOLVED, that it is hereby declared that a necessity exists for the enactment of such legislation in that the local government, Warren County, does not have the power to enact such legislation by local law, and be it further

RESOLVED, that the Clerk of the Board of Supervisors be, and he hereby is, authorized to complete the Municipal Home Rule Request form, complete the certification contained thereon, and indicate that the Board of Supervisors has voted in favor of the Municipal Home Rule Request stated therein, and transmit the same together with this resolution to the Senate and the Assembly.

RESOLUTION REQUEST FORM NO. 11**Request to Create New Position****DEPARTMENT NAME: Office of Emergency Services****DATE: March 22, 2023**

- (a) Title of Requested Position: **Office Specialist-Part Time**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$25,280.40 (24 hrs/week) CSEA Grade 7**
- (c) Effective Date for New Position*: **April 24, 2023**
**Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
N/A
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
A.3640 130 Civil Defense - Salaries-Part Time
- (f) Is a Budget Transfer needed? YES NO
 If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
 If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
 If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
 If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

OFFICE SPECIALIST

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

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

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

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

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

Interfaces and coordinates with other departments or divisions;

May coordinate and implement new procedures;

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

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

Does related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of office practices, procedures and terminology;

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

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

Ability to handle routine administrative details independently;

Ability to understand and follow complex oral and written instructions;

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

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

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

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

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

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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: Office Specialist - Part Time (24 hrs/week) Base Salary of Position: \$25,280.40 Grade: 7
 Filling at Step # (If Known): _____
 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: April 24, 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. *FW 3/8/23*
Human Resources Director has approved this form when initialed. *FW 3/8/23*

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 _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature *Frank Thomas* Date *3/22/23*

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 *Melal Seran* Date *03/23/23*

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: Workforce Development

DATE: March 23, 2023

- (a) Purpose of Request: Annual request authorizing temporary positions for the Summer Youth Employment Program beginning on June 20, 2023 and ending on September 29, 2023 and authorizing training slots for the Program Year 2023 which begins on July 1, 2023 and ends on June 30, 2024.

- (b) Details: To establish training slots for the upcoming program year and cover related expenses for them and the 2023 Summer Youth Employment Program in accordance with the rules and regulations governing the respective programs and services.

- (c) Previous Resolution Number: 181 of 2022

**Temporary Positions/Training Slots
Program Year 2023**

EST. NO. OF JOBS/TRAINING SLOTS	TITLE	DEPT.	ALLOWANCES/ WAGES
Title I – Adult (7/1/23 – 6/30/24)			
60 Training slots	N/A	WIOA-Adult	Training stipend per approved job training plan/WDB policies. *
Title I – Dislocated Workers (7/1/23 – 6/30/24)			
60 Training slots	N/A	WIOA-D/W	See below*
Trade Act Programs (7/1/23 – 6/30/24)			
Training slots (per DOL)	Aides	Trade Act	See below*
Title I - Youth Employment Programs (7/1/23 – 6/30/24)			
10 Training slots	N/A	WIOA-Youth	See below*
10 Jobs - in school youth	Aides	WIOA-Youth	See below**
30 Jobs – out of school youth	Aides	WIOA-Youth	See below***
Summer TANF (7/20/23 – 9/30/23)			
50 Jobs	Aides	Summer TANF	See below**

* Plus tuitions, books and related training fees, testing/certification/licensing fees, child care, on-line training licenses, transportation and mileage payments, needs related payments, trade act, job search/relocation allowances and other financial payments made to or on behalf of program participants consistent with the job training plan, federal trade act or applicable WIOA and WDB approved policies. Subject to availability of funds and if not eligible for WIOA funding then other allocated funding for the department can be used for these positions per their respective guidelines.

** \$15.00/hr. for public/non-profit sector worksites. Maximum up to entry-level wage rate for individual private sector worksite placements.

*** \$15.00/hr. for public/non-profit sector worksites with one performance increase of \$1.00/hr. as approved by the Department of Workforce Development. May also pay up to entry level wage rate for individual private sector worksite placements.

Note: Wages subject to adjustment as needed to comply with minimum wage requirements

Note: References to above funding streams (adult, etc.) will be inclusive of all types of funds allocated including basic formula funds, incentive funds, supplemental funds, Trade Act funds or other similar funding made available to the county by the NYS Dept. of Labor for workforce related activities or other grants awarded.

Warren County Board of Supervisors

RESOLUTION No. 181 OF 2022

RESOLUTION INTRODUCED BY SUPERVISORS WILD, MCDEVITT, HOGAN, STROUGH, LEGGETT, FRASIER AND MAGOWAN

AUTHORIZING TEMPORARY POSITIONS WITHIN THE WARREN COUNTY EMPLOYMENT & TRAINING ADMINISTRATION

RESOLVED, that the following temporary positions of employment and training are hereby authorized under the Workforce Innovation and Opportunity Act (WIOA) and Summer Temporary Assistance to Needy Families (TANF) Program, within the Warren County Employment & Training Administration as set forth on Schedule "A" attached hereto, and be it further

RESOLVED, that the period for said positions, shall begin on July 1, 2022, pending receipt of funding from the Federal and State Government, and shall automatically terminate on June 30, 2023, or upon termination of Federal and State funding for the above-mentioned Programs, or upon the disbursement of all funds received by the County Treasurer for such Programs, whichever occurs first.

RESOLUTION NO. 181 OF 2022

PAGE 2 OF 2

SCHEDULE "A"**Temporary Positions/Training Slots
7/1/22 - 6/30/23**

EST. NO. OF JOBS/TRAINING SLOTS	TITLE	DEPT.	ALLOWANCES/ WAGES
Title I – Adult (7/1/22 - 6/30/23)			
60 Training slots	N/A	WIOA-Adult	Training stipend per approved job training plan/WDB policies. *
Title I - Dislocated Workers (7/1/22 - 6/30/23)			
60 Training Slots	N/A	WIOA-D/W	See below*
Trade Act Programs (7/1/22 - 6/30/23)			
Training Slots (per DOL)	Aides	Trade Act	See below*
Title I - Youth Employment Programs (7/1/22 - 6/30/23)			
10 Training slots	N/A	WIOA-Youth	See below*
10 Jobs - in school youth	Aides	WIOA-Youth	See below**
30 Jobs – out of school youth	Aides	WIOA-Youth	See below***
Summer TANF (7/20/22 - 9/30/22)			
50 Jobs	Aides	Summer TANF	See below**

*Plus tuition, books and related training fees, testing/certification/licensing fees, child care, on-line training licenses, transportation and mileage payments, needs related payments, trade act, job search/relocation allowances and other financial payments made to or on behalf of program participants consistent with the job training plan, federal trade act or applicable WIOA and WDB approved policies. Subject to availability of funds.

**\$15.00/hr. for public/non profit sector worksites. Maximum up to entry-level wage rate for individual private sector worksite placements.

***\$15.00/hr. for public/non profit sector worksites with one performance increase of \$1.00/hr. as approved by the Employment and Training Office. May also pay up to entry level wage rate for individual private sector worksite placements.

Note: Wages subject to adjustment as needed to comply with minimum wage requirements.

Note: References to above funding streams (adult, etc.) will be inclusive of all types of funds allocated including basic formula funds, incentive funds, supplemental funds, trade act funds or other similar funding made available to the County by the NYS Dept. of labor for workforce related activities.

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: WARREN COUNTY BOARD OF ELECTIONS

DATE: 03/09/2023

- (a) Purpose of Request:
Funding of the two Election Management Technician positions created in the 2023 Budget that were not funded at that time.
- (b) Details:
Two positions were asked for by the Board of Elections Commissioners in the 2023 Budget process. The positions were created but not funded. The passage of several new Elections Laws for the Board of Elections since 2019 (over 130) has created a workload that is very difficult for the four current employees to continue to handle. These positions were reviewed and salaries were suggested by Human Resources and the Personnel Officer in 2022 for the 2023 Budget as attached.
- (c) Previous Resolution Number:
N/A
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
To be determined by Finance

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

* as listed in budget and LOGOS

2023 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: WARREN COUNTY BOARD OF ELECTIONS

BUDGET CODE: A.1450.110

Title of Position: 2- SR CLERK/~~EMS TECH~~ *ELECTION MANAGEMENT TECHNICIAN*FOR NEW POSITIONS

Grade 7 - \$48,091

(a) Annual Base Salary (and Grade if Applicable): ~~\$47,608~~ ~~Grade 9~~ (2 Bi-Partisan positions)

(b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): 2 - PER DIEM - VOTING SYSTEM SUPPORT SPECIALIST - \$10,000 and THIS WILL ALSO REDUCE USE OF PER DIEM STAFF PAID FROM PART-TIME ACCOUNT A.1450.130, ALLOWING THE EXTRA \$20,000 TO BE DEDUCTED THAT WAS GIVEN LAST YEAR FOR EXTRA HELP. TOTAL \$30,000. UNBENOUNCED TO US THESE TWO POSITIONS WERE ELIMINATED LAST YEAR

(c) Is this a mandated position? If so, please explain: NO, BUT, THERE IS CURRENTLY A LAW SITTING IN THE ELECTIONS COMMITTEE AT THE STATE LEVEL THAT HAS PASSED THE SENATE (BILL #S7780A) AND IS AWAITING ACTION IN ASSEMBLY (A7780A) THAT WOULD MANDATE 4 FULL TIME EMPLOYEES IN ADDITION TO TWO FULL TIME COMMISSIONERS

(d) Is there expected Revenue from this position? If so, please explain: NO

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem, Change in Non-bargaining Salary Grade)

(a) Description of Change: Click or tap here to enter text.

(b) Projected change in Salary Dollars: Click or tap here to enter text.

(c) Is there expected Revenue impact from this change? If so, please explain: Click or tap here to enter text.

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed/Approved this form when initialed: *20/8/22* -OUT-OF-UNIT POSITION
HR Director has Reviewed/Approved this form when initialed: *17/8/22*

5 Year Smoothing Method % - 2% College Growth						
	Warren - 27%		Washington - 20%		Other - 53%	
2022-23	\$2,169,825.00		\$1,607,277.80		\$4,259,286.17	
2023-24	\$2,338,560.18	7.78%	\$1,732,266.82	7.78%	\$4,590,507.08	7.78%
2024-25	\$2,507,295.36	7.22%	\$1,857,255.84	7.22%	\$4,921,727.99	7.22%
2025-26	\$2,676,030.54	6.73%	\$1,982,244.86	6.73%	\$5,252,948.90	6.73%
2026-27	\$2,844,765.72	6.31%	\$2,107,233.88	6.31%	\$5,584,169.81	6.31%
2027-28	\$3,013,500.90	5.93%	\$2,232,222.90	5.93%	\$5,915,390.72	5.93%
2028-29	\$3,083,581.47	2.33%	\$2,284,134.42	2.33%	\$6,052,956.22	2.33%

5 Year Smoothing Method \$ - 2% College Growth						
	Warren - 27%		Washington - 20%		Other - 53%	
2022-23	\$2,169,825.00		\$1,607,277.80		\$4,259,286.17	
2023-24	\$2,338,560.18	\$168,735.18	\$1,732,266.82	\$124,989.02	\$4,590,507.08	\$331,220.91
2024-25	\$2,507,295.36	\$168,735.18	\$1,857,255.84	\$124,989.02	\$4,921,727.99	\$331,220.91
2025-26	\$2,676,030.54	\$168,735.18	\$1,982,244.86	\$124,989.02	\$5,252,948.90	\$331,220.91
2026-27	\$2,844,765.72	\$168,735.18	\$2,107,233.88	\$124,989.02	\$5,584,169.81	\$331,220.91
2027-28	\$3,013,500.90	\$168,735.18	\$2,232,222.90	\$124,989.02	\$5,915,390.72	\$331,220.91
2028-29	\$3,083,581.47	\$70,080.57	\$2,284,134.42	\$51,911.52	\$6,052,956.22	\$137,565.50

5 Year Smoothing Method \$ - 2% College Growth						
	Warren - 27%		Washington - 20%		Other - 53%	
2022-23	\$2,169,825.00		\$1,607,277.80		\$4,259,286.17	
2023-24	\$2,338,560.18	\$168,735.18	\$1,732,266.82	\$124,989.02	\$4,590,507.08	\$331,220.91
2024-25	\$2,507,295.36	\$337,470.36	\$1,857,255.84	\$249,978.04	\$4,921,727.99	\$662,441.82
2025-26	\$2,676,030.54	\$506,205.54	\$1,982,244.86	\$374,967.06	\$5,252,948.90	\$993,662.73
2026-27	\$2,844,765.72	\$674,940.72	\$2,107,233.88	\$499,956.08	\$5,584,169.81	\$1,324,883.64
2027-28	\$3,013,500.90	\$843,675.90	\$2,232,222.90	\$624,945.10	\$5,915,390.72	\$1,656,104.55
2028-29	\$3,083,581.47	\$913,756.47	\$2,284,134.42	\$676,856.62	\$6,052,956.22	\$1,793,670.05

5 Year Smoothing Method % - 3% College Growth

	Warren - 27%		Washington - 20%		Other - 53%	
2022-23	\$2,169,825.00		\$1,607,277.80		\$4,259,286.17	
2023-24	\$2,367,597.00	9.11%	\$1,753,775.54	9.11%	\$4,647,505.17	9.11%
2024-25	\$2,565,369.00	8.35%	\$1,900,273.28	8.35%	\$5,035,724.17	8.35%
2025-26	\$2,763,141.00	7.71%	\$2,046,771.02	7.71%	\$5,423,943.17	7.71%
2026-27	\$2,960,913.00	7.16%	\$2,193,268.76	7.16%	\$5,812,162.17	7.16%
2027-28	\$3,158,685.00	6.68%	\$2,339,766.50	6.68%	\$6,200,381.17	6.68%
2028-29	\$3,269,472.92	3.51%	\$2,421,831.79	3.51%	\$6,417,854.25	3.51%

5 Year Smoothing Method \$ - 3% College Growth

	Warren - 27%		Washington - 20%		Other - 53%	
2022-23	\$2,169,825.00		\$1,607,277.80		\$4,259,286.17	
2023-24	\$2,367,597.00	\$197,772.00	\$1,753,775.54	\$146,497.74	\$4,647,505.17	\$388,219.00
2024-25	\$2,565,369.00	\$197,772.00	\$1,900,273.28	\$146,497.74	\$5,035,724.17	\$388,219.00
2025-26	\$2,763,141.00	\$197,772.00	\$2,046,771.02	\$146,497.74	\$5,423,943.17	\$388,219.00
2026-27	\$2,960,913.00	\$197,772.00	\$2,193,268.76	\$146,497.74	\$5,812,162.17	\$388,219.00
2027-28	\$3,158,685.00	\$197,772.00	\$2,339,766.50	\$146,497.74	\$6,200,381.17	\$388,219.00
2028-29	\$3,269,472.92	\$110,787.92	\$2,421,831.79	\$82,065.29	\$6,417,854.25	\$217,473.08

5 Year Smoothing Method \$ - 3% College Growth

	Warren - 27%		Washington - 20%		Other - 53%	
2022-23	\$2,169,825.00		\$1,607,277.80		\$4,259,286.17	
2023-24	\$2,367,597.00	\$197,772.00	\$1,753,775.54	\$146,497.74	\$4,647,505.17	\$388,219.00
2024-25	\$2,565,369.00	\$395,544.00	\$1,900,273.28	\$292,995.48	\$5,035,724.17	\$776,438.00
2025-26	\$2,763,141.00	\$593,316.00	\$2,046,771.02	\$439,493.22	\$5,423,943.17	\$1,164,657.00
2026-27	\$2,960,913.00	\$791,088.00	\$2,193,268.76	\$585,990.96	\$5,812,162.17	\$1,552,876.00
2027-28	\$3,158,685.00	\$988,860.00	\$2,339,766.50	\$732,488.70	\$6,200,381.17	\$1,941,095.00
2028-29	\$3,269,472.92	\$1,099,647.92	\$2,421,831.79	\$814,553.99	\$6,417,854.25	\$2,158,568.08

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: CLERK OF THE BOARD

DATE: MARCH 30, 2023

- (a) Purpose of Request:
To further amend Resolution No. 347 of 2017 to update Forensic Medical Services Fees
- (b) Details:
Autopsy fees have increased by \$100: from \$1,250 to \$1,350 for autopsies performed at Albany Medical Center and from \$1,400 to \$1,500 for autopsies performed at Glens Falls Hospital
- (c) Previous Resolution Number:
Last updated by R248 of 2022
- (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

Michael Sikirica, M.D.
Forensic Medical Services
A Professional Corporation

50 Broad Street
Waterford, New York 12188
(518) 237-3211
Fax: (518) 237-7423

Susan LaCombe
Forensic Administrator
admin@FMSNY.com

November 7, 2022

Mrs. Connie Goedert/Ms. Lynn Keil
141 Centennial Drive
Queensbury, NY 12804

Paul Bachman, M.D.
Warren County Coroner
HHHN 3767 Main Street
Warrensburg, NY 12885

Mr. Timothy Murphy
Warren County Coroner
52 Haviland Avenue
Glens Falls, NY 12801

RE: Autopsy Services 2023

Dear Coroners:

We have reviewed the need to adjust our fee schedule pertaining to our autopsy service currently provided to your County. Effective January 1, 2023, we will be increasing our professional fee to \$1,500.00 per autopsy with death certificate for cases performed at Glens Falls Hospital and \$1,350.00 for cases performed at the Albany Medical Center. The fees for exam and death certificate only cases will remain the same with no increase.

We look forward to continuing our service to your County. Please feel free to contact my Administrator Susan LaCombe, should you have any questions or concerns.

Sincerely,



Michael Sikirica, M.D.
Forensic and Neuropathologist

Warren County Board of Supervisors

RESOLUTION NO. OF 2023

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, RUNYON, THOMAS, FRASIER, GERACI, BRUNO AND BEATY

FURTHER AMENDING RESOLUTION NO. 374 OF 2017, APPROVING THE PAYMENT FOR SERVICES PROPOSAL SUBMITTED BY THE WARREN COUNTY CORONER, TO UPDATE FORENSIC MEDICAL SERVICES FEES

WHEREAS, by Resolution No. 374 of 2017, which was subsequently amended by Resolution Nos. 132 of 2018, 461 of 2018, 440 of 2019, 71 of 2020, 493 of 2020 and 248 of 2022, the Warren County Board of Supervisors approved a payment for services proposal submitted by the Warren County Coroner in an effort to help control Warren County's costs for removal and transportation of deceased, and

WHEREAS, the Clerk of the Board has been advised of certain increases to the schedule of costs for forensic medical services, as provided by Forensic Medical Services, PC which became effective January 1, 2023, and the same scheduling having been reported to and approved by the Personnel, Administration & Higher Education Committee, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors has considered and approves the updated payment schedule for services as stated below, retroactive to January 1, 2023:

- Removal - \$650 (includes vehicle and any related removal equipment such as heavy duty infectious disease transport body bag; staff personal protective equipment; treatment; transport and disposal of hazardous materials, mileage); \$75.00 per person for extra personnel, with exigent removal stipend approved by the Coroner not to exceed an aggregate total of \$1,000;
- Mileage - from Warren County line to Albany Medical Center, approximately 50 miles @ \$1.50 per mile for a total of Seventy-Five Dollars (\$75);
- Forensic Medical Services - Autopsy fee and death certificate: Albany Medical Center - ~~\$1,250~~ \$1,350, Glens Falls Hospital - ~~\$1,400~~ \$1,500; External examination: Albany Medical Center - \$350, Glens Falls Hospital - \$500; Death certificate only - \$100;
- Custodial Fee - Seventy-Five Dollars (\$75) per day when storage is required while awaiting autopsy.
- Off-Site Refrigeration - \$100 per transfer for off-site refrigeration at local funeral homes, as necessary.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36
Title of Position: Health Educator #2 Base Salary of Position: \$51,356 Grade: 14
Filling at Step # (If Known):
Budget code and title: A.4018.004.110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13633/ Crawford Date of Vacancy: 3/14/2023
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] State 36% [] 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] 3/2/23 3/2/23

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 3/2/2023

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 3/17/23

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 Anna A. Traver Date 3/22/23

PUBLIC HEALTH EDUCATOR

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position is responsible for the organization and implementation of community based educational efforts regarding public health needs. Duties include assessing public health education needs and organizing workshops, forums, and activities to meet those needs. The work may concentrate on one major health issue or on several major issues, including emergency preparedness program support. The work is performed under general supervision of a higher-level administrator with leeway allowed for the use of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Provides outreach to promote good health practices and eliminate risk factors associated with preventable injuries, illnesses and deaths;
- Conducts in-service training seminars for staff and community group as needed;
- Conducts workshops among populations at risk aimed at improving their level of health information and motivating them toward positive health habits and elimination of high- risk injury and illness factors;
- Prepares and distributes health educational materials, including curricula, pamphlets, posters, exhibits and audio-visual presentations, all of which the Public Health Educator will employ in the conduct of the above described seminars and workshops;
- Assists in the preparation of data collection and behavioral risk survey forms and participates in the data collection and survey work, and workshops;
- Participates in training for Incident Command System, emergency response and drills, and responds to community emergencies/disasters as part of the Public Health Response requirements;
- Assists with Public Health program grants and deliverables, as assigned;
- Supports organizations, municipalities and businesses in establishing policy, systems and environmental changes that support community health;
- Supports and participates in community partnerships that support and promote state and local efforts;
- Assists in the development of press releases, social media and other communications;
- Assists in the development of program budgets; prepares reports of all activities including financial and billing documentation necessary to assist with reimbursement;
- Assists with the preparation of staff meetings;
- Understands and follows current legislation, public health policy, and best practice programming and methods, and the impact on each agency setting as well as the community;
- Assists in leadership activities including orientation of new staff and participates in team work improvements.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Good knowledge of the principles, practices and techniques of public health education;
- Good knowledge of community organization work;
- Good knowledge of the mechanics of planning and conducting seminars and workshops;
- Working knowledge of epidemiology, data collection and behavioral and attitudinal surveys; skill in educational techniques and methods of communication;
- Ability to prepare health education materials, including curricular, pamphlets, exhibits and audio-visual presentations;
- Ability to establish and maintain effective relations with community agencies and different ethnic groups; ability to survey public health education needs; ability to prepare activity reports;
- Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- Sound judgment, initiative, resourcefulness, integrity, tact.

MINIMUM QUALIFICATIONS: Either:

- A) Bachelor's Degree in health education, health science, public health, health promotion, community health, or health communications; or
- B) Bachelor's Degree in education, nursing, epidemiology, wellness and fitness, or nutrition and one (1) year of experience in health education; or
- C) Bachelor's Degree in marketing, human services, social work or psychology and two (2) years of experience in health education; or
- D) Master's Degree in public health or health education.

NOTE: A local Public Health Educator must satisfactorily complete fifteen (15) hours of continuing education in health education related topics approved by the New York State Health Department within one (1) year of appointment.

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.

NOTE: Qualifications pursuant to 10 NYCRR Section 11.151

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) #16 Base Salary of Position: 43187 Grade: 7
 Filling at Step # (If Known): _____
 Budget code and title: D.5110 MEO (L) #16 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 13716/Schwindt Date of Vacancy: 01/18/2023
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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

Candidate's qualifications must be approved by Personnel Officer prior to hiring. PN 2/10/23

Human Resources Director has approved this form when initialed. 12 2/10/23

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 2/10/23

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 [Signature] Date 2/17/23

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 3/23/2023

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.

WC: Amended, 6.13, 2.19

JC: Non-Competitive

Format Update 2022

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.60
 Title of Position: Sign Maintenance Worker #2 Base Salary of Position: \$48324 Grade: 11
 Filling at Step # (If Known): _____
 Budget code and title: D.3310 Sign Maintenance Worker #2 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 10877/MONROE Date of Vacancy: 02/21/2023
 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. *PO 3/15/23*
Human Resources Director has approved this form when initialed. *AP 3/15/23*

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 3/15/2023

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 3/17/23

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 3/23/2023

Amended, Warren County Personnel, April 1, 2013

SIGN MAINTENANCE WORKER

DISTINGUISHING FEATURES OF THE CLASS: Performs a variety of semi-skilled tasks in the construction, lettering and installation of road signs and painting of street markings. The work is primarily of a semi-skilled nature, with oversight by a higher level supervisor. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate. Supervision may be exercised over a small number of laborers or others involved in performing the work.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Lays out, letters, paints and installs traffic and other signs;

Makes sign brackets;

Operates a paint marking machine in painting lines separating traffic lanes, crosswalk boundaries and other lines and marking used for traffic control;

Operates a sign applying machine;

Repairs damaged or vandalized signs and other materials;

Places county emblems and identifying letters and numbers on new equipment;

May drive a snowplow or otherwise participate in snow removal operations;

May perform minor maintenance on highway equipment during winter;

May do minor semi-skilled carpentry work in a sign shop or highway division compound;

May operate various computer and plotter software for making signs;

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the common practices, tools, terminology and accident precautions of the sign painting trade; working knowledge of the sections of the State Traffic manual pertaining to highway signs and street markings; ability to supervise the work of others; ability to follow oral and written instructions; manual dexterity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school.

NOTE: Eligibility for an appropriate New York State Class A or B license with air brake endorsement. Possession at time of permanent 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) #8 Base Salary of Position: \$46090 Grade: 9
 Filling at Step # (If Known): _____
 Budget code and title: D.5110 MEO (M) #8 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other _____
 Employee No./Last Name: 13054/BUNTING Date of Vacancy: 02/21/23
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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

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

Human Resources Director has approved this form when initialed. *PN 3/15/23*

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 3/15/2023

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 3/17/23

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 3/23/2023

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: SOCIAL SERVICES Payroll Dept. No: 40.06
 Title of Position: Intake Clerk #4 Base Salary of Position: \$38,447 Grade: 4
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 13621/Kazlo Date of Vacancy: 03/13/23
 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. 2/15/23
Human Resources Director has approved this form when initialed. 12 3/15/23

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 3/15/2023

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 3/17/23

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 Bennett F. Quisally Date 3/22/23

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: Intake Clerk #7 Base Salary of Position: \$38,447 Grade: 4
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: 13671/Hamelin Date of Vacancy: 03/13/23
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [X] Federal 50 % [X] State 25 % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 3/15/23

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 3/15/2023

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 [Signature] Date 3/17/23

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 3/22/23

INTAKE CLERK

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

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

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

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

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

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

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

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

Sends, receives and logs faxes;

Maintains pamphlets, brochures and related materials for visitors;

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

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Working knowledge of the benefit programs and requirements such as financial assistance, medical assistance, food stamps and the Heat and Energy Assistance Program (HEAP);

Working knowledge of office terminology, procedures and equipment;

Ability to enter data into query and issue reports from database and spreadsheet programs;

Ability to deal courteously with the public both in person and on the telephone;

Ability to understand and follow simple oral and written directions;

Ability to greet the public in a pleasing manner and provide requested information;

Ability to refer visitors to appropriate staff member after ascertaining their needs;

Ability to operate fax and copy machines; Ability to hear well and speak distinctly;

Ability to write legibly; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

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

WC: Adopted 5.11.05

JC: Competitive

Format Update 2022

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.14
 Title of Position: Social Services Investigator #3 Base Salary of Position: \$48,324 Grade: 11
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other _____
 Employee No./Last Name: 12226/Morgan Date of Vacancy: 03/13/23
 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. *Pay 3/15/23*
Human Resources Director has approved this form when initiated. *3/15/23*

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 3/15/2023

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 3/17/23

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 3/22/23

SOCIAL SERVICES INVESTIGATOR

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

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

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

MINIMUM QUALIFICATIONS: Graduation from high school and either:

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
 Title of Position: Caseworker #36 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: 13661/Casey Date of Vacancy: 03/13/23
 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. RCW/bj
Human Resources Director has approved this form when initialed. 12 3/15/23 3/15

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 3/15/2023

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 3/17/23

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 3/20/23

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 #38 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: 13503/Arbucco Date of Vacancy: 03/23/23
 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. *3/15/23*

Human Resources Director has approved this form when initiated. *3/15/23*

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 3/15/2023

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 3/17/23

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 *Bennet P Duscally*

Date 3/22/23

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.

WC: 7.10; 2.17; 11.21 JC: Competitive

Format Update 2022

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.07
Title of Position: Support Investigator #5 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: 8830/Aldrich Date of Vacancy: 03/31/23
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.
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 3/15/23

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 Date 3/17/23

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 Date 3/22/23

SUPPORT INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: Conducts investigations to determine the location and financial status of individuals legally responsible for the support of welfare recipients. Also provides related services to the general public for the purpose of securing child support and/or establishment of paternity. This position involves verifying the absence of a legally responsible relative from a household, locating the individual and assessing the possibility of obtaining reimbursement of funds for a social service agency. For the general public, this position involves documenting and verifying the financial status of absent parents and preparing petitions for support, enforcement, and modification. This position differs from that of Social Service Investigator in that there is no responsibility for fraud investigation. The work is performed under general supervision from either a higher-level investigator or the Coordinator of Child Support Enforcement allowing considerable leeway in carrying out specific tasks.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

Interviews single mothers in an effort to determine the feasibility of pursuing court action to establish paternity;

Compiles information necessary to obtain a Family Court order directing individuals to make support payments when voluntary agreement for payment cannot be reached;

Contacts banks, insurance companies, employers, etc., to determine financial resources of individuals legally responsible for the support of others;

Contacts and interviews all parties thought to possess information on the whereabouts of an individual;

Contacts other governmental institutions in an effort to locate individuals;

Furnishes State Parent Locator Service with required information when local investigations fail to locate an absent parent;

Refers cases of suspected fraud to appropriate investigative unit;

Prepares reports as necessary;

Maintains a continuous case file of progress and results of investigations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

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

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

Ability to understand and interpret laws concerning support cases;

Ability to prepare written material;

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) Two (2) years of interviewing or investigation experience involving public contact; or
- B) Associate's Degree in Criminal Justice or a degree which includes 12 credit hours in one of the behavioral sciences; or
- C) Any equivalent combination of training and experience as stated in "A" and "B" above.

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

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

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: 53.03
Title of Position: PRINCIPAL ACCOUNT CLERK Base Salary of Position: \$47,667 Grade: 10
Filling at Step # (If Known):
Budget code and title: A.6417.0001 110 SALARIES REGULAR Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: N/A Date of Vacancy:
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.
Administrator Signature Date 2 MAR 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 Date 3/2/23

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 3/9/23

PRINCIPAL ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position is responsible for independently performing difficult and complex account keeping functions and/or planning, assigning and supervising major account keeping activities for a municipal office. 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 a supervisor for decision making or review of recommendations. Supervision may be exercised over the work of clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, assigns, reviews and/or 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 processes and codes;

Directs and/or performs the audit of varied accounts, claims and records and the preparation of reports thereon;

Directs and/or 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;

Oversees and/or performs the processes related to receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations;

Revises, systematizes and installs account-keeping methods and procedures;

Reconciles ledgers of revenue received with bank statements;

May oversee or participate in the preparation of payroll data for compilation and processing;

May oversee or participate in the preparation of purchase orders and vendor bid processes;

May supervise clerical staff and/or instruct employees in the specialized details of the work;

Conducts correspondence in connection with financial matters;

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.

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 years 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