

PERSONNEL COMMITTEE MEETING MINUTES  
JANUARY 9, 2020

PERSONNEL COMMITTEE MEMBERS PRESENT: Hicks, Ward, Skellie, Clary

PERSONNEL COMMITTEE MEMBERS ABSENT: Campbell

SUPERVISORS: Hall, Fedler, Shaw, O'Brien, Rozell

Debra Prehoda, Clerk

Chris DeBolt, County Administrator

Roger Wickes, County Attorney

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – December 10, 2020
- 3) Department Staffing Requests/Staffing Pattern Changes:
  - A. Department of Social Services
    1. Sr. Clerk Retired (Grade 9) – No backfill – New Position – Community Services Worker (Grade 7) \*\*\*Staffing Pattern Change\*\*\*
    2. Grade B Supervisor – Backfill due to Promotion
    3. Senior Caseworker – Backfill due to Promotion
    4. Caseworker – Backfill due to Promotion
    5. Caseworker – Backfill due to Resignation
  - B. Office for the Aging
    1. Nutrition Services Coordinator – Placed at Grade 18 – Based on Reduction of Duties Reduce to Grade 14 \*\*\*Title by Grade Change\*\*\*
- 4) Other Business
- 5) Adjournment

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

A motion to accept the minutes of the December 10, 2019 meeting was moved by Mr. Skellie, seconded by Mr. Ward and adopted.

STAFFING REQUESTS: The County Administrator addressed the following staffing requests, handout attached.

DEPARTMENT OF SOCIAL SERVICES:

- Sr. Clerk Retired (Grade 9) – No backfill – New Position – A Senior Clerk (Grade 9) retired and looking to change the title to a Community Services Worker (Grade 7). After review by the Department and the Personnel Director, the recommendation is that the title of Community Services Worker reflects the duties of the position. A motion to approve filling new position, Community Services Worker (Grade 7), and amend the Staffing Pattern to remove one (1) Sr. Clerk and add one (1) Community Services Worker was moved by Mr. Skellie, seconded by Mr. Ward and adopted.
- Grade B Supervisor – Backfill due to Promotion – Due to the creation of a new Division Director position in the 2020 budget a Grade B Supervisor is being promoted to that title and that creates several cascading backfills to other positions; Senior Caseworker to Grade B Supervisor, Caseworker to Senior Caseworker and backfill Caseworker. A motion to approve backfills to Grade B Supervisor position and cascading backfills, Senior Caseworker and Caseworker, was moved by Mr. Skellie, seconded by Mr. Ward and adopted.
- Caseworker – Backfill due to Resignation – A motion to approve backfill, Caseworker due to a resignation, was moved by Mr. Skellie, seconded by Mr. Ward and adopted.

OFFICE FOR THE AGING:

- Nutrition Services Coordinator – Placed at Grade 18 – Based on Reduction of Duties Reduce to Grade 14 \*\*\*Title by Grade Change\*\*\* - After further discussions, it was determined the duties are not what was originally described to the Personnel Officer. With clarity from the department and employee, the Personnel Director recommends and department agrees to reducing the position from a grade 18 to grade 14. This position has

not been filled yet. A motion to amend the Title by Grade Schedule reducing the Nutrition Services Coordinator position from a grade 18 to a grade 14 was moved by Mr. Skellie, seconded by Mr. Ward and adopted.

**OTHER BUSINESS:**

- Communications Officer – Resignation – Backfill – A motion to approve backfill, Communications Officer due to a resignation, was moved by Mr. Skellie, seconded by Mr. Ward and adopted.

A motion to adjourn was moved by Mr. Skellie, seconded by Mr. Ward and adopted.

The meeting adjourned at 9:10 A.M.

*Debra Prehoda, Clerk  
Washington County Board of Supervisors*



WASHINGTON COUNTY  
CIVIL SERVICE/PERSONNEL DEPARTMENT  
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Personnel Committee Mtg. January 9, 2020  
Chairman Hicks, Supervisor Ward, Campbell, Skellie, Clary

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**Staffing-**

**DSS -**

**Senior Clerk Retired - grade 9 - no backfill**

**New Position – Community Services Worker grade 7**

**\*Staffing Pattern Change**

**Backfill – Grade B Supervisor (promoted to New Social Services Division Director)**

**Backfill – Senior Caseworker (Promotion)**

**Backfill – Caseworker (Promotion)**

**Backfill – Caseworker (Resignation)**

**OFA-**

**Nutrition Services Coordinator – placed at grade 18 – based on reduction of duties –  
reduce to grade 14**

**\*Title by Grade**

**Public Safety-**

**Backfill – Communications Officer (Resignation)**

**Personnel Committee  
Position Fill Request Form**

Date: 1/2/20

Department: Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Senior Clerk \*

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$20.74

Base Rate/Salary if Filled:

\$16.27

Number of Hours/Week:

40

Reason Position is Being Vacated:

Retirement

Date the Position will be Vacated:

November 29, 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?

2

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)\*\*

\* Position Title will be Changed to Community Services Worker - Grade 7

**Personnel Committee  
Position Fill Request Form**

RECEIVED  
WASHINGTON COUNTY

DEC 18 2019

Date: 12/18/19

CIVIL SERVICE /  
Department: Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Grade B Supervisor

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$29.75 (plus longevity)

Base Rate/Salary if Filled:

\$27.07 (plus longevity)\*

Number of Hours/Week:

40

Reason Position is Being Vacated:

Promotion

Date the Position will be Vacated:

Approx. Jan. 2020; dependent  
upon appointment date of  
Division Director

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?

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

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

**\* 2 of the 3 eligible candidates are currently compensated above the 2020  
Grade 18 Base Rate.**

**Personnel Committee  
Position Fill Request Form**

RECEIVED  
WASHINGTON COUNTY

DEC 18 2019

CIVIL SERVICE /  
PERSONNEL

Date: 12/18/19

Department: Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Senior Caseworker

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$27.16 (maximum plus  
longevity)

Base Rate/Salary if Filled:

\$24.88 (plus longevity)

Number of Hours/Week:

40

Reason Position is Being Vacated:

Promotion

Date the Position will be Vacated:

Approx. Jan. 2020; dependent  
upon appointment date of Grade  
B Supervisor

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?

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**

RECEIVED  
WASHINGTON COUNTY

DEC 18 2019

CIVIL SERVICE /  
PERSONNEL

Date: 12/18/19

Department: Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Caseworker

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$24.61 (maximum plus  
longevity)

Base Rate/Salary if Filled:

\$22.72

Number of Hours/Week:

40

Reason Position is Being Vacated:

Promotion

Date the Position will be Vacated:

Approx. Jan. 2020; dependent  
upon appointment date of  
Senior Caseworker

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

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

**Personnel Committee  
Position Fill Request Form**

**Date:** 12/17/19

**Department:** Social Services

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

Backfill

**Title of Civil Service Position:**

Caseworker

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

Competitive

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

\$23.71

**Base Rate/Salary if Filled:**

\$22.17 (2019 Rate)

**Number of Hours/Week:**

40

**Reason Position is Being Vacated:**

Resignation

**Date the Position will be Vacated:**

January 3, 2020

**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?**

35

**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: 01/02/2020

Department: PUBLIC SAFETY

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Communications Officer (FT)

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$19.29 / hr

Base Rate/Salary if Filled:

\$18.02 / hr

Number of Hours/Week:

36 / 48

Reason Position is Being Vacated:

Resignation

Date the Position will be Vacated:

01/01/2020

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

12

What is the source of the funding?

Budgeted Personnel .1

**\*If the request is for a NEW position that will change your departments staffing pattern please provide an explanation why the position is needed.**