

PERSONNEL & ADMINISTRATION COMMITTEE

AGENDA

APRIL 2, 2020

Committee Members: *Simpson, Geraghty, Frasier, Braymer, Conover, Magowan, McDevitt, Merlino and Wild*

I. Committee meeting called to order by Chairman.

II. Motion to approve minutes of prior Committee meetings.

III. Action Agenda

1) Items/Requests to be Discussed by the Human Resources Director and/or Personnel Officer:

Human Resources-

Review of report on tracking of vacancies filled.

2) Referral from the Health Services Committee - Public Health:

Request to amend the Departmental Table of Organization and Salary Schedule to create and full up to ten (10) Public Health Assistant-Per Diem positions, *Annual Salary \$37,633, pro-rated to \$18.09/hr.*, effective retroactive to March 28, 2020.

3) Requests/Items to be Discussed by the County Administrator:

A) *On behalf of the Sheriff's Office* - Request to amend the Departmental Table of Organization and Salary Schedule to create the new position of Patrol Officer #64, *Base Annual Salary \$42,373*, effective June 1, 2020.

B) Request to amend the Departmental Table of Organization and Salary Schedule to adjust the salary of the Director of Public Affairs from \$58,354 to \$65,695 retroactive to March 23, 2020.

C) Delegation of Authority regarding COVID-19 emergency actions.

4) Requests/Items to be Discussed by the County Treasurer:

Compensation to employees for working on site with additional vacation time.

IV. Pending Items:

Personnel - None.

Higher Education - None.

V. Vacancies Approved for Filling by Oversight Committee:

Public Health - Registered Professional Nurse #32, *Grade 19, Base Annual Salary \$47,523.*

- Registered Professional Nurse #36, *Grade 19, Base Annual Salary \$47,523.*

Positions filled on emergency basis since last meeting:

Countryside - Institutional Aide #3 part time, *Grade 3, Base Annual Salary \$28,026.*

Social Services - Principal Account Clerk, *Grade 10, Base Annual Salary \$37,633.*

VI. Privilege of the Floor

2020 - INTENT TO FILL VACANT POSITIONS

Personnel Cmtc./ Approval Date	Department	-2193	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
1/1/2020	Public Defender	Data Officer- Indigent Legal Services (2590)	N/A	N	N/A	\$ 55,930.00	1/1/2020	Brothers	\$ 55,930.00	\$ -	\$ -
12/21/2019	Veterans' Services	Peer to Peer Program Coordinator	Taylor	RS	\$ 21,684.00	\$ 21,684.00	vacant				
1/1/2020	Social Services	Principal Social Welfare Examiner #2 (2599)	N/A	N	N/A	\$ 42,141.00	1/1/2020	Klatber	\$ 52,234.00	\$ 10,093.00	
1/1/2020	Countryside	Cook #5 (2600)	N/A	N	N/A	\$ 29,333.00	1/1/2020	Porter	\$ 29,333.00	\$ -	\$ -
1/1/2020	Countryside	Leisure Time Activities Aide #2 (2601)	N/A	N	N/A	\$ 28,026.00	1/1/2020	Tennant	\$ 29,594.00	\$ 1,568.00	\$ -
1/1/2020	District Attorney	Legal Clerk #5 (2585)	N/A	N	N/A	\$ 30,520.00	1/21/2020	Cogdill	\$ 30,520.00	\$ -	\$ -
1/1/2020	District Attorney	8th ADA (2589)	N/A	N	N/A	\$ 66,563.00	1/24/2020	Smith	\$ 66,563.00	\$ -	\$ -
1/1/2020	Health Services	Medical Records Coder (Part Time) (2598)	N/A	N	N/A	18.09/hour	vacant				
1/1/2020	Sheriff	Communications Officer #21	N/A	N	N/A	\$ 41,740.00	2/18/2020	Wells II	\$ 41,740.00	\$ -	\$ -
1/1/2020	Sheriff	Investigative Sergeant #1	N/A	N	N/A	\$ 78,519.00	1/1/2020	Lail Jr.	\$ 78,519.00	\$ -	\$ -
1/1/2020	Sheriff	Patrol Lieutenant #3	N/A	N	N/A	\$ 99,174.00	1/1/2020	Smith	\$ 99,174.00	\$ -	\$ -
1/1/2020	Sheriff	Communications Officer #15 (1435)	Rivers	O	\$ 40,564.00	\$ 41,740.00	1/13/2020	Stanton	\$ 41,740.00	\$ -	\$ 1,176.00
1/1/2020	Sheriff	Patrol Officer #57	Dunn	PR	\$ 71,319.00	\$ 55,517.00	1/8/2020	Pentili	\$ 55,517.00	\$ -	\$ (15,802.00)
1/1/2020	Sheriff	Investigator #7	Lail Jr.	PR	\$ 77,519.00	\$ 72,561.00	1/20/2020	Stullman	\$ 77,519.00	\$ 4,958.00	\$ -
1/1/2020	Sheriff	Patrol Officer #38 (1389)	Stillman	PR	\$ 71,319.00	\$ 42,373.00	vacant				
1/1/2020	Sheriff	Patrol Sergeant #1	Smith	PR	\$ 78,519.00	\$ 78,519.00	1/6/2020	Dunn	\$ 78,519.00	\$ -	\$ -
1/28/2020	Weights & Measures	Weights & Measures Inspector- PD #2 (2559)	N/A	N	N/A	28.9285/hour	1/28/2020	Levin	28.9285/hour	\$ -	\$ -
1/30/2020	Public Defender	Coordinating Assistant Public Defender (2588)	N/A	N	N/A	\$ 94,475.00	2/24/2020	Plumley	\$ 30,520.00	\$ -	\$ -
1/30/2020	Public Defender	Legal Clerk (2577)	N/A	N	N/A	\$ 30,520.00	2/24/2020	Plumley	\$ 30,520.00	\$ -	\$ -
1/30/2020	Social Services	Sr. Social Welfare Examiner (1701)	Rheel	O	\$ 47,786.00	\$ 38,225.00	2/10/2020	Rowland	\$ 44,656.00	\$ 6,431.00	\$ (3,130.00)
1/30/2020	Public Works	MEO (L) #16 (1260)	Bunting	PR	\$ 34,767.00	\$ 33,600.00	3/16/2020	Rounds	\$ 33,600.00	\$ -	\$ (1,167.00)
1/30/2020	Sheriff	Patrol Officer #32 (1347)	LaValle	PR	\$ 66,361.00	\$ 42,373.00	vacant				
1/30/2020	Social Services	Support Investigator #6 (1745)	Diamond	PR	\$ 43,611.00	\$ 34,988.00	3/16/2020	Meade	\$ 35,567.00	\$ 579.00	\$ (8,044.00)
1/30/2020	Social Services	Resource Clerk #3 (1636)	Stoller	PR	\$ 30,947.00	\$ 29,333.00	3/2/2020	Johnson	\$ 29,333.00	\$ -	\$ (1,614.00)
1/30/2020	Health Services	PHN #35 (2250)	Hauser	RS	\$ 57,622.00	\$ 50,816.00	vacant				
1/30/2020	Health Services	RPN #31 (1597)	Carpenter	RS	\$ 55,376.00	\$ 47,523.00	vacant				
1/30/2020	Health Services	Infant Feeding Advocate- PT (2081)	Langworthy	RS	\$ 14,013.00	\$ 14,013.00	vacant				
1/30/2020	Public Defender	3rd APD (1076)	Pucciarelli	RS	\$ 65,178.00	\$ 69,891.00	vacant				
1/30/2020	Public Works	MEO (M) #23 (2193)	Comstock	RS	\$ 38,072.00	\$ 36,214.00	3/2/2020	Moffitt	\$ 37,427.00	\$ 1,213.00	\$ (645.00)
1/30/2020	Social Services	Caseworker #23 (1672)	Campbell	RS	\$ 43,968.00	\$ 43,390.00	2/18/2020	Williams	\$ 43,390.00	\$ -	\$ (578.00)
1/30/2020	Social Services	Caseworker #16 (1670)	Foley	RS	\$ 43,390.00	\$ 43,390.00	2/18/2020	Lehrer	\$ 50,609.00	\$ 7,219.00	\$ (7,599.00)
1/30/2020	Public Works	Cleaner #10 (1163)	Prosser	RT	\$ 35,037.00	\$ 27,438.00	2/24/2020	Miller	\$ 27,438.00	\$ -	\$ -
1/30/2020	Public Works	MEO (L) #5 (1264)	Wallace	RT	\$ 39,324.00	\$ 33,600.00	vacant				
1/30/2020	Sheriff	Patrol Sergeant #2 (1354)	Rawson	RT	\$ 78,519.00	\$ 78,519.00	1/31/2020	LaValle	\$ 73,561.00	\$ (4,958.00)	\$ (4,958.00)
1/30/2020	Sheriff	Communications Officer #14 (1430)	DeLorenzo	RT	\$ 57,836.00	\$ 41,740.00	2/5/2020	Oswald	\$ 41,740.00	\$ -	\$ (16,096.00)
2/24/2020	Public Defender	9th APD (2608)	N/A	N	N/A	\$ 69,891.00	vacant				
2/24/2020	Social Services	Caseworker- PT- Temp. (2607)	N/A	N	N/A	\$ 21,695.00	2/24/2020	Johnson	\$ 21,695.00	\$ -	\$ -
2/24/2020	Office of Emergency Services	County Fire Coordinator- Temp. (2609)	N/A	N	N/A	45.6093/hour	vacant				
3/5/2020	Assigned Counsel	Clerk- PT (2375)	DeLamm	O	\$ 13,719.00	\$ 13,719.00	2/3/2020	Corcoran	\$ 13,719.00	\$ -	\$ -
3/5/2020	Treasurer	Account Clerk #1 (19 hours) 2221	Callanan	O	\$ 13,933.00	\$ 13,933.00	2/4/2020	Toll	\$ 38,213.00	\$ 580.00	\$ 580.00
3/5/2020	Countryside	Principal Account Clerk #4 (2566)	Toll	O	\$ 37,633.00	\$ 28,026.00	2/4/2020	vacant			
3/5/2020	Countryside	Institutional Aide #1 (1882)	Smith	PR	\$ 36,210.00	\$ 28,026.00	vacant				
3/5/2020	Social Services	Social Welfare Examiner #8 (1712)	Rowland	PR	\$ 40,922.00	\$ 34,988.00	3/2/2020	Murray	\$ 40,922.00	\$ 5,934.00	\$ -
3/5/2020	Buildings & Grounds	Cleaner #11 (2264)	Kelly	RS	\$ 27,438.00	\$ 27,438.00	vacant				
3/5/2020	County Clerk	Motor Vehicle License Reg. Clerk #7 (1124)	Sherman	RS	\$ 36,179.00	\$ 34,988.00	vacant				

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

3/5/2020	Health Services	WIC Assistant (1582)	Stockwell	RS	\$ 31,099.00	\$ 30,520.00	vacant			
3/5/2020	Sheriff	Communication Officer #11 (1425)	Thomas	RS	\$ 41,740.24	\$ 41,740.21	vacant			
3/5/2020	Office for the Aging	Meal Site Cook #2 (1950)	Cummins	RT	\$ 27,028.00	\$ 17,148.00	vacant			
3/5/2020	Office for the Aging	Meal Site Manager #4 (1947)	Husson	RT	\$ 26,653.00	\$ 20,578.50	vacant			
								TOTALS:	\$ 33,617.00	\$ (50,658.00)

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

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: Health Services****DATE: March 24, 2020**

- (a) Title of Requested Position: **Public Health Assistant/ Per diem (up to 10)**
- (b) Annual Base Salary (and Grade if Applicable): **\$37,633 (Prorated \$18.09/hr)**
- (c) Effective Date for New Position: * ~~April 20, 2020~~ Retroactive to March 28, 2020
*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.4018.130 Preventive Program PT Services/ A.4191.130 COVID-19 PT
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Civil Service Personnel Officer and Human Resources Director have approved
- (g) Is this a mandated position? If so, please explain:
No
- (h) Is there expected revenue from this position? If so, please explain:
**These positions are temporary and per diem in nature. All Health Services staff is essential and will be utilized . These positions allow surge capacity to perform essential functions.
NYSDOH has provided COVID-19 funding and temporary staffing is an allowable expense. Health Services also has a \$3000 budgeted to provide temporary help. Any excess expenditures can be claimed for State Aid (36%) and possibly emergency funding though State of Emergency Declaration**

PUBLIC HEALTH ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class performs a variety of non-professional and record keeping tasks in Warren County Health Services. The work is structured to allow the public health nursing staff and administrators to devote more time to their professional duties. Responsibilities may include assisting public health inquiry response as well as with follow-up client visits etc. Additionally, the employee may be asked to create/maintain health or program records, set up appointments, and assist staff by performing other related assigned duties. The work involves considerable contact with public health clients and the general public. Supervision is received from assigned public health staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs assigned non-professional activities including providing general informational telephone responses to inquiries from clients and the general public;
 Assists nurses in collecting information and recording non-technical information;
 Records and maintains health and program records by transcribing medical information and medical history information;
 Assists nurses with patient follow-up through phone/email/personal visit contacts to verify and monitor quarantine status;
 Performs miscellaneous tasks to assist public health professionals such as compiling and recording numerical data and assisting in the completion of reports as needed;
 May act as receptionist, giving out routine information on policy and procedure;
 May use a data entry terminal or personal computer (PC) for filing or obtaining information.
 Participates in public health preparedness activities as trained and assigned;
 Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of record keeping and filing procedures.
 Working knowledge of clerical techniques.
 Ability to maintain records using an alphabetical, numerical filing system or a manual or computerized filing system.
 Ability to prepare narrative and numerical reports.
 Ability to follow oral and written instructions.
 Ability to understand and interpret written material.
 Ability to communicate clearly.
 Ability to establish effective working relationships with public health professionals, nurses, clinic patients and children and public agencies.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school diploma AND at least 30 college credits in a nursing, public health or other closely related discipline.

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/COVID-19
Title of Position: Public Health Assistant/ Per diem Base Salary of Position: \$37,633 (18.09/hr) Grade: N/A
Filling at Step # (If Known):
Budget code and title: A.4018.130 Preventive Program PT Srvs/A.4191.130 COVID-19 PT Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy:
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 100 % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 3/22/20

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 3/23/20

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 3/24/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 Peter V. McDevitt Date 3/24/20

Verbally approved following Committee approval [Signature]

REQUEST FOR NEW POSITION (PATROL OFFICER #64)

We are requesting a new Patrol Officer to provide the Warrensburg Central School district with an SRO starting in the fall of 2020 and Lake George Village with a dedicated seasonal Patrol Officer from May to September 2021.

2020 Budget Impact

Expense - Patrol Officer (Year 1 Officer #64)	Patrol Officer Salary + Fringe (Jun 1 - Dec 31)	\$37,868
Surplus/Revenue - Patrol Officer (Year 10 Officer #57)	Patrol Officer Salary + Fringe (Position Vacant Jan 1 - May 30)	\$59,887 <i>(savings)</i>
2020 Budget Remains in Surplus Following this New Position by:		\$22,019

2021 Budget Impact

Expense - Patrol Officer (Year 2 Officer #64)	Patrol Officer Salary + Fringe (Jan 1 - Dec 31)	\$70,678
Revenue - Warrensburg Central School	Reimbursement for School Resource Officer	\$70,000
Revenue - Lake George Village	Reimbursement for Seasonal Officer & Vehicle (May - Sept)	\$37,499
2021 Budget Surplus:		\$36,821

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME:** Sheriff**DATE:** March 23, 2020

- (a) Title of Requested Position: **Patrol Officer #64**
- (b) Annual **Base** Salary (and Grade of Applicable): **\$42,373**
- (c) Effective Date for New Position:* **06/01/2020**
*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.3110 110 Sheriff's Law Enforcement Salaries - Regular
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? **Yes**
(This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain: **No**
- (h) Is there expected revenue from this position? If so, please explain: **Yes**
Warrensburg Central School District - \$70,000
Lake George Village - \$37,499

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: County Administration****DATE: 3/25/20**

- (a) Employee Name, Title and Employee No.: **Director of Public Affairs**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **From \$58,354**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **To: \$65,695**
- (d) Effective Date for Salary Change:* **3/23/2020**
*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:
- (f) Justification of Request: **The position was created using the entry rate for the position based on the out of unit salary grid. The candidate was offered a salary at the 5th year based on previous experience.**

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: 36.0
Title of Position: Registered Professional Nurse #32 Base Salary of Position: \$47,523 *2019 Contract Grade: 19
Filling at Step # (If Known):
Budget code and title: A.4010.110 Health Services Full Time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #13144/Wescott Date of Vacancy: 03/24/2020
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] State [X] Other [] Variable caseload

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. 3/13/20

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 3/13/20

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 3/17/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Peter V. McDevitt Date 3/24/20

Verbally approved following Committee approval [Signature]

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: 36.0
Title of Position: Registered Professional Nurse #36 Base Salary of Position: \$47,523 *2019 Contract Grade: 19
Filling at Step # (If Known):
Budget code and title: A.4010.110 Health Services Full Time Salaries Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked]
Employee No./Last Name: #12917/Eichner Date of Vacancy: 03/13/2020
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal [] State [checked] Other [] Variable caseload

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 3/13/20

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 3/13/20

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 [Signature] Date 3/17/20

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 Peter V. McDevitt Date 3/24/20

Verbally approved following Committee approval [Signature]

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: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Institutional Aide # 3 Part-time Base Salary of Position: 26,318.00 / 28,026 Grade: 3
Filling at Step # (If Known):
Budget code and title: Salaries-PT A6030 130 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [checked] Termination [] Promotion [] Other
Employee No./Last Name: Lynn Potash Date of Vacancy: 03/21/2020
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal [] % [checked] State 50 [] % [] Other [] %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [checked] 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. PCW 3/25/20
Human Resources Director has approved this form when initialed. [initials] 3/25/20

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 Ryan approved by [initials] Date 3/27/20

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 K. Beraghty approved by [initials] Date 3/27/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[X] 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 B. Driscoll approved by [initials] Date 3/27/20

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: 40.02
Title of Position: Principal Account Clerk (No Pos #) Base Salary of Position: \$37,633 (2019) Grade: 10
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked]
Employee No./Last Name: 9984/Gonnely Date of Vacancy: 3/9/20
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50% [checked] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [checked] 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. Row 3/17/20
Human Resources Director has approved this form when Initialed. [Signature] 3/10/20

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 3/18/20

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 [Signature] Date 3/18/20

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.
[checked] 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 03/20/2020