



PERSONNEL COMMITTEE

January 8, 2015 – 12:15 P.M.

Personnel Committee Members

**Ira Steingart, Chair
Kitty Vetter, Vice Chair
Kathy LaBuda
Jonathan Rouis
Cindy Kurpil Gieger**

AGENDA

REPORTS:

1. Human Rights – Monthly Report

DEPARTMENTS:

1. Personnel
2. Risk Management and Insurance

DISCUSSION:

1. Requested Position Upgrades
2. Conversion of Security Officers to Correction Officers

RESOLUTIONS:

1. To create one (1) temporary part-time Personnel/Payroll Technician in the Sullivan County Department of Human Resources.
2. To amend Resolution No. 507-08 to allow appointing authorities discretion when requesting certified eligible lists.

PUBLIC COMMENT:

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Lynda G. Levine, Director of Human Resources/Personnel Officer

Re: Request for Consideration of a Resolution: To create a temporary part-time position in the Department of Human Resources

Date: January 8, 2015

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Resolution to create a temporary part-time Personnel/Payroll Technician to help process backlog of change of employment status forms (428) and input of 2015 salaries in PSTEK .

Backlog created by unexpected medical leaves of two staff members in December.

Is subject of Resolution mandated? Explain:

Change of employment status must be done in a timely manner pursuant to state statute and collective bargaining agreements for processing payroll.

Does Resolution require expenditure of funds? Yes No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$4,700.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): Budgeted through current vacancies

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County \$4,700.00 Grant(s) \$ _____

State \$ _____ Other \$ _____

Federal Government \$ _____ (Specify) _____

Verified by Budget Office: 

Does Resolution request Authority to Enter into a Contract? Yes No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [_____] of [_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

N/A - Not Applicable Aff.

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: *Nancy Jones* Date *1/6/15*
- B. Management and Budget: *Janet Myers* Date *1/6/15*
- C. Law Department: *Thomas J. Crowley* Date *1/7/15*
- D. County Manager: *John P. Ross* Date *1/7/15*
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO CREATE ONE (1) TEMPORARY PART-TIME PERSONNEL/PAYROLL TECHNICIAN IN THE SULLIVAN COUNTY DEPARTMENT OF HUMAN RESOURCES

WHEREAS, the Director of Human Resources/Personnel Officer has requested that one (1) temporary part-time Personnel/Payroll Technician position be created in the Department of Human Resources; and

WHEREAS, due to unforeseen medical leaves, the County Department of Human Resources has been left very under staffed; and

WHEREAS, this temporary part-time Personnel/Payroll Technician will be employed for a time period as needed to facilitate the processing of 428's (change of employment status forms) and updating County employment records in PSTEK, commencing on January 26, 2015, for a period not to exceed 90 days.

NOW, THEREFORE, BE IT RESOLVED, that the Human Resources Director/Personnel Officer is hereby authorized to fill one (1) temporary part-time Personnel/Payroll Technician position and this position shall be effective January 26, 2015, for a period not to exceed 90 days; and

BE IT FURTHER RESOLVED, that the salary for the part-time Personnel/Payroll Technician shall be set at \$23.7942/hour and that the expenditure of funds for this temporary position shall not exceed \$4,700.00.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2015.

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Lynda G. Levine, Director of Human Resources/Personnel Officer

Re: Request for Consideration of a Resolution: To amend Resolution 507-08

Date: January 8, 2015

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Resolution to amend Resolution 507-08 to allow appointing authorities to request either a residents only civil service certification or a straight civil service certification depending on the position and applicant pool

Is subject of Resolution mandated? Explain:

no

Does Resolution require expenditure of funds? Yes ___ No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

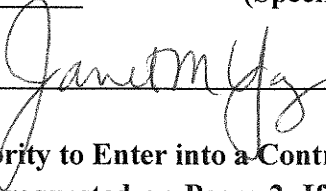
Estimated Cost Breakdown by Source:

County \$ _____ **Grant(s)** \$ _____

State \$ _____ **Other** \$ _____

Federal Government \$ _____ **(Specify)** _____

Verified by Budget Office: _____



Does Resolution request Authority to Enter into a Contract? Yes ___ No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with _____ of _____

Nature of Other Party to Contract: _____ Other: _____

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

N/A *af - n/a*

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: Lacey Jones Date 1/7/15
- B. Management and Budget: Janet My... Date 1/7/15
- C. Law Department: Thomas Courtney Date 1/7/15
- D. County Manager: John Jones Date 1/7/15
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO AMEND
RESOLUTION NO. 507-08 TO ALLOW APPOINTING AUTHORITIES DISCRETION
WHEN REQUESTING CERTIFIED ELIGIBLE LISTS**

WHEREAS, Resolution No. 507-08 was passed as a reaction to the fiscal crisis facing Sullivan County after the recession hit; and

WHEREAS, the policies contained in Resolution No. 507-08 have had unintended results and have led to an inability to recruit and retain the best candidates for County positions; and

WHEREAS, specifically paragraph (2) of the policy contained in Resolution No. 507-08 requires an appointing authorities to request a residents only civil service certification list for appointments to any County position; and

WHEREAS, once a residents only civil service certification list is requested, it must be exhausted before an appointing authority can request a straight civil service certification list; and

WHEREAS, there has been a concern that the aforementioned policy limits an appointing authority to attract qualified applicants and has impacted other long term employees ability to be promoted to higher level positions; and

WHEREAS, the appointing authority in consultation with the Personnel Officer is in the best position to determine the staffing needs of the Department and availability of workforce.

NOW, THEREFORE, BE IT RESOLVED, that paragraph (2) of the Policy contained in Resolution No. 507-08 is hereby amended to read as follows:

“(2) all appointing authorities (County Manager, County Attorney, County Auditor, Division Commissioners, and Department Heads), while encouraged to request a residents only civil service certification, may determine, in consultation with the Personnel Officer, to request a straight (including non-residents) civil service certification list for the office of Personnel and Civil Service Administration for the appointment to any employment position within their jurisdiction that is subject to civil service appointment process.”; and

BE IT FURTHER RESOLVED, that paragraph (4) of the Policy contained in Resolution No. 507-08 is hereby amended to read as follows:

“(4) The only exception to 1 and 3 above, would be a certification by the appointing authority and personnel officer to the County Manager that there are no qualified bona fide residents of Sullivan County that may be appointed to the position. However, such appointee shall be required to become a bona fide resident of Sullivan County within six (6) months of appointment, or upon the completion of their probationary period.”; and

BE IT FURTHER RESOLVED, that the remainder of said policy shall remain unchanged.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2015.

Resolution No. 507-08

Old language: (2) All appointing authorities (County Manager, County Attorney, County Auditor, Division Commissioners, and Department Heads) shall, to the extent permitted by law, first be required to request a residents only civil service certification list from the Office of Personnel and Civil Service Administration for the appointment to any employment position within their jurisdiction that is subject to civil service appointment process.

New language: (2) all appointing authorities (County Manager, County Attorney, County Auditor, Division Commissioners, and Department Heads), while encouraged to request a residents only civil service certification, may determine, in consultation with the Personnel Officer, to request a straight (including non-residents) civil service certification list from the office of Personnel and Civil Service Administration for the appointment to any employment position within their jurisdiction that is subject to civil service appointment process.

Old language: (4) The only exception to 2, 3 and 4 above, would be a certification by the appointing authority and personnel officer to the County Manager that there are no qualified bona fide residents of Sullivan County that may be appointed to the position. However, such appointee shall be required to become a bona fide resident of Sullivan County within six (6) months of appointment, or upon the completion of their probationary period.

New language: (4) The only exception to 1 and 3 above, would be a certification by the appointing authority and personnel officer to the County Manager that there are no qualified bona fide residents of Sullivan County that may be appointed to the position. However, such appointee shall be required to become a bona fide resident of Sullivan County within six (6) months of appointment, or upon the completion of their probationary period.