

PERSONNEL COMMITTEE MEETING MINUTES
JANUARY 8, 2019

PERSONNEL COMMITTEE MEMBERS PRESENT: Hicks, Fedler, Idleman, O'Brien, Hogan

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, Moore, Ferguson, Shaw, Middleton, Campbell, Clary, Rozell

Debra Prehoda, Clerk

Chris DeBolt, County Administrator

Al Nolette County Treasurer

Melissa Fitch, Personnel Officer

Teri McNall, CIO Information Technology

Stephanie Lemery, County Clerk

Roger Wickes, County Attorney

Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes December 11, 2018
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. Buildings & Grounds
 - 1) Senior Lifeguards - Backfill
 - 2) Lifeguards - Backfill
 - 3) Park Manager - Backfill
 - B. Department of Social Services
 - 1) Principal Social Services Examiner – Backfill
 - 2) Senior Social Services Examiner – Backfill
 - 3) Social Services Examiner - Backfill
 - C. Public Health- Breastfeeding Peer Counselor – Backfill
 - D. Real Property – Part Time Assessor - Backfill
- 4) Other Business
- 5) Adjournment

Chairman Hicks called the meeting to order at 10:02 A.M.

A motion to accept the minutes of the December 11, 2018 meeting was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.

STAFFING REQUESTS: The Personnel Officer addressed the following staffing requests, handout attached.

BUILDINGS & GROUNDS:

- Senior Lifeguards – Backfills – Requesting two Senior Lifeguards at each park. A motion to approve backfills, two Senior Lifeguards at each park and amend the Staffing Pattern to reflect the number of positions was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.
- Lifeguards – Backfills – Requesting four (4) Lifeguards at Huletts Park and five (5) at Lauderdale Park. A motion to approve backfills, Lifeguards, and amend the Staffing Pattern to reflect four (4) at Huletts and five (5) at Lauderdale was moved by Mr. O'Brien and seconded by Ms. Idleman. Discussion. Mr. Henke asked if we had someone certified to train lifeguards because that would make the process a lot easier. Unsure if Youth Bureau has someone trained. The County Attorney stated transportation to the parks is an issue. A motion to approve backfills, Lifeguards, and amend the Staffing Pattern to reflect four (4) at Huletts and five (5) at Lauderdale was moved by Mr. O'Brien, seconded by Ms. Idleman and adopted.
- Park Manager – Backfill – One Park Manager oversees both parks. A motion to approve backfill, Park Manager, was moved by Mrs. Fedler, seconded by Mr. O'Brien and adopted.

PUBLIC HEALTH:

- Breastfeeding Peer Counselor – Backfill due to a promotion. This is a per diem position. A motion to approve backfill, Breastfeeding Peer Counselor, was moved by Ms. Idleman, seconded by Mr. O'Brien and adopted.

DEPARTMENT OF SOCIAL SERVICES:

- Principal Social Services Examiner – Backfill due to a promotion at the end of February. A motion to approve backfill, Principal Social Services Examiner, was moved by Mr. O'Brien and seconded by Mrs. Fedler. Discussion. Chairman Hicks asked if this backfill is at the end of February with no shadowing. The Personnel Director responded that was correct. The motion to approve backfill, Principal Social Services Examiner, was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.
- Senior Social Services Examiner – Backfill due to the promotion of the Principal Social Services Examiner and at the end of February. A motion to approve backfill, Senior Social Services Examiner, was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.
- Social Services Examiner – Backfill due to the above-mentioned changes and backfill also scheduled for the end of February. A motion to approve backfill, Social Services Examiner, was moved by Ms. Idleman, seconded by Mrs. Fedler and adopted.

REAL PROPERTY:

- Part Time Assessor – Requesting to backfill a part time Assessor position that is currently vacant. A motion to approve backfill, part time Assessor, was moved by Ms. Idleman and seconded by Mr. O'Brien. Discussion. The Assessor position was hired to do part time assessor work for the Town of Granville. The part time employee advised Real Property and the Town of Granville that the position through the County was not working for her and she did not want to do it anymore; traveling and pay not worth it and resigned effective year end 2018. The Town of Granville offered this person the sole Assessor position after they altered the days worked and pay and she accepted. Real Property was approved for a data collector position in the 2019 budget to start in July. The Town of Granville paid the County for these assessing services provided to them in 2018; the part time Assessor position. The County Administrator stated why would we fill this position when we were contracting with a town who now no longer needs our services. He stated the Real Property Director indicated there may be another town interested in these services adding that the backfill could be made contingent upon there being a fully executed contract with a municipality that would cover the cost thereof. Mr. Moore stated the Town of Fort Ann is looking for an Assessor and will pay 100% of the salary and benefit costs. Several towns are looking at these services in the fall at budget time. A motion to amend to make backfill contingent upon somebody paying for it other than the County, a fully executed contract with a town to cover the costs, was moved by Mr. Hogan and seconded by Mr. O'Brien. Discussion. This is a part time position and can work up to thirty (30) hours per week and if several towns request these services and the amount of time increased then approval would be required to create a full-time position. The motion to amend to make backfill contingent upon somebody paying for it other than the County, a fully executed contract with a town to cover the costs, was moved by Mr. Hogan, seconded by Mr. O'Brien and adopted. The motion to approve backfill, part time Assessor, was moved by Ms. Idleman, seconded by Mr. O'Brien and adopted as amended.

OTHER BUSINESS:

Additional Staffing Requests:

- Probation – Senior Probation Officer – Backfill due to a resignation January 21, 2019 to accept position with the State. A motion to approve backfill, Senior Probation Officer, was moved by Ms. Idleman, seconded by Mrs. Fedler and Mr. Hogan and adopted.
- Probation – Backfill a Probation Officer Trainee due to resignation of Senior Probation Officer and start position January 21, 2019. A motion to approve backfill, Probation Officer

Trainee, was moved by Ms. Idleman, seconded by Mrs. Fedler and adopted.

The meeting adjourned at 10:17 A.M.

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. FITCH, PERSONNEL OFFICER
MFITCH@CO.WASHINGTON.NY.US
TEL: (518) 746-2250 FAX: (518) 746-2169
WEB: WASHINGTONCOUNTYNY.GOV

Personnel Committee Mtg. January 8, 2019
Chairman Hicks, Supervisors: Fedler, Idleman, O'Brien, Hogan

STAFFING:

Buildings & Grounds

* Staff pattern
Backfill - Senior Lifeguards
Backfill - Lifeguards
Backfill - Park Manager

DSS

Backfill - Principal Social Services Examiner
Backfill - Senior Social Services Examiner
Backfill - Social Services Examiner

Public Health

Backfill - Breastfeeding Peer Counselor

Real Property

Backfill - Assessor Part-Time

Probation

Backfill - Senior Probation Officer
Backfill - Probation Officer

OTHER -

**Personnel Committee
Position Fill Request Form**

Date: 12/13/18

Department: Hulett's Park

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Senior Lifeguard

Civil Service Competitive or Non-Competitive?

non-competitive

Pay Rate/Salary of Last Person in Position:

\$14.31 / hour

Base Rate/Salary if Filled:

\$14.67 / hour

Number of Hours/Week:

40

Reason Position is Being Vacated:

seasonal

Date the Position will be Vacated:

September 17, 2018

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?

budget

**Personnel Committee
Position Fill Request Form**

Date: 12/13/18

Department: Lauderdale Park

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Senior Lifeguard

Civil Service Competitive or Non-Competitive?

non-competitive

Pay Rate/Salary of Last Person in Position:

\$14.31 / hour

Base Rate/Salary if Filled:

\$14.67 / hour

Number of Hours/Week:

40

Reason Position is Being Vacated:

seasonal

Date the Position will be Vacated:

September 17, 2018

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?

budget

**Personnel Committee
Position Fill Request Form**

Date: 12/13/18

Department: Huletts Park

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Lifeguard

Civil Service Competitive or Non-Competitive?

non-competitive

Pay Rate/Salary of Last Person in Position:

\$13.20 / hour

Base Rate/Salary if Filled:

\$13.53 / hour

Number of Hours/Week:

40

Reason Position is Being Vacated:

seasonal

Date the Position will be Vacated:

September 17, 2018

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?

budget

**Personnel Committee
Position Fill Request Form**

Date: 12/13/18

Department: Lauderdale Park

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Lifeguard

Civil Service Competitive or Non-Competitive?

non-competitive

Pay Rate/Salary of Last Person in Position:

\$13.20 / hour

Base Rate/Salary if Filled:

\$13.53 / hour

Number of Hours/Week:

40

Reason Position is Being Vacated:

seasonal

Date the Position will be Vacated:

September 17, 2018

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?

budget

**Personnel Committee
Position Fill Request Form**

Date: 12/13/18

Department: Lauderdale Park

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Park Manager

Civil Service Competitive or Non-Competitive?

non-competitive

Pay Rate/Salary of Last Person in Position:

\$7,022.00

Base Rate/Salary if Filled:

\$10,796.00

Number of Hours/Week:

40

Reason Position is Being Vacated:

seasonal

Date the Position will be Vacated:

September 17, 2018

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

**Personnel Committee
Position Fill Request Form**

Date: 12/18/18

Department: Public Health-WIC

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Breastfeeding Peer Counselor

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$12.86/hr

Base Rate/Salary if Filled:

Grade 5 base:

Number of Hours/Week:

~22 hours

Reason Position is Being Vacated:

promotion to Senior

Date the Position will be Vacated:

vacant now

Are the Duties of the Position Essential to the Department?

yes, required

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

No

Could this position be Part-Time?

yes, It is per diem

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

only one

What is the source of the funding?

100% WIC grant funded

**Personnel Committee
Position Fill Request Form**

Date: 12/21/18

Department: Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Principal Social Services
Examiner

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$27.42/hr.

Base Rate/Salary if Filled:

\$23.68/hr. plus Longevity

Number of Hours/Week:

40

Reason Position is Being Vacated:

Promotion

Date the Position will be Vacated:

February 28, 2019

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?

6

What is the source of the funding?

Reimbursement varies with program;
at most there is a 25% local cost

**Personnel Committee
Position Fill Request Form**

Date:12/21/18

Department: Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Senior Social Services Examiner

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

Yet to be Determined, Approximately
\$20.58/hr. (2019 Step 2 Rate)

Base Rate/Salary if Filled:

\$20.04/hr. (2019 rate)

Number of Hours/Week:

40

Reason Position is Being Vacated:

promotion

Date the Position will be Vacated:

February 28, 2019

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?

Reimbursement varies with program;
at most there is a 25% local cost

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

Personnel Committee
Position Fill Request Form

Date: 12/20/18 Department: Real Property Tax Service

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Assessor

Civil Service Competitive or Non-Competitive?

non-competitive

Pay Rate/Salary of Last Person in Position:

\$25.77 hour

Base Rate/Salary if Filled:

25.77 hour

Number of Hours/Week:

10

Reason Position is Being Vacated:

appointed as assessor by town

Date the Position will be Vacated:

December 31, 2018

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?

it is part-time

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

one

What is the source of the funding?

town municipality funded

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PERSONNEL

**Personnel Committee
Position Fill Request Form**

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WASHINGTON COUNTY

JAN -3 2019

CIVIL SERVICE /
PERSONNEL

Date:

January 2, 2019

Department:

Probation

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Senior Probation Officer

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$27.24/hr \$56,877.12/yr

Base Rate/Salary if Filled:

\$27.14/hr \$56,668.32/yr

Number of Hours/Week:

40

Reason Position is Being Vacated:

Resignation, Taking Parole Job

Date the Position will be Vacated:

January 21, 2019

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?

2

What is the Source for Funding the Position?

DCJS OPCA Block Grant

**Personnel Committee
Position Fill Request Form**

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CIVIL SERVICE /
PERSONNEL

Date:

January 2, 2019

Department:

Probation

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Probation Officer Trainee

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$26.11/hr \$54,517.68/yr

Base Rate/Salary if Filled:

\$22.17/hr \$46,290.96/yr

Number of Hours/Week:

40

Reason Position is Being Vacated:

Senior PO Resign, Backfill SPO

Date the Position will be Vacated:

January 21, 2019

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?

8

What is the Source for Funding the Position?

DCJS OPCA Block Grant

**Personnel Committee
Position Fill Request Form**

Date: 12/21/18

Department: Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Social Services Examiner

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

Yet to be Determined,
Approximately \$18.62/hr.
(2019 Step 2 Rate)

Base Rate/Salary if Filled:

\$18.14/hr. (2019 rate)

Number of Hours/Week:

40

Reason Position is Being Vacated:

Promotion to Sr. Social Services
Examiner

Date the Position will be Vacated:

February 28, 2019

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?

37

What is the source of the funding?

Reimbursement varies with program;
at most there is a 25% local cost