

PERSONNEL COMMITTEE MEETING MINUTES  
FEBRUARY 11, 2020

PERSONNEL COMMITTEE MEMBERS PRESENT: Ward, Campbell, Clary  
PERSONNEL COMMITTEE MEMBERS ABSENT: Hicks, Skellie  
SUPERVISORS: Hall, Henke, Fedler, Ferguson, Shaw, O'Brien, Hogan, Griffith  
Debra Prehoda, Clerk  
Roger Wickes, County Attorney  
Deborah Donohue, Supt. DPW  
Teri McNall, CIO Information Technology  
Chris DeBolt, County Administrator  
Al Nolette, County Treasurer  
Joe Brilling, Exec. Dir. Sewer District #2

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – January 9, 2020
- 3) Department Staffing Requests/Staffing Pattern Changes:
  - A. Department of Social Services
    1. Social Services Examiner – Backfill
  - B. Sewer District
    1. Account Clerk – Backfill due to Retirement of Senior Account Clerk
    2. Sewer Maintenance Worker – New Position – Upgrade Laborer Position \*\*\*Staffing Pattern Change
  - C. Public Defender
    1. Assistant Public Defender - Backfill
- 4) Other Business
  - A. District Attorney – Vacation Carryover Request for Chief ADA
  - B. DPW – Intern Request February 24, 2020 – March 13, 2020
- 5) Adjournment

In the absence of Chairman Hicks, Mr. Ward called the meeting to order at 10:00 A.M.

A motion to accept the minutes of the January 9, 2020 meeting was moved by Mr. Campbell, seconded by Mrs. Clary and adopted.

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

DEPARTMENT OF SOCIAL SERVICES:

- Social Services Examiner – Backfill – A Social Services Examiner was appointed to a different position in the County and requesting to backfill. A motion to approve backfill, Social Services Examiner, was moved by Mr. Campbell, seconded by Mrs. Clary and adopted.
- Senior Social Services Examiner – A Senior Social Services Examiner has been out on a medical leave, asked to temporarily backfill that position and the Personnel Director approved that request; she can approve temporary appointments for positions out on medical leave. The temporary backfill of the Senior Social Services Examiner created another vacancy, a Social Services Examiner position, that they would like to temporary backfill. A motion to approve temporary backfill, Social Services Examiner position, was moved by Mrs. Clary, seconded by Mr. Campbell and adopted.

SEWER DISTRICT:

- Account Clerk – Backfill due to Retirement of Senior Account Clerk – This request is going to go before the Sewer District Board of Commissioners tonight so upon their approval he would like the approval of this committee so he can proceed to backfill the position with an Account Clerk which is a Staffing Pattern change. Mr. Brilling does not want the new position recently hired, Administrative Assistant, to do both positions because it would not keep them on the track that they agreed to six months ago when they created the Administrative Assistant position. A motion to approve backfill, Account Clerk, and amend Staffing Pattern to remove Senior Account Clerk and add Account Clerk was moved by Mr. Campbell, seconded by Mrs. Clary and adopted.

- Sewer Maintenance Worker – New Position – Upgrade Laborer Position – Staffing Pattern Change – A Laborer would move to this newly created position of Sewer Maintenance Worker and Mr. Brillig would like to leave the Laborer position in the Staffing Pattern which is not the procedure. He is trying to create an entry level position and then steps for people to progress through; create career path forward. Mr. O'Brien stated the process has been to remove vacant positions and that would be a change in policy. The Personnel Director concurred with Mr. O'Brien on the removal of the vacant position from the Staffing Pattern. A motion to approve new Sewer Maintenance Worker position and amend Staffing Pattern to add one (1) Sewer Maintenance Worker and remove one (1) Laborer was moved by Mr. Campbell, seconded by Mrs. Clary and adopted.

**PUBLIC DEFENDER:**

- Assistant Public Defender – Backfill due to a resignation as of January 31, 2020 – A motion to approve backfill, Assistant Public Defender, was moved by Mr. Campbell, seconded by Mrs. Clary and adopted.

**SUMMER POSITIONS:** Requesting permission to fill seasonal positions to enable departments to start the recruitment process.

**PUBLIC WORKS –** Requesting to backfill twelve (12) Highway Worker I seasonal positions. A motion to approve backfill of twelve (12) seasonal Highway Worker I positions was moved by Mrs. Clary, seconded by Mr. Campbell and adopted.

**BUILDINGS AND GROUNDS:**

- Park Manager - seasonal backfill – The Park Manager oversees both County parks. – A motion to approve seasonal backfill, Park Manager, was moved by Mr. Campbell, seconded by Mrs. Clary and adopted.
- Lake Lauderdale Park:
  - A motion to approve seasonal backfills, eight (8) Lifeguard/Laborer positions at Lake Lauderdale, was moved by Mr. Campbell, seconded by Mrs. Clary and adopted.
  - A motion to approve seasonal backfills, two (2) Senior Lifeguard positions at Lake Lauderdale, was moved by Mrs. Clary, seconded by Mr. Campbell and adopted.
- Huletts Park – A motion to approve seasonal backfills, seven (7) Lifeguard/Laborer positions and two (2) Senior Lifeguard positions, was moved by Mr. Campbell, seconded by Mrs. Clary and adopted.

**OTHER BUSINESS:**

- District Attorney – Vacation Carryover Request for Chief ADA – Requesting to carry forward forty-eight hours (48) of vacation time for Christian Morris, Chief Assistant District Attorney, due to the dramatic changes to the bail and discovery reforms and all the planning and training that had to take place; extenuating circumstances. The extension is for three months. A motion to approve forty-eight hours (48) of vacation time for Christian Morris, Chief Assistant District Attorney, for three months was moved by Mrs. Clary, seconded by Mr. Campbell and adopted.
- Public Works – Internship Request for February 24, 2020 – March 13, 2020 – High School Senior attending BOCES – BOCES would like to place a high school senior with the department, Heavy Equipment Mechanic, for two times a week for three hours a day for the period February 24, 2020 – March 13, 2020. This request was received after the January 28<sup>th</sup> Public Works Committee meeting. The Treasurer advised of significant changes at the

Department of Labor regarding internships and they should be reviewed. A motion to approve unpaid intern request, BOCES student – Public Works, was moved by Mrs. Clary, seconded by Mr. Campbell and adopted.

A motion to adjourn was moved by Mr. Campbell, seconded by Mrs. Clary and adopted.

The meeting adjourned at 10:22 A.M.

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



**WASHINGTON COUNTY**  
**PERSONNEL/CIVIL SERVICE**  
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**Personnel Committee Meeting**

**Tuesday, February 11, 2020**

**10:00am**

**Chairman Hicks, Supervisors: Clary, Skellie, Campbell, Ward**

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**Staffing:**

**DSS:**

- Backfill Social Services Examiner
- Temporary Backfill Social Services Examiner

**Sewer District II:**

- Backfill Account Clerk – Retirement of Senior Account Clerk
- New Sewer Maintenance Worker (Upgrade Laborer)  
\*Staffing Pattern Change

**Public Defender:**

- Backfill Assistant Public Defender

**DPW:**

- Backfill Highway Worker 1 – 12 Seasonal positions

**Buildings & Grounds**

- Backfill Park Manager – Seasonal – Lake Lauderdale Park (oversees both)
- Backfill Lifeguard/Laborers – 8 Seasonal – Lake Lauderdale Park
- Backfill Senior Lifeguard – 2 Seasonal – Lake Lauderdale Park
- Backfill Lifeguard/Laborer – 7 Seasonal – Huletts Park
- Backfill Senior Lifeguard – 2 Seasonal – Huletts Park

**Other:**

**DA – Vacation Carry Over Request for Chief Assistant District Attorney**

**DPW – Internship February 24 – March 13**

**Personnel Committee  
Position Fill Request Form**

1/15/2020

**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:**

\$18.62/hr.

**Base Rate/Salary if Filled:**

\$18.59/hr.

**Number of Hours/Week:**

40

**Reason Position is Being Vacated:**

Appointment to Caseworker  
position

**Date the Position will be Vacated:**

January 24, 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?**

37

**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: 2/04/2020

Department: Social Services

Is the Request for a Backfill or New Position?

Temporary Backfill

Title of Civil Service Position:

Social Services Examiner

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$15.53

Base Rate/Salary if Filled:

\$15.53

Number of Hours/Week:

40

Reason Position is Being Vacated:

Medical Leave

Date the Position will be Vacated:

ongoing through April 30, 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?

37

What is the source of the funding?

50% Federal/25% State/25% Local

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

**Personnel Committee  
Position Fill Request Form**

Date: 1/30/2020 Department: WCSD

Is the Request for a Backfill or New Position? BACKFILL(ish)

Title of Civil Service Position: ACCOUNT CLERK

Civil Service Competitive or Non-Competitive? COMP

Pay Rate/Salary of Last Person in Position: N/A

Base Rate/Salary if Filled: \$16.27

Number of Hours/Week: 35

Reason Position is Being Vacated: RETIREMENT

Date the Position will be Vacated: 2/6/2020

How Many Positions of the Same Title are in the Unit/Department? 0

What is the source of the funding? GB.8000.8110.1

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

This position will replace a vacant Sr. Account Clerk position. This position will be vital to maintaining services to the payers of the District.

**RECEIVED**  
WASHINGTON COUNTY

JAN 30 2020

CIVIL SERVICE /  
PERSONNEL

**Personnel Committee  
Position Fill Request Form**

**Date: February 10, 2020**

**Department: Sewer District II**

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

New

**Title of Civil Service Position:**

Sewer Maintenance Worker

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

Non-Competitive

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

**Base Rate/Salary if Filled:**

Grade 9 - \$17.51/hr

**Number of Hours/Week:**

40

**Reason Position is Being Vacated:**

**Date the Position will be Vacated:**

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

1

**What is the source of the funding?**

2020 Budget

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

**Personnel Committee  
Position Fill Request Form**

**Date: 1/31/2020    Department: Public Defender**

<b>Is the Request for a Backfill or New Position?</b>	Backfill
<b>Title of Civil Service Position:</b>	N/A
<b>Civil Service Competitive or Non-Competitive?</b>	N/A
<b>Pay Rate/Salary of Last Person in Position:</b>	\$70,757.00
<b>Base Rate/Salary if Filled:</b>	\$69,757.00
<b>Number of Hours/Week:</b>	35
<b>Reason Position is Being Vacated:</b>	Assistant Public Defender
<b>Date the Position will be Vacated:</b>	January 31, 2020
<b>How Many Positions of the Same Title are in the Unit/Department?</b>	4 Full Time, 2 Part Time
<b>What is the source of the funding?</b>	

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

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WASHINGTON COUNTY**

**JAN 28 2020**

**CIVIL SERVICE /  
PERSONNEL**

Personnel Committee  
Position Fill Request Form

Date: 2/10/20 Department: DPW

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Hwy worker 1

Civil Service Competitive or Non-Competitive?

NON COMPETITIVE

Pay Rate/Salary of Last Person in Position:

Base Rate/Salary if Filled:

17.27

Number of Hours/Week:

40

Reason Position is Being Vacated:

Summer Employment

Date the Position will be Vacated:

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

12

What is the source of the funding?

D. 5000.5110.121

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

**Personnel Committee  
Position Fill Request Form**

Date: 2/10/2020 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:	\$10,796
Base Rate/Salary if Filled:	\$11,066
Number of Hours/Week:	varies
Reason Position is Being Vacated:	seasonal
Date the Position will be Vacated:	vacated 9/16/2019
How Many Positions of the Same Title are in the Unit/Department?	1
What is the source of the funding?	budget

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

**Personnel Committee  
Position Fill Request Form**

Date: 2/10/2020 Department: Lauderdale Park

Is the Request for a Backfill or New Position?	Backfill
Title of Civil Service Position:	Lifeguard/Laborer
Civil Service Competitive or Non-Competitive?	non-competitive
Pay Rate/Salary of Last Person in Position:	\$13.53 - \$14.47 / hr.
Base Rate/Salary if Filled:	\$13.87 / hr.
Number of Hours/Week:	varies
Reason Position is Being Vacated:	seasonal
Date the Position will be Vacated:	vacated 9/16/2019
How Many Positions of the Same Title are in the Unit/Department?	8
What is the source of the funding?	budget

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

**Personnel Committee  
Position Fill Request Form**

Date: 2/10/2020 Department: Lauderdale Park

Is the Request for a Backfill or New Position?	Backfill
Title of Civil Service Position:	Sr. Lifeguard
Civil Service Competitive or Non-Competitive?	non-competitive
Pay Rate/Salary of Last Person in Position:	\$14.67 - \$15.63 / hr.
Base Rate/Salary if Filled:	\$15.04 / hr.
Number of Hours/Week:	varies
Reason Position is Being Vacated:	seasonal
Date the Position will be Vacated:	vacated 9/16/2019
How Many Positions of the Same Title are in the Unit/Department?	2
What is the source of the funding?	budget

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

**Personnel Committee  
Position Fill Request Form**

Date: 2/10/2020 Department: Huletts Park

Is the Request for a Backfill or New Position?	Backfill
Title of Civil Service Position:	Lifeguard/Laborer
Civil Service Competitive or Non-Competitive?	non-competitive
Pay Rate/Salary of Last Person in Position:	\$13.53 - \$14.47 / hr.
Base Rate/Salary if Filled:	\$13.87 / hr.
Number of Hours/Week:	varies
Reason Position is Being Vacated:	seasonal
Date the Position will be Vacated:	vacated 9/16/2019
How Many Positions of the Same Title are in the Unit/Department?	7
What is the source of the funding?	budget

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

**Personnel Committee  
Position Fill Request Form**

Date: 2/10/2020 Department: Huletts Park

Is the Request for a Backfill or New Position?	Backfill
Title of Civil Service Position:	Sr. Lifeguard
Civil Service Competitive or Non-Competitive?	non-competitive
Pay Rate/Salary of Last Person in Position:	\$15.15 / hr.
Base Rate/Salary if Filled:	\$15.04 / hr.
Number of Hours/Week:	varies
Reason Position is Being Vacated:	seasonal
Date the Position will be Vacated:	vacated 9/16/2019
How Many Positions of the Same Title are in the Unit/Department?	2
What is the source of the funding?	budget

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