

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

MAY 4, 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 Personnel Officer (Patricia Nenninger, Personnel Officer):

Request for transfer of funds in the amount of \$20,000 from Budget Code A.1430.110, *Salaries - Regular*, to Budget Code A.1430.130, *Salaries - Part-Time*, to cover the cost of using an experienced part-time employee on an interim basis to perform exam administration duties for the department rather than an immediate vacancy backfill.

4) Request/Item to be Discussed by the County Attorney (Larry Elmen, County Attorney):

Request for an executive session pursuant to Sections 105(1)(d) and (f) of the Public Officer's Law.

5) Referral from the Public Works Committee (Chaired by Supervisor Conover):

*Solid Waste (Kevin Hajos, Superintendent of Public Works) -*

Request to amend the Table of Organization and Salary Schedule to increase the salary of the Solid Waste/Recycling Compliance Coordinator from \$50,633 to \$62,422 effective May 22, 2023.

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) Update: The Clerk of the Board would be contacting Washington County to schedule a joint meeting of the Personnel, Administration & Higher Education and Finance Committees with their representatives in April. (03.30.23)

**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:**

- Buildings and Grounds*** - Cleaner #11, *Grade 2, Base Annual Salary \$36,342*, due to termination.
- Health Services*** - Senior Account Clerk, *Grade 7, Base Annual Salary \$43,187*, due to resignation.
- DPW***
- MEO (L) #5, *Grade 7, Base Annual Salary \$43,187*, due to promotion.
  - MEO (L) #12, *Grade 7, Base Annual Salary \$43,187*, due to promotion.
  - MEO (L) #28, *Grade 7, Base Annual Salary \$43,187*, due to termination.
- Department of Social Services***
- Social Welfare Examiner #9, *Grade 8, Base Annual Salary \$44,729*, due to promotion.
  - Social Welfare Examiner #19, *Grade 8, Base Annual Salary \$44,729*, due to resignation.
- Solid Waste*** - Solid Waste/Recycling Compliance Coord., *Annual Salary \$62,422*, due to resignation.

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

**VIII. Motion to adjourn**

2023 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cmtc./ Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
7/29/2022	DPW	MEO (M) #1 (1245)	Converse	PR	\$ 45,880.00	\$ 39,246.00	1/2/2023	Binder	\$46,734.00	\$ 7,488.00	\$ 854.00
9/1/2022	County Clerk	MV Lic/Reg Clerk #10 (1117)	Bruno	RS	\$ 44,928.00	\$ 43,638.00	vacant				
9/1/2022	Employment & Training	Student to Careers Development Specialist (2729)	N/A	N	N/A	\$ 50,104.00	1/30/2023	Graney	\$50,104.00	\$ -	\$ -
10/6/2022	District Attorney	Legal Clerk II (2667)	Caivano	O	\$ 44,265.00	\$ 43,638.00	4/3/2023	Oshier	\$44,729.00	\$ 1,091.00	\$ 464.00
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	4/3/2023	McDonald	\$46,090.00	\$ 1,124.00	\$ (8,401.00)
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	4/3/2023	Bentley	\$46,734.00	\$ 1,768.00	\$ (8,757.00)
11/3/2022	Information Technology	Computer Help Desk Tech 1 (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	O	\$ 39,303.00	\$ 36,093.00	vacant				
12/1/2022	Countryside	Institutional Aide # 19 (2746)	N/A	N	N/A	\$ 36,995.00	3/6/2023	Barrett	\$36,995.00	\$ -	\$ -
12/1/2022	DPW	Assistant Naturalist Temp (2247)	Landry	O	13.1913/HR	17.4271/HR	vacant				
12/1/2022	DPW	MEO (M) # 14 (1261)	Cameron	O	\$ 46,281.00	\$ 44,966.00	4/3/2023	Necatera	\$46,090.00	\$ 1,124.00	\$ (191.00)
12/1/2022	Employment & Training	Office Specialist-PT (2613)	N/A	O	N/A	\$ 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	Povie	\$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)	LaMothe	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	Hargraves	\$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 Main. 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 (1263)	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)

2023 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cmtc./ Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
1/27/2023	Social Services	Medicaid Clerk # 2 (2094)	Lorne	RT	\$ 45,596.00	\$ 39,766.00	3/13/2023	Kazlo	\$40,408.00	\$ 642.00	\$ (5,188.00)
1/27/2023	Social Services	Supervising Support Investigator #2 (2305)	Mosher	RT	\$ 65,330.00	\$ 52,674.00	3/31/2023	Hargraves	\$64,330.00	\$ 11,656.00	\$ (1,000.00)
1/27/2023	Social Services	Social Welfare Examiner #TBD		PR							
1/27/2023	Social Services	Sr. Social Services Investigator # 1 (2744)	N/A	N	N/A	\$ 50,300.00	3/13/2023	Morgan	\$57,748.00	\$ 7,448.00	\$ -
1/27/2023	Social Services	Principal Social Welfare Examiner #4 (2741)	N/A	N	N/A	\$ 52,674.00	1/3/2023	Kill	\$64,830.00	\$ 12,156.00	\$ -
1/27/2023	Social Services	Caseworker #41 (2742)	N/A	N	N/A	\$ 54,061.00	1/24/2023	Gregory	\$54,061.00	\$ -	\$ -
1/27/2023	Social Services	Caseworker #42 (2743)	N/A	N	N/A	\$ 54,061.00	3/13/2023	Leonard	\$54,061.00	\$ -	\$ -
1/27/2023	Tourism	Principal Account Clerk (2747)	N/A	N	N/A	\$ 47,667.00	1/1/2023	Grant	\$58,644.00	\$ 10,977.00	\$ -
1/27/2023	Employment & Training	Employment & Training Coordinator (2614)	Galeno	PR	\$ 44,928.00	\$ 44,729.00	3/9/2023	Yannaci	\$44,729.00	\$ -	\$ (199.00)
3/2/2023	Public Defender	Assistant Public Defender # 10 (2755)	N/A	N	N/A	\$71,015.00	vacant				
3/2/2023	Social Services	Assistant SS Attorney PT-Temp (2535)	N/A	N	N/A	\$77,708.00	3/27/2023	Destefano	\$37.36/hr	\$ -	\$ -
3/2/2023	Fire Prevention	Code Enforcement Officer # 1 (1968)	Neville	RT	\$64,730.00	\$56,356.00	vacant				
3/2/2023	Planning	County Planner (1958)	LaMothe	PR	\$107,637.00	\$81,600.00	2/27/2023	Gaddy	\$81,600.00	\$ -	\$ (26,037.00)
3/2/2023	Planning	Assistant County Planner (2521)	Gaddy	PR	\$ 74,328.00	\$ 69,431.00	vacant				
3/2/2023	Planning	Principal Planner (2748)	N/A	O	N/A	\$ 69,431.00	vacant				
3/2/2023	Public Defender	Assistant Public Defender # 3 (1076)	Kelly-Barnes	RS	\$ 73,116.00	\$ 71,015.00	vacant				
3/2/2023	Social Services	Principal Social Welfare Examiner # 2 (2599)	Klaiber	RT	\$ 64,330.00	\$ 52,674.00	4/24/2023	Groff	\$63,330.00	\$ 10,656.00	\$ (1,000.00)
3/2/2023	Social Services	Senior Social Welfare Examiner # 6 (1728)	Groff	PR	\$ 58,389.00	\$ 48,324.00	5/1/2023	Connell	\$55,468.00	\$ 7,144.00	\$ (2,921.00)
3/2/2023	Social Services	Senior Account Clerk # 6 (1748)	Stoller	RS	\$ 49,545.00	\$ 43,187.00	4/17/2023	Phinney	\$53,558.00	\$ 10,371.00	\$ 4,013.00
3/2/2023	Social Services	Senior Caseworker # 8 (2511)	Spinosa	RS	\$ 68,814.00	\$ 57,507.00	3/27/2023	McMurry	\$60,909.00	\$ 3,402.00	\$ (7,905.00)
3/2/2023	Social Services	Caseworker # TBD	N/A	PR	N/A	\$ 54,061.00	vacant				
3/2/2023	Social Services	Caseworker # 4 (1650)	Hargraves	O	\$ 65,900.00	\$ 54,061.00	3/27/2023	Maziejka	\$54,061.00	\$ -	\$ (11,839.00)
3/2/2023	Employment & Training	Job Coach - Temp (summer) (2719)	Tucker	O	\$ 41,213.00	\$ 41,213.00	vacant				
3/30/2023	Office of Emergency Services	Office Specialist-PT	N/A	N	N/A	\$ 25,280.40	vacant				
3/30/2023	Health Services	Health Educator # 2 (1586)	Crawford	RS	\$ 51,999.00	\$ 51,356.00	vacant				
3/30/2023	DPW	MEO (L) # 16 (1260)	Schwindt	RS	\$ 43,187.00	\$ 43,187.00	vacant				
3/30/2023	DPW	Sign Maint. Worker # 2 (1204)	Monroe	PR	\$ 58,890.00	\$ 48,324.00	vacant				
3/30/2023	DPW	MEO (M) # 8 (1251)	Bunting	PR	\$ 52,890.00	\$ 46,090.00	vacant				
3/30/2023	Social Services	Intake Clerk # 4 (1736)	Kazlo	PR	\$ 39,089.00	\$ 38,447.00	vacant				
3/30/2023	Social Services	Intake Clerk # 7 (2406)	Hamelin	PR	\$ 38,447.00	\$ 38,447.00	vacant				
3/30/2023	Social Services	SS Investigator # 3 (2073)	Morgan	PR	\$ 55,468.00	\$ 48,324.00	vacant				
3/30/2023	Social Services	Caseworker # 36 (2557)	Casey	RS	\$ 54,061.00	\$ 54,061.00	vacant				
3/30/2023	Social Services	Caseworker # 38 (2615)	Arbuco	RS	\$ 55,547.00	\$ 54,061.00	4/17/2023	Bodie	\$54,061.00	\$ -	\$ (1,486.00)
3/30/2023	Social Services	Support Investigator # 5 (1739)	Aldrich	PR	\$ 54,807.00	\$ 44,729.00	vacant				
3/30/2023	Tourism	Principal Account Clerk (1909)	N/A	N	N/A	\$ 47,667.00	vacant				
<b>Totals:</b>										<b>\$125,788.00</b>	<b>\$ (88,821.00)</b>

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

**RESOLUTION REQUEST FORM NO. 10**

*Request for Transfer of Funds*

**TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

**DEPARTMENT NAME:** Civil Service Administration

**SIGNED:** 

**DATE:** 4/26/2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A1430.110	Salaries - Regular	A1430.130	Salaries - Part Time	\$20,000.00

**Please state reason for transfers requested:**

On an interim basis, utilize an experienced temp part-time employee to perform exam administration duties for the department, rather than an immediate vacancy backfill.

**CONTINGENT FUND TRANSFER REQUESTS**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

**Please state reason for transfer request:**

**Please file original request with Clerk of the Board and retain copy for your records.**

***RESOLUTION REQUEST FORM NO. 13******Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME:** DPW - Solid Waste**DATE:** 4/28/23

- (a) Employee Name, Title and Employee No.: Szabo/Solid Waste Recycling Compliance Coordinator/13583
- (b) Current Annual **Base** Salary (and Grade if Applicable): Grade 12, \$62,422
- (c) Former Annual **Base** Salary (and Grade if Applicable): Grade 8 \$50,633
- (d) Effective Date for Salary Change:\* 5/19/23  
\*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:  
TBD
- (f) Justification of Request: Based on review of the current positions within the state and a discussion with the Human Resource Director and Civil Servics Director.

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. Buildings & Grounds Payroll Dept. No: 19.10
Title of Position: Cleaner #11 Base Salary of Position: \$36342 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1620 DPW/General Buildings Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [checked] Termination [ ] Promotion [ ] Other
Employee No./Last Name: 13648/Steves Date of Vacancy: 03/29/2023
Is this position mandated? [ ] Yes [checked] No Is the position reimbursable? [ ] Yes [checked] No
Source of reimbursement: [ ] Federal [ ] State [ ] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [checked] Other LABOR
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. PEN 4/5/23
Human Resources Director has approved this form when initialed. [Signature] 4/4/23

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy
Administrator Signature [Signature] Date 4/5/2023

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[ ] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank C. Thomas Date 4/6/23

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities
[checked] The committee has no objection to the filling of the vacancy.
[ ] The committee objects to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Daniel F. Bruno Date 4/28/2023

**CLEANER**

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

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

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

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Some knowledge of cleaning methods, materials and equipment; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to read and write; thoroughness; cleanliness; physical condition commensurate with the demands of the position.

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36.05
Title of Position: Senior Account Clerk Base Salary of Position: \$43,187 Grade: 7
Filling at Step # (If Known):
Budget code and title: A.4018.110/ Preventive Full Time Salaries Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [checked] Resignation [ ] Termination [ ] Promotion [ ] Other
Employee No./Last Name: 10378/ Phinney Date of Vacancy: 4/14/2023
Is this position mandated? [ ] Yes [checked] No Is the position reimbursable? [checked] Yes [ ] No
Source of reimbursement: [ ] Federal % [checked] State 36 % [ ] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[checked] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [ ] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 4/16/23

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 4/10/23

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[ ] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 7/18/23

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[checked] The committee has no objection to the filling of the vacancy.
[ ] The committee objects to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Edna A. Frasier Date 4/25/2023

**SENIOR ACCOUNT CLERK**

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

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

Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;  
 Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies/reconciles balance; Tracks, audits and/or monitors a variety of accounts;  
 Verifies adjustments are made to correct allocations and issues reports as required;  
 Prepares complex financial and statistical summary reports;  
 Checks for accuracy of computations and completeness and supervises the preparation of daily, weekly and monthly reports which are compiled into summary reports or claims for state or federal reimbursement;  
 Prepares in final format accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various equipment as the source material;  
 Prepares funds for deposits into book accounts, reconciles accounts and prepares reports from information;  
 Contacts clients, vendors and other agencies to obtain additional information;  
 Provides information orally or in writing in response to inquiries on status of accounts;  
 Conducts correspondence on matters where policies and procedures are well defined;  
 Processes, sorts, indexes, records and files a variety of control records and reports, or oversee the process;  
 Performs complex payroll transactions or may prepare payroll and related reports;  
 May supervise employees by assigning and reviewing completed work and instructing new employees in specialized accounting keeping activities;  
 May assist in preparation of figures and reports for use in budget preparation;  
 Uses computer applications or other automated systems such as spread sheets, word processing, calendar, email and database software in performing work assignments; Performs related work as required.

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

Good knowledge of modern methods of keeping and reviewing financial accounts and records;  
 Good knowledge of modern office terminology, procedures and equipment;  
 Ability to make complex arithmetic computations accurately; Speed;  
 Ability to organize and maintain accurate records and files;  
 Ability to analyze and organize data and prepare records and reports;  
 Ability to understand and interpret complex oral instructions and/or written directions;  
 Ability to perform close, detail work involving considerable visual effort and concentration;  
 Ability to establish and maintain effective working relationships with others;  
 Ability to communicate effectively, both orally and in writing;  
 Ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;  
 Ability to analyze data and prepare and maintain detailed records and reports.

**MINIMUM QUALIFICATIONS:**

Graduation from high school diploma or possession of a high school equivalence diploma and:  
 A) Associate's Degree or higher in accounting, business or closely related field; or  
 B) Two (2) years of experience maintaining financial accounts and records.

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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) #5 Base Salary of Position: 43187 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) #5 Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [X] Promotion [ ] Other
Employee No./Last Name: 13579/BENTLEY Date of Vacancy: 04/03/2023
Is this position mandated? [ ] Yes [X] No Is the position reimbursable? [ ] Yes [X] No
Source of reimbursement: [ ] Federal [ ] State [ ] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [X] Non-Competitive [ ] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. 4/4/23
Human Resources Director has approved this form when initialed. 4/4/23

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 4/5/2023

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 4/6/23

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature [Signature] Date 4/28/23

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: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (L) #12 Base Salary of Position: 43187 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) #12 Union [x] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [x] Promotion [ ] Other
Employee No./Last Name: 13714/NECATERA Date of Vacancy: 04/03/2023
Is this position mandated? [ ] Yes [x] No Is the position reimbursable? [ ] Yes [x] No
Source of reimbursement: [ ] Federal [ ] State [ ] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[x] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 4/5/2023

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 4/6/23

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
[x] The committee has no objection to the filling of the vacancy.
[ ] The committee objects to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 4/28/23

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: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (L) #28 Base Salary of Position: 43187 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) #28 Union [x] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [x] Termination [ ] Promotion [ ] Other
Employee No./Last Name: 12611/Hitchcock Date of Vacancy: 03/17/2022
Is this position mandated? [ ] Yes [x] No Is the position reimbursable? [ ] Yes [x] No
Source of reimbursement: [ ] Federal [ ] State [ ] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [x] Non-Competitive [ ] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. per 4/4/23
Human Resources Director has approved this form when initialed. [Signature] 4/4/23

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 4/5/2023

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 4/6/23

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
[x] The committee has no objection to the filling of the vacancy.
[ ] The committee objects to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 4/28/23

**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: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Social Welfare Examiner #9 Base Salary of Position: \$44,729 Grade: 8
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [X] Resignation [ ] Termination [ ] Promotion [ ] Other
Employee No./Last Name: Sexton/13720 Date of Vacancy: 4/17/2023
Is this position mandated? [X] Yes [ ] No Is the position reimbursable? [X] Yes [ ] No
Source of reimbursement: [X] Federal 50 % [X] State 25 % [ ] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [ ] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 4/17/23

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 4/17/2023

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 4/18/23

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 4/25/2023

## RESOLUTION REQUEST FORM NO. 12

Schedule "A"

**NOTICE OF INTENT TO FILL VACANT POSITION**

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

**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department: SOCIAL SERVICES Payroll Dept. No: 40.03  
 Title of Position: Social Welfare Examiner #19 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: Biele/12500 Date of Vacancy: 10/10/2022  
 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.** POB 4/13/23

**Human Resources Director has approved this form when initialed.** (MS) for JF 4/13/23

**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 4/16/2023

**BUDGET OFFICER COMPLETES THIS SECTION**

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

Budget Officer Signature [Signature] Date 4/18/23

**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 4/25/2023

**SOCIAL WELFARE EXAMINER**

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

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

Reviews the certification form to determine that all statements are complete and consistent with every other item of information provided;

Where necessary for clarification or completion of certification form, asks applicant appropriate questions and makes necessary additions or corrections on the form;

Makes an evaluation of applicant's financial eligibility for assistance;

May determine initial categorical eligibility;

Assesses client's situation to determine barriers to self-sufficiency;

Evaluates available resource details in relation to financial eligibility;

Prepares and computes budget for the applicant;

Advises applicant of the eligibility determination, the amount of assistance and when the first grant can be expected;

Advises the applicant about the program under which he is eligible for assistance and any documentation or additional information which is necessary for final program classification;

May assist the client in developing a self-sufficiency plan by identifying specific steps for the client to complete to become self-sufficient;

Recommends emergency grants as needed; Makes re-determinations of financial eligibility;

Explains the validation process to the applicant;

Advises the applicant about his duty to keep the agency informed of any change in status which may affect his eligibility for assistance;

Informs applicants about the range of services in the agency;

If mandatory, or requested by applicant or client, or need for services is indicated, refers applicant to social services section, or to other specialists, such as resources, housing, employment, legal, medical, etc.;

Makes referrals for full field investigation where presumption of fraud is indicated.

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

Knowledge of federal, state and local social services laws and programs as they affect eligibility for financial assistance and money payments;

Familiarity with other laws as they affect eligibility, such as Worker's Compensation, Social Security, and unemployment insurance; Ability to enter and maintain data and records in computer database;

Ability to establish rapport and motivate client to self-sufficiency; Ability to deal effectively with others;

Ability to analyze facts obtained and use facts in making judgments regarding eligibility;

Ability to understand and follow directions; Good powers of observation and perception;

Initiative, tact, good judgment; Physical condition commensurate with the demands of the position.

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

- A) Sixty credit hours of coursework from a New York State or regionally accredited college or university; or
- B) Two years of experience in examining, investigating or evaluating claims for assistance, veteran's or unemployment benefits, insurance or a similar program operating under established criteria for eligibility.

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

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

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.  
 Title of Position: Solid Waste/Recycling Compl. Coord. Base Salary of Position: ~~\$59,125~~ \$62,422 Grade: 12 (non-union)  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: Solid Waste/Recycling Compliance Coord. Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No./Last Name: 13583/Szabo Date of Vacancy: 3/20/23  
 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.** 4/19/23  
**Human Resources Director has approved this form when initialed.** 4/19/23

### 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 4/24/2023

### 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 4/25/2023

### 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 4/28/23

**SOLID WASTE/RECYCLING COMPLIANCE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Warren County Department of Public Works and involves responsibility for compliance oversight of the management and handling by municipalities and businesses of solid waste and recyclables processes/activities within Warren County. Duties include the administration of the County Solid Waste Management Plan, including but not limited to record keeping, assisting Towns and their transfer stations, education of the public, permitting of haulers and enforcement of local laws. The incumbent ensures that methods and procedures for solid waste collection, recycling and disposal comply with statute, rules and regulations. The work is performed under the general supervision of the Superintendent of Public Works with leeway allowed for the exercise of independent judgment in planning the details of activities and assuring responsibility for results. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

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

Coordinates and oversees County wide material recycling compliance activities and develops, implements and evaluates reporting and data collection;

Provides assistance/education to municipalities, businesses and institutions in developing and implementing compliance strategies;

Researches and assesses current solid waste management and waste collection practices of area municipalities to insure compliance with applicable laws, rules and regulations;

Issues haulers permits for collection of recyclable and solid waste and compiles data for reporting;

Works on various new solid waste projects as required;

Analyzes current and future federal and state solid waste regulations to insure compliance;

Assists Public Information Officer with public education programs;

Writes and applies for various solid waste/recycling grants.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of solid waste management and recycling principles and practices; good knowledge of business and management skills regarding recycling program development and evaluation; good knowledge of federal and state solid waste management regulations; ability to work effectively with advisory groups, government officials and private business to develop and promote public awareness; ability to work independently within the scope of general direction; ability to prepare news releases, education materials and conduct training; ability to express ideas and concepts both orally and in writing; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Environmental Planning, Ecology, Natural Resources, Natural Sciences\*, Environmental Education, Environmental Science, Environmental Engineering, Environmental or Natural Resource Management, Environmental Studies or a closely related field, and one (1) year of experience with solid waste management planning or analysis activities directly related to solid waste management which shall have included regulation compliance activities; **OR**

- (B) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in Ecology, Natural Resources, Natural Sciences\*, Environmental Science, Environmental Engineering, Engineering Technology, Environmental Technology, Environmental Studies or a closely related field and three (3) years of experience as outlined in (A) above; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Verifiable, paid, part-time experience will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State Driver's License at time of appointment.

\*"Natural Science" means the branches of science collectively which deal directly with natural objects, organic or inorganic and the substance composing them and the phenomena exhibited by them. These may include biology in all its branches, mineralogy, geology, chemistry, physics, geography and other sciences, but not abstract mathematics, philosophy or metaphysics.

WC: 3/21  
JC: Competitive