

PERSONNEL COMMITTEE MEETING MINUTES
JULY 7, 2016

PERSONNEL COMMITTEE MEMBERS PRESENT: LaPointe, O'Brien, Shay, Suprenant, Pitts
PERSONNEL COMMITTEE MEMBERS ABSENT: None
SUPERVISORS: Henke, Hicks, Moore, Idleman, Haff, Hogan
Debra Prehoda, Clerk
Chris DeBolt, County Administrator
Melissa Moulthrop, Personnel Director
Roger Wickes, County Attorney
Al Nolette, Treasurer
Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – June 9, 2016
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. Public Safety
 1. Communications Officers (2) – New Positions – Additions to Staffing Pattern
 - B. Treasurer
 1. Clerk- Temporary – New Position – Additions to Staffing Pattern
 2. Bookkeeper – Backfill due to Resignation
 - C. DSS
 1. Senior Account Clerk – Backfill
 - D. County Clerk
 1. DMV – DMV License Clerk - Backfill
 2. Archivist – Backfill due to Retirement
 - E. Buildings & Grounds
 1. Maintenance Helper
- 4) Request to Extend Vacation Time (5 days for 6 months) – County Administrator
- 5) Other Business
- 6) Adjournment

Chairman LaPointe called the meeting to order at 9:02 A.M.

A motion to accept the minutes of the June 9, 2016 meeting was moved by Mr. Suprenant, seconded by Mr. Shay and adopted.

STAFFING REQUESTS/STAFFING PATTERN CHANGES: handout attached.

PUBLIC SAFETY

- Communications Officers (2) New – Glen Gosnell, Director, distributed and explained the attached handout detailing the need for these two additional positions. The staff is getting stressed out and no staff has been added since 2008. He did not budget for these additional positions. Mr. O'Brien recommended eliminating the Senior Typist position from the Staffing Pattern because it is vacant and an unfunded position. The County Administrator discussed various options for funding these positions; estimated cost of \$135,000, salary and fringe. This request has been discussed with the Budget Officer who expressed concern with how to pay for these two new positions. Mr. Gosnell stated over the last eight years their activity has gone up 53% and the people they serve have all added staff. A motion to approve two (2) new Communications Officers and move to the Finance Committee was moved by Mr. Suprenant and seconded by Mr. Shay. Discussion. Mr. O'Brien asked if they were willing to eliminate the secretarial position. Mr. Gosnell stated he could use that as well. The Personnel Director stated it is still on the Staffing Pattern. It is not a funded position. The motion to approve two (2) new Communications Officers and move to the Finance Committee was moved by Mr. Suprenant, seconded by Mr. Shay and adopted. A motion to eliminate the secretarial position, Senior Typist, from the Staffing Pattern was moved by Mr. O'Brien but did not receive a second.

TREASURER

- Clerk – Temporary Part Time – New Position – Addition to Staffing Pattern – Requesting to

hire a temporary part time Clerk, three days a week for three months due to two long term absences and now has expectantly had another employee out for four days. A motion to approve temporary part time Clerk, three days a week for three months, was moved by Mr. Suprenant, seconded by Mr. Shay and adopted. He has the money in his budget due to breakage in his personal services. (*Resolution to amend Staffing Pattern; add temporary part time Clerk – three days a week for three months.*)

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

DEPARTMENT OF SOCIAL SERVICES

- Senior Account Clerk – Backfill – A motion to approve backfill, Senior Account Clerk, was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.
- Typist – Resigned – 40 hour position – A motion to approve backfill, Typist, 40 hours per week was moved by Mr. O'Brien and seconded by Mr. Shay. Discussion. Mr. O'Brien asked for clarification on the number of hours per week notation on the handout. The Personnel Director stated Commissioner DeLorme has requested that if approval is given to backfill this 40 hour per week Typist, she will canvass the 35 hours per week Typist to see if there is any interest in the 40 hour per week opening and if so, will then backfill the 35 hours per week Typist position. Basically creating a domino effect. The motion to approve backfill, Typist, 40 hours per week (and corresponding backfill of 35 hour Typist position if 35 hour Typist goes to the 40 hour position) was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

COUNTY CLERK

- DMV – DMV License Clerk – Backfill – A motion to approve backfill, DMV License Clerk, due to a retirement was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.
- Archivist – Backfill due to Retirement September 10th – A motion to approve backfill, Archivist, due to a retirement was moved by Mr. Shay and seconded by Mr. O'Brien. Discussion. Mr. O'Brien stated the County Clerk had requested to bring the new employee in prior to the Archivist leaving for training. That would require adding a temporary position. A motion to amend that if the County Clerk has the funds available she can have the shadowing for up to a month/30 days was moved by Mr. O'Brien, seconded by Mr. Shay and adopted. The motion to approve backfill, Archivist, due to a retirement was moved by Mr. Shay, seconded by Mr. O'Brien and adopted as amended. (*Amend Staffing Pattern – Temporary Position for up to one month/30 days to train with Archivist – position would sunset after one month/30 days.*)

BUILDING & GROUNDS

- Maintenance Helper – New Position – A motion to approve new position, Maintenance Helper, was moved by Mr. Shay, seconded by Mr. Suprenant and adopted. (*Amend Staffing Pattern to add one (1) Maintenance Helper 40 hours per week – Buildings and Grounds.*)

OTHER BUSINESS:

CODE ENFORCEMENT – Code Enforcement Officer – Backfill due to resignation – A motion to approve backfill, Code Enforcement Officer, due to a resignation was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

REQUEST TO EXTEND VACATION TIME (5 days for 6 months) – COUNTY ADMINISTRATOR – The County Administrator stated as a new employee he has five (5) vacation days and three

(3) personal days. In almost a year, he has used one (1) personal day and plans to use another personal day tomorrow. He is requesting to carry over his five (5) days of vacation because there is just no way he can be away that long. The request is to carry it over for a period of six (6) months. A motion to approve request to carry over five (5) vacation days for a period of six (6) months; benefit date August 31, 2016 was moved by Mr. O'Brien, seconded by Mr. Pitts and adopted.

STAFFING PATTERN – Mr. O'Brien asked if we can go over the Staffing Pattern and identify those positions not funded. The County Administrator asked if this could be done as part of the budget. He recommends going over the Staffing Pattern with each department when they present their 2017 personal services budget request. The Treasurer stated the County Administrator is planning within the next week to ten day to do a salary projection for the remainder of the year and that salary breakage number may be more important to you than the slots. He stated looking at what was adopted and what we have today is quite different. The County Administrator stated his goal is go through all the resolutions for the year with a six month snap shot for the Board of what we have added for revenue and expenses so we can get a net new position of where we are in terms of the budget and part of that is a full salary projection.

The meeting adjourned at 9:30 A.M.

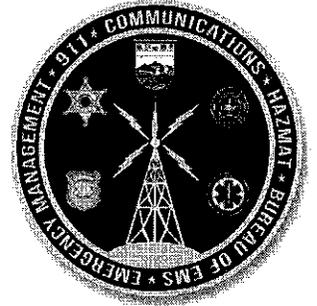
*Respectfully submitted,
Debra Prehoda, Clerk
Washington County Board of Supervisors*



WASHINGTON COUNTY DEPARTMENT OF PUBLIC SAFETY

383 BROADWAY - BUILDING B, FORT EDWARD, NY 12828
PHONE (518)747-7520 - FAX (518)746-2157 - TDD (518)746-2146
WWW.WASHINGTONCOUNTYNY.GOV / PUBLICSAFETY@CO.WASHINGTON.NY.US

 /WashingtonCoNYPublicSafety  @WashCoNYDPS911



PERSONNEL COMMITTEE MEETING REPORT

July 7, 2016

1. Staffing Increase Request – 911 Communications Center (Follow Up from Public Safety Committee Meeting)

- We are respectfully requesting consideration to add two (2) full-time Communications Officers to our staffing pattern as soon as possible. The additional full-time Communications Officers would be assigned to an alternating (one works when the other is off) 10AM – 10PM shift, providing our center with much needed additional coverage in the 911 Communications Center during the period of our busiest proven times. Assigned 911 Center full-time staffing was last increased in 2008, we absorbed the duties of the former Hudson Falls Police Dispatch Center in late 2012 without an increase in staffing. Increase in our 911 Communications staff is vital to ensuring our staff are able to carry out their duties and provide the best possible assistance to our first responder partners in the field and those in our communities in need, at the rising workload levels we have seen steadily since 2008. Our staff has done their best to continue to try and absorb the increase without adding staffing to our current duty / daily shift staffing, however, we feel it is no longer sustainable at the current duty staffing levels.
- Staffing Pattern Change Analysis – Department of Public Safety – 2007 – 2016 (attachment)
 - Current On Duty Daily Shift Staffing – 911 Communications Center
 - 12AM – 12PM: 3 Members (typically, 1 Supervising Communications Officer, 2 Communications Officers)
 - 12PM – 12AM: 4 Members (typically, 1 Supervising Communications Officer, 3 Communications Officers)
- 2016 Activity (Phones & CAD / Incident) January – June (attachment)
- 2015 Department of Public Safety Income (attachment)
- Communications Officer (1st Year) Base Pay: \$15.15 / hr (after training) @ current working hours (12 hr shifts) : \$35,550.64

Respectfully Submitted,

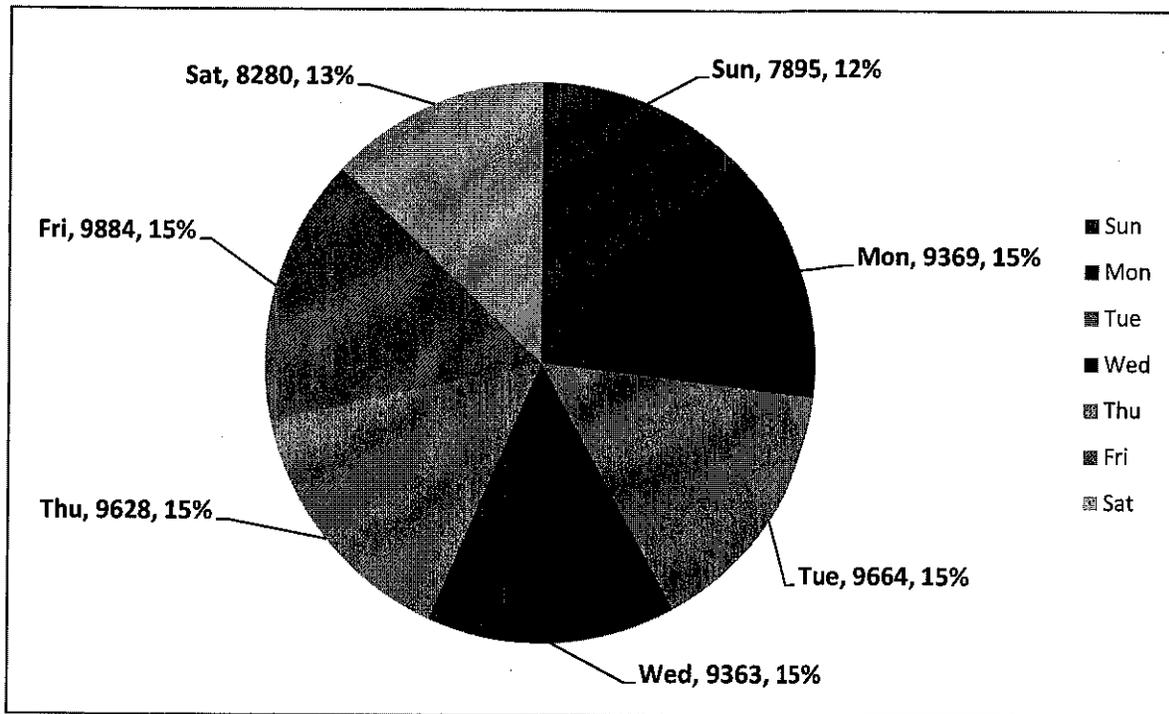
Glen P. Gosnell
Director

**STAFFING PATTERN CHANGE ANALYSIS - DEPARTMENT OF PUBLIC SAFETY
2007 - 2016**

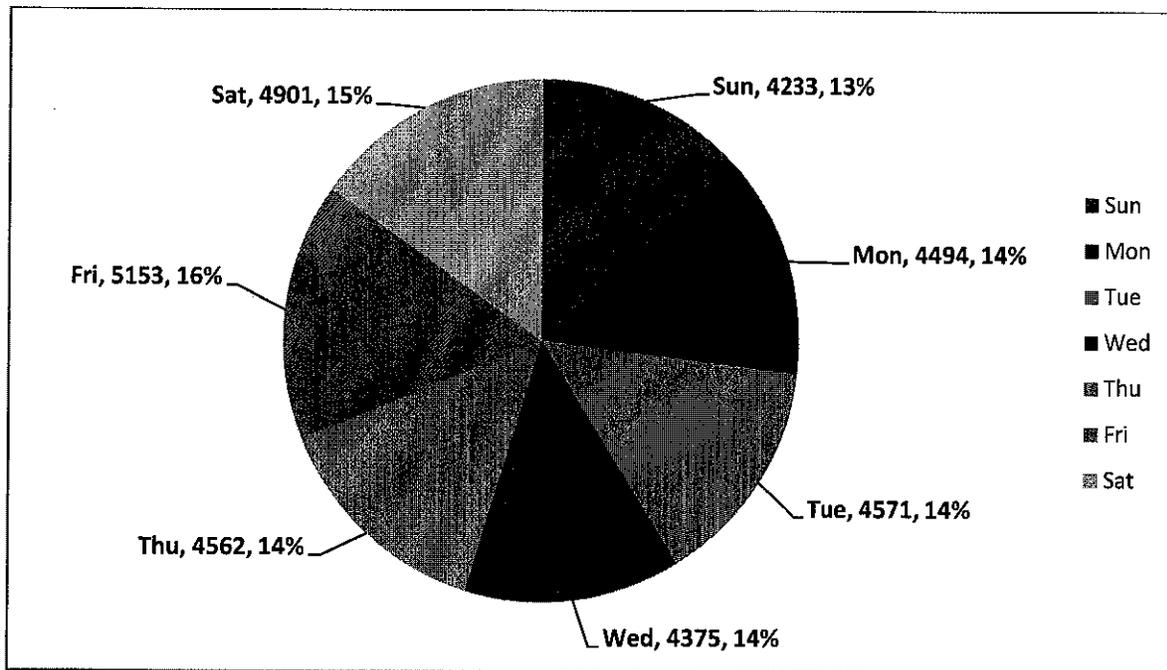
DEPARTMENT / ACCOUNT		CIVIL SERVICE TITLE	HOURS	2007			NOTES
				FT	PD	TOTAL	
2007	PUBLIC SAFETY A3640	Director of Public Safety	35	1	0	1	
		Deputy Director	40				Position did not exist in 2007.
		Assistant Director	35	1	0	1	
		Deputy Director of Emergency Management	35				Position did not exist in 2007.
		Deputy Director of Communications	40				Position did not exist in 2007.
		Emergency Management Coordinator	35				Position did not exist in 2007.
		Supervising Communications Officer	36 / 48	4	0	4	
		Communications Officer FT	40	7	0	7	
		Communications Officer Per Diem	varies	0	6	6	
		Senior Typist	35	1	0	1	
			14	6	20		
				2008			
2008	PUBLIC SAFETY A3640	Director of Public Safety	35	1	0	1	
		Deputy Director	40				Position did not exist in 2008.
		Assistant Director	35	1	0	1	
		Deputy Director of Emergency Management	35				Position did not exist in 2008.
		Deputy Director of Communications	40				Position did not exist in 2008.
		Emergency Management Coordinator	35				Position did not exist in 2008.
		Supervising Communications Officer	36 / 48	4	0	4	
		Communications Officer FT	40	10	0	10	Added 3 Communications Officers (FT)
		Communications Officer Per Diem	varies	0	6	6	
		Senior Typist	35	1	0	1	
			17	6	23	Increase of 3 FT CO's from prior year.	
				2012			
2012	PUBLIC SAFETY A3640	Director of Public Safety	35	1	0	1	
		Deputy Director	40				Position did not exist in 2012.
		Assistant Director	35				Position dissolved 12/2011.
		Deputy Director of Emergency Management	35	1	0	1	Position added 01/2012.
		Deputy Director of Communications	40				Position did not exist in 2012.
		Emergency Management Coordinator	35				Position did not exist in 2012.
		Supervising Communications Officer	36 / 48	4	0	4	
		Communications Officer FT	40	10	0	10	
		Communications Officer Per Diem	varies	0	6	6	
		Senior Typist	35	1	0	1	
			17	6	23		
				2015			
2015	PUBLIC SAFETY A3640	Director of Public Safety	35	1	0	1	
		Deputy Director	40				Position did not exist in 2015.
		Assistant Director	35				Position did not exist in 2015.
		Deputy Director of Emergency Management	35	1	0	1	
		Deputy Director of Communications	40	1	0	1	Position added 01/2015.
		Emergency Management Coordinator	35				Position did not exist in 2015.
		Supervising Communications Officer	36 / 48	4	0	4	
		Communications Officer FT	36 / 48	10	0	10	
		Communications Officer Per Diem	varies	0	12	12	Increase Per-Diem CO's to 12 - 07/2015.
		Senior Typist	35	1	0	1	Position vacant since 02/2015 due to retirement.
			18	12	30		
				2016 - AMENDED 02/16			
2016	PUBLIC SAFETY A3640	Director of Public Safety	35	1	0	1	
		Deputy Director	40	1	0	1	Position re-titled from Deputy Director Comm - 02/2016
		Assistant Director	35				Position did not exist in 2016.
		Deputy Director of Emergency Management	35				Position re-titled to Emergency Mgmt. Coord - 02/2016
		Deputy Director of Communications	40				Position re-titled to Deputy Director - 02/2016
		Emergency Management Coordinator	35	1	0	1	Position re-titled from Deputy Director EM - 02/2016
		Supervising Communications Officer	36 / 48	4	0	4	
		Communications Officer FT	36 / 48	10	0	10	
		Communications Officer Per Diem	varies	0	12	12	
		Senior Typist	35	1	0	1	Position vacant since 02/2015 due to retirement.
			18	12	30		



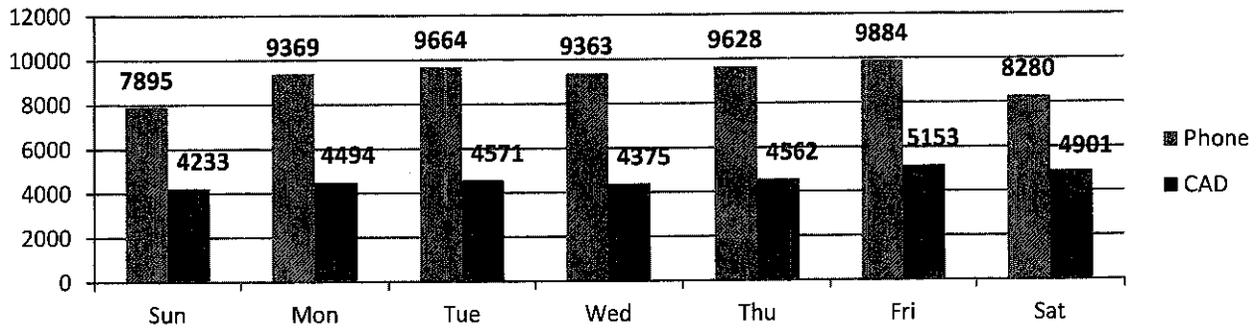
Phone Activity by day YTD January thru June 2016



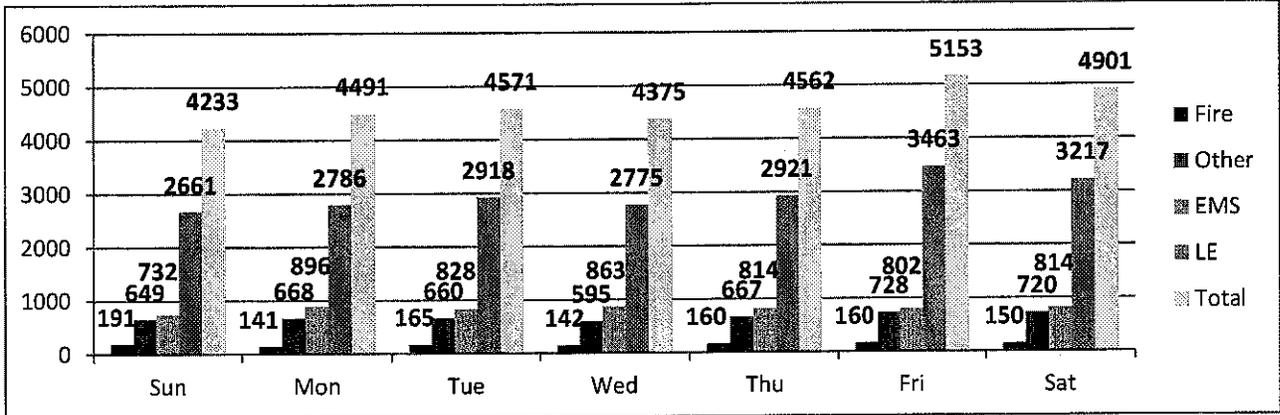
CAD Incident Activity by day YTD January thru June 2016



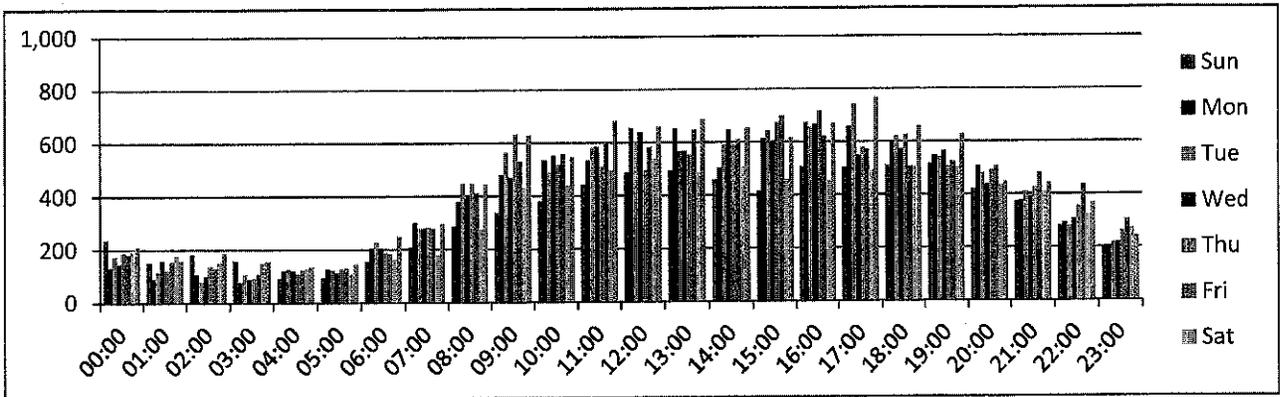
Phone Activity by Day YTD - January thru June 2016



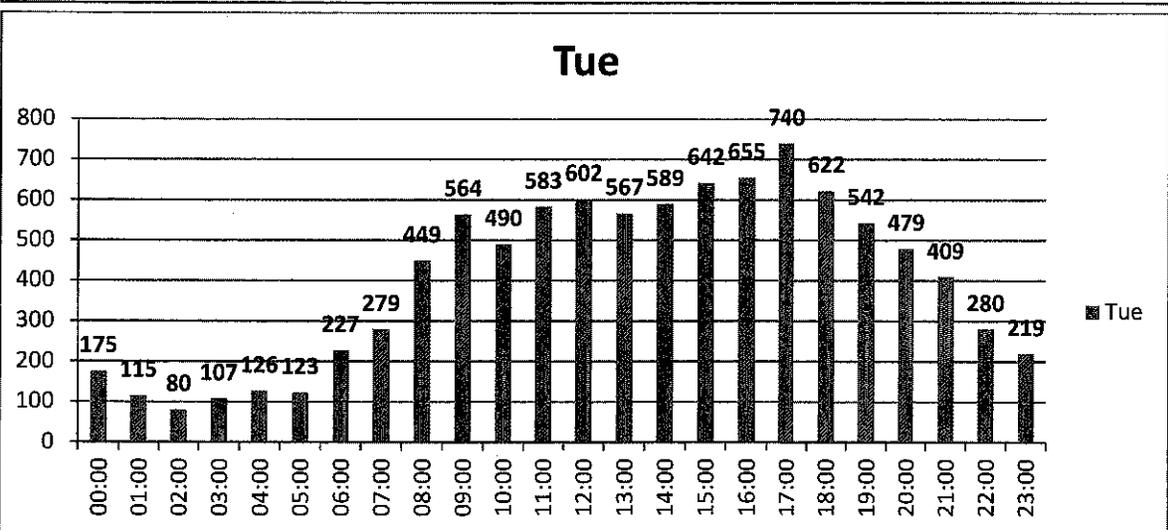
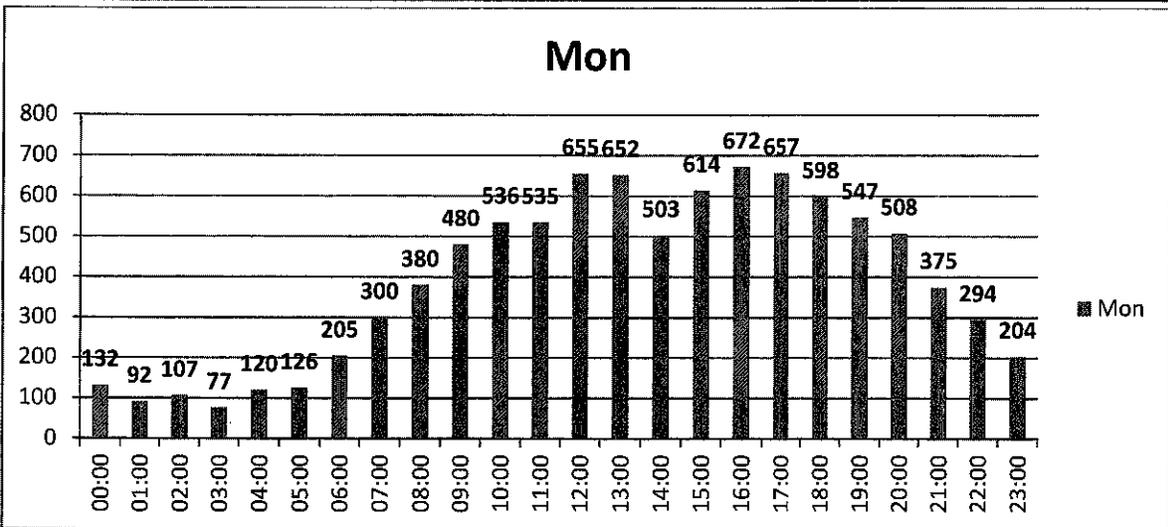
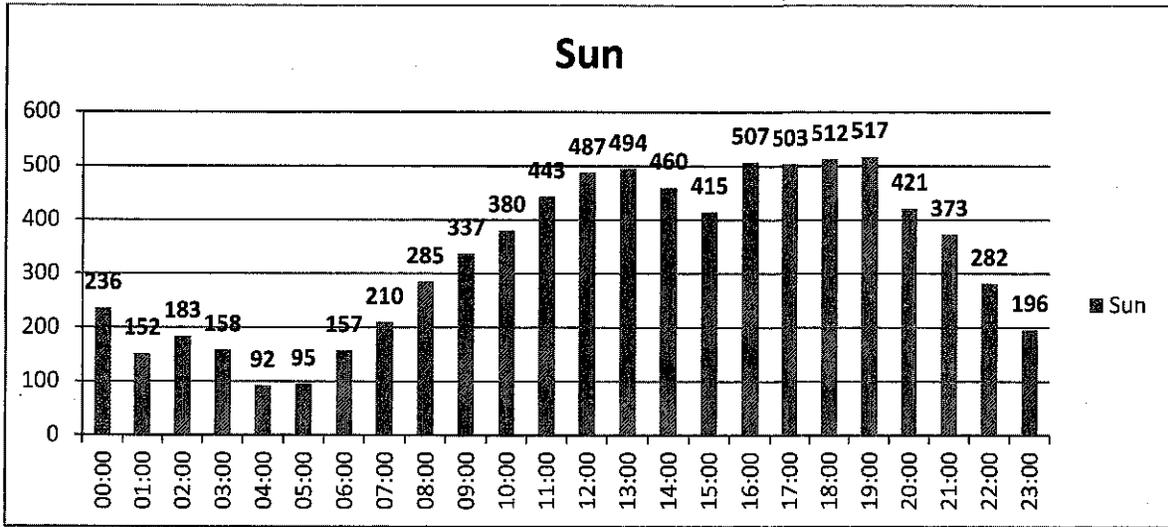
CAD Incident Activity by Day YTD by Type January thru June 2016

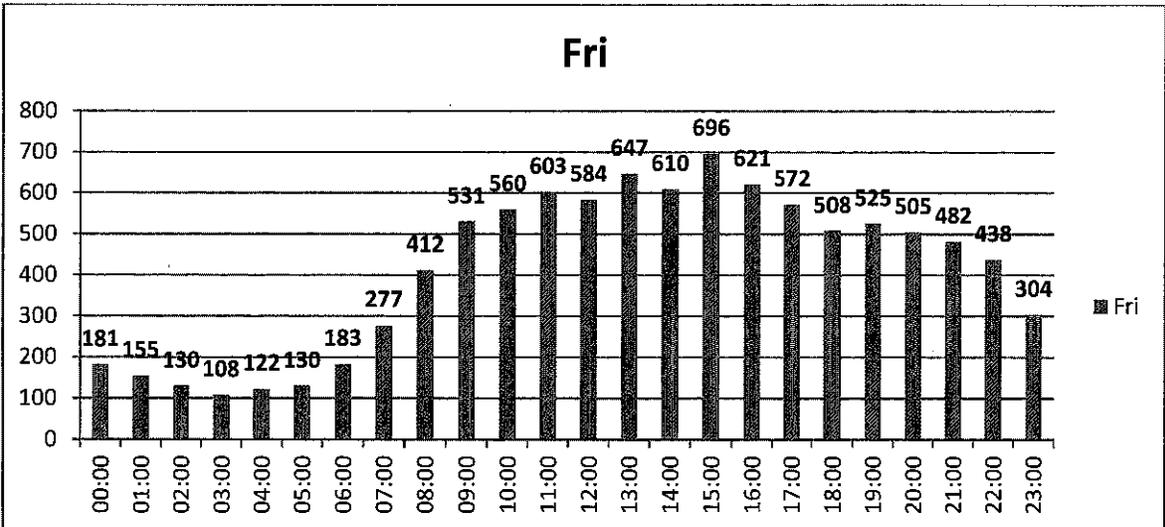
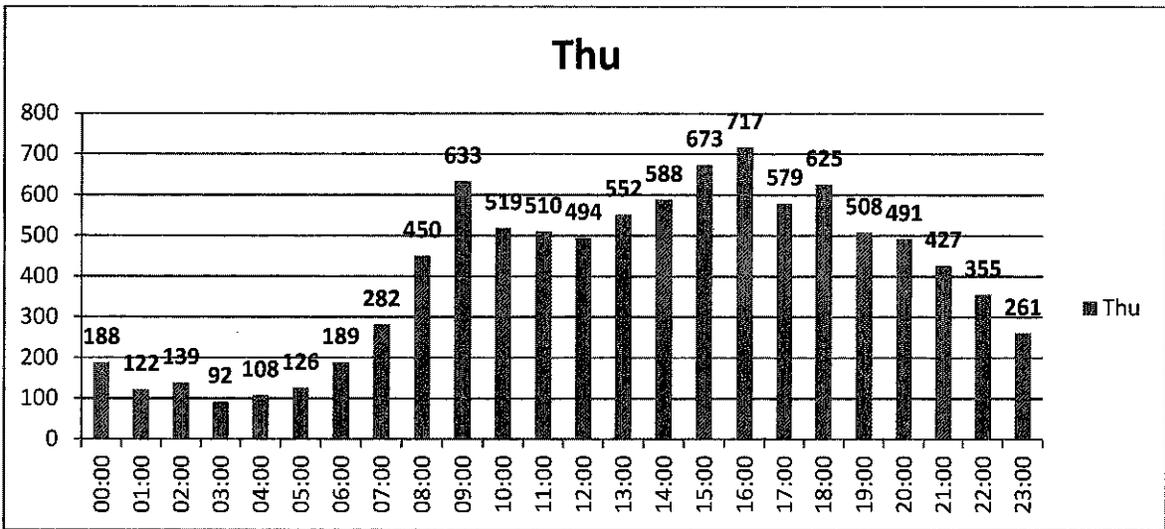
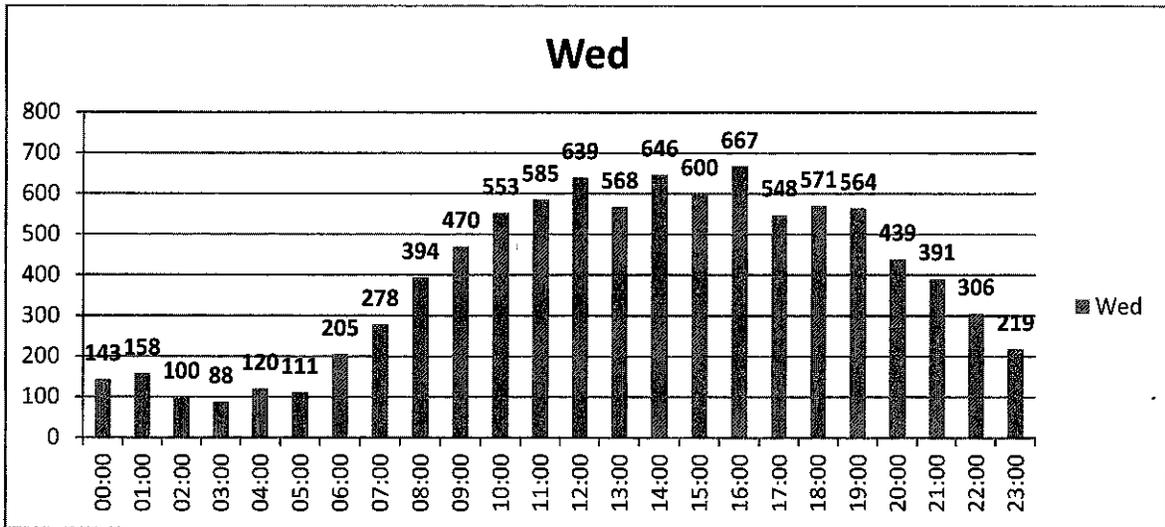


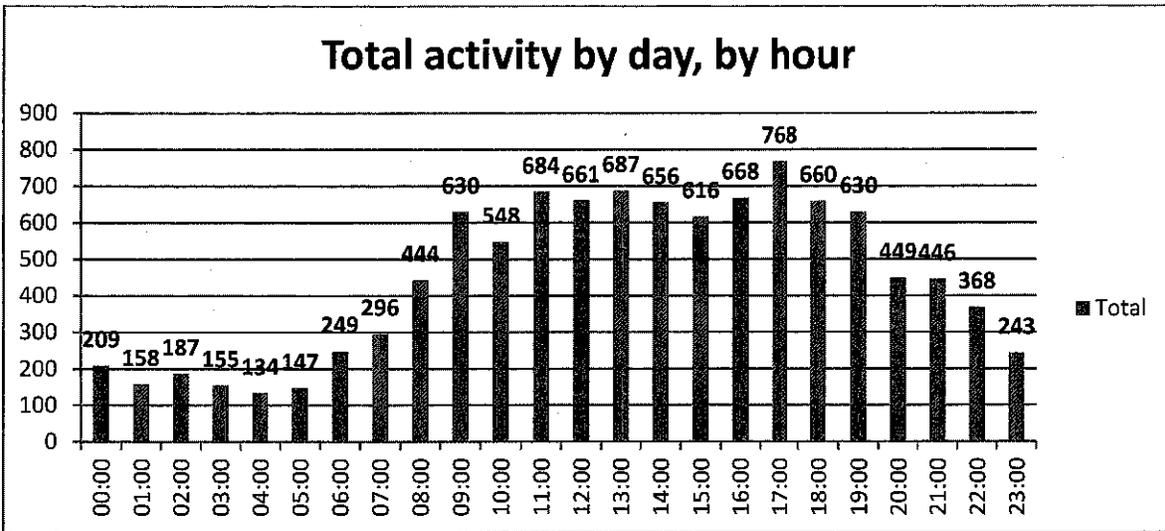
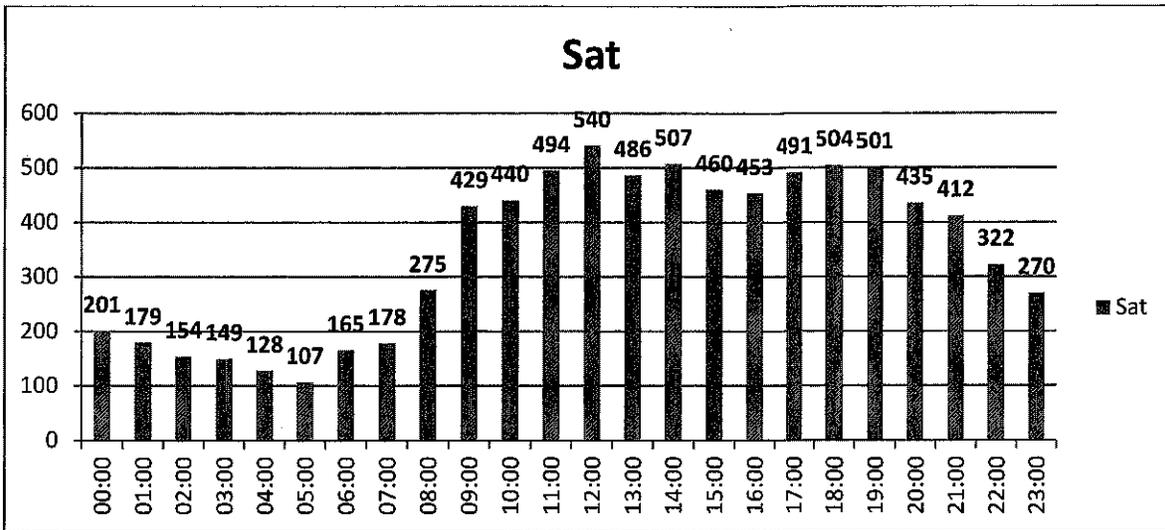
Phone Activity by Day by Hour YTD January thru June 2016



Phone Activity by day, by hour YTD January thru June 2016







**PHONE ACTIVITY 2016 YTD JANUARY – JUNE
BY DAY / BY HOUR**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
00:00	236	132	175	143	188	181	201	209
01:00	152	92	115	158	122	155	179	158
02:00	183	107	80	100	139	130	154	187
03:00	158	77	107	88	92	108	149	155
04:00	92	120	126	120	108	122	128	134
05:00	95	126	123	111	126	130	107	147
06:00	157	205	227	205	189	183	165	249
07:00	210	300	279	278	282	277	178	296
08:00	285	380	449	394	450	412	275	444
09:00	337	480	564	470	633	531	429	630
10:00	380	536	490	553	519	560	440	548
11:00	443	535	583	585	510	603	494	684
12:00	487	655	602	639	494	584	540	661
13:00	494	652	567	568	552	647	486	687
14:00	460	503	589	646	588	610	507	656
15:00	415	614	642	600	673	696	460	616
16:00	507	672	655	667	717	621	453	668
17:00	503	657	740	548	579	572	491	768
18:00	512	598	622	571	625	508	504	660
19:00	517	547	542	564	508	525	501	630
20:00	421	508	479	439	491	505	435	449
21:00	373	375	409	391	427	482	412	446
22:00	282	294	280	306	355	438	322	368
23:00	196	204	219	219	261	304	270	243
	7,895	9,369	9,664	9,363	9,628	9,884	8,280	
	12.32%	14.62%	15.08%	14.61%	15.02%	15.42%	15.42%	

**CAD ACTIVITY 2016 YTD JANUARY – JUNE
BY DAY / BY AGENCY
EMS**

Agency	Type	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
21-ARGYLE EMS	EMS	45	78	77	69	66	69	47	451
22-CAMBRIDGE EMS	EMS	90	119	122	134	79	98	117	759
23-COSSAYUNA FR	EMS	10	10	8	6	4	4	5	47
25-EASTON FR	EMS	13	10	6	10	5	4	13	61
26-FORT ANN EMS	EMS	40	44	36	41	39	38	50	288
27-FORT EDWARD EMS	EMS	157	185	183	172	193	175	155	1220
29-GRANVILLE EMS	EMS	95	139	122	124	137	122	114	853
32-EASTON/GREENWICH EMS	EMS	48	38	33	46	39	45	49	298
32-GREENWICH FR	EMS	16	13	12	19	9	11	23	103
34-HARTFORD FR	EMS	7	10	14	4	12	8	14	69
35-HEBRON FR	EMS	6	13	5	10	12	10	8	64
37-HULETT'S LANDING FR	EMS	1	1	0	0	1	1	0	4
39-MIDDLE FALLS FR	EMS	8	8	7	9	12	10	11	65
43-PUTNAM FR	EMS	4	2	1	0	3	2	0	12
44-SALEM EMS	EMS	30	34	24	26	32	34	26	206
45-SHUSHAN FR	EMS	5	5	4	9	4	8	7	42
46-WEST FORT ANN FR	EMS	6	8	4	10	11	6	16	61
48-WHITEHALL FR	EMS	41	39	38	37	38	38	40	271
49-SKENESBOROUGH EMS	EMS	49	53	46	44	44	46	46	328
52-FAIR HAVEN EMS	EMS	21	37	42	48	33	36	23	240
55-POULTNEY EMS	EMS	32	43	39	29	31	33	47	254
71 BAY RIDGE EMS	EMS	0	0	0	0	0	0	0	0
74 EMPIRE EMS	EMS	1	0	1	0	0	0	1	3
85 GENERAL SCHUYLER EMS	EMS	1	0	0	1	1	0	0	3
86 MOREAU EMS	EMS	0	0	0	0	0	0	0	0
89-TICONDEROGA EMS	EMS	2	1	1	1	2	2	0	9
90 GLENS FALLS FD	EMS	2	0	0	0	0	0	0	2
93 WEST GLENS FALLS EMS	EMS	0	0	0	0	0	0	0	0
EMS TRAINING	EMS	0	4	1	3	2	2	2	14
MUTUAL AID EMS	EMS	2	2	2	11	5	0	0	22
REGIONAL EMS	EMS	0	0	0	0	0	0	0	0
		732	896	828	863	814	802	814	5749

**CAD ACTIVITY 2016 YTD JANUARY – JUNE
BY DAY / BY AGENCY
FIRE**

Agency	Type	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
21-ARGYLE FD	FIRE	5	3	4	3	5	7	9	36
22-CAMBRIDGE FD	FIRE	4	5	8	12	5	11	3	48
23-COSSAYUNA FD	FIRE	2	1	6	1	1	0	2	13
24-DRESDEN FD	FIRE	0	0	0	0	0	1	0	1
25-EASTON FD	FIRE	3	4	1	5	4	7	4	28
26-FORT ANN FD	FIRE	6	2	3	3	5	1	3	23
27-FORT EDWARD FD	FIRE	14	18	19	24	14	13	13	115
28/29-GRANVILLE FD	FIRE	19	8	7	5	6	6	11	62
31-GREAT MEADOW FD	FIRE	0	0	0	0	0	0	1	1
32-GREENWICH FD	FIRE	5	4	4	4	2	3	2	24
33-HAMPTON FD	FIRE	4	0	0	3	0	3	1	11
34-HARTFORD FD	FIRE	5	3	6	2	5	0	5	26
35-HEBRON FD	FIRE	6	2	2	1	4	5	2	22
36-HUDSON FALLS FD	FIRE	28	15	14	15	18	22	19	131
37-HULETT'S LANDING FD	FIRE	1	0	0	0	0	2	0	3
38-KINGSBURY FD	FIRE	14	5	15	13	14	15	11	87
39-MIDDLE FALLS FD	FIRE	3	2	6	2	4	7	1	25
41-MIDDLE GRANVILLE FD	FIRE	1	3	2	4	5	3	6	24
42-NORTH GRANVILLE FD	FIRE	7	4	4	2	1	5	1	24
43-PUTNAM FD	FIRE	1	1	5	3	1	0	1	12
44-SALEM FD	FIRE	6	2	4	1	8	2	4	27
45-SHUSHAN FD	FIRE	2	1	4	0	2	3	3	15
46-WEST FORT ANN FD	FIRE	5	4	7	1	4	2	2	25
47-WHITE CREEK FD	FIRE	1	3	4	1	0	2	3	14
48-WHITEHALL FD	FIRE	11	13	8	9	17	8	11	77
49-PILOT KNOB FD	FIRE	0	0	0	0	0	0	0	0
51-DORSET FD	FIRE	6	7	5	3	3	5	6	35
52-FAIR HAVEN FD	FIRE	2	2	7	6	9	8	6	40
53-MIDDLETOWN SPRINGS FD	FIRE	2	4	4	2	1	1	2	16
54-PAWLET FD	FIRE	2	6	2	3	2	1	0	16
55-POULTNEY FD	FIRE	6	8	8	6	7	6	11	52
56-RUPERT FD	FIRE	1	4	2	0	2	4	0	13
57-WELLS FD	FIRE	3	1	0	1	5	3	1	14
58-WEST PAWLET FD	FIRE	7	1	0	0	2	0	0	10
59-EAST DORSET FD	FIRE	3	2	4	3	4	2	1	19
73-BUSKIRK FD	FIRE	3	1	0	3	0	1	3	11
85-SCHUYLERVILLE FD	FIRE	2	2	0	0	0	1	0	5
BUREAU OF FIRE	FIRE	0	0	0	0	0	0	2	2
FIRE TRAINING	FIRE	0	0	0	0	0	0	0	0
HAZMAT	FIRE	1	0	0	0	0	0	0	1
MUTUAL AID FIRE	FIRE	0	0	0	1	0	0	0	1
		191	141	165	142	160	160	150	1109

**CAD ACTIVITY 2016 YTD JANUARY – JUNE
BY DAY / BY AGENCY
LAW ENFORCEMENT**

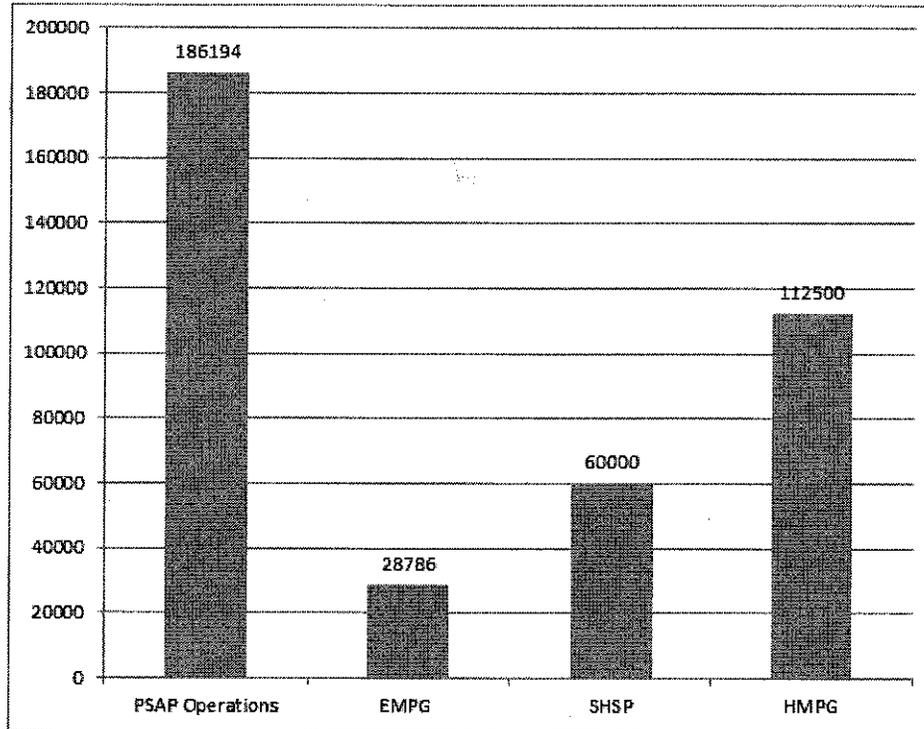
Agency	Type	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
CAMBRIDGE/GREENWICH PD	NY0572100	222	194	212	196	214	346	358	1742
CANADIAN PACIFIC RAILWAY	NY0000000	1	0	1	1	0	0	0	3
FORT EDWARD PD	NY0572400	289	255	302	324	310	329	348	2157
GRANVILLE PD	NY0572500	123	89	113	103	126	188	284	1026
HUDSON FALLS PD	NY0572600	498	546	582	508	605	660	563	3962
LE TRAINING	NY0000000	0	0	0	0	0	0	0	0
NEW YORK CONSERVATION	NY0000000	6	10	10	5	3	6	8	48
NEW YORK FOREST RANGERS	NY0000000	4	1	3	0	2	1	6	17
NEW YORK STATE POLICE	NY0000000	383	357	375	332	335	414	398	2594
OTHER	NY0000000	0	0	3	0	3	0	3	9
WASHINGTON CO PROBATION	NY0000000	0	5	4	6	9	10	4	38
WASHINGTON CO SHERIFF	NY0570000	898	1163	1155	1132	1113	1207	979	7647
WHITEHALL PD	NY0572800	237	169	158	168	201	302	266	1501
		2661	2789	2918	2775	2921	3463	3217	20744

Agency	Type	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
TOWN/VILLAGE HIGHWAY	OTHER	16	22	18	20	32	14	9	131
UTILITY COMPANIES	OTHER	15	9	9	5	16	8	5	67
WASHINGTON CO 911	DISPATCH	502	557	541	505	533	620	618	3876
WASHINGTON CO BUILDING	OTHER	0	2	0	0	0	0	0	2
WASHINGTON CO CODE ENFORCEMENT	OTHER	4	0	3	4	2	5	0	18
WASHINGTON CO CORONERS	OTHER	6	3	4	2	1	3	3	22
WASHINGTON CO PUBLIC WORKS	OTHER	22	17	28	18	31	15	17	148
WASHINGTON CO SAFETY	OTHER	3	1	3	1	2	2	0	12
WASHINGTON CO SEWER	OTHER	5	2	1	1	2	3	2	16
WASHINGTON CO SOCIAL SERVICE	OTHER	76	55	53	39	48	58	66	395
		649	668	660	595	667	728	720	4687

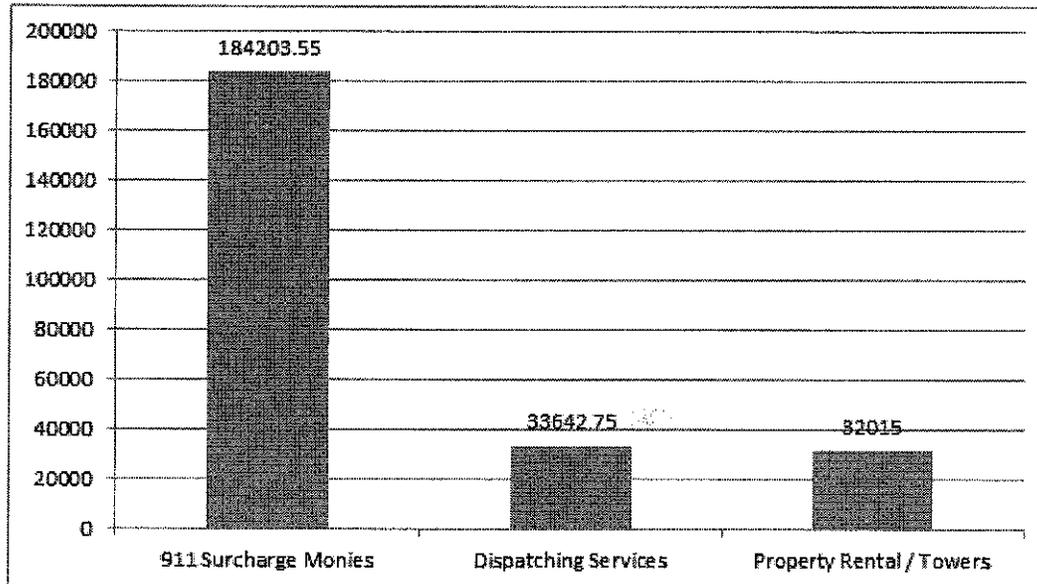
Agency	Type	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Total		4233	4494	4571	4375	4562	5153	4901	32289

DEPARTMENT OF PUBLIC SAFETY INCOME - 2015

Grant \$ Awarded to Washington County Department of Public Safety in 2015



Other Income Received by Washington County Department of Public Safety in 2015



**Personnel Committee
Position Fill Request Form**

Date:

June 29 2016

Department:

PUBLIC SAFETY

Is the Request for a Backfill or New Position?

New

Title of Civil Service Position:

Communications Officer (2)

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

New Position

Base Rate/Salary if Filled:

15.15 /hr

Number of Hours/Week:

36 / 48 (84 pay period)

Reason Position is Being Vacated:

N/A

Date the Position will be Vacated:

New

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?

**Personnel Committee
Position Fill Request Form**

Date: 07/05/16

Department: Treasurer

Is the Request for a Backfill or New Position?

New

Title of Civil Service Position:

Clerk-PT Temp

Civil Service Competitive or Non-Competitive?

Non-Competitive

Pay Rate/Salary of Last Person in Position:

\$0.00

Base Rate/Salary if Filled:

\$13.75

Number of Hours/Week:

21

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?

Could this position be Part-Time?

YES

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

0

What is the source of the funding?

levy

Note: I am requesting a part time temporary clerk due to 2 long term illnesses; one of which is anticipated to end 08/16/16 and the other is not anticipated to end anytime soon.

**Personnel Committee
Position Fill Request Form**

Date: 07/05/16 Department: Treasurer

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Bookkeeper

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$20.57

Base Rate/Salary if Filled:

\$19.79

Number of Hours/Week:

40

Reason Position is Being Vacated:

better job offer

Date the Position will be Vacated:

July 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?

5

What is the source of the funding?

levy

**Personnel Committee
Position Fill Request Form**

Date: 6/22/16 Department: Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Senior Account Clerk

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$18.49

Base Rate/Salary if Filled:

\$17.27

Number of Hours/Week:

35

Reason Position is Being Vacated:

transfer to Public Health

Date the Position will be Vacated:

August 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?

4

What is the source of the funding?

50% Fed-25%State-25%Local

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

**Personnel Committee
Position Fill Request Form**

Date: 6/30/16 **Department:** Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Typist

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$14.21

Base Rate/Salary if Filled:

\$13.75

Number of Hours/Week:

vacancy is in 40; if approved, the current 35 hour typists will be canvassed for interest in the 40 hour opening 40 or 35

Reason Position is Being Vacated:

return to college

Date the Position will be Vacated:

August 17th

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 at 35 hours
3 at 40 hours

What is the source of the funding?

50 Fed - 25 State - 25 Local

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

**Personnel Committee
Position Fill Request Form**

RECEIVED
WASHINGTON
COUNTY

JUN 14 2016

CIVIL SERVICE /
PERSONNEL

6/14/2016

County Clerk/DMV

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

DMV License Clerk

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$17.47

Base Rate/Salary if Filled:

\$16.01

Number of Hours/Week:

35

Reason Position is Being Vacated:

Retiring

Date the Position will be Vacated:

July 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?

7

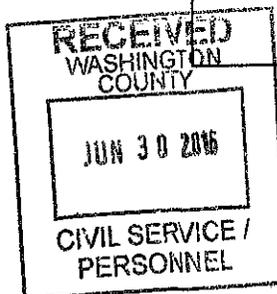
What is the source of the funding?

Budget

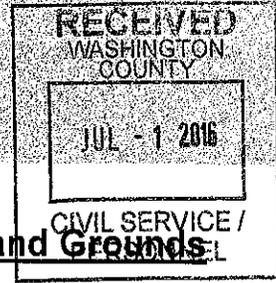
**Personnel Committee
Position Fill Request Form**

6/20/2016 County Clerk/Archives

Is the Request for a Backfill or New Position?	Backfill
Title of Civil Service Position:	County Archivist
Civil Service Competitive or Non-Competitive?	Competitive
Pay Rate/Salary of Last Person in Position:	\$20.77/\$37,417.00
Base Rate/Salary if Filled:	\$17.80/\$32,396.00
Number of Hours/Week:	35
Reason Position is Being Vacated:	Retirement
Date the Position will be Vacated:	September 10, 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?	Budget possibly



**Personnel Committee
Position Fill Request Form**



Date: June 30, 2016

Department: Buildings and Grounds

Is the Request for a Backfill or New Position?

New Position

Title of Civil Service Position:

Bld. Maintenance Helper

Civil Service Competitive or Non-Competitive?

Non-Competitive

Pay Rate/Salary of Last Person in Position:

Base Rate/Salary if Filled:

\$13.75

Number of Hours/Week:

40

Reason Position is Being Vacated:

Budget cuts in 2008

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?

8

What is the source of the funding?

Employee left and wasn't replaced for a few months. Easy winter and didn't use much overtime money.



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

Personnel Committee

July 7, 2016

Chris DeBolt, County Administrator

35 hours Vacation Leave

Benefit Date – August 31

Request to carry over for period of 6 months

Section: Benefits	Issue Date: 06/21/93	Section # 7.002
Subsection: Vacation	Revised Date:11/18/11	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 until permission is obtained by the department head using the following process:

1. The employee must 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 Committee for final approval. The decision of the Finance and Personnel Committee 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. 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.