



PERSONNEL COMMITTEE

May 5, 2016 – 12:15 P.M.

Personnel Committee Members

**Nadia Rajs, Chair
Scott Samuelson, Vice Chair
Alan Sorensen
Ira Steingart
Catherine Owens**

AGENDA

DEPARTMENTS:

1. Personnel
2. Risk Management and Insurance

DISCUSSION: None

RESOLUTIONS:

1. To reclassify the title of Secretary I to Administrative Secretary in the Department of Community Services.

PUBLIC COMMENT:

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

To: Sullivan County Legislature

Fr: Lynda Levine, Human Resource Director & Joseph A. Todora; Director

Re: Request for Consideration of a Resolution: Upgrade a position in the Dept of Community Services.

Date: April 22, 2016

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.]

To upgrade a Secretary I position to an Administrative Secretary which has additional duties and is working out of title in the Department of Community Services.

Is subject of Resolution mandated? Explain:

No, but this person is working above her job title.

Does Resolution require expenditure of funds? Yes No *Additional expenditure*

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 9,241.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A-4310-1011

If "No", specify proposed source of funds: Position is partially covered by Federal Salary

Estimated Cost Breakdown by Source: Sharing.

County	\$ <u>9,241.00</u>	Grant(s)	\$ _____
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State	\$ _____	Other	\$ _____
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Federal Government	\$ _____	(Specify)	_____
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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.]:

This position is the Secretary to the Director of Community Services and has taken on additional duties and therefore is working above title.

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.)

Person(s) responsible for monitoring contract (Title): Joseph A. Todora, Director

Pre-Legislative Approvals:

- Assistant*
A. Director of Purchasing: *Cayton Lewis* Date *4/26/16*
B. Management and Budget: *Janet Myers* Date *4/26/16*
C. Law Department: *[Signature]* Date *4/26/16*
D. County Manager: *[Signature]* Date *4/28/16*
E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

RESOLUTION INTRODUCED BY THE PERSONNEL COMMITTEE TO RECLASSIFY THE TITLE OF SECRETARY I TO ADMINISTRATIVE SECRETARY IN THE DEPARTMENT OF COMMUNITY SERVICES

WHEREAS, the incumbent currently in the position of Secretary I (Position # 2719) in the Department of Community Services has taken on additional job duties more suited to those of an Administrative Secretary; and

WHEREAS, a job classification questionnaire form was submitted to and reviewed by the Personnel Officer who agreed that the incumbent was working above title.

NOW, THEREFORE BE IT RESOLVED, the Secretary I, Budget Position #2719, will be reclassified to the title of Administrative Secretary in the Department of Community Services; and

BE IT FURTHER RESOLVED, the salary for this position will be set by the Teamsters Salary Schedule and will be retroactive to February 8, 2016.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2016.