



**PERSONNEL COMMITTEE**

**October 6, 2016 – 12:15 P.M.**

**Personnel Committee Members**

**Nadia Rajszy, 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 position No. 2119 Grants Administration Program Specialist to the position of Grants Administration Supervisory Assistant and abolish position No. 2887 Grant Writer and create a Financial Analyst Position.**

**PUBLIC COMMENT:**

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

**To:** Sullivan County Legislature

**Fr:** Janet Young, Commissioner

**Re:** Request for Consideration of a Resolution: Reclassify Position and Abolish and Create

**Date:** September 20, 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 RECLASSIFY POSITION NO. 2119 GRANTS ADMINISTRATION PROGRAM  
SPECIALIST TO THE POSITION OF GRANTS ADMINISTRATION SUPERVISORY  
ASSISTANT AND ABOLISH POSITION NO. 2887 GRANT WRITER AND CREATE A  
FINANCIAL ANALYST POSITION

**Is subject of Resolution mandated? Explain:**

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

**If "Yes, provide the following information:**

**Amount to be authorized by Resolution:** \$ 4,525.00

**Are funds already budgeted? Yes  No**

**If "Yes" specify appropriation code(s):** A1341-10-1011 & A1340-10-1011

**If "No", specify proposed source of funds:** Budget Mod Needed from A1341 to A1340

**Estimated Cost Breakdown by Source:**

County	\$ <u>4,525.00</u>	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:

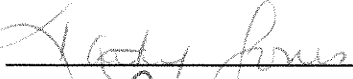



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_ *Not Applicable* \_\_\_\_\_

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

**Pre-Legislative Approvals:**

- A. Director of Purchasing:  Date 9/30/16
- B. Management and Budget:  Date 10/3/16
- C. Law Department:  Date 10/3/16
- D. County Manager:  Date 10/4/16
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in Personnel Committee on 10/06/2016

**RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO RECLASSIFY POSITION NO. 2119 GRANTS ADMINISTRATION PROGRAM SPECIALIST TO THE POSITION OF GRANTS ADMINISTRATION SUPERVISORY ASSISTANT AND ABOLISH POSITION NO. 2887 GRANT WRITER AND CREATE A FINANCIAL ANALYST POSITION**

**WHEREAS**, there is currently a need to reclassify Position No. 2119 designated as the Grants Administration Program Specialist; and

**WHEREAS**, the duties assigned to this person are above the current title and a recommendation has been made to reclassify the title to Grants Administration Supervisory Assistant in the Grants Administration Department, which will encompass the duties and the needs of the department; and

**WHEREAS**, based on additional review and discussions of the needs of the Grants Administration Department there is a recommendation to abolish Position No. 2887 Grant Writer in the Grants Administration Department and create the position of Financial Analyst in the Office of Management and Budget housed in the Grants Administration Department; and

**WHEREAS**, the County Manager, Commissioner of Management and Budget and the Personnel Officer recommend that the title of Grants Administration Program Specialist be reclassified to Grants Administration Supervisory Assistant, and the Grant Writer position be abolished and the Financial Analyst position be created; and

**WHEREAS**, the Commissioner of Management and Budget has verified that the above changes will not have an impact on the 2016 budgeted appropriations.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the reclassification of position number 2119 in the Grants Administration Department to a Grants Administration Supervisory Assistant effective immediately, and position number 2887 Grant Writer is hereby abolished and a Financial Analyst position be created and salaries to be set as follows:

<b>Organization No.</b>	<b>Position Title</b>	<b>Salary</b>
A1341	Grants Administration Supervisory Assistant	Teamsters Salary Schedule VII
A1340	Financial Analyst	\$52,000

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2016.