

**Economic Growth & Development**  
**Department of Workforce Development**

**AGENDA**

**June 28, 2024**

**Etu, Strough, Bean, Maday, Turner, Crocitto and Wild**

- I. Committee meeting called to order by Chairman**
  - II. Motion to approve minutes of prior Committee meeting**
  - III. Privilege of the Floor and Public**
  - IV. Action Agenda/New Business:**
    - A. Resolution request for new position of Fiscal Manager to replace Employment & Training Account Manager.  
Rationale: The job description has not been updated since 2010 and it is under the previous name of the department and does not encompass all of the current work. The Fiscal Manager job description is more accurate. The position is funded completely by the federal WIOA grant and the grant fiscal year begins July 1, 2024.
    - B. Request to amend budget to receive funds for the Summer Youth Employment Program  
Rationale: The annual allocation from Office of Temporary & Disability Assistance/Temporary Assistance for Needy Families (TANF) is \$124,616 and the Department of Social Services Commissioner has approved the transfer of the funds to Workforce Development to operate the annual program.
  - V. Referral/Pending Items**
  - VI. Information for Discussion/Review**
    - A. General workforce updates
  - VII. Privilege of the Floor and Public**
  - VIII. Motion to Adjourn**
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**Attachments:**

- A. Resolution request form to add a new position
- B. Employment & Training Account Manager job description
- C. Fiscal Manager job description
- D. Resolution request form to amend budget
- E. District Designation form

# RESOLUTION REQUEST FORM NO. 11

## Request to Create New Position

DEPARTMENT NAME: Workforce Development

DATE: 6/28/2024

- (a) Title of Requested Position: **Fiscal Manager**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$70,401 Out of Unit Grade 12**
- (c) Effective Date for New Position\*: **July 22, 2024**  
*\*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):  
**Employment & Training Account Manager \$61,136 In Unit Grade 13**
- (e) Where are Funds in the Budget for this Position?  
List Budget Code, Object Code, Full Title and Amount:  
**40.6293.0300 110      40.6293.0313 110**  
**40.6293.0305 110      40.6293.0310 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:  
**WIOA requires a designated person for fiscal operations.**
- (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:

## **FISCAL MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for overseeing and coordinating the accounting and fiscal management functions of a department. Duties involve responsibility for the performance of moderately complex, professional accounting and related fiscal administrative tasks in development, examination, review or analysis activities related to fiscal management of funds and expenditures. The work is performed under administrative direction of the department head. The work entails responsibility for independently maintaining all accounts in proper balance and for furnishing periodic financial statements. Supervision is exercised over the work of clerical employees engaged in account keeping and financial administration activities. Does related work as required.

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

Develops an annual budget in conjunction with department head and division heads for the department;  
Oversees processing of payments to vendors, including quotes, purchase orders, encumbrances and proper coding according to county, state and federal requirements;  
Devises and oversees accounting and auditing systems and procedures to provide complete and accurate records of the agencies financial transactions;  
Contacts various federal, state and local representatives regarding program funding and fiscal affairs;  
Oversees and supervises subordinate staff engaged in a variety of financial operations;  
Prepares and/or supervises the preparation of reports;  
Responds to a variety of correspondence regarding fiscal matters of the department.  
May perform duties within the scope of the Fiscal Manager title in matters relating to County nursing home operations and/or close-out interests.

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

Good knowledge of modern general and governmental accounting, fiscal and auditing procedures and techniques including budgeting and appropriation practices;  
Good knowledge of methods used in keeping financial accounts and records;  
Good knowledge of modern fiscal terminology, practices and procedures;  
Ability to acquire a working knowledge of agency affairs related to fiscal management;  
Ability to prepare complete and accurate financial reports and statements;  
Ability to plan and supervise the work of others;  
Ability to get along well with others;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Bachelor's degree or higher in accounting, business administration or closely related field and two (2) years of business management experience which shall have included substantial responsibility in areas of accounting and fiscal management, or
- B) Associate's degree in the areas defined in (A) above and four (4) years of business management experience which shall have included substantial responsibility in areas of accounting and fiscal management, or
- C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of business management experience which shall have included substantial responsibility in areas of accounting and fiscal management, or
- D) An equivalent combination of training and experience as defined by the limits of (A) or (B).

**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.

## **EMPLOYMENT AND TRAINING ACCOUNT MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** Oversees, coordinates, and has charge of the accounting functions of a local Employment and Training Program. These duties involve responsibility for the performance of moderately complex professional accounting and related tasks in development, examination, review or analysis activities related to the accounting functions of Employment and Training Agency funds and expenditures. The work is performed under administrative direction of the Employment and Training Director or other high-level agency administrator. The work entails responsibility for maintaining all Employment and Training accounts in proper balance and for furnishing periodic financial statements. In addition, depending upon whether the Employment and Training Agency subcontracts portions of the program, the position may involve auditing accounts of sub-grantees for compliance with applicable laws, rules and regulations. An incumbent of this position does related work as required.

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

Devises and oversees accounting and auditing systems and procedures to provide complete and accurate records of Employment and Training Agency financial transactions;

Contacts various Federal, State, and local representatives regarding Program funding and fiscal affairs;

May oversee and supervise subordinate staff engaged in a variety of financial operations;

Advises agency employees and sub-contractors of current fiscal requirements and reporting;

Keeps ledger and journal accounts, takes trial balances and reconciles bank statements and accounts;

Oversees and coordinates the agency payroll functions for staff and/or clients;

Oversees the administration of rules on vacation and sick leave and keeps appropriate records;

May perform cost analyses to aid in program effectiveness and efficiency;

Implements and oversees Employment and Training accounting and financial transactions to ensure compliance with Federal and State fiscal regulations;

May audit program agent or sub-contract accounts to ensure proper expenditures control of programs funds;

Prepares required fiscal records and reports.

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

Good knowledge of modern general and governmental accounting, fiscal and auditing procedures and techniques, including budgeting and appropriation practices;

Good knowledge of methods used in keeping financial accounts and records;

Good knowledge of modern fiscal terminology, practices and procedures;

Ability to acquire a working knowledge of agency affairs related to accounting;

Ability to prepare complete and accurate financial reports and statements;

Ability to plan and supervise the work of others;

Ability to get along well with others;

Physical condition commensurate with the requirements of the position.

**MINIMUM QUALIFICATIONS:**

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

- A) Bachelor's Degree in accounting, business administration, economics or other directly related field specifically structured to prepare individuals for work involving accounting, auditing, budgeting and other fiscal related responsibilities; or
- B) Associate's Degree as defined by (A) above and two (2) years of progressively responsible accounting experience; or
- C) Four (4) years of progressively responsible accounting experience.

**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. 7**

## ***Request to Amend County Budget\****

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

**DEPARTMENT NAME: Workforce Development**

**DATE: June 28, 2024**

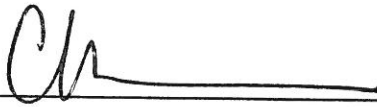
- (a) Purpose of Amendment: **To receive the annual TANF allocation for operating the Summer Youth Employment Program**
  
- (b) Appropriation Code, Object Code, Full Title and Amount: **40.6326 Temporary Assistance for Needy Families (TANF) total amount is \$124,616.00**  
**40.6326 110    40.6326 130    40.6326 410    40.6326 470    40.6326 810**  
**40.6326 444   40.6326 434   40.6326 830   40.6326 860   40.6326 865**
  
- (c) Revenue Code (with title), and Amount: **40.6326    \$124,616**

**2024 New York State Summer Youth Employment Program  
District Designation Form**

On behalf of the Warren County Department of Social Services, I,  
Christina Mastrianni, as Commissioner of the Warren County

Department of Social Services, hereby instruct the Office of Temporary and Disability Assistance (OTDA) to disburse our 2024 New York State Summer Youth Employment Program (SYEP) allocation as detailed below. I certify that I have the legal authority to authorize the assignment of these funds. The funds dedicated to the operation of the 2024 New York State SYEP will be used in accordance with program and fiscal guidelines established by OTDA. For districts opting to assign all or a portion of their 2024 allocation to their Local Workforce Development Board (LWDB), districts will be held liable for funds not used in a manner consistent with the requirements of the New York State SYEP allocation or where funds are due from the LWDB.

- A. 2024 SYEP Allocation \$ 124,616
- B. Amount of Transfer to FFFS \$ 0  
(optional) (must not exceed 9% of allocation, round down)
- C. Amount Dedicated to SYEP \$ 124,616  
(must be at least 91% of allocation)
- D. Amount Assigned to LWDB \$ 124,616  
(optional) (district must coordinate SYEP services with LWDB)

Completed by: 

Commissioner's Signature

Date: 5/30/24