

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE
AGENDA
AUGUST 3, 2023

Committee Members: *Wild, Thomas, Frasier, Runyon, McDevitt, Beaty and Vacant- 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 and update on the College.**
 - 2) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**
Review of report on tracking of vacancies filled.
 - 3) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**
Department of Social Services (Christian Hanchett, Commissioner) -
 - A) Request to amend Resolution No. 159 of 2023 to extend the termination date of the Assistant Social Services Attorney - Temporary - Part-Time to 100 days after vacant full-time Assistant Social Services Attorney position is filled to ensure integrity in the Legal Unit and allow for a smooth transition.
 - B) Request to amend the Table of Organization and Salary Schedule to create the new position of Part-Time Community Services Worker #1, *Grade 8, Base Annual Salary \$44,729*, effective November 1, 2023.
 - C) Request to amend the Table of Organization and Salary Schedule to create the new position of Part-Time Community Services Worker #2, *Grade 8, Base Annual Salary \$44,729*, effective November 1, 2023.
 - 4) **Referral from the Tourism Committee (Chaired by Supervisor Merlino):**
Tourism Department (Heather Bagshaw, Director) -
Request to amend the Table of Organization and Salary Schedule to create the new position of Tourism Coordinator, *Grade 12, Base Annual Salary \$66,781*, and delete the position of Tourism Development and Events Coordinator, *Annual Salary \$72,783*, effective August 21, 2023.
 - 5) **Requests/Items to be Discussed by the County Administrator (John Taflan, County Administrator):**
 - A) On behalf of the Public Defender - Request to amend the Table of Organization and Salary Schedule to increase the salary of the Assistant Public Defender No. 8 position from \$79,651 to \$90,047 effective August 21, 2023.
 - B) Request to amend the Rules of the Board in 2023 indicating requests for mid-year salary increases would no longer be considered unless a significant change in job responsibility has occurred for a specific position. All non-bargaining unit salary discussions and decisions will occur as part of the budget process only.
 - C) Request to amend the County Leave Policy to provide credit to people who are hired with prior private sector experience. This means if someone is hired with 15 years of private sector experience and were earning three to four weeks of vacation, the County would apply its top leave tier to them rather than making them go back to ten days a year and no leave within the first six months of hire. This credit would have to be approved by the County Administrator and the Chair of the Personnel, Administration & Higher Education Committee.
 - 6) **Request/Item to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
Request for an executive session pursuant to Section 105(1)(d) of the Public Officer's Law to discuss the following current, pending or potential litigation: Michael Easterbrooks v. Schenectady County, Warren County, et al.; and Hometown Oil Corp. Notice of Claim, received May 1, 2023.
- 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

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
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	\$ 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 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	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	\$ -	\$ -
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	6/27/2023	Tucker	\$41,213.00	\$ -	\$ -
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	\$ 51,356.00	6/12/2023	Duck	\$51,356.00	\$ -	\$ (643.00)
3/30/2023	DPW	MEO (L) # 16 (1260)	Schwindt	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 Cmt./ 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	6/19/2023	Jandzinski	\$55,468.00	\$ 7,144.00	\$ -
3/30/2023	Social Services	Caseworker # 36 (2557)	Casey	RS	\$ 54,061.00	\$ 54,061.00	6/19/2023	Jandzinski	\$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	7/3/2023	Johnson	\$44,729.00	\$ -	\$ (10,078.00)
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)	Steves	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)	Necatera	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	Hyrny	\$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			\$ (43,187.00)	\$ (53,058.00)
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 (2531)	Connell	PR	\$ 51,320.00	\$ 44,729.00	7/10/2023	St. John	\$51,320.00	\$ 6,591.00	\$ -
5/12/2023	Social Services	SWE # 28 (1733)	Conde	O	\$ 51,320.00	\$ 44,729.00	7/10/2023	Langford	\$44,729.00	\$ -	\$ (6,591.00)
5/12/2023	Social Services	Caseworker # 2 (1646)	Barlow	RT	\$ 65,400.00	\$ 54,061.00	7/10/2023	Regner	\$54,704.00	\$ 643.00	\$ (10,696.00)
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	6/26/2023	McGrath	\$38,447.00	\$ -	\$ -
5/18/2023	DPW	Temp. Confidential Asst to Superintendent of PW	N/A	O	N/A	\$ 5,000.00	vacant				
5/25/2023	Social Services	Caseworker # 24 (1666)	Huestis	RS	\$ 54,704.00	\$ 54,061.00	7/10/2023	Hill	\$54,061.00	\$ -	\$ (643.00)
5/30/2023	Countryside	Institutional Aide# 2 PT (1894)	Morgan	RS	\$ 29,596.00	\$ 59,596.00	vacant				
6/5/2023	Social Services	Caseworker # 15 (1665)	Regner	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	7/3/2023	Dashnaw	\$39,089.00	\$ 642.00	\$ -
6/5/2023	Social Services	Intake Clerk # 1 (1723)	Hyrny	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	7/19/2023	Clesceri	\$48,091.00	\$ -	\$ -
6/6/2023	Board of Elections	Sr.Clerk/Election Technician # 2 (2752)	N/A	N	N/A	\$ 48,091.00	7/17/2023	Baird	\$48,091.00	\$ -	\$ -
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				
6/21/2023	Social Services	Sr. Account Clerk # 4 (1686)	Dashnaw	O	\$ 43,830.00	\$ 43,187.00	vacant				
6/21/2023	Social Services	Assistant SS Attorney # 2 (2370)	Gifford	RS	\$ 79,809.00	\$ 77,708.00	vacant				
6/21/2023	Social Services	Social Welfare Examiner # 8 (1712)	Jandzinski	PR	\$ 51,320.00	\$ 44,729.00	vacant				
6/26/2023	DPW	Highway Construction Supervisor # 4 (2393)	Bunting	RS	\$ 56,229.00	\$ 48,983.00	6/28/2023	Moffitt	\$56,229.00	\$ 7,246.00	\$ -
6/26/2023	DPW	Highway Construction Supervisor # 1 (2390)	Bederian	RT	\$ 59,137.00	\$ 48,983.00	6/26/2023	Barlow	\$56,229.00	\$ 7,246.00	\$ (2,908.00)
6/26/2023	DPW	Solid Waste/Recycle Comp. Coord (2650)	Szabo	RS	\$ 50,633.00	\$ 69,556.00	vacant				
6/29/2023	Social Services	Social Welfare Examiner # 5 (1737)	St. John	O	\$ 51,320.00	\$ 44,729.00	vacant				
6/29/2023	Social Services	Intake Clerk # 10 (2689)	Johnson	PR	\$ 38,447.00	\$ 38,447.00	vacant				
6/29/2023	DPW	MEO (M) #26 (2420)	Kennedy	PR	\$ 48,154.00	\$ 46,090.00	vacant				
6/29/2023	Legal Defense-Indigents	Administrative Secretary (2762)	N/A	N	N/A	\$ 50,633.00	7/24/2023	Redmond	\$50,633.00	\$ -	\$ -

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

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
7/8/2023	Social Services	Asst. Social Services Attorney Temp (2535)	Destefano		\$ 77,708.00	\$ 77,708.00	Still in position				
7/18/2023	DPW	Maint. Mechanic # 1 (2194)	Inglee	PR	\$ 47,438.00	\$ 46,090.00	vacant				
7/19/2023	Social Services	PT Community Services Worker # 1	N/A	N	N/A	\$ 44,729.00	vacant				
7/19/2023	Social Services	PT Community Services Worker # 2	N/A	N	N/A	\$ 44,729.00	vacant				
									TOTALS	\$ 106,236.00	\$ (176,838.00)

* (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: SOCIAL SERVICES

DATE: 07/25/23

- (a) Purpose of Request: **Request to extend the termination date for the Part Time Assistant Social Services Attorney, from 60 days to 100 days: [As per Reso No 159 of 2023: The Part Time Assistant Soc Svc Attorney position expires 60 days after the full time Assistant Social Services Attorney position is filled].**
- (b) Details: **The additional time will ensure operational integrity in the Legal Unit and allow a smooth transition.**
- (c) Previous Resolution Number: **n/a**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.6010 130**

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION No. 159 OF 2023

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

AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2023 TO CREATE POSITIONS WITHIN THE PUBLIC DEFENDER'S OFFICE AND THE DEPARTMENT OF SOCIAL SERVICES

RESOLVED, that the Tables of Organization and the Warren County Salary and Compensation Plan for 2023 are hereby amended as follows:

PUBLIC DEFENDER

Creating Position of:

A.1171.4202 110

TITLE:

10th Assistant Public Defender

EFFECTIVE DATE

March 20, 2023

BASE ANNUAL SALARY

\$71,015

SOCIAL SERVICES

Creating Position of:

A.6010 130

TITLE:

Assistant Social Services Attorney -
Temporary - Part Time

EFFECTIVE DATE

March 20, 2023
*(terminating 60 days
after vacant full-time
Assistant Social Services
Attorney position is
filled)*

BASE ANNUAL SALARY

\$77,708
(\$37.36 hourly)

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: SOCIAL SERVICES****DATE: 7/25/23**

- (a) Title of Requested Position: **Part Time Community Services Worker #1**
- (b) Annual **Base** Salary (and Grade if Applicable): **44,729 - Grade 8**
- (c) Effective Date for New Position:* **11/1/23**
*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):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.6010 130 - Salaries - Part Time
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
yes
- (g) Is this a mandated position? If so, please explain:
Yes. Reimbursed 50% Fed / 25% State
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: SOCIAL SERVICES****DATE: 7/25/23**

- (a) Title of Requested Position: **Part Time Community Services Worker #2**
- (b) Annual **Base** Salary (and Grade if Applicable): **44,729 - Grade 8**
- (c) Effective Date for New Position:* **11/1/23**
*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):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.6010 130 - Salaries - Part Time
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
yes
- (g) Is this a mandated position? If so, please explain:
Yes. Reimbursed 50% Fed / 25% State
- (h) Is there expected revenue from this position? If so, please explain:

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

DEPARTMENT NAME:

DATE:

- (a) Title of Requested Position: **Tourism Coordinator**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$66,781.00 Grade 12**
- (c) Effective Date for New Position*: **August 21, 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):
Tourism Development and Events Coordinator
Annual salary \$72,783
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.6417.0001.110
- (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:

TOURISM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee of this position is responsible for oversight/performance of daily administrative functions in the Warren County Tourism Department. Duties may include oversight of fiscal operations, planning/coordinating complex departmental program activities and administrative oversight of support staff. The work is performed under the general supervision of the Director of Tourism with leeway for the frequent exercise of independent judgment. Performs related work as required.

TYPICAL WORK ACTIVITIES: (illustrative only)

Manages Occupancy Tax applications by working in coordination with fiscal staff to solicit, review, evaluate, and manage Special Event and Municipal Occupancy Tax applications, funds, and contracts;

Prepares Tourism Committee and Occupancy Tax Committee meeting requests, agendas, and backup as directed by the Director of Tourism;

Oversees the Matching Funds program as the designated Project Director;

Sits on the board of the Adirondack Regional Tourism Council, as designee for Tourism Department participation;

Oversees and/or assists with processing of departmental purchasing, audits, and payments, as well as contract management of new and existing agreements;

Oversees Department of Tourism staff and daily operations, as assigned, in the absence of the Tourism Director;

Represents the Tourism Department at various meetings, conferences, travel shows and other tourism promotion and community events;

Assists in maintaining positive relationships with local business partners, the public news media and public officials;

Recommends and consults with higher level administrators on utilization of tourism related revenue and program delivery;

May perform other assigned tasks, as necessary, to meet Department requirements.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the principles, methods and techniques used in tourism marketing and promotion activities in Warren County; Good knowledge of management techniques;

Good knowledge of modern governmental accounting and fiscal procedures and techniques including budgeting and appropriation practices as relates to grant disbursement and general office accounting;

Good knowledge of administrative practices and procedures;

Good knowledge of the geographical attractions and activities of Warren County;

Ability to communicate effectively in writing and verbally;

Ability to establish and maintain good working relationships with employees, officials, businesses and members of the public;

Ability to plan and supervise the work of others;

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Good judgment, dependability, tact, courtesy and accuracy.

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

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 8/3/2023

- (a) Employee Name, Title and Employee No.:
New Hire
- (b) Current Annual **Base** Salary (and Grade if Applicable):
\$90,047
- (c) Former Annual **Base** Salary (and Grade if Applicable):
\$79,651
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
8/21/2023
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?
List Budget Code (with title), Object Code (with title), and Amount:
A.1171 4200 110
- (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
A.1171.4200 3045
- (h) Justification of Request:
To recognize duration New Hire has been admitted as an Attorney and practiced Criminal Law.