

ASSIGNED COUNSEL:

- Legal Aide – New – A motion to approve filling new Legal Aide position was moved by Mr. Shay, seconded by Mr. Pitts and adopted. (Amend Grade Schedule – establish title and grade 10, and amend Staffing Pattern)

SEWER DISTRICT:

- Operations Manager – New – A motion to approve filling new Operations Manager position was moved by Mr. Suprenant, seconded by Mr. Shay and adopted.

PUBLIC HEALTH /WIC:

- Breastfeeding Peer Counselor Per Diem – New – A motion to approve filling new per diem WIC Breastfeeding Peer Counselor was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

SHERIFF:

- Typist – Part Time to Full Time – A motion to approve filling new full time Typist position was moved by Mr. Shay, seconded by Mr. Suprenant and adopted. (Amend Staffing Pattern)
- Account Clerk – Backfill – A motion to approve backfilling an Account Clerk position due to a resignation was moved by Mr. Shay, seconded by Mr. Suprenant and adopted.

DISTRICT ATTORNEY:

- Crime Victims Advocate – Part Time – New – A motion to approve new position part time Crime Victims Advocate position was moved by Mr. Shay, seconded by Mr. Suprenant and adopted. (Amend Grade Schedule - Grade 13 and amend Staffing Pattern)

PUBLIC WORKS:

- Pavement Management Coordinator – Part Time – A motion to add approved position to salary schedule, Grade 11, was moved by Mr. Shay, seconded by Mr. O'Brien and adopted. (Amend Grade Schedule – Grade 11)

OTHER BUSINESS:

- Handbook Changes – The Treasurer stated that he is working with the Personnel Director, County Administrator and County Attorney on numerous handbook updates/changes.
- Evaluation Schedule – Mr. O'Brien stated it was discussed at the December Personnel Committee starting the department head evaluation process. The County Administrator stated at the Department Head meeting, he advised department heads to start to bring their 2016 goals and objectives to their respective committees.

The meeting adjourned at 11:04 A.M.

*Respectfully submitted,
Debra Prehoda, Clerk,
Washington County Board of Supervisors*



WASHINGTON COUNTY
CIVIL SERVICE/PERSONNEL DEPARTMENT
WASHINGTON COUNTY MUNICIPAL CENTER
383 BROADWAY, FORT EDWARD, New York 12828
Melissa R. Moulthrop, Personnel Officer
mmoulthrop@co.washington.ny.us
Tel: (518) 746-2250 FAX: (518) 746-2169

Personnel Committee Mtg.
Tuesday, January 12, 2016
Chairman LaPointe
Supervisors O'Brien, Pitts, Shay, Suprenant

Staffing Requests:

DSS

1. Principle Social Welfare Examiner - New
2. Senior Social Welfare Examiner - Backfill
3. Social Welfare Examiner (2) - Backfill
4. Welfare Employment Representative - New
5. Typist - Backfill
6. Caseworker - Backfill

Public Safety

1. Communications Officer - Backfill

Assigned Counsel

1. Legal Aide - New - Change to Staffing Pattern & Salary Schedule (Title by Grade)
(Currently Administrative Secretary)

Sewer District

1. Operations Manager - New

Public Health

1. Breastfeeding Peer Counselor- New (WIC per diem)

Sheriff

1. Typist F/T- New- Replace vacant P/T Typist already on Staffing Pattern
2. Account Clerk - Backfill- Senior Account Clerk - Acct Clerk on Staffing Pattern,

Other Business:

DA - Crime Victims Advocate P/T

Add to Salary Schedule (Title by Grade) - recommend Grade 13 (19.79/hr)

Add to Staffing Pattern

DPW - Pavement Mgmt Coord.

Add to Salary Schedule (Title by Grade) - recommend Grade 11 (17.80/hr)

**Personnel Committee
Position Fill Request Form**

Date: 12/21/15 **Department:** Social Services

Is the Request for a Backfill or New Position?

fill of new position

Title of Civil Service Position:

Principal Social Welfare Examiner

Civil Service Competitive or Non-Competitive?

competitive

Pay Rate/Salary of Last Person in Position:

n/a

Base Rate/Salary if Filled:

\$22.76

Number of Hours/Week:

35

Reason Position is Being Vacated:

approved in 2016 budget

Date the Position will be Vacated:

January 1, 2016

Are the Duties of the Position Essential to the Department?

yes

Can the Duties of this Position be Absorbed by Others in the Department?

no

Could this position be Part-Time?

no

How Many Positions of the Same Title are in the Unit/Department?

4

What is the source of the funding?

varies (100 - 75% reimbursed)

****If New position, provide backup on the funding (position + fringe benefits)****

**Personnel Committee
Position Fill Request Form**

Date: 12/21/15 **Department:** Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Senior Social Welfare Examiner

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$19.98

Base Rate/Salary if Filled:

\$18.79

Number of Hours/Week:

35

Reason Position is Being Vacated:

Promote to Principal SWE

Date the Position will be Vacated:

January 1, 2016

Are the Duties of the Position Essential to the Department?

yes

Can the Duties of this Position be Absorbed by Others in the Department?

no

Could this position be Part-Time?

no

How Many Positions of the Same Title are in the Unit/Department?

7

What is the source of the funding?

program dependent, between
100 - 75% reimbursed

****If New position, provide backup on the funding (position + fringe benefits)****

**Personnel Committee
Position Fill Request Form**

Date: 12/21/15 Department: Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

2- Social Welfare Examiner

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$17.59

Base Rate/Salary if Filled:

\$17.01

Number of Hours/Week:

35

Reason Position is Being Vacated:

promotion

Date the Position will be Vacated:

January 1, 2016

Are the Duties of the Position Essential to the Department?

yes

Can the Duties of this Position be Absorbed by Others in the Department?

no

Could this position be Part-Time?

no

How Many Positions of the Same Title are in the Unit/Department?

28

What is the source of the funding?

program dependent, between
100 - 75% reimbursed

****If New position, provide backup on the funding (position + fringe benefits)****

**Personnel Committee
Position Fill Request Form**

Date: 12/21/15 **Department:** Social Services

Is the Request for a Backfill or New Position?

fill of new position

Title of Civil Service Position:

Welfare Employment Rep

Civil Service Competitive or Non-Competitive?

competitive

Pay Rate/Salary of Last Person in Position:

n/a

Base Rate/Salary if Filled:

\$18.79

Number of Hours/Week:

35

Reason Position is Being Vacated:

approved in 2016 budget

Date the Position will be Vacated:

January 1, 2016

Are the Duties of the Position Essential to the Department?

yes

Can the Duties of this Position be Absorbed by Others in the Department?

no

Could this position be Part-Time?

no

How Many Positions of the Same Title are in the Unit/Department?

4

What is the source of the funding?

varies (100 - 75% reimbursed)

****If New position, provide backup on the funding (position + fringe benefits)****

**Personnel Committee
Position Fill Request Form**

Date: 12/21/15 Department: Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Typist - 35 hours

Civil Service Competitive or Non-Competitive?

competitive

Pay Rate/Salary of Last Person in Position:

\$14.44

Base Rate/Salary if Filled:

\$13.75

Number of Hours/Week:

35

Reason Position is Being Vacated:

taking SWExaminer position

Date the Position will be Vacated:

January 1, 2016

Are the Duties of the Position Essential to the Department?

yes

Can the Duties of this Position be Absorbed by Others in the Department?

no

Could this position be Part-Time?

no

How Many Positions of the Same Title are in the Unit/Department?

11

What is the source of the funding?

varies

****If New position, provide backup on the funding (position + fringe benefits)****

**Personnel Committee
Position Fill Request Form**

Date: 1/6/16 Department: Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Caseworker

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$22.68

Base Rate/Salary if Filled:

\$20.79

Number of Hours/Week:

40

Reason Position is Being Vacated:

Date the Position will be Vacated:

January 19, 2016

Are the Duties of the Position Essential to the Department?

yes

Can the Duties of this Position be Absorbed by Others in the Department?

no

Could this position be Part-Time?

no

How Many Positions of the Same Title are in the Unit/Department?

32

What is the source of the funding?

Fed & State is program dependent
25% local (or under) is average

****If New position, provide backup on the funding (position + fringe benefits)****

**Personnel Committee
Position Fill Request Form**

Date: 12/21/2015 Department: PUBLIC SAFETY

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Communications Officer

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$15.15/hr

Base Rate/Salary if Filled:

\$15.15/hr

Number of Hours/Week:

48 / 36 (12 hr shifts)

Reason Position is Being Vacated:

Resignation

Date the Position will be Vacated:

January 12, 2015

Are the Duties of the Position Essential to the Department?

YES

Can the Duties of this Position be Absorbed by Others in the Department?

NO

Could this position be Part-Time?

NO

How Many Positions of the Same Title are in the Unit/Department?

10

(Including this position)

What is the source of the funding?

Budget

**Personnel Committee
Position Fill Request Form**

Date: 12/29/15

Department: Assigned Counsel

Is the Request for a Backfill or New Position?

New Position

Title of Civil Service Position:

Legal Aide

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

Base Rate/Salary if Filled:

grade 10 - \$17.01/Hr.

Number of Hours/Week:

35 hours

Reason Position is Being Vacated:

—

Date the Position will be Vacated:

—

Are the Duties of the Position Essential to the Department?

Yes

Can the Duties of this Position be Absorbed by Others in the Department?

No

Could this position be Part-Time?

possibly - see request form (Attached)

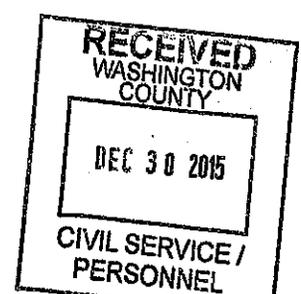
How Many Positions of the Same Title are in the Unit/Department?

None

What is the source of the funding?

approved in 2016 Budget request. (See attached)

* Position approved was for Administrative Secretary.
- Based on the needs of the dept.
Legal Aide is correct classification



**Personnel Committee
Position Fill Request Form**

Date: January 12, 2016 Department: WCSD #2

Is the Request for a Backfill or New Position?

NEW POSITION

Title of Civil Service Position:

OPERATIONS MANAGER

Civil Service Competitive or Non-Competitive?

CIVIL SERVICE

Pay Rate/Salary of Last Person in Position:

N/A

Base Rate/Salary if Filled:

GRADE 23 (\$29,740)

Number of Hours/Week:

40

Reason Position is Being Vacated:

Date the Position will be Vacated:

January 12, 2016

Are the Duties of the Position Essential to the Department?

YES

Can the Duties of this Position be Absorbed by Others in the Department?

NO

Could this position be Part-Time?

NO

How Many Positions of the Same Title are in the Unit/Department?

0

What is the source of the funding?

GB8130.1

**Personnel Committee
Position Fill Request Form**

Date: 1/12/16 Department: Public Health - WIC

Is the Request for a Backfill or New Position? New - Per diem WIC Breastfeeding Peer Counselor.

Title of Civil Service Position: WIC Breastfeeding Peer Counselor

Civil Service Competitive or Non-Competitive? CS-

Pay Rate/Salary of Last Person in Position: formerly Contractual

Base Rate/Salary if Filled: Grade 5 - \$12.06/hr.

Number of Hours/Week: 20-25 hours.

Reason Position is Being Vacated: n/a

Date the Position will be Vacated: n/a

Are the Duties of the Position Essential to the Department? yes

Can the Duties of this Position be Absorbed by Others in the Department? no.

Could this position be Part-Time? Per diem

How Many Positions of the Same Title are in the Unit/Department? only 1.

What is the source of the funding? 100% WIC funded.

**Personnel Committee
Position Fill Request Form**

Date: 1/11/2016 Department: SHERIFF

Is the Request for a Backfill or New Position?

NEW

Title of Civil Service Position:

FT TYPIST

Civil Service Competitive or Non-Competitive?

COMPETITIVE

Pay Rate/Salary of Last Person in Position:

N/A

Base Rate/Salary if Filled:

\$13.75

Number of Hours/Week:

35

Reason Position is Being Vacated:

N/A

Date the Position will be Vacated:

N/A

Are the Duties of the Position Essential to the Department?

YES

Can the Duties of this Position be Absorbed by Others in the Department?

NO

Could this position be Part-Time?

NO

How Many Positions of the Same Title are in the Unit/Department?

1

What is the source of the funding?

BUDGETED

* Currently P/T Co.

* P/T Typist on staffing pattern is vacant; fill w/ F/T Typist.

* Volume of work in Pistol Permits - increasing

**Personnel Committee
Position Fill Request Form**

Date: 1/11/2016 Department: SHERIFF

Is the Request for a Backfill or New Position?

BACKFILL

Title of Civil Service Position:

ACCOUNT CLERK

Civil Service Competitive or Non-Competitive?

COMPETITIVE

Pay Rate/Salary of Last Person in Position:

\$17.94

Base Rate/Salary if Filled:

\$14.46

Number of Hours/Week:

35

Reason Position is Being Vacated:

RESIGNATION

Date the Position will be Vacated:

1/22/2016

Are the Duties of the Position Essential to the Department?

YES

Can the Duties of this Position be Absorbed by Others in the Department?

NO

Could this position be Part-Time?

NO

How Many Positions of the Same Title are in the Unit/Department?

0

What is the source of the funding?

BUDGETED