



**PERSONNEL COMMITTEE**

**May 4, 2017 – 12:00 P.M.**

**Personnel Committee Members**

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

**AGENDA**

**DEPARTMENTS:**

1. Personnel
2. Risk Management and Insurance

**DISCUSSION:**

1. **Creation of a Community Services Coordinator**

**RESOLUTIONS:**

1. **To create one (1) Part-Time Personnel Assistant in the Sullivan County Department of Human Resources.**

**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/

**Re:** Request for Consideration of a Resolution: to create a part-time Personnel Assistant

**Date:** 05/01/2017

**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.]

Personnel Assistant is retiring due to medical issues. Employee willing to come back on a limited part-time basis to assist the department until permanent replacement can be trained. This resolution will create a part-time Personnel Assistant to assist the department through the end of the year.

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

Although not mandated, the department is short staffed until new personnel assistant is trained and able to take on all aspects of the position.

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

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

Amount to be authorized by Resolution: \$ 12,515.00

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	\$ <u>12,515.00</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.)

\_\_\_\_\_

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

**Pre-Legislative Approvals:**

- A. <sup>Assistant</sup> Director of Purchasing: Amyson Lewis Date 5/1/17
- B. Management and Budget: Janetmy Date 5/1/17
- C. Law Department: [Signature] Date 5/1/17
- D. County Manager: \_\_\_\_\_ Date \_\_\_\_\_
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

**RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO CREATE ONE (1) PART-TIME PERSONNEL ASSISTANT IN THE SULLIVAN COUNTY DEPARTMENT OF HUMAN RESOURCES**

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

**WHEREAS**, the Department of Human Resources handles Civil Service Administration for all municipal agencies within Sullivan County, consisting of 42 jurisdictions; and

**WHEREAS**, the Department of Human Resources is currently staffed at a minimum to conserve costs; and

**WHEREAS**, there is currently a Personnel Assistant who is retiring effective May 31, 2017; and

**WHEREAS**, the aforementioned employee is willing to come back to the County on a part-time basis; and

**WHEREAS**, this position is needed to continue to facilitate the processing of 428s (change of employment status forms) and updating County employment records in PSTEK/EGov databases and to assist in the training of a new employee.

**NOW, THEREFORE, BE IT RESOLVED**, that the Human Resources Director/Personnel Officer is hereby authorized to create and fill one (1) part-time Personnel Assistant position who shall be compensated at his current hourly rate, and this position shall be effective June 1, 2017 and continue through December 31, 2017; and

**BE IT FURTHER RESOLVED**, that the total cost of this part-time position shall not exceed \$12,512.00.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2017.