

PERSONNEL COMMITTEE MEETING MINUTES
JANUARY 12, 2017

PERSONNEL COMMITTEE MEMBERS PRESENT: LaPointe, O'Brien, Shay, Suprenant, Pitts
PERSONNEL COMMITTEE MEMBERS ABSENT: None.
SUPERVISORS: Henke, Hicks, Fedler, Gang, Shaw, Moore, Idleman, Haff, Campbell, Skellie,
Hogan, Armstrong
Debra Prehoda, Clerk
Al Nolette, Treasurer
Chris DeBolt, County Administrator
Public

Roger Wickes, County Attorney
Melissa Fitch, Personnel Director
Stephanie Lemery, County Clerk

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – December 8, 2016
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. Staffing Requests
 - 1) County Clerk/DMV
 - a) Motor Vehicle License Clerk – Backfill - Retirement
 - 2) Probation
 - a) Probation Officer – Backfill
 - 3) ADRC/OFA
 - a) Aging Services Aide – Part-time-Backfill-Retirement
 - b) Aging Services Aide – Per Diem - Backfill
 - 4) Other Business
 - A. County Attorney – Request to Carry over 2 Vacation Days
 - B. DSS – Reclassification of 3 Positions - **New Title of Principal Social Services Examiner
 - C. Public Safety – Communication Officer Recruitment
 - D. Discuss NYS Minimum Wage Increase
 5. Adjournment

** Denotes Staffing Pattern Changes

Chairman LaPointe called the meeting to order at 9:00 A.M.

A motion to accept the minutes of the December 8, 2016 meeting was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

STAFFING REQUESTS:

COUNTY CLERK/DMV

- A) Motor Vehicle License Clerk – Backfill – Retirement – A motion to approve backfill, Motor Vehicle License Clerk, due to a retirement was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

PROBATION

- A) Probation Officer - Backfill – Resignation – A motion to approve backfill, Probation Officer, due to a resignation was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

ADRC/OFA

- A) Aging Services Aide – Part-time – Backfill – Retirement – A motion to approve backfill, part-time Aging Services Aide, due to a retirement was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.
- B) Aging Services Aide – Per Diem - Backfill – A motion to approve backfill, Aging Services Aide per diem, due to employee moving to the part-time position was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

PUBLIC DEFENDER

A) Assistant Public Defender – Backfill – Transferred to another department – A motion to approve backfill, Assistant Public Defender, due to a transfer to another department was moved by Mr. Shay, seconded by Mr. Pitts and adopted.

OTHER BUSINESS:

A) COUNTY ATTORNEY – Request to carry over two vacation days approved by his oversight committee. A motion to approve carry over of two vacation days until the end of February was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

B) EMPLOYEE HANDBOOK – Section #7.002 - Vacation

a. Section #7.002 of the Employee's Handbook states that "if the oversight committee approves the request, the approval will be forwarded to the Finance and Personnel Committee for final approval". The Board restructured the committees creating two separate committees, Personnel Committee and Finance Committee and clarification is needed on who now determines final approval. A motion to amend the Employees Handbook Section #7.002 Vacation to state forwarded to the Personnel Committee for final approval was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

b. Section #7.002 Vacation – "If the request is approved and the employee is requesting the extension due to being out of work on a work related injury, the employee will have two months from the date he/she returns to work to use the vacation time or it will be lost." Mr. O'Brien thought that was going to be automatic and not have to come to the committee. As it currently reads, the department head would still have to bring the request to the oversight committee and then to the Personnel Committee. A motion to amend the Employee Handbook to state that an employee who is out of work on a work related injury will have their vacation time automatically extended was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

C) DEPARTMENT OF SOCIAL SERVICES – Reclassification of Three Positions – The Personnel Director has worked with the Commissioner of Social Services and recommends reclassifying three positions Senior Social Services Investigator, Principal Social Welfare Examiner and Coordinator of Child Support Enforcement to the new title of Principal Social Services Examiner to allow for flexibility and promotion opportunities within the department. All positions are non-union grade 16 and that will remain the same. A motion to amend the grade schedule and Staffing Pattern to reclassify the following positions, Senior Social Services Investigator, Principal Social Welfare Examiner and Coordinator of Child Support Enforcement to Principal Social Services Examiner was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

D) PUBLIC SAFETY – Brought to the committee's attention the issue of getting people to apply for the civil service exam for the position of Communications Officer. The residency requirement has been opened up to contiguous counties for this exam. She stated the per diem rate for Communications Officer is two to three dollars more than the rate for the full time Communication Officer position. Having an issue with recruitment. This will be discussed further with the County's union negotiator.

E) NYS MINIMUM WAGE INCREASE – The NYS minimum wage has increase to \$9.70 per hour as of the first of the year. This increase does not apply to municipalities but there are a couple of positions under the minimum wage amount. The County Administrator stated the pay rate for Grades 1 and 2 could be changed or eliminate Grades 1 and 2 and reclassify them as Grade 3. A motion to eliminate Grades 1 and 2 and reclassify them as Grade 3 was moved by Mr. O'Brien and seconded by Mr. Shay. Discussion. This

change is due to the State changing the minimum wage. Currently, there are no titles under Grade 1, two titles under Grade 2 and no titles under Grade 3. The County Administrator stated moving the titles under Grade 2 to Grade 3 does not impact anyone other than the two positions moving up. The base for Grade 3 is \$10.99 per hour. The Personnel Director stated we are talking about only one to two people. The motion to eliminate Grades 1 and 2 and reclassify them as Grade 3 was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

- F) RETIREMENT PLAQUES – Eight retirements in the last three months and retirement plaques that will be presented at the next Board meeting.
- G) DEPARTMENT HEAD REVIEWS – Mr. O'Brien stated the current method of reviews was developed several years ago and department head evaluations should be scheduled. Chairman Henke suggested possibly looking into streamlining the process even further having the evaluations done by an Evaluation Team consisting of Chairman of Oversight Committee, Chairman of Personnel, Vice Chairman or Chairman of the Board and County Administrator. Mr. O'Brien stated there was a tremendous amount of effort put into the evaluation process and it needs a chance to work rather than just change the process. Mr. Haff suggested a combination of these ideas. The process needs a chance to work. The County Administrator stated that Department Heads feel the self-evaluation form is a no win situation because if they mark themselves as excellent people have made comments that well you think a lot about yourself and you think you're perfect or if they rate themselves near the middle then they get comments like you are not excelling/preforming you should really work on that and it is bad that you know you are not excelling and would rate yourself that way. The other frustration is that the evaluations are not necessarily constructive and tend to feel as if it is a firing squad; not done in a constructive manner to help the department head. He also stated that department heads stress over the evaluation and they do not see an outcome from the evaluation; decisions are not based on those evaluation – adjustments are not done for those doing really well and don't provide guidance/resources for improvement for those struggling. The process is the Personnel Committee does the reviews, all Supervisors can attend and there is a standard form. Mr. O'Brien believes the oversight committee chairperson, who is a member of the Personnel Committee, should lead the review. Evaluations will be scheduled.

The meeting adjourned at 10:00 A.M.

Personnel Committee
Position Fill Request Form

22-Dec-16 County Clerk/DMV

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Motor Vehicle License Clerk

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$18.98

Base Rate/Salary if Filled:

\$16.01

Number of Hours/Week:

35

Reason Position is Being Vacated:

Retirement

Date the Position will be Vacated:

January 25, 2017

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?

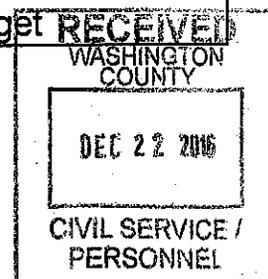
NO

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

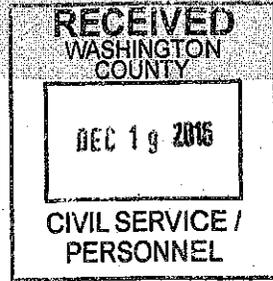
5

What is the source of the funding?

In Budget



**Personnel Committee
Position Fill Request Form**



Date:

Department:

Is the Request for a Backfill or New Position?

Title of Civil Service Position:

Civil Service Competitive or Non-Competitive?

Pay Rate/Salary of Last Person in Position:

Base Rate/Salary if Filled:

Number of Hours/Week:

Reason Position is Being Vacated:

Date the Position will be Vacated:

Are the Duties of the Position Essential to the Department?

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

If a Full Time Position, Could it be a Temporary or Part-Time Position?

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

What is the Source for Funding the Position?

**Personnel Committee
Position Fill Request Form**

Date:

December 9, 2016

Department:

Office for the Aging

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Aging Services Aide (PT) Grade
2

Civil Service Competitive or Non-Competitive?

Non-Competitive

Pay Rate/Salary of Last Person in Position:

\$11.05

Base Rate/Salary if Filled:

\$9.40

Number of Hours/Week:

Part Time - 20

Reason Position is Being Vacated:

Retiring

Date the Position will be Vacated:

December 1st, 2016

Are the Duties of the Position Essential to the Department?

Yes - Home Delivered meals
Driver

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

No

If a Full Time Position, Could it be a Temporary or Part-Time Position?

This is a part time position

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

5, including this one. 4
additional staff with the same
title are Per Diem

What is the Source for Funding the Position?

100% reimbursed through OFA
State funding called WIN

**Personnel Committee
Position Fill Request Form**

Date:

December 9, 2016

Department:

Office for the Aging

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Aging Services Aide (Per Diem)
Grade 2

Civil Service Competitive or Non-Competitive?

Non-Competitive

Pay Rate/Salary of Last Person in Position:

\$9.40

Base Rate/Salary if Filled:

\$9.40

Number of Hours/Week:

Per Diem - Up to 20 hrs a week

Reason Position is Being Vacated:

Moved to Part Time

Date the Position will be Vacated:

December 1st, 2016

Are the Duties of the Position Essential to the Department?

Yes - Home Delivered Meals
Driver

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

No

If a Full Time Position, Could it be a Temporary or Part-Time Position?

This is a Per Diem position

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

4, including this one. 5 additional staff with the same title are Part Time

What is the Source for Funding the Position?

100% reimbursed through OFA
State funding called WIN

**Personnel Committee
Position Fill Request Form**

Date: 1/10/2017 Department: Public Defender

Is the Request for a Backfill or New Position?	BACKFILL
Title of Civil Service Position:	ASSISTANT PUBLIC DEFENDER
Civil Service Competitive or Non-Competitive?	EXEMPT
Pay Rate/Salary of Last Person in Position:	\$64,777.00
Base Rate/Salary if Filled:	\$64,777.00
Number of Hours/Week:	35 HOURS
Reason Position is Being Vacated:	TRANSFER
Date the Position will be Vacated:	January 23, 2017
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?	N/A

Section: Benefits	Issue Date: 06/21/93	Section # 7.002
Subsection: Vacation	Revised Date:12/16/16	Page 1

Under County's compensation plan, department heads are authorized and empowered to grant eligible employees under their supervision vacation time based on the number of years of service. Employee's become eligible for vacation on their anniversary date. Vacation time shall be granted when, in the opinion of the department head, it will be convenient to the department and shall be taken in no less than 15 minute increments.

Vacation time shall not be carried past the next anniversary date unless **extraordinary** circumstances exist and unless permission is obtained by the department head using the following process:

1. The employee must (when possible) request an extension of vacation time at least one month before the expiration of the employee's vacation time in order to allow committee review.

2. The department head will bring the request to the oversight committee with an explanation of the circumstances leading to the request. The oversight committee will then approve or disapprove the request.

* 3. If the oversight committee approves the request, the approval will be forwarded to the Finance and Personnel Committees for final approval. The decision of the Finance and Personnel Committees will govern.

*If the request is approved, the employee will have one month from the anniversary date at which the vacation time expires, to expend the extended vacation time or it will be lost.

*If the request is approved and the employee is requesting the extension due to being out of work on a work related injury, the employee will have two months from the date he/she returns to work to use the vacation time or it will be lost.

*The determination of what constitutes extraordinary circumstances will be at the sole discretion of the oversight committee and/or the Finance and Personnel Committee.

If the employee is on Workers' Compensation or Disability leave, unused vacation time may be used for the purpose of extending eligibility for health insurance benefits. B.O.S. Res #269, November 18, 2011, provides that vacation may be carried over past the one month deadline for those on disability utilizing vacation time to pay for health insurance.

Employees will be paid by check for earned but unused vacation time upon leaving County employment.



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Position Reclassification

Department of Social Services

New Title: Principal Social Services Examiner

Reclassify the Following:

Senior Social Services Investigator
Principal Social Welfare Examiner
Coordinator of Child Support Enforcement

All positions: Non Union; Grade 16; No Change to Grade

Reclassifications that took place in 2016:

Social Services Examiner (Social Welfare Examiner and Support Investigator)
Senior Social Services Examiner (Senior Social Welfare Examiner)

Reclassifications have streamlined and simplified the line of promotion and allowed for promotional opportunities and flexibility within the department.

Communication Officer

Department of Public Safety

2014- Civil Service Exam was given resulting in 7 candidates.

(Washington County Residency Required)

2016- Civil Service Exam was given resulting in 5 candidates.

(Washington County or other contiguous county Residency
Required)

Nov/Dec 2016 – Posted on Washington County Website; Resulted
in 2 applications