

PERSONNEL COMMITTEE MEETING MINUTES  
JANUARY 13, 2022

PERSONNEL COMMITTEE MEMBERS PRESENT: Hicks, Skellie, Campbell, O'Brien, Clary, Wilson

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Shaw, Hogan, Fedler, Haff, Griffith

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Melissa Fitch, County Administrator

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – December 21, 2021
3. Department Staffing Requests/Staffing Pattern Changes:
  - A. Discuss 2022 Staffing
4. Other Business
5. Adjournment

Chairman Hicks called the meeting to order at 12:33 P.M.

The minutes of the December 21, 2021 meeting were accepted as mailed.

DISCUSS 2022 STAFFING - Danelle LaPann, Personnel Officer, addressed the following:

- 2022 Staffing Pattern, handout attached. The Personnel Officer requests approval of the 2022 Staffing Pattern which includes the changes made in the budget for titles and new positions and approval to fill those positions and a motion to approve was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.

DEPARTMENT STAFFING REQUESTS:

- Office for the Aging – Backfill Aging Services Aide due to the passing of an employee at \$12.14 per hour – A motion to approve backfill, Aging Services Aide, was moved by Mr. O'Brien, seconded by Mr. Campbell, and adopted.

OTHER BUSINESS: None.

The meeting adjourned at 12:35 P.M.

*Debra Prehoda, Clerk*

*Washington County Board of Supervisors*

			2022			
DEPARTMENT / ACCOUNT	JOB TITLE	HOURS	FT	PT	TOTAL	
<b>GENERAL FUND</b>						
<b>LEGISLATIVE BOARD</b>	<b>A1010</b> Supervisor	elected	0	17	17	{includes Budget Officer, Chairman, Vice-Chairman}
			<b>0</b>	<b>17</b>	<b>17</b>	
<b>CLERK OF THE BOARD</b>	<b>A1040</b> Clerk of the Board	exempt	1	0	1	
	Senior Audit Clerk	40	2	0	2	{one position stipend, Deputy COB},
	Senior Account Clerk	40	0	1	1	
			<b>3</b>	<b>1</b>	<b>4</b>	
<b>DISTRICT ATTORNEY</b>	<b>A1165</b> District Attorney	elected	1	0	1	
	Chief Assistant District Attorney	exempt	1	0	1	
	Supervising Assistant District Attorney	exempt	2	0	2	
	Assistant District Attorney	exempt	3	0	3	
	Legal Assistant	40	5	0	5	
	Senior Crime Victim Advocate	exempt	1	0	1	
	Crime Victim Advocate	exempt	1	0	1	
	Crime Victim Advocate Assistant	40	1	0	1	
	Secretary to District Attorney	40	1	0	1	
	Senior Investigators (PT)	vary	0	1	1	
	Clerk	40	1	0	1	
			<b>17</b>	<b>1</b>	<b>18</b>	
<b>PUBLIC DEFENDER</b>	<b>A1170</b> Public Defender	exempt	1	0	1	
	Supervising Assistant Public Defender	exempt	2	0	2	
	Assistant Public Defender	exempt	4	0	4	
	Assistant Public Defender (PT)	exempt	0	2	2	
	Senior Legal Assistant	40	1	0	1	
	Legal Assistant	40	2	0	2	
	Secretary to the Public Defender	35	1	0	1	
			<b>11</b>	<b>2</b>	<b>13</b>	
<b>ASSIGNED COUNSEL</b>	<b>A1171</b> Administrator Legal Defense of Indigents	35	1	0	1	
	Supervising Attorney (PT)	exempt	0	1	1	
	Secretary to Supervising Attorney	40	1	0	1	
			<b>2</b>	<b>1</b>	<b>3</b>	
<b>MEDICAL EXAMINERS</b>	<b>A1185</b> Coroner	elected	0	4	4	
			<b>0</b>	<b>4</b>	<b>4</b>	
<b>COUNTY ADMINISTRATION</b>	<b>A1230</b> County Administrator	exempt	1	0	1	
	Deputy County Administrator	exempt	1	0	1	
	Purchasing Coordinator	40	1	0	1	
	Administrative Assistant to the County Administrator	40	1	0	1	
			<b>4</b>	<b>0</b>	<b>4</b>	

DEPARTMENT / ACCOUNT	JOB TITLE	HOURS	2022			
			FT	PT	TOTAL	
TREASURER	A1325 Treasurer	elected	1	0	1	{stipend LCLGRP Bookkeeping}
	Deputy County Treasurer	exempt	1	0	1	{stipend Abtractor}
	Principal Account Clerk	40	1	0	1	
	Bookkeeper 35 hrs	35	2	0	2	
	Payroll Clerk	35	2	0	2	
	Sr. Account Clerk	35	1	0	1	
	Account Clerk, PT	vary	0	1	1	
	Temporary Clerk (Summer / Annual)	temp	0	1	1	
			<b>8</b>	<b>2</b>	<b>10</b>	
REAL PROPERTY TAX SERVICES	A1355 Director of Real Property Tax Services	exempt	1	0	1	
	Account Clerk	35	1	0	1	
	Clerk	40	1	0	1	
	Senior Tax Map Technician	35	1	0	1	
	GIS Specialist	35	1	0	1	
	Data Collector	35	1	0	1	
	Assessor Part Time	vary	0	1	1	
			<b>6</b>	<b>1</b>	<b>7</b>	
COUNTY CLERK	A1410 County Clerk	elected	1	0	1	
	Deputy County Clerk	exempt	1	0	1	
	Motor Vehicle Bureau Supervisor	37.5	1	0	1	
	Senior Motor Vehicle License Clerk	37.5	2	0	2	
	Motor Vehicle License Clerk	37.5	6	0	6	
	Senior Recording Index Clerk	37.5	1	0	1	
	Recording Clerk	37.5	1	0	1	
	Account Clerk	37.5	1	0	1	
	Index Clerk	37.5	1	0	1	
	temp Clerk PT	temp	0	1	1	Temp approved Res 147 of 2021, position sunsets with grant
	Archivist	37.5	1	0	1	
	Clerk PT, Historian	vary	0	2	2	
			<b>16</b>	<b>3</b>	<b>19</b>	
COUNTY ATTORNEY	A1420 County Attorney	exempt	1	0	1	
	Deputy County Attorney	exempt	1	0	1	
	Assistant County Attorney	exempt	2	0	2	
	Legal Assistant	35	1	0	1	
	Secretary to the County Attorney	35	1	0	1	
	Senior Safety Officer	exempt	1	0	1	
	Coordinator to Safety Officer	40	1	0	1	
	Cyber Security Officer	exempt	1	0	1	
			<b>9</b>	<b>0</b>	<b>9</b>	

				2022		
DEPARTMENT / ACCOUNT	JOB TITLE	HOURS	FT	PT	TOTAL	
<b>PERSONNEL / CIVIL SERVICE</b>	<b>A1430</b> Personnel Officer	exempt	1	0	1	
	Benefit Specialist	40	1	0	1	
	Civil Service Technician	40	1	0	1	
	Personnel Assistant	40	3	0	3	
	Exam Proctor	vary	0	8	8	
				<b>6</b>	<b>8</b>	<b>14</b>
<b>BOARD OF ELECTIONS</b>	<b>A1450</b> Commissioner of Elections - Democratic	exempt	1	0	1	(Plus addition poll site staff at election time)
	Commissioner of Elections - Republican	exempt	1	0	1	
	Deputy Commissioner of Elections - Democratic	35	1	0	1	
	Deputy Commissioner of Elections - Republican	35	1	0	1	
			<b>4</b>	<b>0</b>	<b>4</b>	
<b>DPW: ADMINISTRATION</b>	<b>A1490</b> Superintendent of Public Works	exempt	1	0	1	
	Secretary to the Superintendent of Public Works	40	1	0	1	
			<b>2</b>	<b>0</b>	<b>2</b>	
<b>BUILDINGS &amp; GROUNDS</b>	<b>A1620</b> Superintendent of County Buildings & Grounds	exempt	1	0	1	
	Secretary to the Superintendent of County Buildings	40	1	0	1	
	Building Maintenance Supervisor	40	3	0	3	
	Building Maintenance Mechanic	40	4	0	4	
	Building Maintenance Worker	40	3	0	3	
	Building Maintenance Helper	40	10	0	10	
	Laborer, PT	vary	0	3	3	
			<b>22</b>	<b>3</b>	<b>25</b>	
<b>INFORMATION TECHNOLOGY</b>	<b>A1680</b> Chief Information Officer	exempt	1	0	1	
	Assistant Director of Information Technology	exempt	1	0	1	
	Network Analyst	40	2	0	2	
	Computer Programmer	40	3	0	3	
	Help Desk Manager	40	1	0	1	
	Electronics Technician	40	1	0	1	
	Micro Computer Specialist (PT)	vary	0	1	1	
	Micro Computer Specialist (FT)	40	1	0	1	
			<b>10</b>	<b>1</b>	<b>11</b>	
<b>CHILDREN WITH SPECIAL NEEDS</b>	<b>A2960</b> Pre-School Service Coordinator	35	4	0	4	
	temp Pre-School Service Coordinator (temp)	35	1	0	1	Temp Jan 2022 BOS to be removed upon retirement
	Early Intervention Program Coordinator	35	1	0	1	
	Bookkeeper	35	1	0	1	
		<b>7</b>	<b>0</b>	<b>7</b>		
<b>SHERIFF'S DEPARTMENT</b>	<b>A3110</b> Sheriff	elected	1	0	1	
	Undersheriff	exempt	1	0	1	

DEPARTMENT / ACCOUNT	JOB TITLE	HOURS	2022			
			FT	PT	TOTAL	
	Captain	exempt	1	0	1	
	Lieutenant	exempt	3	0	3	
	Investigator Sergeant	40	1	0	1	
	Investigator	40	6	0	6	
	Sergeant	40	7	0	7	
	Deputy Sheriff	40	26	0	26	
	Secretary to Sheriff	40	1	0	1	
	Civil Clerk	40	2	0	2	
	Deputy PT	vary	0	19	19	
	Senior Account Clerk	40	1	0	1	
	Senior Clerk	40	2	0	2	
	Court Attendant	vary	0	3	3	
	Special Patrol Officer	FT (40) school yr	8	0	8	
			<b>60</b>	<b>22</b>	<b>82</b>	
<b>PROBATION</b>	<b>A3140</b>	Probation Director (Group A)	exempt	1	0	1
		Probation Supervisor 1	40	2	0	2
		Probation Officer 2/Senior Probation Officer	40	2	0	2
		Probation Officer 1	40	8	0	8
		Probation Officer 1 Trainee (transitional title)	40	2	0	2
		Probation Assistant	40	1	0	1
		Account Clerk	35	1	0	1
		Typist	35	1	0	1
			<b>18</b>	<b>0</b>	<b>18</b>	
<b>JAIL</b>	<b>A3150</b>	Corrections Administrator	exempt	1	0	1
		Assistant Corrections Administrator	40	2	0	2
		Cook Manager	35	2	0	2
		Cook	35	3	0	3
		Assistant Cook	35	2	0	2
		Corrections Officer	40	50	0	50
		Corrections Officer PT	vary	0	20	20
		Dietetic Services Supervisor	35	1	0	1
		LPN, PT	vary	0	7	7
		LPN	35	1	0	1
		RN	35	1	0	1
		RN, PT	vary	0	2	2
		Senior Corrections Officer	40	7	0	7
		Supervising Nurse	40	1	0	1
			<b>71</b>	<b>29</b>	<b>100</b>	
<b>FIRE BUREAU</b>	<b>A3410</b>	Fire Coordinator	exempt	0	1	1
		Deputy Fire Coordinator	stipend	0	2	2
		Fire Investigator	stipend	0	6	6

DEPARTMENT / ACCOUNT	JOB TITLE	HOURS	2022			
			FT	PT	TOTAL	
			0	9	9	
CODE ENFORCEMENT	A3620 Code Enforcement Administrator	exempt	1	0	1	
	Code Enforcement Officer	40	7	0	7	
	temp Code Enforcement Officer (temp overlap)	40	1	0	1	2022 budget includes temp overlap to be removed on retirement
	Senior Account Clerk	40	1	0	1	
		10	0	10		
EMS	A3625 EMS Coordinator	exempt	0	1	1	
	Deputy EMS Coordinator	stipend	0	1	1	
			0	2	2	
PUBLIC SAFETY	A3640 Director of Public Safety	exempt	1	0	1	
	Deputy Director of Public Safety	exempt	1	0	1	
	Communications Center Supervisor	40	1	0	1	
	Supervising Communications Officer	40	4	0	4	
	Communications Officer FT	40	12	0	12	
	Communications Officer Per Diem	vary	0	12	12	
	Deputy Public Safety Coordinator (PT)	vary	0	1	1	
	Administrative Secretary	40	1	0	1	
			20	13	33	
PUBLIC HEALTH	A4004 Public Health Director	exempt	1	0	1	
	Assistant Director of Patient Svcs	exempt	1	0	1	
	Office Manager	35	1	0	1	
	Fiscal Officer	35	1	0	1	
	Supervisor, Public Health Nurse	37.5	1	0	1	
	temp Supervisor, Public Health Nurse	37.5	1	0	1	Res 269 of 2021 temp position removed on retirement of 1 Supervising PHN in 2022
	Public Health Emer Prep Coord/ Infection Cntrl Coord	37.5	1	0	1	
	Public Health Educator	35	1	0	1	
	Registered Professional Nurse	37.5	4	0	4	
	temp Registered Professional Nurse	37.5	1	0	1	Res 269 of 2021 temp position removed on retirement of 1 RN in 2022
	Senior Account Clerk	35	1	0	1	
	Account Clerk	35	1	0	1	
	Senior Typist	35	1	0	1	Res 268 of 2021 remove 1 sr. typist at retirement 1/31/22; will be (1 to 0)
	Clerk	40	1	0	1	Res 268 of 2021 clerk overlap until sr. typist retirement 1/31/22; then keep 1 FT
	Contact Tracers (UNLIMITED NUMBER)	vary		unlimited	unlimited	
	Graduate Fellow	35	1	0	1	
Local Coordinator	35	1	0	1		
Fellow (NYS Public Health Corps Fellowship Program)	35	6	0	6		
			25	0	25	
WIC	A4082 WIC Program Coordinator	35	1	0	1	
	WIC Senior Program Nutritionist FT	35	1	0	1	

			2022			
DEPARTMENT / ACCOUNT	JOB TITLE	HOURS	FT	PT	TOTAL	
	WIC Program Nutritionist FT	35	2	0	2	
	WIC Program Nutritionist PT	vary	0	2	2	
	Senior WIC Nutrition Aide	35	1	0	1	
	WIC Nutrition Aide FT	35	2	0	2	
	WIC Outreach Worker, Per Diem	vary	0	1	1	
	Breastfeeding Peer Counselor	vary	0	1	1	
	Breastfeeding Peer Counselor Per Diem	vary	0	1	1	
			<b>7</b>	<b>5</b>	<b>12</b>	
SOCIAL SERVICES	A6010 Commissioner of Social Services	exempt	1	0	1	
	Social Services Division Director	exempt	3	0	3	
	titles in DSS departmental order	Account Clerk	40	1	0	1
		Accounting Supervisor, Grade B	40	1	0	1
		Administrative Assistant to Commissioner of Social Service	40	1	0	1
		BICS Operator	40	1	0	1
		Bookkeeper	40	1	0	1
		Case Supervisor, Grade B	40	5	0	5
		Caseworker	40	40	0	40
		Clerk	40	3	0	3
		Community Services Worker	40	2	0	2
		Computer Operations Coordinator	40	2	0	2
		Principal Social Services Examiner	40	6	0	6
		Senior Account Clerk	40	3	0	3
		Senior Caseworker	40	6	0	6
		Senior Typist	40	4	0	4
		Senior Social Services Examiner	40	12	0	12
		Social Services Examiner	40	35	0	35
		Social Services Examiner, FT Temp Seasonal	40	2	0	2
		Staff Development Coordinator	40	1	0	1
		Training & Resource Dev. Coord.	40	1	0	1
		Training Specialist Part Time	vary	0	4	4
	Typist	40	13	0	13	
	Welfare Employment Representative	40	2	0	2	
				<b>146</b>	<b>4</b>	<b>150</b>
VETERANS	A6510 Director, Veterans Service Agency	exempt	1	0	1	
	Deputy Director, Veterans Service Agency	exempt	1	0	1	
	Sr. Clerk	35	1	0	1	
	Motor Vehicle Operator, PT	up to 34 hrs	0	2	2	
			<b>3</b>	<b>2</b>	<b>5</b>	
SEALER OF WEIGHTS & MEASURES	A6610 Director, Weights & Measures	exempt	1	0	1	
			<b>1</b>	<b>0</b>	<b>1</b>	

{ position dependent on grant funding }

			2022		
DEPARTMENT / ACCOUNT	JOB TITLE	HOURS	FT	PT	TOTAL
AGING & DISABILITIES RES CTR / OFFICE FOR THE AGING	A6772 Director, Office for the Aging	exempt	1	0	1
	Aging Services Aide, FT	40	1	0	1
	Aging Services Aide, PT	vary	0	7	7
	Aging Services Aide, per diem	per diem	0	8	8
	Aging Services Assistant	40	2	0	2
	Meal Site Manager, PT	vary	0	1	1
	OFA Nutrition Services Coordinator	40	1	0	1
	Typist	40	1	0	1
	Senior Typist	40	1	0	1
			<b>7</b>	<b>16</b>	<b>23</b>
HULETTS PARK	A7110 Sr, Lifeguard (as needed)	40 seasonal	0	2	2
	Lifeguard / Laborer	40 seasonal	0	7	7
			<b>0</b>	<b>9</b>	<b>9</b>
LAUDERDALE PARK	A7111 Park Manager	40 seasonal	0	1	1
	Sr, Lifeguard (as needed)	40 seasonal	0	2	2
	Lifeguard / Laborer	40 seasonal	0	8	8
			<b>0</b>	<b>11</b>	<b>11</b>
YOUTH BUREAU/ ALTERNATIVE SENTENCING	A7310 County, Youth Director	exempt	1	0	1
	Assistant Director Youth Bureau / Alt Sent	35	1	0	1
	Senior Alcohol/Substance Abuse Prg Coord.	35	1	0	1
	Alternative Sentencing Program Assistant	35	1	0	1
	Alternative Sentencing Program Assistant (seasonal)	seasonal	0	1	1
	Youth Program Coordinator	35	1	0	1
	Senior Court Referral Specialist	35	2	0	2
	Senior Program Specialist	35	5	0	5
Youth Bureau / Alt Sent Supervisor	35	1	0	1	
			<b>13</b>	<b>1</b>	<b>14</b>
PLANNING / ECONOMIC DEVELOPMENT	A8020 Economic Development Coordinator	exempt	1	0	1
	Planner	exempt	1	0	1
			<b>2</b>	<b>0</b>	<b>2</b>
<b>GRAND TOTAL GENERAL FUND</b>			<b>510</b>	<b>167</b>	<b>677</b>
(*) see note on contact tracers					
* PART TIME TOTAL DOES NOT INCLUDE AN UNLIMITED NUMBER OF PUBLIC HEALTH CONTACT TRACERS ALLOWED PER RES 204 of 2021					
DPW: CAR POOL CM5135	Head Automotive Mechanic	40	1	0	1
	Auto Mechanic, FT	40	1	0	1
			<b>2</b>	<b>0</b>	<b>2</b>
DPW: ROAD FUND	Senior Engineer	40	1	0	1



DEPARTMENT / ACCOUNT	JOB TITLE	HOURS	2022		
			FT	PT	TOTAL
<b>D5000</b>	Professional Engineer	40	1	0	1
	Principal Engineering Technician	40	1	0	1
	Bridge Repair Person	40	2	0	2
	Public Works Manager	40	1	0	1
	Highway Supervisor I	40	4	0	4
	Highway Supervisor II	40	4	0	4
	Highway Worker I	40	4	0	4
	Highway Worker I (Seasonal)	seasonal	0	12	12
	Highway Worker II	40	38	0	38
	Highway Worker III	40	7	0	7
	Principal Engineering Technician PT	vary	0	1	1
	Pavement Management Intern	seasonal	0	1	1
	Principal Account Clerk	40	1	0	1
	Senior Account Clerk	40	2	0	2
	Sign Maintenance Supervisor	40	1	0	1
			<b>67</b>	<b>14</b>	<b>81</b>
<b>DPW: ROAD MACHINERY</b>	DPW Maintenance Shop Supervisor	40	1	0	1
<b>DM5130</b>	Storekeeper	40	1	0	1
	Assistant Storekeeper	40	1	0	1
	Senior Account Clerk	40	1	0	1
	Heavy Equipment Mechanic	40	6	0	6
				<b>10</b>	<b>0</b>
<b>TOTAL DPW FUNDS</b>			<b>79</b>	<b>14</b>	<b>93</b>
* NOTE: Plus 2 titles under General Fund for DPW Administration (A1490) *					
<b>SEWER DISTRICT NO. 2</b>	Executive Director of Sewer District II	exempt	1	0	1
<b>GB8000</b>	Deputy Director of Sewer District	vary	0	1	1
	Chief Waste Water Treatment Plant Operator	40	1	0	1
	Administrative Assistant to the Executive Director	40	1	0	1
	Compost Operator	40	1	0	1
	Laborer	40	4	0	4
	Laborer, Summer Temp	40 seasonal	0	1	1
	Pump Station Sewer Maintenance Worker	40	1	0	1
	Pump Station Sewer Maintenance Worker II	40	1	0	1
	Account Clerk	35	1	0	1
	Sewer Maintenance Worker	40	2	0	2
	Supervisor, Pump Station and Sewers	40	1	0	1
	Waste Water Treatment Plant Operator	40	4	0	4
	Waste Wtr Trtmt Plant Oper Trainee (transitional title)	40	1	0	1
	Senior Waste Water Treatment Plant Operator	40	1	0	1
				<b>20</b>	<b>2</b>

Res 292 of 2021 Create title add 1 PT effective January 1, 2022

{ Personnel Comm 6/13/19 leave on pattern even when vacant }

		2022			
DEPARTMENT / ACCOUNT	JOB TITLE	HOURS	FT	PT	TOTAL
		TOTAL OTHER FUNDS	99	16	115
		TOTAL GENERAL FUND	510	167	677
		GRAND TOTAL	609	183	792

\* PART TIME TOTAL DOES NOT INCLUDE AN UNLIMITED NUMBER OF PUBLIC HEALTH CONTACT ALLOWED PER RES 204 of 2021