

PUBLIC SAFETY COMMITTEE

March 8, 2012 – 12:30 p.m.

**Committee Members: Cora Edwards, Chair; Gene Benson, Vice-Chair;
Kathy LaBuda, Ira Steingart, Alan Sorensen**

PRESENTATIONS:

1. Carolyn Hill, Personnel Officer

DISCUSSIONS: None

REPORTS

- Update: Public Safety/Emergency Management Richard Martinkovic, Commissioner
 - Update: 911 Alex Rau, E-911 Coordinator
 - Update: Probation Department Jeffrey Mulinelli, Director
 - Update: District Attorney's Office Jim Farrell, District Attorney
1. Proposed Local Law Regulating Secondhand Precious Metal or Gem Dealers – change of duties from Commissioner of Public Safety to County Clerk
- Update: Sullivan County Sheriff's Office Michael A. Schiff, Sheriff
 - Update: EMS Greg Tavormina, EMS Coordinator
 - Presentation: EMS Albee Bockman, EMS Advisory Board

RESOLUTIONS:

- **Resolution to authorize County Manager to execute an agreement for Coroners' Forensic Toxicology Testing Services.**

PUBLIC COMMENT

Procedure for the Creation or Reclassification of a Position

The creation or reclassification of a position can take place during the adoption of the annual operating budget or through the Legislative resolution process. Ideally, the creation or reclassification of a position would be part of the annual operating budget process. There will be times however, that the Legislative resolution process would be required to be utilized for mid-year adjustments to staffing.

The annual budget process is the preferred avenue for the creation or reclassification of a position. The annual budget process allows for sufficient time to review the justification and new organizational structure, to ensure there are funds available for the reallocation, and time for the Personnel Office to determine if the reallocation is in accordance with civil service rules and regulations. This also allows for ample time for deliberation between the Legislature and county staff.

Annual Budget Process

As part of the annual budget process department heads can request amendments to their existing staffing configuration. Departments are required to highlight any proposed changes in their staffing when submitting their budget. The Budget Office will review the request for accuracy and the Personnel Office would review any requests for new titles. During the departmental budget meetings the County Manager and Budget staff will discuss the requested change with the Department Head. The requested change may or may not be included in the Tentative Budget, with the Legislature determining the appropriateness of the change through their adoption of the Budget.

Legislative Resolution Process

Creation of a Position

The Appointing Authority must make a request to the Office of Management and Budget to support the creation of the position and provide information as to how the position will be funded or if there is need for additional funds. If it is determined that there are funds available then the Personnel Office would review any requests that create a new title not already in the County's Class Plan. After the Personnel Officer has determined the appropriateness of the title then a resolution would be presented at the Personnel Committee for consideration. If funds are not available County Staff would notify the Legislature of the request and lack of funding.

The Legislature would have to appropriate funds from another area of the budget if they chose to create the position.

Reclassification of a Position

If the request for reclassification is going to result in an increase in salary then the Office of Management and Budget would have to determine if funding is available for the reclassification. If it is determined that there are funds available then the Personnel Office would review any requests that create a new title not already in the County's Class Plan. After the Personnel Officer has determined the appropriateness of the title then a resolution would be presented at the Personnel Committee for consideration. If funds are not available County Staff would notify the Legislature of the request and lack of funding. The Legislature would have to appropriate funds from another area of the budget if they chose to create the position.

If the request for reclassification is a downgrade in title or a lateral change in title that does not result in an increase in appropriations then, historically a resolution was not required. If the financial and civil service requirements were met then the position could be reclassified. The reclassified position would then have to go through the vacancy process for approval to fill.

Personnel Officer Review of Positional Requests

For a new position or a reclassified position to a title that already exists in the County's Class Plan, the Appointing Authority must make a written request to the Personnel Office citing reason(s) they wish to create/reclassify position. The Personnel Officer will review the request to see if the duties being requested are relevant to the title. As long as there is resolution from the Legislature or the position is being reclassified downward or laterally, and the vacancy has been approved then the Personnel Officer will issue a Certificate of Classification/Reclassification creating the position.

For a new position or a reclassified position to a title that does not exist, the Appointing authority must complete a **New Position Duties Statement** designating the duties to be performed and the approximate percentage of time each duty is anticipated to take in a given period (day, week, month, year). The primary functions of the job must be cited. If the position will include independent judgment, supervisory responsibility, the degree of such responsibility and what positions will be supervised should be included. The level of education and experience needed and if there is any special equipment that will be used should also be noted.

The request will be reviewed by the Personnel Officer. If the duties described fit those of another title, the position will be classified as such. If the duties are unique to the particular position, a draft job description will be developed for review with the appointing authority and the position will be classified with an appropriate title (not necessarily the title requested). The Personnel Officer will issue a Certificate of Classification to the Appointing Authority creating the position in the appropriate jurisdictional class (Competitive, Non-Competitive, Exempt, Labor or in the Unclassified Service).

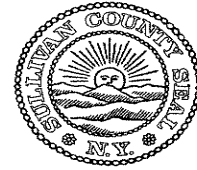
Procedure for Filling a Vacancy

When a position is vacated a Request to Fill Vacancy form must be completed and forwarded to the County Manager's Office. The Budget Office will review the request to ensure that the position exists and that there is funding included in the operating budget. If there isn't funding or if the position does not exist then the vacancy process would end. If the position exists and there is funding then the Legislature is presented the vacancy for consideration.

If the position is vacated on a temporary basis due to an **Unpaid** leave of absence and there is available funding, and as long as the Office of Management and Budget approves filling the position temporarily the position can be filled following the appropriate Civil Service rules.

If the position is vacated on a temporary basis due to a **Paid** leave of absence, the Appointing Authority must place a resolution to create a temporary position for the appropriate time period with the amount of funding required before the Legislature for approval. If approved, the position will be created and a certificate of classification will be issued. The position then can be filled following appropriate Civil Service rules.

If the position has been vacated due to termination, resignation, retirement or is a new position, the **Request to Fill Vacancy** must be submitted and approved to fill through the Legislature. If approved to fill the position can be advertised in instances where there is not an active eligible list. The **Request to Fill** must be approved before an eligible list will be certified to the Appointing Authority for canvassing. If when making an appointment to a competitive class position and there is no active eligible list, a Provisional appointment may be made provided the candidate meets the minimum qualifications of the position. A permanent appointment can only be made once the appropriate civil service examination has been held and an eligible list is established and certified for appointment.



**COUNTY OF SULLIVAN
LEGISLATIVE
MEMORANDUM**

TO: County Legislature
 FROM: Richard A. Martinkovic
 TITLE: Public Safety Commissioner
 DEPARTMENT: Coroner's Office

COMMITTEE WITH JURISDICTION

Check all that apply	<input type="checkbox"/>	Community Development & Planning	<input checked="" type="checkbox"/>	Public Safety	<input type="checkbox"/>	Health & Family Services
	<input type="checkbox"/>	Financial Management	<input type="checkbox"/>	Executive Committee	<input type="checkbox"/>	General Services
	<input type="checkbox"/>	Public Works	<input type="checkbox"/>	Real property	<input type="checkbox"/>	Veterans
	<input type="checkbox"/>	Personnel				

SUBJECT OF RESOLUTION: To authorize Co. Manager to execute agreement
 PURPOSE OF RESOLUTION: Forensic toxicology services through NMS Labs
 DATE OF FIRST SUBMISSION: March 1, 2012
 BRIEF DESCRIPTION: To authorize County Manager to execute an agreement with NMS Labs.

Costs to Other County Programs:

Mandated Budgeted Budget Revision Necessary

FINAL IMPACT:	Balance of			
Projection:	YR1	YR2	YR3	YR4
County Cost		\$40,000		
State Funds				
Federal Funds				
Other				
Total		\$40,000		

If NONE, check here:

Resolution No. _____

RESOLUTION INTRODUCED BY PUBLIC SAFETY COMMITTEE

RESOLUTION TO AUTHORIZE COUNTY MANAGER TO EXECUTE AN AGREEMENT FOR CORONERS' FORENSIC TOXICOLOGY TESTING SERVICES

WHEREAS, forensic toxicology testing services are required at some of the autopsies ordered by Sullivan County Coroners to be performed at Catskill Regional Medical Center, and

WHEREAS, National Medical Services Labs (NMS Labs), 3701 Welsh Road, Willow Grove, PA 19090, performs the medical-legal death investigation testing services required by the Coroners' Office and is the service that Catskill Regional Medical Center contracts with, which would provide continuity to the process, and

WHEREAS, NMS Labs will provide a discounted pricing consideration on routine postmortem toxicology panels for the period January 1, 2012 – December 31, 2012, based upon a projected annual volume of 75 cases per year, and has contracted with Sullivan County for the past four years.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized to execute an agreement with National Medical Services Labs (NMS Labs) in an amount not to exceed the annual amount of \$40,000 for the period January 1, 2012 through December 31, 2012, such agreement to be in a form as approved by the County Attorney's Office.

Moved by _____,
Seconded by _____,
and adopted on motion _____, **2012**