

PERSONNEL COMMITTEE MEETING MINUTES  
MAY 12, 2016

PERSONNEL COMMITTEE MEMBERS PRESENT: LaPointe, O'Brien, Shay, Suprenant, Pitts  
PERSONNEL COMMITTEE MEMBERS ABSENT: None  
SUPERVISORS: Henke, Hicks, Fedler, Gang, Shaw, Moore, Idleman, Campbell, Hogan, Armstrong  
Debra Prehoda, Clerk Roger Wickes, County Attorney  
Chris DeBolt, County Administrator Al Nolette, Treasurer  
Melissa Moulthrop, Personnel Director Steve Haskins, Supt. Public Works  
Laura Oswald, Economic Dev. Director Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – April 15, 2016
- 3) Department Staffing Requests/Staffing Pattern Changes:
  - A. Public Health
    1. WIC Program Nutritionist – Backfill
    2. WIC Program Coordinator – Backfill
  - B. Information Technology
    1. Micro Computer Specialist – New Position Replacing Computer Programmer due to Retirement
  - C. Public Safety
    1. Communications Officer – Backfill
  - D. Veterans' Services
    1. Deputy Director – Backfill
  - E. Department of Social Services
    1. Social Services Examiner – Backfill
  - F. Buildings & Grounds
    1. Building Maintenance Helper – Backfill
  - G. DPW
    1. Pavement Management Summer Intern – Backfill
    2. Highway Worker I (10) Seasonal – Replacing Maintenance PT Help Title (4) Currently on Staffing Pattern
  - H. County Clerk/DMV
    1. Motor Vehicle License Clerk PT (Seasonal)
  - I. Sewer District
    1. Laborer (Seasonal)
  - J. Planning
    1. Junior Planner (Grade 12 Recommended) – Replacing Planner Position Currently on Staffing Pattern
- 4) Other Business
- 5) Adjournment

Chairman LaPointe called the meeting to order at 9:01 A.M.

A motion to accept the minutes of the April 15, 2016 meeting was moved by Mr. Pitts, seconded by Mr. Shay and adopted.

**STAFFING REQUESTS/STAFFING PATTERN CHANGES:  
PUBLIC HEALTH**

- WIC Program Nutritionist - Backfill and WIC Program Coordinator – Backfill – The WIC Program Coordinator has retired and the WIC Program Nutritionist is being promoted to WIC Program Coordinator. A motion to approve backfills, WIC Program Coordinator and WIC Nutritionist, was moved by Mr. Shay, seconded by Mr. Pitts and adopted.

**INFORMATION TECHNOLOGY**

- Micro Computer Specialist – New Position Replacing Computer Programmer due to Retirement - A motion to approve new/backfill Micro Computer Specialist position and amend Staffing Pattern to remove (1) Computer Programmer position and add (1) Micro Computer Specialist position was moved by Mr. Pitts, seconded by Mr. Suprenant and adopted. (*Resolution to Amend Staffing Pattern*)

#### PUBLIC SAFETY

- Communications Officer – Backfill due to resignation - A motion to approve backfill, Communications Officer, was moved by Mr. Suprenant, seconded by Mr. Shay and adopted.

#### VETERANS' SERVICES

- Deputy Director – Backfill due to promotion– A motion to approve backfill, Deputy Director of Veterans Services, was moved by Mr. Shay, seconded by Mr. Pitts and adopted.

#### DEPARTMENT OF SOCIAL SERVICES

- Social Services Examiner – Backfill due to resignation – A motion to approve backfill, Social Services Examiner, was moved by Mr. Shay, seconded by Mr. Suprenant and adopted.

#### BUILDINGS & GROUNDS

- Building Maintenance Worker and Building Maintenance Helper – (2) Backfills – A Building Maintenance Worker was promoted to a Building Maintenance Mechanic position that was vacated during the probation period which created cascading backfills of a Building Maintenance Worker and Building Maintenance Helper positions. A motion to approve backfills, Building Maintenance Worker and Building Maintenance Helper, was moved by Mr. Shay, seconded by Mr. Suprenant and adopted.

#### DPW

- Pavement Management Summer Intern – Backfill and change rate of pay – A motion to approve backfill, Pavement Management Summer Intern, and remove from the salary schedule at \$15.00/hr. and place on the Grade Schedule, Grade 9 at \$16.01/hr., due to payroll processing issues was moved by Mr. O'Brien, seconded by Mr. Suprenant and adopted. (*Resolution to Remove Pavement Management Summer Intern from Exempt Salary Schedule and Place on Grade Schedule – Grade 9*)
- Highway Worker I (10) Seasonal – Replacing Maintenance PT Help Title (4) Currently on Staffing Pattern – Budgeted for ten (10) positions. A motion to amend Staffing Pattern to remove Maintenance PT Help (4) and add (10) Highway Worker 1 (seasonal) was moved by Mr. Shay and seconded by Mr. Suprenant. Discussion. Mr. Henke, Chairman of the Board, asked if ten (10) seasonal Highway Worker I was enough. Mr. Haskins stated there are twelve (12) budgeted and could he use them, yes. He stated his original request in his 2016 budget presentation was for ten (10). A motion to amend to twelve (12) Highway Worker I (seasonal) positions was moved by Mr. Shay, seconded by Mr. O'Brien and adopted. The motion to amend Staffing Pattern to remove Maintenance PT Help (4) and add (10) Highway Worker I (seasonal) was moved by Mr. Shay, seconded by Mr. Suprenant and adopted as amended. [*Resolution to Amend Staffing Pattern to Remove Maintenance PT Help (4) and add Highway Worker I Seasonal (12)*]

Supervisor O'Brien stated at a previous meeting, approval was given to move a Highway Worker II to a Bridge Repair Person. The Staffing Pattern was amended to add one (1) Bridge Repair Person slot but the Highway Work II slot was not removed and he feels it should have been removed. He feels the Staffing Pattern should reflect funded positions. The Personnel Director stated it needs to be determined if we want the Staffing Pattern to include positions that employees could go up to or just what it is approved for right now. The County Administrator stated we are not consistent and need a policy decision on what we want to do. He cited the Treasurer's Office as an example of a natural progression move from Account Clerk, to Sr. Account Clerk, to Bookkeeper to Principal Account Clerk. The Treasurer stated his number of

employees does not change but where they are in the progression does. Mr. O'Brien stated the Staffing Pattern is for approved and funded positions because if positions are left there, departments could come back to request to fill the position because it is on the Staffing Pattern. He feels promotions should come through the committee first. The Treasurer stated that it is the desire of the County Administrator and Budget Officer to move to position budgeting through the payroll system but it will not be ready for the 2017 budget. The County Administrator stated leave the Staffing Pattern as a snapshot of current staffing positions. The adopted budget and staffing pattern should match up. A motion to remove (1) Highway Worker II position from the Staffing Pattern and also like to see, set aside a different way to handle this, but for now let's do it that way was moved by Mr. O'Brien and seconded by Mr. Shay. Discussion. The Personnel Director stated she doesn't want to lose control of the positions that are being created even if they are budgeted. She wants to make sure they are necessary by looking at the duties and what the duties are needed in the department making sure just because there is money there, she doesn't want it assumed that position should be filled. She just does not want to lose control of that. The motion to remove (1) Highway Worker II position from the Staffing Pattern and also like to see, set aside a different way to handle this, but for now let's do it that way was moved by Mr. O'Brien, seconded by Mr. Shay and adopted. *(Resolution to Amend Staffing Pattern – DPW Remove (1) Hwy Worker II.)*

#### COUNTY CLERK/DMV

- Motor Vehicle License Clerk PT (Seasonal) – A motion to approve part time seasonal Motor Vehicle License Clerk backfill for the summer was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

#### SEWER DISTRICT

- Laborer (Seasonal) – A motion to approve backfill seasonal Laborer (Sewer District) was moved by Mr. O'Brien, seconded by Mr. Suprenant and adopted.

#### PLANNING

- Junior Planner (Grade 12 Recommended) – Due to the qualified candidates that applied for the Planner position not being up to par of Planner recommending creating a Junior Planner position at a Grade 12, 35 hrs./week. A motion to create a Junior Planner to replace the Planner currently on the Staffing Pattern and amend the salary schedule which currently has the Planner at \$52,500 and place the Junior Planner on the Grade Schedule at a Grade 12 was moved by Mr. Pitts, seconded by Mr. O'Brien and adopted. *(Resolution to Amend Staffing Pattern, add Junior Planner and remove Planner, and Place Junior Planner on Grade Schedule & Remove Planner from Exempt Salary Schedule)*

OTHER BUSINESS: None.

The meeting adjourned at 9:30 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.

Agenda for Thursday, May 12, 2016

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

I. Staffing Requests

A. Public Health

Backfill - WIC Program Nutritionist

Backfill - WIC Program Coordinator

B. IT

Micro Computer Specialist

New - backfilling Computer Programmer - retired

\*Change to the Staffing Pattern

C. Public Safety

Backfill - Communications Officer

D. Veterans Services

Backfill - Deputy Director Veterans' Service Agency

E. DSS

Backfill - Social Services Examiner

F. Buildings & Grounds

Backfill - Building Maintenance Worker

Backfill - Building Maintenance Helper

G. DPW

Backfill - Pavement Management Summer Intern - Add to Title by Grade Schedule

Backfill/New - Highway Worker I (Seasonal)

\*Change to Staffing Pattern; currently 4 "Maint. PT help" on Staffing Pattern, request is for 10 Highway Worker I (Seasonal) to replace it.

H. County Clerk/DMV

Backfill - Motor Vehicle License Clerk P/T (Seasonal)

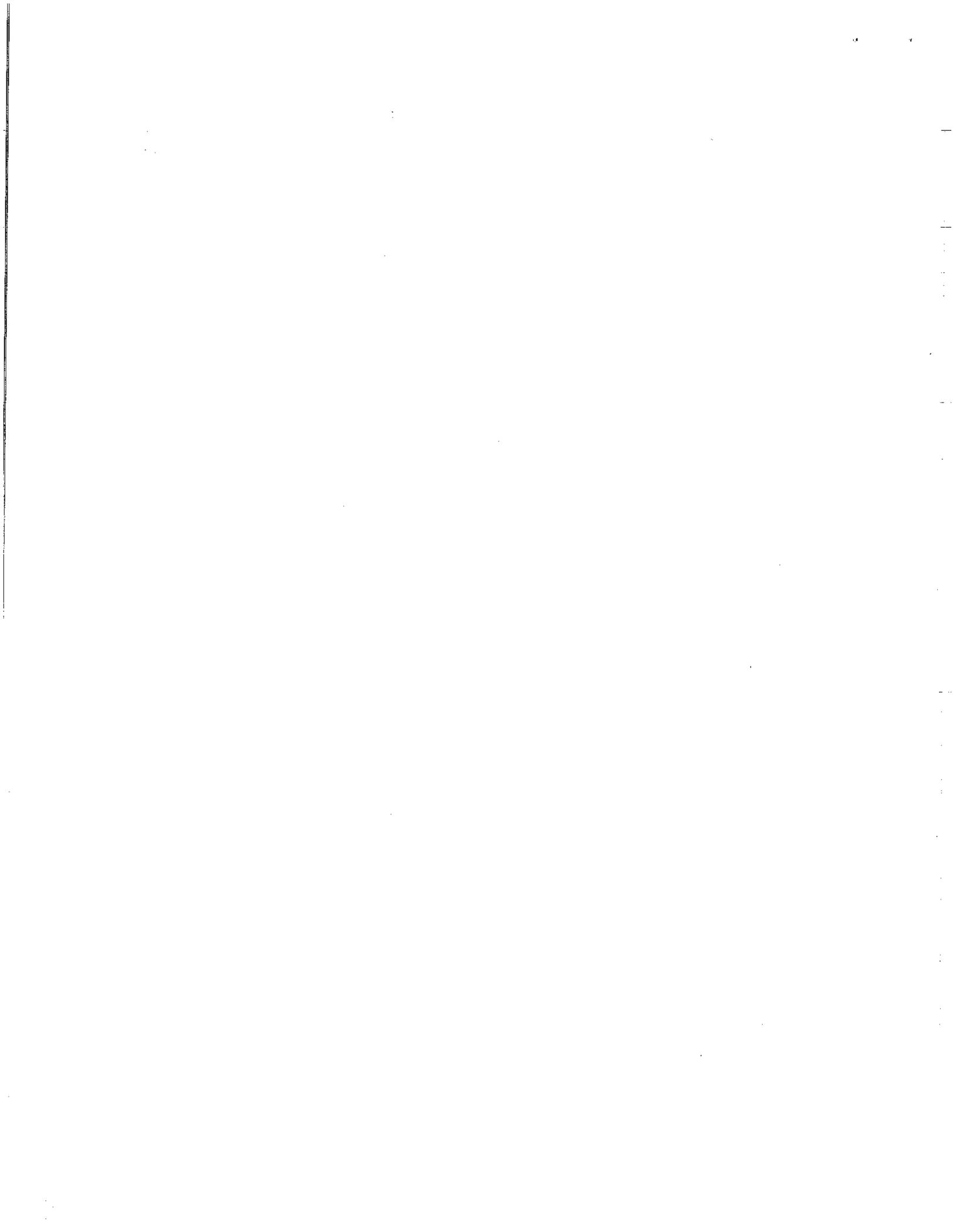
I. Sewer District #2

Backfill - Laborer (Seasonal)

J. Economic Development

Junior Planner - Replace approved Planner position

\*Change to Staffing Pattern & Title by Grade (Grade 12 recommended)



**Personnel Committee  
Position Fill Request Form**

Date: 4/20/16

Department: Public Health-WIC

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

WIC <sup>program</sup> Nutritionist

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$25.05

gr. 16.

Base Rate/Salary if Filled:

\$22.76 - gr. 16 base

Number of Hours/Week:

35

Reason Position is Being Vacated:

promotion

Date the Position will be Vacated:

7/1/16

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?

2

What is the source of the funding?

WIC grant funds.

**Personnel Committee  
Position Fill Request Form**

Date: 4/20/16 Department: Public Health-WIC

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

WIC <sup>Program</sup> Coordinator

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$31.36 /hr gr. 21

Base Rate/Salary if Filled:

\$27.75 gr. 21 base

Number of Hours/Week:

35hrs.

Reason Position is Being Vacated:

retirement

Date the Position will be Vacated:

7/1/16

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

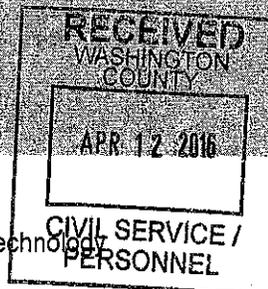
How Many Positions of the Same Title are in the Unit/Department?

1

What is the source of the funding?

WIC Grant Funding

Personnel Committee  
Position Fill Request Form



Date: <sup>4/12</sup> 3/18/2016

Department: Information Technology

Is the Request for a Backfill or New Position?

Backfill/New Position (Computer Programmer Retired, request to change staffing pattern and replace with Micro Computer Specialist)

Title of Civil Service Position:

Micro Computer Specialist

Civil Service Competitive or Non-Competitive?

Civil Service Competitive

Pay Rate/Salary of Last Person in Position:

\$28.26/hr (CSEA Grade 18, Step 4, 30 Yr Longevity)

Base Rate/Salary if Filled:

\$19.79/hr (CSEA Grade 13, Step 1)

Number of Hours/Week:

40

Reason Position is Being Vacated:

Retirement

Date the Position will be Vacated:

March 11, 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?

1

What is the source of the funding?

Information Technology Budget

**Personnel Committee  
Position Fill Request Form**

**Date:**

April 27, 2016

**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:**

15.55 /hr

**Base Rate/Salary if Filled:**

15.15 /hr

**Number of Hours/Week:**

36 / 48 (84 pay period)

**Reason Position is Being Vacated:**

Resignation (lateral to Warren Co.)

**Date the Position will be Vacated:**

May, 2016 (TBD)

**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

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

No

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

10 (including this one)

**What is the Source for Funding the Position?**

Budgeted in .1

**Personnel Committee  
Position Fill Request Form**

**Date:** April 28, 2106    **Department:** Veterans Office

**Is the Request for a Backfill or New Position?**

Backfill position 200

**Title of Civil Service Position:**

Deputy to Director of Veterans

**Civil Service Competitive or Non-Competitive?**

Non-Competitive

**Pay Rate/Salary of Last Person in Position:**

\$19.31

**Base Rate/Salary if Filled:**

\$18.79

**Number of Hours/Week:**

35

**Reason Position is Being Vacated:**

Promotion

**Date the Position will be Vacated:**

April 29, 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?**

2 - 1 F/T and 1 P/T

**What is the source of the funding?**

Veterans Budget



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

**Personnel Committee  
Position Fill Request Form**

**Date: 5/2/16    Department: Social Services**

<b>Is the Request for a Backfill or New Position?</b>	Backfill
<b>Title of Civil Service Position:</b>	Social Services Examiner
<b>Civil Service Competitive or Non-Competitive?</b>	Civil Service Competitive
<b>Pay Rate/Salary of Last Person in Position:</b>	\$17.47
<b>Base Rate/Salary if Filled:</b>	\$17.01
<b>Number of Hours/Week:</b>	35
<b>Reason Position is Being Vacated:</b>	resignation
<b>Date the Position will be Vacated:</b>	May 13, 2016
<b>Are the Duties of the Position Essential to the Department?</b>	yes
<b>Can the Duties of this Position be Absorbed by Others in the Department?</b>	no
<b>Could this position be Part-Time?</b>	no
<b>How Many Positions of the Same Title are in the Unit/Department?</b>	34
<b>What is the source of the funding?</b>	Child Support Enforcement 66%Fed-17%State-17%Local

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

**Personnel Committee  
Position Fill Request Form**

Date: 4/27/16

Department:

Buildings and Grounds

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Building Maintenance Worker

Civil Service Competitive or Non-Competitive?

Non-Competitive

Pay Rate/Salary of Last Person in Position:

\$17.85

Base Rate/Salary if Filled:

\$14.88

Number of Hours/Week:

40

Reason Position is Being Vacated:

Promotion

Date the Position will be Vacated:

May 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?

4

What is the source of the funding?

2016 Budget

RECEIVED  
WASHINGTON  
COUNTY

MAY - 9 2016

CIVIL SERVICE /  
PERSONNEL

\* Build. Maint. Worker was promoted to a Build. Maint. Mech. position that was vacated during probation period.

**Personnel Committee  
Position Fill Request Form**

**Date:** 4/27/16

**Department:**

**Buildings and Grounds**

**Is the Request for a Backfill or New Position?**

Backfill

**Title of Civil Service Position:**

Building Maintenance Helper

**Civil Service Competitive or Non-Competitive?**

Non-Competitive

**Pay Rate/Salary of Last Person in Position:**

\$15.52

**Base Rate/Salary if Filled:**

\$13.75

**Number of Hours/Week:**

40

**Reason Position is Being Vacated:**

Promotion

**Date the Position will be Vacated:**

May 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?**

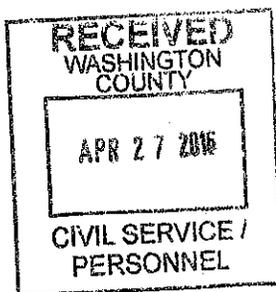
No

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

8

**What is the source of the funding?**

2016 Budget



**Personnel Committee  
Position Fill Request Form**

Date: 05-03-16 Department: DPW

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Pavement Management Summer Int

Civil Service Competitive or Non-Competitive?

Non

Pay Rate/Salary of Last Person in Position:

\$15.00

Base Rate/Salary if Filled:

*grade 9*  
~~\$15.00~~ \$16.01

Number of Hours/Week:

40

Reason Position is Being Vacated:

Intern returned to College

Date the Position will be Vacated:

August 1, 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?

One

What is the source of the funding?

2016 Budget

*\* Request to Place on Salary Schedule (Title by grade)  
Grade 9 - \$16.01/hr. (currently hourly rate)  
\**

**Personnel Committee  
Position Fill Request Form**

Date: 04-27-2016

Department: DPW

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

*10*  
Seasonal Highway Worker I

Civil Service Competitive or Non-Competitive?

non

Pay Rate/Salary of Last Person in Position:

\$15.37

Base Rate/Salary if Filled:

\$15.56

Number of Hours/Week:

40

Reason Position is Being Vacated:

End of Season

Date the Position will be Vacated:

Was August 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

What is the source of the funding?

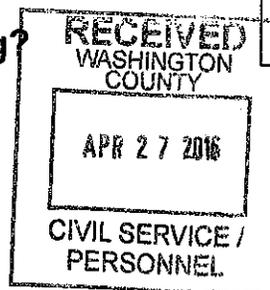
2016 Budget

*\*Currently 4 in Staffing Pattern (4 maint. PT help)  
change to "Seasonal Highway Worker I"*

**Personnel Committee  
Position Fill Request Form**

4/27/2016      DMV/County Clerk

<b>Is the Request for a Backfill or New Position?</b>	Backfill
<b>Title of Civil Service Position:</b>	PT Motor Vehicle License Clerk
<b>Civil Service Competitive or Non-Competitive?</b>	Non Competitive
<b>Pay Rate/Salary of Last Person in Position:</b>	\$15.57
<b>Base Rate/Salary if Filled:</b>	\$16.01
<b>Number of Hours/Week:</b>	7 hrs/day/max 80 days
<b>Reason Position is Being Vacated:</b>	
<b>Date the Position will be Vacated:</b>	September 1, 2016
<b>Are the Duties of the Position Essential to the Department?</b>	Yes
<b>Can the Duties of this Position be Absorbed by Others in the Department?</b>	No
<b>Could this position be Part-Time?</b>	It is Summer Help
<b>How Many Positions of the Same Title are in the Unit/Department?</b>	Just 1
<b>What is the source of the funding?</b>	Approved in Budget



Position Fill Request Form

Department: WCSD #2 Date: 5/4/16

---

Title of Civil Service Position: Temporary Laborer

Number of Hours/Week: 40

Pay Rate/Salary of last person in the position:

Base Rate/Salary of position:

Grade 7  
\$13.75/hr.

Date position will be vacated:

Why is the position being vacated? Summer help, temporary

Is there a position with similar duties? No

Could the duties of this position be shared among others in the department? no

---

If this is a full-time position, could it be a part-time or a temporary position?

It is temporary

How many positions with the same title in the unit/department? 2

Are the duties of this position essential to the department? yes

What is the source of funding for this position? GB8120.1

**Personnel Committee  
Position Fill Request Form**

Date: May 11, 2016 Department: Economic Development

Is the Request for a Backfill or New Position?

New

Title of Civil Service Position:

Junior Planner

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

Res. # 87  
Planner - \$52,500

Base Rate/Salary if Filled:

recommend gr 12 \$18.79/hr.

Number of Hours/Week:

35

Reason Position is Being Vacated:

wasn't filled

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?

no

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

0

What is the source of the funding?

2016 budget

\*gr 12 @ \$18.79/hr = \$34,329.<sup>33</sup>/yr.

