



WASHINGTON COUNTY BOARD OF SUPERVISORS

County Municipal Center
383 Upper Broadway, Bldg. B.
Fort Edward, New York 12828
Tel. (518) 746-2210
Fax (518) 746-2219*

*Service by fax not accepted

Email - Supervisors@co.washington.ny.us

FOR INFORMATION ONLY – NOT A LEGAL NOTICE

MEMO

CLERK OF THE BOARD

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GRANVILLE

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WHITE CREEK

Robert E. Shay

WHITEHALL

George Armstrong

TO: Chairman of the Board
Members of the Personnel Committee:
Supervisors LaPointe, O'Brien, Shay, Suprenant, Pitts

FROM: Clerk of the Board

Chairman LaPointe has scheduled a **Personnel Committee** meeting for **Thursday, December 8, 2016 at 9:00 am** in the Board of Supervisors' Conference Room #1, B244A, 2nd Floor, County Office Building B, 383 Broadway, Fort Edward, New York.

The Agenda is as follows:

1. Call to Order
2. Accept Minutes – November 10, 2016
3. Department Staffing Requests/Staffing Pattern Changes:
 - A. Staffing Requests - 2016
 - 1.) District Attorney
 - a.) ****Clerk (35 hours) to Senior Clerk (40) – Promotional**
 - b.) ****Typist to Senior Typist – Promotional (Not Backfilling Typist)**
 - c.) ****Legal Assistant – Resignation – Remove from Staffing Pattern**
 - 2.) Social Services
 - a.) Caseworker – Backfill
 - b.) Staff Dev. Coordinator – Retirement – **Backfill**
 - c.) ****Staff Dev. Coordinator Trainee – New Position** to Shadow for 2-3 Weeks
 - 3.) DPW
 - a.) Automotive Mechanic – Retirement – **Backfill**
 - 4.) Public Safety
 - a.) Supervising Communications Officer – **Backfill**
 - b.) Communications Officer (2) – **Backfill**
 - 5.) Sewer
 - a.) ****Laborer – Full Time – New – Replaces Laborer – Seasonal for 2017**
 - 6.) Public Defender
 - a.) ****Attorney - Full Time – New – Moving Part-Time Attorney to Full-Time**
 - B. 2017 Staffing Requests/Changes – **SEE ATTACHED SHEET**
4. Other Business
 - A. Fire Bureau
 - 1.) ****Fire Coordinator Trainee – New Position – To shadow for two weeks beginning 12/15/16**
 - B. Building & Grounds
 - 1.) ****Deputy Superintendent of County Buildings & Grounds – New Position**
- To shadow due to Anticipated Retirement
 - C. DPW – Request to Extend Vacation for Employee out on Workers Compensation
5. Adjournment

****= DENOTES STAFFING PATTERN CHANGES**

*****Committee Members: Please notify this office if you are unable to attend.*****

DATE: December 2, 2016
Fort Edward, New York

2017 Staffing Requests

Request to fill approved positions

Alternative Sentencing

- ** Court Referral Specialist – **New Position**
- ** Youth Bureau/Alternative Sentencing Supervisor – **New Position - Promotional**

County Administration

- ** Assistant to County Administrator – **New Position – Promotional - Exempt**
- ** Secretary to the County Administrator – Full Time – Grade 10 - Request to Change Title to **Administrative Assistant to the County Administrator – Part Time – Grade 10 (Position Vacant due to Promotion)**

Code Enforcement

- ** Code Enforcement Officer – **New Position**

County Clerk/DMV

- ** Motor Vehicle License Clerk – **New Position**
- ** Recording Clerk – **New Position - Promotional**

DPW

- ** Car Pool Automotive Mechanic Supervisor – **New Position – Request to Change Title** from **Auto Mechanic Supervisor**
- ** Secretary to the Superintendent of DPW – **New Position - Request to Change Title** to **Administrative Assistant to the Superintendent of DPW – Part Time**
- ** Account Clerk (Temp) – **New Position** - Nov 2017 to shadow due to Anticipated Retirement

DSS

- ** Caseworker – **New Position (3)**
- ** Senior Social Services Examiner – **New Position – Promotional**
- ** Social Services Examiner – **New Position**
- ** Principal Account Clerk – **New Position – Due to Promotion of Bookkeeper**

*Requesting to Backfill **All** Positions Effected by Promotions

Personnel

- ** Senior Typist - **New Position – Promotional - Not Backfilling Typist Position**

Probation

- ** Senior Probation Officer – **New Position - Promotional**

Public Health

- ** Senior Typist - **New Position - Promotional**
- ** WIC Nutrition Aide - **Moving Position from Part-Time to Full-Time**
- ** WIC Nutritionist TEMP - **Moving Position from Temporary to Permanent Part-Time Position**
- ** Senior Clerk - **New Position – Promotional**
- ** **Senior Nutrition Aide (existing title) – Request to change Title to Senior Clerk – New Position**

Veterans

- ** Clerk Part-Time – **New Position**

Weights & Measurers

- ** Deputy Sealer of Weights & Measures – **New Position** – To shadow due to Anticipated Retirement – March 2017

**= DENOTES STAFFING PATTERN CHANGES