



WASHINGTON COUNTY
CIVIL SERVICE/PERSONNEL DEPARTMENT
WASHINGTON COUNTY MUNICIPAL CENTER
383 BROADWAY, FORT EDWARD, New York 12828
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Personnel Committee Mtg.

Friday, April 15, 2016

Chairman LaPointe, Supervisors O'Brien, Pitts, Shay, Suprenant

I. Staffing Requests

- A. Public Defender – Legal Assistant(PT Temp) to Fulltime- 40 hours
*Amend Staffing Pattern
- B. Code Enforcement Administrator- Advertise/Post position
- C. Veterans – P/T Driver- Backfill Request

Personnel Committee
Position Fill Request Form

Date: 4-15-16 ~~3/2/2016~~ Department: PUBLIC DEFENDER

Is the Request for a Backfill or New Position?

Temp.
PART TIME TO FULL TIME

Title of Civil Service Position:

LEGAL ASSISTANT

Civil Service Competitive or Non-Competitive?

CIVIL SERVICE COMPETITIVE

Pay Rate/Salary of Last Person in Position:

N/A

Base Rate/Salary if Filled:

\$18.79

Number of Hours/Week:

40

Reason Position is Being Vacated:

PART TIME TO FULL TIME

Date the Position will be Vacated:

PART TIME TO FULL TIME

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?

QUALITY IMPROVEMENT PLAN

Other source of funding?

ILS DISTRIBUTIONS

* Request is for 40 hrs/wk; other L.A. is 35 hrs/wk.

**Personnel Committee
Position Fill Request Form**

Date: April 13, 2106 **Department:** Veterans Office

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

P/T Driver

Civil Service Competitive or Non-Competitive?

Non-Competitive

Pay Rate/Salary of Last Person in Position:

\$15.00

Base Rate/Salary if Filled:

\$15.00

Number of Hours/Week:

15-20

Reason Position is Being Vacated:

Part-time driver doesn't want to drive anymore

Date the Position will be Vacated:

April 18, 2016

Are the Duties of the Position Essential to the Department?

yes they provide transportation of our county vets to VA

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

No

Could this position be Part-Time?

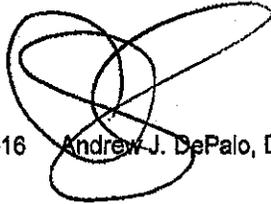
Already P/T

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

2

What is the source of the funding?

Veterans Budget

13-Apr-16  Andrew J. DePalo, Deputy Director