

PERSONNEL COMMITTEE MEETING MINUTES  
AUGUST 11, 2020

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

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Ferguson, Losaw, Campbell, Hogan, Griffith

Debra Prehoda, Clerk

Chris DeBolt, County Administrator

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Melissa Fitch, Personnel Director

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – July 7, 2020
- 3) Department Staffing Requests/Staffing Pattern Changes:
  - A. County Attorney – Fill Coordinator to Safety Officer Position
  - B. DPW – Add: Highway Worker II; Delete Bridge Repair Person (Bridge Repair Person was reinstated to HWII Position)  
\*\*\*Staffing Pattern Change\*\*\*
  - C. Code Enforcement – Code Enforcement Officer - Backfill
  - D. Probation – Account Clerk – Backfill
  - E. Public Safety – Secretary to Public Safety – Temp. Position  
\*\*\*Staffing Pattern Change\*\*\*
- 4) Other Business
  - A. Probation Title Reclassifications
- 5) Adjournment

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

A motion to accept the minutes of the July 7, 2020 meeting was moved by Mr. O'Brien, seconded by Mrs. Clary and adopted.

STAFFING REQUESTS: The Personnel Director addressed the following staffing requests:

COUNTY ATTORNEY:

- Coordinator to Safety Officer – This position was included in the 2020 budget with a July start date and is on the Staffing Pattern at a grade 12, 40 hours per week. The County Attorney is requesting to fill this position and it would be a provisional appointment pending exam. A motion to approve Coordinator to Safety Officer position was moved by Mr. O'Brien and seconded by Mrs. Clary. Discussion. Mr. Ward stated there was discussion of moving the Safety Officer position to Public Safety where he would have additional support and would not need to hire another Officer for a while to save some money and therefore disagrees with going forward with approval of this request now. Messrs. Campbell and O'Brien stated this is more of a Safety Officer position than clerical help. The motion to approve Coordinator to Safety Officer position was moved by Mr. O'Brien, seconded by Mrs. Clary and adopted. Mr. Ward opposed.

DEPARTMENT OF PUBLIC WORKS:

- Add Highway Worker II and Delete Bridge Repair Person – Staffing Pattern Change – Change Staffing Pattern to reflect how the Department of Public Works is currently staffed. There is no change in the number of employees just removing one Bridge Repair Person slot which was vacant and increasing Highway Worker II by one to reflect how the department is currently staffed. A motion to amend Staffing Pattern in the Department of Public Works to delete one Bridge Repair Person position and add one Highway Worker II position was moved by Mr. Skellie, seconded by Mrs. Clary and adopted.

CODE ENFORCEMENT:

- Code Enforcement Officer at a Grade 12, 40 hours per week – Backfill due to a resignation in mid-September once the position is vacant. Mr. Campbell stated the Town of Cambridge plans to request joining in the County system and have the County take over their code enforcement duties. There is going to be more work for the office. Mr. Ward stated he is working with the Code Enforcement Administrator looking at the workload in the department and where they may need additional help and plan to report out at a Public Safety Committee meeting. A motion to approve backfill, Code Enforcement Officer, was moved by Mr. Ward, seconded by Mr. Skellie and adopted.

PROBATION:

- Account Clerk, Grade 8, 35 hours per week - Backfill – Civil Service has received the results of an Account Clerk exam and it has led to a vacancy in an Account Clerk position in the Probation Department. A motion to approve backfill, Account Clerk, was moved by Mr. O'Brien, seconded by Mr. Ward and adopted.

PUBLIC SAFETY:

- Secretary to Public Safety – Temporary Position – Staffing Pattern Change – Two Typists positions were created in November 2019 and currently one position is vacant and one was upgraded temporarily due to the high demand on the Department of Public Safety during the COVID closure. The Director of Public Safety is requesting that Secretary to Public Safety Director become a permanent position. The Personnel Director has worked with the Director of Public Safety going over the duties and responsibilities of the position and classified the position as an Administrative Secretary. Request is to delete two Typist positions and add one Administrative Secretary at a grade 10, 40 hours per week. Currently the Typist who was temporarily upgraded to Secretary to the Public Safety Director is being paid at a grade 13. A motion to delete two Typist positions at grade 7 and add one Administrative Secretary at a grade 10, 40 hours per week effective at the start of the next pay period after the Board meeting was moved by Mr. O'Brien, seconded by Mr. Skellie and adopted.

OTHER BUSINESS:

- Probation Title Reclassifications, handout attached. – There were some changes to New York Codes, Rules and Regulations – Title 9, Appendix H-10 Standard Specifications for Professional Probation Positions and resulted in NYS Civil Service mandating the adoption of new titles and job descriptions for employees in the Probation Department. Requesting adoption of these new titles which will result in Staffing Pattern changes. These new regulations ensure that any current employees with competitive class status will be reclassified to the new titles without further examination. There is no change in personnel or grade. A motion to amend Staffing Pattern in Probation Department to reflect title reclassifications was moved by Mrs. Clary, seconded by Mr. O'Brien and adopted.
- Mrs. Clary thanked the Personnel Director for her attention to detail and Mr. Ward thanked her for assistance with his employee handbook.

A motion to adjourn was moved by Mr. O'Brien, seconded by Mr. Skellie and adopted. The meeting adjourned at 10:23 A.M.

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

**Other:**

**Probation**

Changes to **New York Codes, Rules and Regulations, Title 9, Appendix H-10 Standard Specifications for Professional Probation Positions** resulting in NYS Dept Civil Service mandating adoption of new titles/job descriptions.

New regulations ensure that any current employees w/competitive class status will be reclassified to the new titles without further examination.

**\*Staffing Pattern Change**

**Changes in Titles:**

Probation Director II      to      Probation Director (Group A)

Probation Supervisor      to      Probation Supervisor 1

Senior Probation Officer      to      Probation Officer 2/Senior Probation Officer

Probation Officer      to      Probation Officer 1

Probation Officer Trainee      to      Probation Officer 1 Trainee