

PERSONNEL COMMITTEE MEETING MINUTES
AUGUST 7, 2018

PERSONNEL COMMITTEE MEMBERS PRESENT: Hicks, Fedler, Idleman, O'Brien, Hogan

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, Shaw, Moore, Middleton, Rozell

Debra Prehoda, Clerk

Al Nolette, Treasurer

Roger Wickes, County Attorney

Chris DeBolt, County Administrator

Melissa Fitch, Personnel Director

Public & Media

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes July 10, 2018
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. DPW – Highway Worker II - Backfill
 - B. DSS – Social Services Examiner - Backfill
 - C. Sheriff
 1. Senior Typist (New) – Staffing Pattern Change (Remove Typist)
 2. Part Time Typist (New) – Staffing Pattern Change (Remove Typist)
 3. (2) Part Time RN's (New) – Staffing Pattern Change (Remove 2 PT LPN's)
- 4) Other Business
- 5) Adjournment

Chairman Hicks called the meeting to order at 9:30 A.M.

A motion to approve the minutes of the July 10, 2018 meeting was moved by Mr. O'Brien, seconded by Mr. Hogan and adopted.

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

DEPARTMENT OF PUBLIC WORKS:

- Highway Worker II – Backfill – A motion to approve backfill, Highway Worker II due to a promotion in the Fort Ann Barn, was moved by Mr. Hogan, seconded by Mr. O'Brien and adopted.
- Highway Worker II – Backfill due to a retirement in the Middle Falls Barn – A motion to approve backfill, Highway Worker II due to a retirement in the Middle Falls Barn, was moved by Mr. Hogan, seconded by Mr. O'Brien and adopted.

SOCIAL SERVICES:

- Social Services Examiner - Backfill due to a resignation – A motion to approve backfill, Social Services Examiner due to a resignation, was moved by Mr. O'Brien, seconded by Mr. Hogan and adopted.
- Social Services Examiner – Backfill due to a promotion within the department – A motion to approve backfill, Social Services Examiner due to a promotion within the department, was moved by Mr. O'Brien, seconded by Mr. Hogan and adopted.

Committee member Mrs. Fedler arrived.

SHERIFF:

- Senior Typist – A Typist is retiring and the Sheriff is requesting to upgrade the other Typist in the unit to a Senior Typist position. A motion to approve request to upgrade Typist to Senior Typist and amend the Staffing Pattern to add one Senior Typist position and remove one Typist position was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.
- Part Time Typist – The Sheriff is requesting to create a part time Typist position and remove one full time Typist position from the Staffing Pattern. A motion to approve creating a part

time Typist position and amend the Staffing Pattern to add one-part time Typist and remove one full time Typist position was moved by Mrs. Fedler and seconded by Mr. Hogan. Discussion. The Personnel Director has review the duties of these positions and approved the change. The County Administrator stated this represents a small savings. The motion to approve creating a new part time Typist position and amend the Staffing Pattern to add one-part time Typist and remove one full time Typist position was moved by Mrs. Fedler, seconded by Mr. Hogan and adopted.

- (2) Part Time RN's (New) – Staffing Pattern Change & Remove (3) PT LPN's – The Sheriff has requested the creation of two-part time RN positions and the Public Safety Committee recommended removing three-part time LPN positions in the Jail. A motion to approve creating two (2) part time RN positions and amend the Staffing Pattern to add two (2) part time RN positions and remove three (3) LPN positions was moved by Mr. O'Brien and seconded by Mrs. Fedler. Discussion. Mr. Shaw asked for cost or savings in next year's budget. The County Administrator believes this was either neutral or a small savings. Committee member, Ms. Idleman arrived. Chairman Hicks stated we need to see if the slots get filled. The motion to approve creating two (2) part time RN positions and amend the Staffing Pattern to add two (2) part time RN positions and remove three (3) LPN positions was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.

PUBLIC SAFETY:

Communications Officer – Backfill due to resignation – A motion to approve backfill, Communications Officer due to a resignation, was moved by Mr. Hogan, seconded by Mrs. Fedler and adopted.

OTHER BUSINESS:

- Received the annual report from the NYS Department of Civil Service. Currently there are 2143 positions classified under Washington County Civil Service; county, towns, villages, schools and BOCES compared to 2,121 in 2016. Offered 57 civil service exams with 429 candidates compared to 55 exams in 2017 with 608 candidates due to Police Officer and Deputy Sheriff exams. Increased the number of provisional appointments this year. The report is on file in the Personnel Department.
- Retirement Plaques – (4) Tammy Saunders, DMV; Meredith Schulz, DSS; Linda Tucker, Treasurer's Office; and Valerie Strainer, Civil Service after 29 years.

The meeting adjourned at 9:40 A.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*



WASHINGTON COUNTY
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Personnel Committee Mtg. August 7, 2018
Chairman Hicks, Supervisors: Fedler, Idleman, O'Brien, Hogan

Staffing

DPW -

Backfill Highway Worker II (2)

DSS-

Backfill Social Services Examiner (2)

Sheriff -

New - Senior Typist

*Staffing Pattern Change (remove Typist, add Snr. Typist)

New - P/T Typist

*Staffing Pattern Change removing F/T Typist; Add P/T Typist

New - P/T RN (2)

*Staffing Pattern Change removing 3P/T LPN's; Add P/T RN (2)

Public Safety-

Backfill Communications Officer

Other -

Annual Report

Retirement Recognition Plaques (4)

**Personnel Committee
Position Fill Request Form**

Date: 7/18/2018 **Department:** Public Works

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Highway Worker II

Civil Service Competitive or Non-Competitive?

Teamsters

Pay Rate/Salary of Last Person in Position:

\$18.86

Base Rate/Salary if Filled:

\$18.06

Number of Hours/Week:

40

Reason Position is Being Vacated:

promotion

Date the Position will be Vacated:

July 12, 2018

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?

Road Machinery Fund

RECEIVED
WASHINGTON COUNTY

JUL 18 2018

CIVIL SERVICE /
PERSONNEL

**Personnel Committee
Position Fill Request Form**

Date: 8/6/2018 Department: DPW

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Highway Worker II

Civil Service Competitive or Non-Competitive?

Non-Competitive

Pay Rate/Salary of Last Person in Position:

\$18.06

Base Rate/Salary if Filled:

\$18.06

Number of Hours/Week:

40

Reason Position is Being Vacated:

Retirement

Date the Position will be Vacated:

September

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?

Road Machinery Fund

**Personnel Committee
Position Fill Request Form**

Date: 7/19/18

Department: 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:

\$18.39

Base Rate/Salary if Filled:

\$17.70

Number of Hours/Week:

40

Reason Position is Being Vacated:

private sector job

Date the Position will be Vacated:

July 25, 2018

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?

35

What is the source of the funding?

Reimbursement varies with program;
At most, the local share would average 25%

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

**Personnel Committee
Position Fill Request Form**

Date: 8/6/18 Department: 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:

\$19.99

Base Rate/Salary if Filled:

\$17.70

Number of Hours/Week:

40

Reason Position is Being Vacated:

promotion to Sr. Examiner
position

Date the Position will be Vacated:

August 23, 2018

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?

35

What is the source of the funding?

Reimbursement varies with program: At
most, the local share would verage 25%

Personnel Committee
Position Fill Request Form

Date: 1/31/18

Department: Staff

Is the Request for a Backfill or New Position?

New

Title of Civil Service Position:

Senior Typist

Civil Service Competitive or Non-Competitive?

Civil Service

Pay Rate/Salary of Last Person in Position:

Base Rate/Salary if Filled:

Number of Hours/Week:

Reason Position is Being Vacated:

Retirement

Date the Position will be Vacated:

October

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?

0

What is the source of the funding?

Budgeted

* Typist → Senior Typist

* Remove Typist from Staffing Pattern

Personnel Committee
Position Fill Request Form

Date: 7/31/18 Department: Sherriff

Is the Request for a Backfill or New Position?	<u>New</u>
Title of Civil Service Position:	<u>Part-time Typist</u>
Civil Service Competitive or Non-Competitive?	<u>Non</u>
Pay Rate/Salary of Last Person in Position:	
Base Rate/Salary if Filled:	
Number of Hours/Week:	<u>Varies</u>
Reason Position is Being Vacated:	<u>Retirement</u>
Date the Position will be Vacated:	<u>October</u>
Are the Duties of the Position Essential to the Department?	<u>Yes</u>
Can the Duties of this Position be Absorbed by Others in the Department?	<u>No</u>
Could this position be Part-Time?	<u>Yes</u>
How Many Positions of the Same Title are in the Unit/Department?	<u>0</u>
What is the source of the funding?	<u>Budgeted</u>

* Remove Typist F/T from Staffing Pattern

**Personnel Committee
Position Fill Request Form**

Date: 8/6/2018 Department: Sheriff

Is the Request for a Backfill or New Position?

New

Title of Civil Service Position:

P/T RN (2)

Civil Service Competitive or Non-Competitive?

Non-Competitive

Pay Rate/Salary of Last Person in Position:

Base Rate/Salary if Filled:

Grade 18 \$25.77

Number of Hours/Week:

vary

Reason Position is Being Vacated:

Date the Position will be Vacated:

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?

yes

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

0

What is the source of the funding?

2018 budget

*Add 2 Part-Time RN's to Staffing Pattern

*Remove 3 Part-Time LPN's from Staffing Pattern

**Personnel Committee
Position Fill Request Form**

Date: 08/06/2018 Department: PUBLIC SAFETY

Is the Request for a Backfill or New Position?	Backfill
Title of Civil Service Position:	Communications Officer
Civil Service Competitive or Non-Competitive?	Competitive
Pay Rate/Salary of Last Person in Position:	\$17.97 hr
Base Rate/Salary if Filled:	\$17.15 hr
Number of Hours/Week:	36 / 48
Reason Position is Being Vacated:	Resignation (another position)
Date the Position will be Vacated:	August 23, 2018
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?	12
What is the source of the funding?	Budgeted .1