

PERSONNEL COMMITTEE MEETING MINUTES
MARCH 10, 2020

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

PERSONNEL COMMITTEE MEMBERS ABSENT: Campbell

SPERVISORS: Hall, Henke, Shaw, Hogan, Griffith

Debra Prehoda, Clerk

Chris DeBolt, County Administrator

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Melissa Fitch, Personnel Director

Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – February 11, 2020
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. County Attorney
 1. Secretary to County Attorney – Backfill – Overlap 2 Weeks **Staffing Pattern Change**
 2. Safety Officer – Reclassify to Coordinator to Safety Officer **Staffing Pattern Change/Title by Grade/Exempt Salary Schedule Change**
 - B. Department of Social Services – Caseworker - Backfill
 - C. Buildings & Grounds – Building Maintenance Helper – Backfill
 - D. Public Health – WIC Program Nutritionist – Temporary **Staffing Pattern Change**
- 4) Other Business
 - A. Staffing Pattern
 - B. Employee Handbook – Title VI
 - C. Department Head Evaluations
 - D. Retirement Acknowledgements
 - E. Domestic Violence Policy & Handbook
 - F. Non-Discrimination Based on Reproductive Health Decision Making Policy & Handbook
- 5) Adjournment

Chairman Hicks called the meeting to order at 10:00 A.M.

A motion to accept the minutes of the February 11, 2020 meeting was moved by Mr. Skellie, seconded by Mr. Ward and adopted.

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

COUNTY ATTORNEY:

- Secretary to County Attorney is leaving her position at the end of May. – Backfill & Two Week Training Period – Staffing Pattern Change - A motion to approve backfill, Secretary to County Attorney, and approve a two weeks training period prior to current Secretary leaving was moved by Mr. Ward and seconded by Mr. Skellie. Discussion. Mr. Shaw stated with our economic times, he remembers when we did not shadow and had a three month delay in backfilling positions and with our economic situation right now is this something we want to look at again. Mr. Ward thinks it is important to have a minimal training period. The motion to approve backfill, Secretary to County Attorney, and approve a two week training period prior to current Secretary leaving was moved by Mr. Ward, seconded by Mr. Skellie and adopted. (Amend Staffing Pattern to create temporary position for two week training period.)
- Safety Officer – Reclassify to Coordinator to Safety Officer – Staffing Pattern Change/Title by Grade/Exempt Salary Schedule Change – The position, Safety Officer, is currently approved but vacant and recommending reclassifying position to be more specific to the duties of the office. The Personnel Director is recommending reclassifying the Safety Officer position to Coordinator to Safety Officer which is a title change and the duties would be quite a bit different. This position would be more specific to the office; setting up training, OSHA reporting and recommending placing at grade 12. A motion to amend staffing pattern removing Safety Officer and adding Coordinator to Safety Officer, remove Safety Officer from Exempt Salary Schedule and forward setting the grade/amend Title by Grade Schedule

to the Finance Committee was moved by Mr. Skellie, seconded by Mr. Ward and adopted.

SOCIAL SERVICES:

- Caseworker – Backfill - A motion to approve Caseworker backfill upon retirement was moved by Mr. Skellie, seconded by Mr. Ward and adopted.

BUILDINGS AND GROUNDS:

- Building Maintenance Helper – Backfill – Position vacant since mid-February. A motion to approve backfill, Building Maintenance Helper, was moved by Mr. Skellie, seconded by Mr. Ward and adopted.

PUBLIC HEALTH:

- WIC Program Nutritionist – Temporary ****Staffing Pattern Change**** - Public Health is requesting a temporary WIC Program Nutritionist which is an addition to the Staffing Pattern. The reason for the request is that there are two provisional WIC Program Nutritionists and waiting for results from their civil service exams and then would appoint permanently to the position and after six months in the position promote one to Sr. WIC Program Nutritionist that is currently in the Staffing Pattern. Adding the one temporary position would give someone a head start into that program and would then like that person to become permanent. A motion to add one WIC Program Nutritionist temporary slot to the Staffing Pattern, leave the Sr. WIC Program Nutritionist position in the Staffing Pattern (vacant) and remove the temporary WIC Program Nutritionist upon promotion made to Sr. WIC Program Nutritionist position was moved by Mr. Skellie, seconded by Mr. Ward and adopted.

OTHER BUSINESS:

- Staffing Pattern, attached. – Provided a brief explanation the Staffing Pattern noting it is a depiction of the employees in a department. It should align with the budget and represents the budgeted positions. Board action is required to add or remove positions. Employees longevity is based on their hire date and step increases are based on their appointment to a specific title.
- Amend Employee Handbook to comply with federal and state statues – Title VI – A motion to amend Employee Handbook Section #1.002 – Equal Employment Opportunity and Compliance with State and Federal Statutes to add “It is the policy of Washington County that no person shall, on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity” was moved by Mr. Skellie, seconded by Mrs. Clary and adopted.
- Retirement Acknowledgements – Four retired employees will be recognized at the next Board meeting. Changed the retirement recognition from a slate plaque to a slate picture frame with certificate which is more versatile reducing the cost from \$75 to \$40.
- As a result of recent legislation signed into law, the Personnel Director is recommending the adoption of the following polices and incorporate them into the Employee Handbook:
 - Domestic Violence Policy provides unpaid time off for employees impacted by domestic violence. The policy states “Washington County will provide reasonable accommodations for victims of domestic violence, which includes providing victims (or parents of children who are victims of domestic violence) with time off from work for a reasonable time for five reasons listed”, policy attached. “Employees granted leave as a reasonable accommodation due to domestic violence are required to use

paid leave, when available, and any absence that cannot be charged to paid leave will be treated as unpaid leave.” A motion to approve adoption of Domestic Violence Policy and amend Employee Handbook Section #4.010 was moved by Mrs. Clary, seconded by Mr. Ward and adopted.

- Non-Discrimination Based on Reproductive Health Decision Making Policy – No leave time associated with the policy just that Washington County will not discriminate. A motion to approve adoption of Non-Discrimination Based on Reproductive Health Decision Making and amend Employee Handbook Section #4.011 was moved by Mrs. Clary, seconded by Mr. Ward and adopted.

Employees are notified of changes to the Employee Handbook and is available on line. The Personnel Director would like to move the file with County Polices from the County Administrator’s shared file to Personnel for easier reference with the Employees Handbook. These two policies will go to the full Board for adoption.

- Department Head Evaluations – draft schedule attached. These are normally done every spring. The review process and review form are attached.

COUNTY ADMINISTRATOR – Chris DeBolt, County Administrator, addressed the following items:

- Washington County Policy on Employee Absences Stemming from Declared Public Health Emergencies – The Governor had a paid sick leave bill in as part of his budget and with the recent developments with the COVID 19 virus, he has amended the language of that proposed bill to state any employee who experiences an absence from work caused by the COVID 19 virus outbreak shall be given paid sick leave. This proposed policy is somewhat more restrictive than what the Governor is proposing but still accomplishes the same goal. This policy states if there is a declared public health emergency and someone is quarantined or isolated through an order or a request by a public health entity who has the authority to do so that employee will not be charged accrued benefit time. An employee cannot quarantine themselves for fear of the virus. If you are given a quarantine order or a quarantine request from either the CDC, NYS Department of Health or our Public Health that requires you to be quarantined or isolated for some period of time this policy states you will be paid and you will not be charged your own benefit time for that. So, the idea is to hold harmless an employee under these circumstances.

If the committee does not want to act today to forward these policies to the full Board for consideration then refer them to the Finance Committee scheduled for Thursday, March 12th to review and discuss further. If the committee is okay with these on Thursday then he would like a consensus that they could be implemented prior to full Board approval on March 20th if necessary. He wants the Board fully aware of how the County is going to address these concerns as they come up. Chairman Hicks plans to recess this meeting until Thursday, March 12th at 9 A.M. to consider these policies. The County Attorney stated anyone that is under quarantine right now is (noting no positive cases) doing so under a written order from the Public Health Director. No self-quarantines.

- Authorize Remote Work for Employees at the Discretion of the Department Head – There is no formal policy currently to allow an employee to work from home. This would establish a policy for working at home at the discretion of the Department Head. There are positions that cannot work from home; i.e. a teamster, DMV Clerk, Correction Officer. This is not to be done as a normal course of business. He is not suggesting working from home as a flex option for employees but under extenuating circumstances at the discretion of the Department Head it may be done. The sensitive nature of a job is also taken into consideration. There are also other requirements regarding coordinating with Information

Technology and notifying the County Administrator and Personnel Director.

- Temporarily Suspend the Staffing Pattern and Standard Personnel Committee Procedures for the Hiring of Temporary Per Diem Employees in Response to COVID-19 – Public Health is approaching a point where they are overwhelmed with amount of cases they have to do with the quarantine and the number of phone calls. Considered asking today for some number of temporary per diem nursing positions to man a phone bank. This would be very specific to the COVID-19 outbreak and would the Board be willing to suspend the Staffing Pattern and normal Personnel Committee procedures for filling and creating new positions with the caveat that anything created under this would only be temporary, per diem, directly related to COVID-19 and anything approved under this would need the approval of Chairman of the Board, Chairman of the Personnel Committee, Chairman of the oversight committee that department falls under, Personnel Director and County Administrator. Restrictive but fluid enough to react to the situation. Probably need some kind of assistance in Public Health. He has contacted SUNY Adirondack regarding their nursing program and possibly someone with some nursing knowledge would be helpful for answering the phone calls. Seven meals on wheels routes are covered by CWI and that program targets the most vulnerable population and we have little to no control over precautionary steps or standard procedures to put in place for the CWI folks. To safely control the situation, the County may need to hire per diem temporary drivers for the meals on wheels program. Those are two departments that may need additional help in the short term. This would also cover other departments like the jail, Public Safety. Trying to give us the flexibility to respond. Any new hires would be reported out at the very next committee meeting held.
- Amend the Employee Handbook Regarding Employees in Arrears for Sick Time – Department Heads have the right to send sick employees home even if someone does not have benefit time. The District Attorney recently sent home a new employee who was sick and had not accrued any sick time. Our current policy allows an employee who is sick to go in arrears for sick time for one day with the Department Head's discretion. This proposed policy extends that time to three days.

Chairman Hicks recommends recessing this meeting to allow committee members time to review these policies.

Dedicated Account Lines - The Treasurer working with the Public Health Financial Manager has established within the Public Health budget three dedicated account lines for this situation; personnel and expenses. The County Administrator is doing all the purchasing, keeping track of the receipts and will report out at Finance as to what has happened so far.

On Thursday at the reconvened Personnel Committee meeting, the County Administrator would like to get consensus that if an emergency happens, we will react and then the policies/resolutions would be retroactive to the Finance meeting.

The NYS Legislature approved a \$40M appropriation to respond to this. The State was also given \$35M from the federal government. Unsure how any of that money is going to be used. There is \$200,000 in the annual Public Health grant that is restricted emergency preparedness money that we can never access and the assumption is that this situation is exactly what this money is intended for and at some point, will be freed up for us. This is federal money given to the State in a block grant. The NYS DOH is in conversations with the federal government to get that restriction lifted and are waiting for a waiver to come down from the federal government and if it does should have access to that \$200,000. The dedicated accounts set up by the

Treasurer will allow us to know exactly our costs and will eventually submit for reimbursement of all our costs. As of now there is zero clarity on what will be reimbursable, what will not and the procedure.

Public Health is getting calls from area employers and the County Administrator stated the State Department of Labor needs to issue guidance to employers on how to handle this and what can and cannot be done.

Supervisors Delivering Meals on Wheels – The OFA Director has issued very clear procedures for her drivers to follow. The Supervisors were scheduled to deliver meals on wheels on March 19th and that will be delayed until sometime in July.

A motion to recess until Thursday March 12th at 9 A.M. to consider the above-discussed policies/resolutions was moved by Mr. Ward, seconded by Mr. Skellie and adopted.

Recessed at 11:01 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors



WASHINGTON COUNTY
PERSONNEL/CIVIL SERVICE
383 BROADWAY, FORT EDWARD, NEW YORK 12828
MELISSA R FITCH, PERSONNEL OFFICER
TELEPHONE: (518)746-2250 FAX: (518)746-2169
EMAIL: MFITCH@WASHINGTONCOUNTYNY.GOV
WEB: WWW.WASHINGTONCOUNTYNY.GOV

Personnel Committee Meeting

Tuesday, March 10, 2020

10:00am

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

Staffing:

County Attorney

- **Backfill Secretary to County Attorney- Overlap 2 weeks**
***Staffing Pattern**
- **Safety Officer reclassification to Coordinator to Safety Officer**
***Staffing Pattern- Title by Grade/Exempt Salary Schedule**

DSS

- **Backfill Caseworker**

Buildings & Grounds

- **Backfill Building Maintenance Helper**

Public Health

- **New – WIC Program Nutritionist - Temporary**
***Staffing Pattern**

Other:

Staffing Pattern

Employee Handbook -Title VI

Retirement Acknowledgments

Domestic Violence Policy & Handbook

**Non-Discrimination Based on Reproductive Health Decision Making Policy
& Handbook**

Department Head Evaluations

**Personnel Committee
Position Fill Request Form**

Date: March 3, 2020

Department: County Attorney

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Secretary to County Attorney

Civil Service Competitive or Non-Competitive?

Exempt

Pay Rate/Salary of Last Person in Position:

\$25.01

Base Rate/Salary if Filled:

Grade 13 - \$21.63

Number of Hours/Week:

35

Reason Position is Being Vacated:

—

Date the Position will be Vacated:

May 27, 2020

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

0

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.**

Date: 2/28/2020

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:

\$25.19

Base Rate/Salary if Filled:

\$22.72

Number of Hours/Week:

40

Reason Position is Being Vacated:

Retirement

Date the Position will be Vacated:

April 1, 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?

39

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: 2/24/2020 Department: Buildings and Grounds

Is the Request for a Backfill or New Position?	Backfill
Title of Civil Service Position:	Building Maintenance Helper
Civil Service Competitive or Non-Competitive?	Non - Competitive
Pay Rate/Salary of Last Person in Position:	\$17.37
Base Rate/Salary if Filled:	\$15.04
Number of Hours/Week:	40
Reason Position is Being Vacated:	termination
Date the Position will be Vacated:	2/18/2020
How Many Positions of the Same Title are in the Unit/Department?	10
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.**

Date: 3/3/2020 **Department:** Public Health

Is the Request for a Backfill or New Position?	New
Title of Civil Service Position:	WIC Program Nutritionist (temp)
Civil Service Competitive or Non-Competitive?	Competitive
Pay Rate/Salary of Last Person in Position:	n/a
Base Rate/Salary if Filled:	\$24.88
Number of Hours/Week:	35
Reason Position is Being Vacated:	n/a
Date the Position will be Vacated:	n/a
How Many Positions of the Same Title are in the Unit/Department?	4
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.**

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WASHINGTON COUNTY

MAR 03 2020

CIVIL SERVICE /
PERSONNEL

Section: General	Issue Date: 06/21/93	Section # 1.002
Subsection: Equal Employment Opportunity and Compliance with State and Federal Statutes	Revised Date: 03/20/2020	Page 1

Washington County firmly believes in, and subscribes to, fair employment practices and opens its facilities to every qualified person. In all employment practices, the County is committed to prohibiting discrimination on the basis of race, color, creed, national origin, sex, age, marital status, or disability. Washington County supports all federal and state laws, rules and regulations dealing with discrimination and specifically endorses all applicable provisions of Title VII of the Federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, Section 504 of the Rehabilitation Act of 1973, the New York State Human Rights Law and the Americans with Disabilities Act.

It is the policy of Washington County that no person shall, on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

It is the policy of Washington County to be fair and impartial in all its relations with employees and applicants for employment without regard to race, color, religion, age, sex, national origin, marital status, disability or sexual orientation. Decisions on employment will be based so as to further the principle of Equal Employment Opportunity.

Washington County will ensure that hiring, promotion, training and transfer decisions are in accord with principles of Equal Employment Opportunity by imposing only valid position requirements. Washington County also will ensure that all other personnel actions, such, but not limited to compensation (including rates of pay), benefits, transfers, lay-offs, return from layoff, terminations, and training will be administered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.

Complaints concerning possible or perceived violations of these provisions should be directed to the department head, the County Administrator or Personnel Officer.



WASHINGTON COUNTY
PERSONNEL/CIVIL SERVICE
383 BROADWAY, FORT EDWARD, NEW YORK 12828
MELISSA R FITCH, PERSONNEL OFFICER

~Washington County Retirements~

Sheriff's Office – Jail

Michael Mondoux – February 2020
Howard Peck - December 2019

Sewer District II

Jeanie Mullen – February 2020

D. S. S.

Roberta Salerno – March 2020

Domestic Violence Policy

Washington County intends to provide an environment that is safe and secure for all employees, vendors, clients/customers, business associates and visitors/guests. Behavior that may be considered domestic violence pursuant to this policy is strictly prohibited and will result in serious responsive action. In addition, Washington County will provide reasonable accommodations to employees who are victims of domestic violence or parents of children who are victims of domestic violence as is further described below.

The purpose of this policy is to identify and prescribe practices that will promote safety in the workplace and respond effectively to the needs of victims of domestic violence. Domestic violence exists and compromises the safety of many employees each day, with tragic, destructive, and often fatal results. Domestic violence occurs within a wide spectrum of relationships, including but not limited to, married and formerly married couples, couples with children in common, couples who live together or have lived together, gay, lesbian, bisexual and transgender couples, and couples who are dating or who have dated in the past.

For purposes of this policy, "domestic violence" includes a pattern of coercive tactics, which can include physical, psychological, sexual, economic and emotional abuse, perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim. Intimate partners may be an person legally married to one another, persons formerly married to one another, persons who have a child in common regardless of whether such persons are married or have lived together at any time, couples who are in an "intimate relationship" including but not limited to couples who live together or have lived together, or persons who are dating or who have dated in the past, including same sex couples.

As noted above, Washington County will provide reasonable accommodations for victims of domestic violence, which includes providing victims (or parents of children who are victims of domestic violence) with time off from work for a reasonable time for the following reasons:

- To seek medical attention for injuries caused by domestic violence (including for a child who is a victim of domestic violence);
- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence;
- To obtain psychological counseling relating to domestic violence (including for a child who is a victim of domestic violence);
- To participate in safety planning and to take other actions to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or
- To obtain legal services in relation to domestic violence, to assist in the prosecution of domestic violence offense or to appear in court in relation to incidents of domestic violence.

Employees granted leave as a reasonable accommodation due to domestic violence are required to use paid leave, when available, and any absence that cannot be charged to paid leave will be treated as unpaid leave.

Washington County will also provide leave from work, without pay, to employees who are victims of a crime (other than domestic violence) to attend or participate in legal proceedings pertaining to the crime.

Employees are required to give reasonable advance notice, when feasible, if they need to take leave as a reasonable accommodation due to their status as a victim of domestic violence or victim of a crime. If advance notice is not feasible, employees may be required to provide certification for the absence(s) in the form of a police report indicating that the employee or his or her child was a victim of domestic violence or other crime, a court order protecting or separating the employee or his or her child from the perpetrator of domestic violence, evidence from a court of prosecuting attorney that the employee appeared in court, or documentation from a medical professional, domestic violence advocate, health care provider or counselor that the employee or his/her child was undergoing treatment or counseling for physical or mental injuries resulting from domestic violence or another crime.

Non-Discrimination Based on Reproductive Health Decision Making

As noted in Washington County's Policy Against Harassment & Discrimination, Washington County expects that all relationships among employees will be free of bias, prejudice, discrimination and harassment. As part of that policy, Washington County will not take adverse employment action against employees based on decisions related to their reproductive health decision making. New York State Law prohibits employers from discriminating against or taking retaliatory action against an employee with respect to compensation, terms, conditions or privileges of employment because of or on the basis of the employee's, or his/her dependent's, reproductive health decision making. "Reproductive health decision making" includes, but is not limited to, the decision to use or access a particular drug, device or medical services related to reproductive health. As a result, Washington County will not take any actions against employees based on decisions such as obtaining fertility-related medical procedures, using birth control drugs or contraceptive devices, or having an abortion, amongst other reproductive health decisions.

In addition, Washington County will not access an employee's personal information regarding the employee's or employee's dependent's, reproductive health decision making without the employee's prior informed affirmative written consent. Washington County will also not require an employee to sign a waiver or other document that attempts to deny him/her the right to make their own reproductive health decisions.

Employees have a right to file a claim in court against the employer should we violate the prohibition on discrimination based on reproductive health decision making. The employer shall not retaliate against employees who exercise this right, including discharging, suspending, demoting or otherwise penalizing an employee for engaging in these protected actions. As such, employees may: (1) make or threaten to make a complaint to an employer, a co-worker, or to a public body, that the employer violated the law; (2) cause to be instituted any proceeding under the law; or (3) provide information to or testify before any public body conducting an investigation, hearing or inquiry into any alleged violation of the law.

Section: Attendance & Standard of Conduct	Issue Date: 03/06/07	Section # 4.010
Subsection: Domestic Violence	Revised Date: 03/20/20	Page 1

DOMESTIC VIOLENCE

Refer to the Washington County Domestic Violence Policy.

Protective or Restraining Orders

All individuals who obtain a protective or restraining order which lists a Washington County municipal facility or location as being protected areas, must provide their immediate supervisor, and the safety officer, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is permanent. The County understands the sensitivity of the information requested and will endeavor to address the concerns of the employee. The employee, supervisor and safety office will work together to provide a response that protects the privacy of the employee while anticipating possible safety issues for workers in the immediate area.

Any employee who is found to have threatened, harassed, or abused a current or former partner at the workplace or from the workplace phones, fax machines, e-mail, or other means will be subject to disciplinary action.

* Washington County's **Domestic Violence Policy** should be referred to for additional information.

Section: Attendance & Standard of Conduct	Issue Date: 03/20/20	Section # 4.011
Subsection: Non-Discrimination Based on Reproductive Health Decision Making	Revised Date:	Page 1

NON-DISCRIMINATION BASED ON REPRODUCTIVE HEALTH DECISION MAKING

Refer to the Washington County Non-Discrimination Based on Reproductive Health Decision Making Policy.

2020 Department Head Performance Evaluation Schedule

Location: Committee Room

Tuesday, April 7th 1pm

1:00	Prehoda, Debbie	Clerk of the Board
1:20	Wickes, Roger	County Attorney
1:40	Fitch, Melissa	Personnel Director
2:00	Sullivan, Dan	Director Weights & Measures
2:20	Ken Winchell-Marr	Director Veterans Services
2:40	Teri McNall	IT Director
3:00	DeBolt, Chris	County Administrator

Wednesday, April 29th 1pm

1:00	Gray, Mike	Youth Director
1:20	Oswald, Laura	Economic Development Coordinator
1:40	Brilling, Joe	Director Sewer District
2:00	Cioffi, Tom	Supervising Attorney
2:20	Mercure, Michael	Public Defender
2:40	Gosnell, Glen	Director of Public Safety
3:00	Bristol, Glenn	Fire Coordinator
3:20	John Graham	Code Enforcement Administrator

Tuesday, May 5th 1pm

1:00	Jones, Matt	Superintendent County Bldgs
1:20	Deb Donohue	Superintendent of Public Works
1:40	White, Anthony	Probation Director
2:00	Chadwick, Laura	Director of Real Property Tax Services
2:20	Mitchell-Cantanucci, Gina	Director Office of the Aging
2:40	Hunt, Patricia	Public Health Director
3:00	DeLorme, Tammy	Commissioner of Social Services

2020 Department Head Review Process

Department Heads will submit a One-Page Attachment and Review Form (with only top filled out) to the County Administrator by:

(DATE TBD)

County Administrator will attach comments to the Review Form & meet with each Department Head prior to the scheduled review date to discuss comments made.

County Administrator provides the following to the Review Committee on the respective review dates:

Evaluation Form

Department Heads Synopsis

County Administrator Comments

Review Committee rates the performance of the Department Head on Evaluation Form and adds comments.

Evaluation takes place with the Department Head and the Review Committee.

Department Head & Committee Chairman signs the review.

Clerk of the Board copies and distributes to Dept. Head, Personnel Officer and County Administrator.

2020 Department Head Review

*** Please submit to County Administrator ***

Employee Name:

Title:

Date of Hire:

Department:

Annual Review: () 90 Day Review ()

Review Period:

Purpose: The purpose of conducting this review is to: Develop better communication between the Department Head, the County Administrator and the Board of Supervisors; Improve the workflow process; Increase productivity; and promote organizational development. In completing this form, the Department Head should consider how his or her performance resulted in achieving the goals and objectives established in the previous review as well as interdepartmental relationships. The department head should appraise their overall performance based primarily on whether their performance produced the desired results in each of the principle accountabilities of the job during the performance periods.

Exceeds Expectations / Requirements – You achieve and frequently exceed expectations for responsibilities, objectives, skills, abilities and knowledge of the job. You have sought to enhance or increase skills, make recommendations and offer possible solutions to improve processes. Your performance has resulted in improved departmental performance.

Meets Expectations I Requirements - You meet established expectations for responsibilities and objectives of the position, demonstrate requisite skills, ability, knowledge and commitment to the job. Your department has performed as expected.

Improvement Needed - You do not always meet the responsibilities and objectives of the job, you demonstrate some of the requisite skills, abilities and knowledge to do the job, but additional training and/or commitment is required. You may still be learning the job or willingness to develop or improve requisite skills and knowledge maybe in question. Your department does not achieve goals and objectives.

ATTACH 1 PAGE SHEET ADDRESSING THE FOLLOWING SECTIONS OF THIS EVALUATION.

SECTION I - Department Synopsis of Services and Duties

SECTION II - Accomplishments / Contributions Achieved in 2019 & 2020

SECTION III - 2020 Goals & Objectives

SECTION IV - The Following will be rated by Review Committee:

MANAGEMENT & LEADERSHIP SKILLS: () Meets Expectations () Improvement Needed

- Display confidence and remain in control when handling difficult or new situations.
- Demonstrate adaptability and flexibility when handling change.
- Demonstrate a sense of cooperativeness by remaining open and positive when receiving direction or constructive feedback.

PLANNING & ORGANIZATION: Meets Expectations Improvement Needed

- Plan effectively to ensure county and department goals utilizes appropriate resources
- Meet or exceeds deadlines without jeopardizing quality
- Seek opportunities to increase productivity and/or eliminate waste
- Able to re-prioritize as required to meet new/changing demands.
- Carry out work assignments and tasks within budget.

PROBLEM SOLVING & DECISION MAKING: Meets Expectations Improvement Needed

- Demonstrate ability to make sound and proper decisions by defining the issue, diagnosing the problem, analyzing the cause(s) and drawing on professional expertise, internal and external resources to make recommendations or propose solutions with a minimal negative effect on departmental/County goals and employee relations.
- Demonstrate willingness to take ownership and responsibility for decisions made.

COMMUNICATIONS, TEAMWORK AND INTERDEPARTMENTAL RELATIONSHIPS:

Meets Expectations Improvement Needed

- Demonstrate clear effective communication (includes; listening, nonverbal communication and language) in individual and group settings (all levels, internal and external).
- Keep committees/supervisors, associates and subordinates fully informed on project status and issues.
- Provides accurate concise written communication to support scope of assignments.

BUDGETARY: Meets Expectations Improvement Needed

- Demonstrate ability to develop and implement departmental budget.
- Able to effectively control costs and ensure that services and/or products are cost effective, within budget and follow the County Procurement Policy.

SECTION V: County Administrator Comments (on separate sheet)

REVIEW COMMITTEE COMMENTS:

REVIEW COMMITTEE OVERALL RATING FOR DEPARTMENT HEAD:

Exceeds Expectations Meets Expectations Improvement Needed

Discussed/reviewed with employee on: Date _____

Follow up requested/desired: YES NO FOLLOW-UP DATE: _____

I have received a copy of this review:

Department Head Signature: _____ Date: _____

Committee Chairman Signature: _____ Date: _____

Washington County Policy on Employee Absences Stemming from Declared Public Health Emergencies

During a declared Public Health Emergency, whether declared by the federal, state or county government, employees of Washington County may be unable to report to work and fulfill their normal duties through no fault of their own. In such instances, it is the policy of Washington County that such employees shall not be made to use accrued benefit time to cover these absences from work.

For the purposes of this policy, the following definitions shall apply:

Declared Public Health Emergency: a formal, official declaration made by any federal, state or county public health agency pertaining to an acute public health crisis. This may include declared states of emergency stemming from public health crises.

Non-Voluntary Absence: an absence from work caused by the voluntary or involuntary quarantine or isolation of an employee when requested or ordered by any governmental agency or department with the authority to do so.

Policy Statement: In order to protect the health of the County's workforce and the members of the public they serve, Washington County takes seriously the need to isolate and/or quarantine individuals in response to emergent public health threats such as infectious diseases. In order to ensure that employees who must be isolated or quarantined for the protection of the public and their fellow employees are able to do so, the County will not require any such isolated or quarantined employee to utilize previously accrued benefit time to cover non-voluntary absences occurring pursuant to a formally declared public health emergency. Accrual of additional benefit time will proceed under the existing guidelines contained with the Washington County Employee Handbook while an employee remains out of work through a non-voluntary absence.

TITLE: To Authorize Remote Work for Employees at the Discretion of the Department Head

WHEREAS, many of the functions carried out by the County can only be done in person, and

WHEREAS, there are some jobs and duties that can be carried out effectively through remote means, and

WHEREAS, in cases of prolonged absences it may be beneficial to the County to allow certain employees to work remotely from their homes or elsewhere, and

WHEREAS, the County has the technology to facilitate this work in certain situations, now therefore be it

RESOLVED, Department Heads are hereby authorized to allow employees to work remotely under extenuating circumstances when either workloads or prolonged absences require it, and may it be further

RESOLVED, this is not to be done as a regular course of action and should only be done when absolutely necessary, and may it be further

RESOLVED, any Department Head authorizing such an arrangement must inform the Personnel Officer and County Administrator of such arrangement in writing, and may it be further

RESOLVED, the Personnel Officer and County Administrator shall have the authority to reject any such arrangement upon notification thereof by the Department Head, and may it be further

RESOLVED, any work being carried out remotely that entails access to sensitive files, data, or computer systems must first be examined and approved by the Chief Information Technology Officer.

BUDGET IMPACT: None. No additional computer equipment will be purchased to facilitate this.

TITLE: To Temporarily Suspend the Staffing Pattern and Standard Personnel Committee Procedures for the Hiring of Temporary Per Diem Employees in Response to COVID-19

WHEREAS, there is currently an ongoing outbreak of COVID-19 in New York State, and

WHEREAS, Washington County currently has several individuals under mandatory quarantine orders issued by Washington County Public Health, and

WHEREAS, in order to adequately respond to this situation, various departments may have the need to add temporary per diem employees to address rapidly increasing workloads, and

WHEREAS, compliance with the normal Personnel Committee procedures for the addition of staff is not feasible in this dynamic situation, and

WHEREAS, the County Administrator has recommended a temporary suspension of the Staffing Pattern and standard Personnel Committee procedures for the addition of temporary per diem staff to handle the workload associated with the County's response to COVID-19, and

WHEREAS, the Personnel Committee has reviewed and approved this recommendation, now therefore be it

RESOLVED, the Staffing Pattern and standard Personnel Committee procedures for the addition of personnel are hereby suspended solely for the purposes of temporary per diem staff to be added in direct response to the COVID-19 outbreak, and may it be further

RESOLVED, departments are hereby authorized to make emergency hires of temporary per diem employees to address increased workload stemming from the County's response to the COVID-19 outbreak, and may it be further

RESOLVED, these hires may only be made with the knowledge, consent and approval of the Chairman of the Board of Supervisors, the Chairman of the Personnel Committee, the Chairman of the department's oversight committee, the Personnel Officer and the County Administrator, and may it be further

RESOLVED, the County Administrator and Personnel Officer shall report any hires made under the provisions herein to the Personnel Committee, the Finance Committee and the Full Board of Supervisors on a monthly basis.

BUDGET IMPACT: Unknown at this time. All expenses related to the County's COVID-19 response are being tracked through a dedicated set of accounts within the Public Health budget. Regular reports will be provided to the Health and Human Services and Finance Committees.

TITLE: To Amend the Employee Handbook Regarding Employees in Arrears for Sick Time

WHEREAS, Section 7.003 of the Washington County Employee Handbook currently allows employees to go into arrears in sick time in the amount of one day for a period not to exceed three months, and

WHEREAS, when employees are sick, it is in the best interest of the employee, their co-workers and the public they serve for the employees to stay home until they have recovered and are no longer contagious, and

WHEREAS, in order to help maintain the health of the workforce and the public, Department Heads are encouraged and directed to send employees home when they display signs of illness regardless of whether or not the employee has accrued sick time to use toward those work days missed, and

WHEREAS, there are sometime legitimate reasons where employees have little to no sick time accrued and it is not desirable to have sick employees report to work in these situations, and

WHEREAS, Department Heads are those in the organization best situated to ascertain whether an employee's lack of accrued sick time is legitimate or through chronic misuse of this benefit, and

WHEREAS, in those cases where the situation is legitimate, it is desirous to allow the employee to go into arrears in sick time so they can avoid infecting coworkers and the public, now therefore be it

RESOLVED, that section 7.003 of the Washington County Employee Handbook is hereby amended to allow employees to go into arrears for up to three (3) days of sick time, and may it be further

RESOLVED, that Department Heads are hereby urged and directed to use this provision in extenuating circumstances only and to consult with the Personnel Officer prior to allowing arrears of any amount to occur.

BUDGET IMPACT: No direct cost, but could potentially lead to additional absences.

WASHINGTON COUNTY STAFFING PATTERN

ADOPTED: 12/20/19

updated: 3/4/20

Seasonal position staffing levels can be changed at the sole discretion of the Personnel Director (Personnel Comm 8/10/17).

DEPARTMENT / ACCOUNT	JOB TITLE	HOURS	2020			NOTES	
			FT	PT	TOTAL		
GENERAL FUND							
LEGISLATIVE BOARD	A1010 Supervisor	elected	0	17	17	{includes Budget Officer, Chairman, Vice-Chairman}	
			0	17	17		
CLERK OF THE BOARD	A1040 Clerk of the Board	exempt - 35	1	0	1	{stipend, Deputy Clerk of the Board}	
		Senior Audit Clerk	40	1	0		1
		Senior Account Clerk	40	1	1		2
				3	1		4
DISTRICT ATTORNEY	A1165 District Attorney	elected	1	0	1		
		Chief Assistant District Attorney	exempt - 40	1	0	1	
		Supervising Assistant District Attorney	exempt - 40	2	0	2	
		Assistant District Attorney	exempt - 40	3	0	3	
		Legal Assistant	40	4	0	4	
		Senior Crime Victim Advocate	exempt - 40	1	0	1	
		Crime Victim Advocate	exempt - 40	1	0	1	
		Crime Victim Advocate Assistant	40	1	0	1	
		Secretary to District Attorney	40	1	0	1	
		Senior Investigators (PT)	20	0	1	1	
		Clerk	40	1	0	1	
					16	1	17
PUBLIC DEFENDER	A1170 Public Defender	exempt - 35	1	0	1		
		Supervising Assistant Public Defender	exempt - 35	2	0	2	
		Assistant Public Defender	exempt - 35	4	0	4	
		Assistant Public Defender (PT)	exempt - pt	0	2	2	
		Legal Assistant	40	3	0	3	
		Secretary to the Public Defender	35	1	0	1	
					11	2	13
ASSIGNED COUNSEL	A1171 Administrator Legal Defense of Indigents	35	1	0	1		
		Supervising Attorney (PT)	exempt	0	1	1	
		Secretary to Supervising Attorney	40	1	0	1	
				2	1	3	
MEDICAL EXAMINERS	A1185 Coroner	elected	0	4	4		
			0	4	4		
COUNTY ADMINISTRATION	A1230 County Administrator	exempt - 35	1	0	1		
		Assistant to County Administrator	exempt - 35	1	0	1	
		Purchasing Coordinator (PT)	vary	0	1	1	
		Purchasing Clerk	35	1	0	1	
				3	1	4	

WASHINGTON COUNTY STAFFING PATTERN

ADOPTED: 12/20/19

updated: **3/4/20**

Seasonal position staffing levels can be changed at the sole discretion of the Personnel Director (Personnel Comm 8/10/17).

DEPARTMENT / ACCOUNT	JOB TITLE	HOURS	2020			NOTES
			FT	PT	TOTAL	
TREASURER	A1325 Treasurer	elected	1	0	1	{stipend LCLGRPB Bookkeeping}
	Deputy County Treasurer	exempt - 35	1	0	1	{stipend Abstractor}
	Principal Account Clerk	40	1	0	1	
	Bookkeeper 35 hrs	35	2	0	2	
	Bookkeeper 40 hrs	40	1	0	1	
	Account Clerk	35	1	0	1	
	Sr. Account Clerk	35	2	0	2	
	Account Clerk, PT	vary	0	1	1	
	Temporary Clerk (Summer / Annual)	temp	0	1	1	
			9	2	11	
REAL PROPERTY TAX SERVICES	A1355 Director of Real Property Tax Services	exempt - 35	1	0	1	{RPTS Director project stipend}
	Account Clerk	35	1	0	1	
	Clerk	35	1	0	1	
	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	
				6	1	7
COUNTY CLERK	A1410 County Clerk	elected	1	0	1	
	Deputy County Clerk	exempt - 35	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	Revised 7 to 6 to account for Res 152 of May 2018
	Recording Clerk	37.5	2	0	2	
	Account Clerk	37.5	1	0	1	
	Account Clerk PT	vary	0	1	1	
	Index Clerk	37.5	1	0	1	
	Archivist	37.5	1	0	1	
	Clerk PT, Historian	vary	0	2	2	
			16	3	19	
COUNTY ATTORNEY	A1420 County Attorney	exempt - 35	1	0	1	
	Deputy County Attorney	exempt - 40	1	0	1	
	Assistant County Attorney	exempt - 35	2	0	2	
	Legal Assistant	35	1	0	1	
	Secretary to the County Attorney	35	1	0	1	
	Senior Safety Officer	exempt - 40	1	0	1	
	Safety Officer	exempt - 40	1	0	1	
	Cyber Security Officer	exempt - 35	1	0	1	
				9	0	9

WASHINGTON COUNTY STAFFING PATTERN

ADOPTED: 12/20/19

updated: 3/4/20

Seasonal position staffing levels can be changed at the sole discretion of the Personnel Director (Personnel Comm 8/10/17).

DEPARTMENT / ACCOUNT	JOB TITLE	HOURS	2020			NOTES
			FT	PT	TOTAL	
PERSONNEL / CIVIL SERVICE	A1430 Personnel Officer	exempt - 35	1	0	1	
	Benefit Specialist	40	1	0	1	
	Civil Service Technician	40	2	0	2	
	Sr. Account Clerk	40	1	0	1	
	Exam Proctor	vary	0	6	6	
			5	6	11	
BOARD OF ELECTIONS	A1450 Commissioner of Elections - Democratic	exempt - 35	1	0	1	{Plus addition poll site staff at election time}
	Commissioner of Elections - Republican	exempt - 35	1	0	1	
	Deputy Commissioner of Elections - Democratic	35	1	0	1	
	Deputy Commissioner of Elections - Republican	35	1	0	1	
			4	0	4	
DPW: ADMINISTRATION	A1490 Superintendent of Public Works	exempt - 35	1	0	1	
	Deputy Superintendent of Public Works	exempt - 40	1	0	1	
			2	0	2	
BUILDINGS & GROUNDS	A1620 Superintendent of County Buildings & Grounds	exempt - 35	1	0	1	
	Senior Account Clerk	40	1	0	1	
	Building Maintenance Supervisor	40	2	0	2	
	Building Maintenance Mechanic	40	4	0	4	
	Electronic Technician	40	1	0	1	
	Supervising Cleaner	40	1	0	1	
	Building Maintenance Worker	40	3	0	3	
	Building Maintenance Helper	40	10	0	10	
	Laborer, PT	vary	0	3	3	
			23	3	26	
INFORMATION TECHNOLOGY	A1680 Chief Information Officer	exempt - 35	1	0	1	
	Assistant Director of Information Technology	exempt - 35	1	0	1	
	Computer Programmer	40	3	0	3	
	Network Analyst	40	2	0	2	
	Micro Computer Specialist (PT)	vary	0	1	1	
	Micro Computer Specialist (FT)	40	2	0	2	
			9	1	10	
CHILDREN WITH SPECIAL NEEDS	A2960 Pre-School Service Coordinator	35	4	0	4	
	Early Intervention Program Coordinator	35	1	0	1	
	Bookkeeper	35	1	0	1	
			6	0	6	
SHERIFF'S DEPARTMENT	A3110 Sheriff	elected	1	0	1	
	Undersheriff	exempt - 40	1	0	1	

DEPARTMENT / ACCOUNT	JOB TITLE	HOURS	2020			NOTES	
			FT	PT	TOTAL		
	Captain	exempt - 40	1	0	1		
	Lieutenant	exempt - 40	2	0	2		
	Investigator Sergeant	40	1	0	1		
	Investigator	40	6	0	6		
	Sergeant	40	7	0	7		
	Senior Civil Enforcement Officer	40	1	0	1		
	Deputy Sheriff	40	23	0	23		
	Secretary to Sheriff	40	1	0	1		
	Civil Clerk	40	2	0	2		
	Deputy PT	vary	0	19	19		
	Senior Clerk	40	1	0	1		
	Typist (PT)	vary	0	1	1		
	Court Attendant	vary	0	3	3		
	Special Patrol Officer	PT (40) school year	8	0	8		
			55	23	78		
PROBATION	A3140	Probation Director II	exempt - 35	1	0	1	
		Probation Supervisor	40	2	0	2	
		Senior Probation Officer	40	2	0	2	
		Probation Officer	40	8	0	8	
		Probation Officer Trainee (transitional title)	40	2	0	2	
		Probation Assistant	40	1	0	1	
		Account Clerk	35	1	0	1	
		Typist	35	1	0	1	
			18	0	18		
JAIL	A3150	Corrections Administrator	exempt - 40	1	0	1	
		Assistant Corrections Administrator	40	2	0	2	
		Cook Manager	35	2	0	2	
		Cook	35	2	2	4	
		Assistant Cook	35	1	3	4	
		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	
		Sr. Account Clerk	35	1	0	1	
		Senior Corrections Officer	40	7	0	7	
		Supervising Nurse	40	1	0	1	
			70	34	104		

DEPARTMENT / ACCOUNT	JOB TITLE	HOURS	2020			NOTES
			FT	PT	TOTAL	
FIRE BUREAU	A3410 Fire Coordinator	exempt - pt	0	1	1	
	Deputy Fire Coordinator	stipend	0	2	2	
	Fire Investigator	stipend	0	6	6	
			0	9	9	
CODE ENFORCEMENT	A3620 Code Enforcement Administrator	exempt - 40	1	0	1	
	Code Enforcement Officer	40	6	0	6	
	Account Clerk	40	1	0	1	
			8	0	8	
EMS	A3625 EMS Coordinator	exempt - pt	0	1	1	
	Deputy EMS Coordinator	stipend	0	1	1	
			0	2	2	
PUBLIC SAFETY	A3640 Director of Public Safety	exempt - 35	1	0	1	
	Deputy Director of Public Safety	exempt - 40	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	
	Typists	40	2	0	2	
			21	13	34	
PUBLIC HEALTH	A4004 Public Health Director	exempt - 35	1	0	1	
	Assistant Director of Patient Svcs	exempt - 40	1	0	1	
	Office Manager	35	1	0	1	
	Fiscal Officer	35	1	0	1	
	Supervisor, Public Health Nurses	37.5	1	0	1	
	Public Health Emer Prep Coord/ Infection Cntrl Coord	37.5	2	0	2	
	Public Health Educator	35	2	0	2	
	Registered Professional Nurse	37.5	3	0	3	
	Senior Account Clerk	35	3	0	3	
	Senior Typist	35	3	0	3	
			18	0	18	
WIC	A4082 WIC Program Coordinator	35	1	0	1	
	WIC Senior Program Nutritionist FT	35	1	0	1	
	WIC Program Nutritionist FT	35	2	0	2	
	WIC Program Nutritionist PT	vary	0	2	2	
	WIC Nutrition Aide FT	35	2	0	2	
	WIC Outreach Worker, Per Diem	vary	0	1	1	{ position funding renewed annually @ Pers Committee }
	Senior Breastfeeding Peer Counselor PT	vary	0	1	1	

DEPARTMENT / ACCOUNT	JOB TITLE	HOURS	2020			NOTES	
			FT	PT	TOTAL		
	Breastfeeding Peer Counselor Per Diem	vary	0	1	1		
	Senior Clerk	35	1	0	1		
			7	5	12		
SOCIAL SERVICES	A6010	Commissioner of Social Services	exempt - 35	1	0	1	
		Social Services Division Director	exempt - 35	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	
		Principal Account Clerk	40	1	0	1	
		Case Supervisor, Grade B	40	4	0	4	
		Caseworker	40	37	0	37	
		Community Services Worker	40	2	0	2	res 21 add one position (1 to 2)
		Computer Operations Coordinator	40	1	0	1	
		Principal Social Services Examiner	40	6	0	6	
		Senior Account Clerk	40	4	0	4	
		Senior Caseworker	40	5	0	5	
		Senior Clerk	40	1	0	1	res 21 remove one position (2 to 1)
		Senior Typist	40	4	0	4	
		Senior Social Services Examiner	40	10	0	10	
		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		
	Typist	40	15	0	15		
	Welfare Employment Representative	40	4	0	4		
			141	0	141		
VETERANS	A6510	Director, Veterans Service Agency	exempt - 35	1	0	1	
		Deputy Director, Veterans Service Agency	35	1	0	1	
		Sr. Clerk	35	1	0	1	
		Motor Vehicle Operator, PT	up to 34 hrs	0	2	2	
				3	2	5	
SEALER OF WEIGHTS & MEASURES	A6610	Director, Weights & Measures	exempt - 35	1	0	1	
				1	0	1	
AGING & DISABILITIES RES CTR / OFFICE FOR THE AGING	A6772	Director, Office for the Aging	exempt - 35	1	0	1	
		Aging Services Aide, FT	40	1	0	1	
		Aging Services Aide, PT	vary	0	5	5	
		Aging Services Aide, per diem	per diem	0	4	4	
		Aging Services Assistant	40	2	0	2	

WASHINGTON COUNTY STAFFING PATTERN

ADOPTED: 12/20/19

updated: 3/4/20

Seasonal position staffing levels can be changed at the sole discretion of the Personnel Director (Personnel Comm 8/10/17).

DEPARTMENT / ACCOUNT	JOB TITLE	HOURS	2020			NOTES
			FT	PT	TOTAL	
	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	
			7	10	17	
HULETT'S PARK	A7110 Sr, Lifeguard (as needed)	40 seasonal	0	2	2	
	Lifeguard / Laborer	40 seasonal	0	7	7	
			0	9	9	
LAUDERDALE PARK	A7111 Park Manager	40 seasonal	0	1	1	{ Park Manager handles both Parks }
	Sr, Lifeguard (as needed)	40 seasonal	0	2	2	
	Lifeguard / Laborer	40 seasonal	0	8	8	
			0	11	11	
YOUTH BUREAU/ ALTERNATIVE SENTENCING	A7310 County, Youth Director	exempt - 35	1	0	1	
	Assistant Director Youth Bureau / Alt Sent	35	1	0	1	
	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	
	Court Referral Specialist	35	3	0	3	
	Program Specialist	35	4	0	4	
	Youth Bureau / Alt Sent Supervisor	35	1	0	1	
			12	1	13	

WASHINGTON COUNTY STAFFING PATTERN

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DEPARTMENT / ACCOUNT	JOB TITLE	HOURS	2020			NOTES
			FT	PT	TOTAL	
PLANNING / ECONOMIC DEVELOPMENT	A8020 Economic Development Coordinator	exempt - 35	1	0	1	
	Junior Planner	37.5	1	0	1	
			2	0	2	
GRAND TOTAL GENERAL FUND			487	162	649	
DPW: CAR POOL						
CM5135						
	Head Automotive Mechanic	40	1	0	1	
	Auto Mechanic, FT	40	1	0	1	
			2	0	2	
DPW: ROAD FUND						
D5000						
	Senior Engineer	40	1	0	1	
	Principal Engineering Technician	40	1	0	1	
	Senior Engineering Technician	40	1	0	1	
	Bridge Repair Person	40	2	0	2	
	Highway General Supervisor III	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	{ Res 102 of 2019 auth seasonal move 9 Hwy II to III (MOA signed)}
	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	1	0	1	
	Senior Account Clerk (PT)	temp	0	1	1	Res 222 of 2019 remove temp position 2/1/2020
	Account Clerk	40	1	0	1	
	Sign Maintenance Supervisor	40	1	0	1	
			67	15	82	
DPW: ROAD MACHINERY						
DM5130						
	DPW Maintenance Shop Supervisor	40	1	0	1	
	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	
			10	0	10	
TOTAL DPW FUNDS			79	15	94	

* NOTE: Plus 2 titles under General Fund for DPW Administration (A1490) *

WASHINGTON COUNTY STAFFING PATTERN

ADOPTED: 12/20/19

updated: 3/4/20

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DEPARTMENT / ACCOUNT	JOB TITLE	HOURS	2020			NOTES
			FT	PT	TOTAL	
SEWER DISTRICT NO. 2 GB8000	Executive Director of Sewer District II	exempt - 35	1	0	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	Res 42 remove Laborer (5 to 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	
	Senior Account Clerk	35				Res 42 remove Sr. Acct Clerk (1 to 0)
	Account Clerk	35	1	0	1	Res 42 add Acct Clerk (0 to 1)
	Sewer Maintenance Worker	40	2	0	2	Res 42 add Sewer Maint Worker (40hrs) (1 to 2)
	Supervisor, Pump Station and Sewers	40	1	0	1	
	Waste Water Treatment Plant Operator	40	4	0	4	{ Personnel Comm 6/13/19 leave on pattern even when vacant }
	Waste Wtr Trtmt Plant Oper Trainee (transitional title)	40	1	0	1	
	Senior Waste Water Treatment Plant Operator	40	1	0	1	
			20	1	21	
	TOTAL OTHER FUNDS		99	16	115	
	TOTAL GENERAL FUND		487	162	649	
	GRAND TOTAL		586	178	764	