

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

JUNE 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/Higher Education Information:

A) SUNY Adirondack representatives to provide and update on the College.

B) Request to approve Tentative Operating Budget for 2023-2024 for SUNY Adirondack and providing for public hearing.

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

A) Review of report on tracking of vacancies filled.

B) Request for executive session to discuss terms of Correctional Supervisors Association (CSA) Collective Bargaining Agreement.

3) Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):

Assigned Counsel (Julie Garcia, Assigned Counsel Administrator) -

A) Request to amend the Table of Organization and Salary Schedule to create the new position of Administrative Secretary, *Annual Salary \$50,633*, and delete the positions of Account Clerk (PT), *Grade 4 Base Annual Salary \$19,223*, and Clerk #2 (PT), *Annual Salary \$18,171*, effective June 24, 2023.

Public Defender (Gregory Canale, Public Defender) -

B) Request to amend the Table of Organization and Salary Schedule to create the new position of Assistant Public Defender #12 - Per Diem, *Annual Salary \$49,914*, effective July 24, 2023.

Sheriff -

C) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Systems Maintenance Coordinator position from \$75,416 to \$77,565.36, effective July 24, 2023.

D) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Corrections Captain position from \$99,068 to \$117,068, effective July 24, 2023.

E) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Undersheriff from \$116,900 to \$135,775, effective July 24, 2023.

F) Request to amend Local Law No. 1 of 2023 to increase the salary of the Sheriff from \$120,498 to \$139,373.

4) Referral from the Economic Growth & Development Committee (Chaired by Supervisor McDevitt):

Planning & Community Development (Wayne LaMothe, Director) -

Request to amend the Table of Organization and Salary Schedule to increase the salary of the Principle Planner position from \$69,431 to \$77,446, effective July 24, 2023.

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

Request for an executive session to discuss the following current, pending or potential litigation, pursuant to Section 105(1)(d) of the Public Officer's Law: Matter of City of New York v. Warren County.

V. PERSONNEL, ADMINISTRATION & HIGHER EDUCATION: (Including SUNY Adirondack, Civil Service, Human Resources, Clerk of the Board and County Attorney)

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)

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

Warren County Board of Supervisors

RESOLUTION NO. OF 2023

RESOLUTION INTRODUCED BY SUPERVISORS

**APPROVING TENTATIVE OPERATING BUDGET FOR FISCAL YEAR 2023-2024 FOR
ADIRONDACK COMMUNITY COLLEGE AND PROVIDING FOR PUBLIC HEARING**

WHEREAS, the Vice President for Administrative Services of Adirondack Community College has presented to the Board of Supervisors a tentative operating budget for the college fiscal year from September 1, 2023 to August 31, 2024, in the gross amount of Thirty-Three Million One Hundred Eighty-Two Thousand Two Hundred Twenty-One Dollars (\$33,182,221), which, if adopted by the Board of Supervisors, would require the sum of Two Million Three Hundred Thirty-Eight Thousand Five Hundred Sixty Dollars (\$2,338,560) as that portion to be raised by taxation in the County of Warren for the year 2023-2024 for the operational costs to pay Warren County's share as one of the sponsors of Adirondack Community College, and

WHEREAS, the joint meeting of the Personnel, Administration & Higher Education and Finance Committees have reviewed and approved the tentative operating budget and recommends that such tentative budget be approved and a public hearing be held thereon, now, therefore, be it

RESOLVED, that the tentative operating budget of Adirondack Community College for fiscal year September 1, 2023 to August 31, 2024, as prepared and submitted by the Vice President for Administrative Services, be, and the same hereby is, approved, and be it further

RESOLVED, that the Board of Supervisors will hold a public hearing on said tentative operating budget of Adirondack Community College in the Board Room of the Warren County Municipal Center on the 21st day of July, 2023 at 10:00 a.m., at which time and place all persons interested in said tentative Adirondack Community College budget will be heard, and the Clerk of the Board of Supervisors be, and hereby is, authorized and directed to give due public notice of such hearing as required by law.

2023 - NOTICE OF INTENT TO FILL...TRACKING

Personnel Cmts./ Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
12/1/2022	Information Technology	Computer Help Desk Tech II # 3 (2731)	N/A	N	N/A	\$ 64,188.00	1/17/2023	Povic	\$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	Quarterly	\$ 81,600.00	2/27/2023	Gaddy	\$81,600.00	\$ -	\$ (26,037.00)
12/1/2022	Public Defender	9th Assistant Public Defender (2608)	Duhany	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	Reeod	\$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 (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	Meat 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	Poniot	\$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	\$ -	\$ -
1/27/2023	Social Services	Medicaid Clerk # 2 (2094)	Lome	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)	Mosier	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	N/A	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	Yamaci	\$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 (2555)	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	McNury	\$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 (2756)	N/A	N	N/A	\$ 25,280.40	vacant				
3/30/2023	Health Services	Health Educator # 2 (1586)	Crawford	RS	\$ 51,999.00	\$ 51,556.00	6/12/2023	Duck	\$51,356.00	\$ -	\$ (643.00)
3/30/2023	DPW	MEO (L) # 16 (1260)	Schwandt	RS	\$ 43,187.00	\$ 43,187.00	5/15/2023	Walker	\$43,187.00	\$ -	\$ -
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	5/22/2023	Dong	\$38,447.00	\$ -	\$ (642.00)

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

2023 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cntr./ Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
3/30/2023	Social Services	Intake Clerk # 7 (2406)	Hamelin	PR	\$ 38,447.00	\$ 38,447.00	5/22/2023	Kocsis	\$38,447.00	\$ -	\$ -
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	6/19/2023	Jandrinski	\$55,468.00	\$ 1,407.00	\$ 1,407.00
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				
5/4/2023	Buildings and Grounds	Cleaner # 11 (2264)	Stevens	O	\$36,342.00	\$ 36,342.00	4/25/2023	Fidd	\$46,783.00	\$ 10,441.00	\$ 10,441.00
5/4/2023	Health Services	Senior Account Clerk (1614)	Phinney	RS	\$ 53,558.00	\$ 43,187.00	vacant				
5/4/2023	DPW	MEO (L) #5 (1264)	Bentley	PR	\$ 43,830.00	\$ 43,187.00	6/5/2023	Stockman	\$43,187.00	\$ -	\$ (643.00)
5/4/2023	DPW	MEO (L) # 12 (1248)	Necaterra	PR	\$ 43,187.00	\$ 43,187.00	vacant				
5/4/2023	DPW	MEO (L) # 28 (2320)	Hitchcock	O	\$ 43,187.00	\$ 43,187.00	vacant				
5/4/2023	Social Services	Social Welfare Examiner # 9 (1634)	Sexton-Waldmann	RS	\$ 44,729.00	\$ 44,729.00	6/12/2023	Hymy	\$44,729.00	\$ -	\$ -
5/4/2023	Social Services	Social Welfare Examiner # 19 (1721)	Biele	PR	\$ 50,068.00	\$ 44,729.00	5/1/2023	Conde	\$51,320.00	\$ 6,591.00	\$ 1,252.00
5/4/2023	Solid Waste	Solid Waste/Recycle Comp. Coord (2650)	Szabo	RS	\$ 50,633.00	\$ 62,422.00	vacant				
5/8/2023	Health Services	Senior Account Clerk # 2 (2399)	Baker	RS	\$ 53,058.00	\$ 43,187.00	vacant				
5/8/2023	Health Services	Public Health Nurse # 35 (2250)	Swan	RS	\$ 54,286.00	\$ 63,868.00	vacant				
5/8/2023	Health Services	Public Health Nurse # 8 (1546)	McAvey	RS	\$ 73,035.00	\$ 63,868.00	vacant				
5/8/2023	Health Services	Public Health Nurse # 10 (1607)	Arnold	RS	\$ 71,535.00	\$ 63,868.00	vacant				
5/8/2023	Health Services	RPN # 11 (2548)	Allocco	RS	\$ 67,376.00	\$ 60,912.00	vacant				
5/8/2023	Health Services	RPN # 43 PT (2738)	N/A	N	N/A	\$ 36,547.00	vacant				
5/8/2023	Health Services	Public Health Program Coordinator (2737)	N/A	N	N/A	\$ 57,507.00	vacant				
5/9/2023	Countryside	Cook # 2 (1889)	Lashway	RS	\$ 38,447.00	\$ 38,447.00	5/22/2023	Bland	\$38,447.00	\$ -	\$ -
5/12/2023	Social Services	SWE # 44 (2331)	Connell	PR	\$ 51,320.00	\$ 44,729.00	vacant				
5/12/2023	Social Services	SWE # 28 (1733)	Conde	O	51320.00	\$ 44,729.00	vacant				
5/12/2023	Social Services	Caseworker # 2 (1646)	Barlow	RT	\$ 65,400.00	\$ 54,061.00	vacant				
5/12/2023	Social Services	Caseworker # 25 (1656)	Lord	RS	\$ 64,900.00	\$ 54,061.00	6/12/2023	Green	\$54,061.00	\$ -	\$ (10,839.00)
5/18/2023	Countryside	Cook # 5 (2600)	Pagan	O	\$ 38,447.00	\$ 38,447.00	vacant				
5/25/2023	Social Services	Temp. Confidential Asst to Superintendent of PW	N/A	O	N/A	\$ 5,000.00	vacant				
5/30/2023	Countryside	Caseworker # 24 (1666)	Huestis	RS	\$ 54,704.00	\$ 54,061.00	vacant				
6/5/2023	Social Services	Institutional Aide# 2 PT (1894)	Morgan	RS	\$ 29,596.00	\$ 59,596.00	vacant				
6/5/2023	Social Services	Caseworker # 15 (1665)	Reger	RS	\$ 54,704.00	\$ 54,061.00	vacant				
6/5/2023	Social Services	Sr Resource Clerk (1637)	Cameron	RS	\$ 49,171.00	\$ 39,766.00	vacant				
6/5/2023	Social Services	Intake Clerk # 9 (2661)	McLaughlin	RS	\$ 39,089.00	\$ 38,447.00	vacant				
6/5/2023	Social Services	Intake Clerk # 1 (1723)	Hymy	PR	\$ 38,447.00	\$ 38,447.00	6/20/2023	Harvey	\$38,447.00	\$ -	\$ -
6/6/2023	Board of Elections	Sr Clerk/Election Technician # 1 (2751)	N/A	N	N/A	\$ 48,091.00	vacant				
6/6/2023	Board of Elections	Sr Clerk/Election Technician # 2 (2752)	N/A	N	N/A	\$ 48,091.00	vacant				
6/6/2023	Board of Elections	Deputy Commissioner of Elections # 1 (1138)	Hall	RS	\$ 56,185.00	\$ 56,185.00	6/19/2023	Hubbard	\$56,185.00	\$ -	\$ -
6/6/2023	DPW	MEO (L) # 33 (2563)	Smith	RS	\$ 43,187.00	\$ 43,187.00	vacant				
6/6/2023	DPW	Sr Building Maint Mechanic # 4 (1149)	Ross	RT	\$ 70,814.00	\$ 57,507.00	vacant				
6/6/2023	DPW	MEO (M) # 3 (1253)	Smith	RS	\$ 52,890.00	\$ 46,090.00	vacant				
6/13/2023	Civil Service	Civil Service Specialist (2567)	Graham	RS	\$ 54,756.00	\$ 53,328.00	6/19/2023	Plumley	\$54,756.00	\$ 1,428.00	\$ -
6/15/2023	Mental Health	Children and Youth SPOA Coord (2383)	Wright	PR	\$ 71,415.00	\$ 65,824.00	vacant				
									TOTALS	\$119,911.00	\$ (92,864.00)

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

RESOLUTION REQUEST FORM NO. 11**Request to Create New Position****DEPARTMENT NAME: Legal Defense - Indigents****DATE: 6/30/2023**

- (a) Title of Requested Position: **Administrative Secretary**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$50,633**
- (c) Effective Date for New Position*: **7/24/2023**
**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):
Account Clerk (PT) - \$19,223 Grade 4
Clerk #2 (PT) - \$18,171 Grade 2
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.1170.4202 Legal Defense - Indigents, Hurrell-Harring
- (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:
Funding available due to Vacancies, 100% Funded by ILS
- (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:
Funding in budget due to vacancies

ADMINISTRATIVE SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class acts as the administrative assistant and personal secretary to a Department Head. Duties include oversight of the various clerical, fiscal and personnel operations of the Department. This confidential position requires a high degree of judgment as well as knowledge of Department policies/procedures and related laws and regulations. Work is performed under the general supervision of the Department Head with considerable independence for carrying out assignments. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as a personal secretary to a Department Head by answering phones and handling mail and correspondence;

Maintains confidential files for the Department Head;

Oversees and participates in the operation of the file system of the Department, both paper based and computerized;

Schedules appointments for the Department Head or designee(s), arranges conferences and meetings;

Maintains all Department employees' personnel and payroll records;

Processes all employees' payroll and personnel filings and paperwork;

Processes all Department accounts payable and procurement paperwork;

Processes all employees' accident reports and records;

Tracks a variety of Department processes/transactions, including grants, billings and reimbursements;

Assists in planning and implementing departmental policy and procedures;

Receives and handles complaints from Department members and citizens, requiring quick resolution;

May attend meetings and conferences, takes minutes, prepares summaries of meetings;

Utilizes computer programs and web-based applications such as word processing spreadsheets, calendar, email and database software to perform work assignments;

Utilizes a variety of automated systems equipment to produce such materials as correspondence, reports, contracts, specifications and/or data;

Receives calls and callers, providing information, assistance and referral;

May assist in completing any other administrative task as deemed necessary by the Department Head.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of office practices terminology, procedures and equipment, including personal computers; good knowledge of business English and arithmetic; good knowledge of the organization, function, laws, policies, regulations, terminology of the assigned department; ability to handle administrative details independently, including the composition of routine correspondence; ability to maintain confidentiality in regard to departmental matters; ability to understand and carry out moderately complex oral written directions; ability to communicate effectively with others both orally or in writing; ability to establish and maintain cooperative relationships with the public and other departments and agencies.

MINIMUM QUALIFICATIONS: (Either):

- (a) Associate's Degree or higher and two (2) years of full-time paid office administrative or senior level clerical experience or its part-time equivalent in an office setting which shall have included using a word processor or personal computer as a major function of the job; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid office administrative or senior level clerical experience or its part-time equivalent in an office setting which shall have included using a word processor or personal computer as a major function of the job.

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.”

WC: 2022
JC: Competitive

NOTICE OF INTENT TO FILL VACANT POSITION			
<p>This notice of intent is completed when a department head plans to fill an <i>existing</i> funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. <u>For complete instructions on the procedure to be followed, see the reverse of this form.</u></p> <p>This notice may not be used for requests to create a <i>new</i> position.</p>			
Department: Legal Defense - Indigents		GL Code: A.1170.4202	
Position Title: Administrative Secretary			
Date of Vacancy: Creation 7/21/2023		Last Employee in Position:	
Base Salary: 50,633	Grade:	Filling at Step # (If Known):	Union <input type="checkbox"/> Non-Union <input checked="" type="checkbox"/>
Position is vacated due to: <input type="checkbox"/> Retirement <input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input type="checkbox"/> Promotion <input checked="" type="checkbox"/> Other Creation			
Is this position mandated? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Is the position reimbursable? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Source of reimbursement: <input type="checkbox"/> Federal _____% <input checked="" type="checkbox"/> State 100 % <input type="checkbox"/> Other _____% _____			
CIVIL SERVICE REVIEW <input type="checkbox"/> Competitive-active eligible list <input checked="" type="checkbox"/> Competitive-no list (<i>hiring would be provisional</i>) <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Other _____ Candidate's qualifications must be approved by Personnel Officer prior to hiring. <div style="text-align: right;">Personnel Officer initials: Den 6/29/23</div>			
HUMAN RESOURCES REVIEW Actual Impact to Budget Report will be provided monthly by Human Resources Director. <div style="text-align: right;">HR Director initials: 17 6/29/23</div>			
COUNTY ADMINISTRATOR REVIEW <input checked="" type="checkbox"/> The Administrator has no objection to the filling of the vacancy. <input type="checkbox"/> The Administrator objects to the filling of the vacancy. <div style="display: flex; justify-content: space-between;"> Administrator Signature Date 6/29/23 </div>			

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position***

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 6/20/2023

- (a) Title of Requested Position: **Assistant Public Defender (12) - Per Diem**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$49,914**
- (c) Effective Date for New Position*: **7/24/2023**
**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.1171 4202 130 Public Defender/Hurrell-Harring Salaries - Part Time: \$49,914
A.1171 4202 830 Social Security: \$3400
A.1171 4202 831 Medicare: \$880
- (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:
Revenue from ILS Hurrell-Harring Funding
- (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:
New York State Office of Indigent Legal Services Hurrell-Harring mandates Attorney Caseload Requirements to receive funding.
- (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:
A.1171 4202 3045: \$54,194.00

ASSISTANT PUBLIC DEFENDER

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of New York State and Federal criminal law, New York family court act and court proceedings;
 Good knowledge of judicial procedures and rules of evidence;
 Ability to interpret and work with New York State and Federal criminal code;
 Ability to communicate effectively both orally and in writing;
 Ability to reason quickly and logically in stressful situations;
 Ability to analyze and interpret laws and legal documents in order to render an accurate legal opinion;
 Ability to analyze and organize facts effectively;
 Ability to prepare for and present cases in court;
 Ability to establish and maintain effective working relationships with others;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

At the time of appointment, possession of a license to practice law in the State of New York.

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

WC: 2003, 2015, 2021

JC: Exempt

Format Update 2022

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

DEPARTMENT NAME: Sheriff

DATE: June 20, 2023

- (a) **Employee Name, Title and Employee No.:** Mark A. Neale, Systems Maintenance Coordinator #12042
- (b) **Current Annual Base Salary (and Grade if Applicable):** \$77,565.36
- (c) **Former Annual Base Salary (and Grade if Applicable):** \$75,416
- (d) **Effective Date for Salary Change:*** Upon BOS Approval
*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:**
A.3110 110 General Sheriff's Law Enforcement Salaries - Regular \$2,149
- (f) **Is a Budget Transfer needed?** YES NO
If yes, please complete Resolution Request Form No. 10 - Transfer of Funds
If no, please provide details on how the increase will be funded within the current budget:
The Sheriff's Office has operated with vacancies in Patrol Officer staffing throughout 2023 awaiting the commencement of a Basic School for Police Officers which has created a surplus of funding in budget code A.3110 110
- (g) **Is there expected revenue from this position?** YES NO
If yes, please complete Resolution Request Form No. 07 - Amend County Budget to recognize revenue
N/A
- (h) **Justification of Request:** An annual salary increase of 2.85% is requested to provide for a wage increase that is consistent with similarly situated bargaining unit employees of the Sheriff's Office for 2023

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Sheriff

DATE: June 20, 2023

- (a) **Employee Name, Title and Employee No.:** Albert L. Maday, Corrections Captain #9296
- (b) **Current Annual Base Salary (and Grade if Applicable):** \$117,068
- (c) **Former Annual Base Salary (and Grade if Applicable):** \$99,068
- (d) **Effective Date for Salary Change:*** Upon BOS Approval
*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:**
A.3150 110 General Sheriff's Correction Division Salaries - Regular \$18,000
- (f) **Is a Budget Transfer needed?** YES NO
If yes, please complete Resolution Request Form No. 10 - Transfer of Funds
If no, please provide details on how the increase will be funded within the current budget:
The Sheriff's Office has operated with vacancies in Correction Officer staffing throughout 2023 due to recruitment and retention hardships which has created a surplus of funding in budget code A.3150 110
- (g) **Is there expected revenue from this position?** YES NO
If yes, please complete Resolution Request Form No. 07 - Amend County Budget to recognize revenue
N/A
- (h) **Justification of Request:** An annual salary increase of 21% is requested to provide for a wage increase that is consistent with similarly situated bargaining unit employees of the Sheriff's Office for 2023

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Sheriff

DATE: June 20, 2023

- (a) **Employee Name, Title and Employee No.:** Terry Comeau, Undersheriff #8182
- (b) **Current Annual Base Salary (and Grade if Applicable):** \$135,775
- (c) **Former Annual Base Salary (and Grade if Applicable):** \$116,900
- (d) **Effective Date for Salary Change:*** Upon BOS Approval
*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:**
A.3110 110 General Sheriff's Law Enforcement Salaries - Regular \$18,875
- (f) **Is a Budget Transfer needed?** YES NO
If yes, please complete Resolution Request Form No. 10 - Transfer of Funds
If no, please provide details on how the increase will be funded within the current budget:
The Sheriff's Office has operated with vacancies in Patrol Officer staffing throughout 2023 awaiting the commencement of a Basic School for Police Officers which has created a surplus of funding in budget code A.3110 110
- (g) **Is there expected revenue from this position?** YES NO
If yes, please complete Resolution Request Form No. 07 - Amend County Budget to recognize revenue
N/A
- (h) **Justification of Request:** An annual salary increase of 16% is requested to provide for a wage increase that is consistent with similarly situated bargaining unit employees of the Sheriff's Office for 2023

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: Sheriff

DATE: June 20, 2023

- (a) **Purpose of Request:** Amend Local Law No. 1 of 2023, enacted by Resolution No. 807 of 2022, that fixed the salaries of certain County officers and employees of Warren County.
- (b) **Details:** The request is made to amend Local Law No 1 of 2023 and increase the current 2023 Sheriff salary of \$120,498 by 15.5% to \$139,373.
- (c) **Previous Resolution Number:** Resolution No. 807 of 2022
- (d) **Where are Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:** N/A

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 807 OF 2022

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, CONOVER, BEATY, FRASIER, WILD, BRAYMER AND RUNYON

**ENACTING LOCAL LAW NO. 1 OF 2023, ENTITLED
“A LOCAL LAW FIXING THE SALARIES OF CERTAIN COUNTY OFFICERS
AND EMPLOYEES OF WARREN COUNTY”**

WHEREAS, a proposed local law was duly presented to the Board of Supervisors and considered by them, said proposed local law entitled, “A Local Law Fixing the Salaries of Certain County Officers and Employees of Warren County,” and

WHEREAS, the Board of Supervisors adopted Resolution No. 670 of 2022, which authorized a public hearing to be held by the Board of Supervisors on the 16th day of December, 2022, in the Supervisors’ Rooms in the Warren County Municipal Center on the matter of the proposed local law, and notice of such public hearing having been duly published and posted as required by law, and said public hearing having been held and all persons appearing at such public hearing desiring to be heard, having been heard, now, therefore, be it

RESOLVED, that the Board of Supervisors of the County of Warren, New York, on this 16th day of December, 2022, does hereby enact and adopt Local Law No. 1 of 2023, as annexed hereto.

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

DEPARTMENT NAME: Planning and Community Development

DATE: June 2023

- (a) Employee Name, Title and Employee No.:
Principal Planner
- (b) Current Annual **Base** Salary (and Grade if Applicable):
Grade 14 - Step 5, \$77,446
- (c) Former Annual **Base** Salary (and Grade if Applicable):
Grade 14 \$69,431
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
21 July 2023
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?
List Budget Code (with title), Object Code (with title), and Amount:
Unexpensed funds A8021.110 Salary full 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 within the current budget:
- (g) Is there expected revenue from this position? YES NO
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:
A qualified candidate submitted a resume and qualifications that both the Personnel Officer and I think would meet the needs of the County. The job announcement identified a salary range of \$69,431 to \$77,446 DOE. I provided an offering letter at the base salary level of \$69,431, which is what is in the 8021 budget, that is less than her current salary. That offer was not accepted. Based on level of experience it is requested to offer \$77,446.