

PERSONNEL COMMITTEE MEETING MINUTES
OCTOBER 7, 2021

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

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Fedler, Ferguson, Shaw, Fisher, Haff, Rozell
Debra Prehoda, Clerk Roger Wickes, County Attorney
Melissa Fitch, County Administrator Al Nolette, County Treasurer
Danelle LaPann, Personnel Officer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) 2022 Personnel Requests
- 3) Other Business
- 4) Adjournment

Chairman Hicks called the meeting to order at 9:31 A.M.

2022 PERSONNEL REQUESTS: A detailed listing of the staffing requests and title by grade schedule were distributed, attached. It will now be up to the Budget Officer to decide what he wants to include in the budget for next year. Any specific questions from a civil service standpoint contact the Personnel Officer and from a financial standpoint contact the Budget Officer. The budget presentation is scheduled for the end of the month and at that time the Budget Officer will indicate what personnel changes are included and the budget impact.

STAFFING PATTERN: Currently there are eight Contact Tracers on the Staffing Pattern under Public Health and requesting to change that to an unlimited number due to the high volume of work. A motion to amend the Staffing Pattern to increase the pool of Contact Tracers to an unlimited number was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.

UPDATE ON SEARCH FOR SEWER DISTRICT EXECUTIVE DIRECTOR – Two candidates were interviewed this week and the Sewer District Board of Commissioners plan to discuss the next steps in the process at their meeting on Tuesday, October 12th.

OTHER BUSINESS:

Regarding the personnel requests, questioned when any discussion on these positions was going to take place and Chairman Hicks stated he thought that would happen after the Budget Officer presents the tentative budget. If you have any questions between now and the presentation of the tentative budget call the Budget Officer. Having another meeting to discuss these requests was suggested. It was noted that positions were brought through the joint budget meetings but the Director/Department Head salary requests should have more discussion. More dialogue on the list was suggested along with a dollar amount for these requests. The County Administrator stated a summary of the cost can be provided. Parameters have been set in union discussions and settled contracts and now addressing the non-union employees, a bigger picture look at these salaries. Possibly discuss further at the Finance Committee meeting being held this morning at 10 A.M.

The meeting adjourned at 9:46 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors



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2022 Staffing Requests for Personnel Committee on 10/7/2021

Grade Increase Requests– Request to increase hourly wage of current position

Aging	Aging Services Aides	Grade 4 to at least min. wage (Gr. 5- \$13.51,min wage \$13.20)
Aging	Aging Service Aides PT	Grade 3 to same as FT
Aging	Nutrition Services Coordinator	Grade 14 to Grade 16 (even with WIC Nutrition Coordinator)
B&G	Laborers (FT & PT)	Grade 5 to Grade 7 - 3 POSITIONS
B&G	Building Maintenance Helpers	Grade 7 to Grade 9 - 10 POSITIONS
B&G	Building Maintenance Workers	Grade 8 to Grade 10 - 3 POSITIONS
B&G	Building Maintenance Mechanics	Grade 10 to Grade 12 - 4 POSITIONS
B&G	Building Maintenance Supervisors	Grade 13- Grade 15 - 3 POSITIONS
BOE	Deputy Commissioner	Grade 10 to Grade 12 - Republican
BOE	Deputy Commissioner	Grade 10 to Grade 12 - Democrat
IT	Electronics Technician	Grade 14 to Grade 16
DPW	Head Automotive Mechanic	Grade 13 to Grade 15
DPW	Public Works Manager	Grade 20 to Grade 24
DSS	Grade B Case Supervisor	Grade 18 to Grade 19
Public Safety	Administrative Secretary	Grade 10 to Grade 12
Youth	Youth Bureau Alt. Sent. Supervisor	Grade 16 to Grade 18
Youth	Assistant Director Youth Bureau	Grade 19 to Grade 21

Promotion Requests – if approved, the prior title would be replaced on Staffing Pattern with the new title

B&G	Supervising Cleaner to Building Maintenance Supervisor	Gr. 10 to Gr. 13
B&G	Senior Account Clerk to Secretary to Sup. Of County Bldgs. NEW TITLE	Gr. 10 to Gr. 13
BOS	Senior Account Clerk to Senior Audit Clerk	Gr. 10 to Gr. 13
Code Enforcement	Account Clerk to Senior Account Clerk	Gr. 8 to Gr. 10
County Admin.	Assistant to County Administrator to Deputy County Admin. (\$ same base as Dep. Treasurer)	
County Admin.	Purchasing Clerk to Purchasing Coordinator (July)	Gr. 13 to Gr. 15
County Clerk	Recording Clerk to Senior Recording Index Clerk NEW TITLE	Gr. 9 to Gr. 11
DPW	Senior Engineering Tech. to Principal Engineering Tech.	Gr. 16 to Gr. 19
DPW	Principal Engineering Tech. to Professional Engineer NEW TITLE	Gr. 23
DPW	Account Clerk to Senior Account Clerk	Gr. 8 to Gr. 10
Planning	Junior Planner to Planner (Add to EXEMPT SALARY SCHEDULE)	\$51,000 base
Public Defender	Legal Assistant to Senior Legal Assistant NEW TITLE	Gr. 12 to Gr. 14
Real Property	Tax Map Technician to Sr. Tax Map Technician NEW TITLE	Gr. 13 to Gr. 16
Sheriff	Clerk to Senior Clerk	Gr. 7 to Gr. 9
Treasurer	Bookkeeper to Payroll Clerk NEW TITLE	Gr. 13 to Gr. 13
Treasurer	Senior Account Clerk to Payroll Clerk NEW TITLE	Gr. 10 to Gr. 13
Youth	Alc. Sub. Ab. Coord. to Sr. Alc. Sub. Ab. Coord. NEW TITLE	Gr. 15 to Gr. 16
Youth	Program Spec. to Sr. Program Spec. NEW TITLE - 4 POSITIONS	Gr. 13 to Gr. 15
Youth	Court Ref. Spec. to Sr. Court Ref. Spec. NEW TITLE - 3 POSITIONS	Gr. 13 to Gr. 15

New Position Requests

Aging	Add 2 PT Aging Services Aides	
County Admin.	Add Administrative Assistant to County Administrator NEW TITLE	Gr. 13
District Attorney	Add Legal Assistant	Gr. 12
DPW	Add Secretary to Superintendent of Public Works NEW TITLE	Gr. 13
IT	Add Help Desk Manager (CSEA) NEW TITLE	Gr. 21
Personnel	Add Personnel Assistant	Gr. 8
Sewer	Add PT position-still under discussion with Commissioners NEW TITLE	\$35,000
Sheriff	Add Four (4) Deputies	\$18.31-2022 (PBA)
Youth	Add Youth Program Coordinator	Gr. 14

Exempt Salary Requests

B&G	Superintendent of County Buildings \$71,443 to \$81,443 (\$10,000 increase on current base)
BOE	Commissioner increase to \$58,151 (\$5620 increase on current base)
BOE	Commissioner increase to \$58,151 (\$5620 increase on current base)
DPW	Superintendent of Public Works- Request Salary Increase
DSS	Director- Request Salary Increase
IT	Assistant Director of IT increase to \$76,968 10% on current base (\$6,997 increase)
Real Property	Director of Real Property \$62,535 to \$68,535 (\$6,000 increase on current base)
Youth	Director - was \$64,888 base asking \$81,682 base (\$16,794 increase - \$ same as Undersheriff)
Veterans	Director- Request Salary Increase

Changes

Code Enforcement	Code Enforcement Officer Retirement (asking for overlap- January-April)
Real Property	Change Clerk from 35hrs to 40hrs
Treasurer	Remove one (1) Account Clerk from Staffing Pattern (\$36,050.98 savings)
Veteran's	Deputy to Director of Veterans \$50,947 base (add to EXEMPT SALARY SCHEDULE)

Resolution No. 274 November 20, 2020

By Supervisors Campbell, O'Brien, Hicks, Fedler, Skellie, Hogan, Clary, Rozell, Losaw, Ward, Griffith

TITLE: To Adopt Non-Union Grade Schedule for 2021

WHEREAS, the 2021 budget has been prepared using the following non-union grade schedule,
and

WHEREAS, the only change to the schedule is a 2.5% increase on base; now therefore be it

RESOLVED, that the attached schedule for non-union hourly employees be adopted effective
January 1, 2021.

BUDGET IMPACT STATEMENT: 2.5% increase included in the 2021 budget.

**SCHEDULE A
TITLES BY GRADE - 2021**

Updated 9/17/21

Grade 1

Grade 2

Grade 3

Aging Services Aide PT
Election Inspector
Motor Vehicle Operator

Grade 4

Meal Site Manager (OFA)
* Aging Services Aide
* Clerk, PT

Grade 5

WIC Breastfeeding Peer Couns. (Per Diem)
* Laborer (B&G)
* Laborer, PT (B&G)

Grade 6

Assistant Cook
Substitute Cook
Motor Vehicle Operator, PT (Vet. Van)
* Lifeguard/Laborer

Grade 7

Clerk
Typist
WIC Nutrition Aide
WIC Senior Breastfeeding Peer Counselor
* Building Maintenance Helper
* Senior Lifeguard

Grade 8

Account Clerk
Cook
Election Custodian
Election Technician
** Account Clerk
* Building Maint. Worker
* Laborer (Sewer)
* Motor Vehicle Operator (Veterans)
* **Personnel Assistant (Res. 167 of 2021)**

Grade 9

Alternative Sent. Program Assistant
Pavement Mngmt. Intern
Senior Cleaner
Senior Clerk
Senior Typist
Senior WIC Nutrition Aide
WIC Outreach Worker

Grade 9 con't.

** Index Clerk
** Recording Clerk
* Aging Services Assistant
* Civil Clerk
* Correction Officer, PT
* Senior Clerk
* Senior Typist
* Sewer Maintenance Worker

Grade 10

Administrative Secretary
Cook Manager
Deputy Commissioner Bd. of Elections
Junior Purchasing Clerk
LPN (PH)
LPN, PT (Jail)
Medical Secretary
Secretary to the Public Defender
Senior Account Clerk
* Administrative Asst. to Comm. of Soc. Svcs.
* Administrative Secretary
* Building Maintenance Mechanic
* Crime Victim Adv. Assistant
* Deputy, PT
* Senior Account Clerk
* Supervising Cleaner

Grade 11

Exam Proctor
Data Collector
Principal Engineering Tech, Part Time
Senior Recording Clerk
** County Archivist
* Auto Mechanic
* Laboratory Technician
* Personnel Clerk Trainee

Grade 12

Legal Assistant
Real Prop. Tax Service Asst.
* Assistant Supervising Mechanic
* Code Enforcement Officer
* Coordinator to Safety Officer
* Legal Assistant
* Personnel Clerk
* Pump Station/Sewer Maint. Worker
* Secretary to Supervising Attorney
* Wst. Water Treatmnt. Plant Oper. Trainee

Grade 13

Bookkeeper
Contact Tracer

*HOURLY EMPLOYEE WHO WORKS 40 HOURS PER WEEK OR A 40 HR. WEEK BASIS

**HOURLY EMPLOYEE WHO WORKS 37.5 HOURS PER WEEK

**SCHEDULE A
TITLES BY GRADE - 2021**

Updated 9/17/21

Grade 13 con't.

Court Referral Specialist (Alt. Sent.)
Crime Victim Advocate, PT
Dispatcher (Per Diem) (Res. 72 of 2021)
Microcomputer Specialist
Motor Vehicle Supervisor
Program Specialist
Purchasing Clerk
Secretary to County Attorney
Tax Map Technician
** Junior Planner
* Admin. Asst. to Sewer Dist. Exec. Director
* Bookkeeper
* Building Maintenance Supervisor
* Compost Operator
* Engineering Technician
* Head Automotive Mechanic
* Pump Station Sewer Maint. II
* Secretary to the District Attorney
* Secretary to Sheriff
* Senior Audit Clerk
* Waste Water Treatment Plant Operator

Grade 14

Caseworker, PT
Dietetic Services Supervisor
Early Intervention Services Coordinator
Emergency Mngmnt. Coordinator
Paving Supervisor (Seasonal)
Pre-School Service Coordinator
Welfare Investigator
Youth Program Coordinator
* Electronic Technician
* Nutrition Services Coordinator

Grade 15

Alcohol/Substance Abuse Prog. Coord.
Deputy to Director of Veterans
Office Manager (PH)
Principal Account Clerk
Purchasing Coordinator
Senior Investigator, PT
* Civil Service Technician
* Principal Account Clerk
* Senior Waste Water Treatment Plant Operator

Grade 16

Administrator, Legal Defense of Indigents
Early Intervention Program Coordinator
Medical Services Supervisor
Public Health Educator
Youth Bureau/Alt. Sent. Supervisor
WIC Program Nutritionist
* Highway General Supervisor III
* Principal Social Services Examiner
* Senior Engineering Technician

Grade 16 con't.

* Staff Development Coordinator
* Training & Resource Dev. Coordinator

Grade 17

* Benefits Specialist
* Communications Center Supervisor
* Computer Operations Coordinator (DSS)

Grade 18

Assessor, Part Time
Registered Professional Nurse, PT (Jail)
Senior Health Educator
Senior WIC Program Nutritionist
* Grade B Case Supervisor (DSS)

Grade 19

Asst. Director Youth Bureau
Director of Alcohol/Substance Abuse
Geographic Information Sys. Specialist
Probation Supervisor 1
* DPW Maint. Shop Supervisor
* Grade A Case Supervisor (DSS)
* Principal Engineering Technician
* Registered Professional Nurse (Jail)
* Supervisor of Pumping Stations & Sewers

Grade 20

Fiscal Officer
* Accounting Supervisor, Grade B
* **Public Works Manager (Res. 89 of 2021)**

Grade 21

PH Emg. Preparedness Coord. Infect. Ctl.
WIC Program Coordinator

Grade 22

* **Senior Engineer (Res. 187 of 2021)**
* Supervising Nurse (Jail)

Grade 23

Grade 24

** Supervising Public Health Nurse
* Chief WWTP Operator

Grade 25

Grade 26

Grade 27

Grade SPO

*HOURLY EMPLOYEE WHO WORKS 40 HOURS PER WEEK OR A 40 HR. WEEK BASIS

**HOURLY EMPLOYEE WHO WORKS 37.5 HOURS PER WEEK

2021 Non-Union Hourly

YEAR	WORKING DAYS	40 hrs/week	35 hrs/week
		ANNUAL HRS	ANNUAL HRS
2021	261	2,088	1,827

GRADE	BASE	1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR
1	9.21	9.43	9.65	9.86	10.08
2	10.53	10.75	10.96	11.18	11.39
3	12.14	12.35	12.57	12.78	13.00
4	12.90	13.11	13.34	13.54	13.77
5	13.51	13.77	14.01	14.26	14.51
6	14.22	14.46	14.71	14.97	15.20
7	15.42	15.65	15.92	16.18	16.42
8	16.68	16.91	17.18	17.41	17.68
9	17.95	18.18	18.45	18.69	18.95
10	19.05	19.32	19.57	19.82	20.08
11	19.94	20.19	20.44	20.68	20.94
12	21.05	21.34	21.62	21.91	22.20
13	22.17	22.46	22.76	23.03	23.33
14	23.29	23.58	23.86	24.15	24.44
15	24.40	24.68	24.97	25.26	25.54
16	25.50	25.78	26.08	26.36	26.64
17	26.62	26.91	27.20	27.48	27.77
18	27.75	28.04	28.32	28.61	28.89
19	28.84	29.12	29.40	29.68	29.96
20	29.98	30.29	30.61	30.92	31.23
21	31.09	31.41	31.71	32.02	32.34
22	32.20	32.49	32.81	33.13	33.45
23	33.32	33.64	33.96	34.28	34.57
24	34.42	34.74	35.03	35.35	35.67
25	35.57	35.86	36.18	36.50	36.81
26	36.64	36.96	37.28	37.58	37.89
27	37.77	38.08	38.39	38.70	39.02
28	38.89	39.20	39.51	39.82	40.14
29	40.02	40.35	40.68	41.02	41.35
30	41.10	41.44	41.77	42.11	42.45
31	42.25	42.58	42.92	43.24	43.58

GRADE	HARTFORD	ARGYLE	GREENWICH	WHITEHALL	HUDSON FALLS
SPO	22.00	22.90	22.65	30.30	28.76

LONGEVITY INCREMENTS

5 years	45¢ per hour
8 years	45¢ per hour
10 year	45¢ per hour
15 years	45¢ per hour
20 years	45¢ per hour
25 years	45¢ per hour

Shift Differential

Shift 2	30¢ per hour
Shift 3	62¢ per hour