

PERSONNEL COMMITTEE MEETING MINUTES
AUGUST 11, 2022

PERSONNEL COMMITTEE MEMBERS PRESENT: Hicks, Campbell, O'Brien, Fedler, Clary, Wilson-zoom

PERSONNEL COMMITTEE MEMBERS ABSENT: Skellie

SUPERVISORS: Hall-zoom, Henke-zoom, Hogan, Griffith, Rozell, Fisher

Sandy Huffer, Deputy Clerk

Roger Wickes, County Attorney

Melissa Fitch, County Administrator

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN MEETING NOTICE:

1. Call to Order
2. Accept Minutes – July 7, 2022
3. Department Staffing Requests/Staffing Pattern Changes:
 - A. County Attorney – Secretary to County Attorney – Backfill
 - B. District Attorney
 1. Legal Assistant – Backfill
 2. Assistant District Attorney – Backfill
 - C. Department of Public Works
 1. Highway Worker II – Backfill
 2. Heavy Equipment Mechanic – Backfill
 - D. Information Technology
 1. Title Change Only – Help Desk Manager to Service Manager
Staffing Pattern Change & Non Union Title by Grade Change
 - E. Social Services
 1. Caseworker – Backfill
 2. Clerk – Backfill
 3. Social Services Examiner (2) – Backfill
 4. Senior Clerk to Clerk
Staffing Pattern Change
 - F. Assigned Counsel – Admin., Legal Defense of Indigents – Backfill
4. Other Business
 - A. Special Patrol Officers - *Amend Non Union Title by Grade Schedule*
 - B. Staff to Attend the NYS Association of Self-Insured Counties Conf. in Saratoga Springs on Sept. 29, 22
5. Adjournment

Chairman Hicks called the meeting to order at 9:30 AM in the Board of Supervisors second floor classroom and via zoom.

A motion to accept the minutes of the July 7, 2022 meeting was moved by Mr. O'Brien, seconded by Mrs. Clary and adopted.

DEPARTMENT STAFFING REQUESTS/STAFFING PATTERN CHANGES: Danelle LaPann, Personnel Officer addressed the following items:

COUNTY ATTORNEY:

- Secretary to the County Attorney – Backfill – A motion to approve backfill, Secretary to the County Attorney due to a transfer to a different department, moved by Mr. O'Brien, seconded by Mrs. Clary. The County Attorney stated he would bring to his oversight committee a request to make this position 40 hours a week. A motion to approve backfill, Secretary to the County Attorney due to a transfer to a different department, moved by Mr. O'Brien, seconded by Mrs. Clary and adopted.

DISTRICT ATTORNEY:

- Legal Assistant – Backfill – A motion to approve backfill, Legal Assistant due to a resignation, moved by Mr. O'Brien, seconded by Mrs. Clary and adopted.
- Assistant District Attorney – Backfill – A motion to approve backfill, Assistant District Attorney due to a resignation, moved by Mr. O'Brien, seconded by Supervisors Wilson, Clary and adopted.

DEPARTMENT OF PUBLIC WORKS:

- Highway Worker II – Backfill – The Personnel Officer stated there will be two backfills needed because a Highway Worker II will move into the Heavy Equipment Mechanic position. A motion to approve backfill of two Highway Worker II, one due to a resignation and one taking a different position, moved by Mr. O'Brien, seconded by Mrs. Clary and adopted.
- Heavy Equipment Mechanic – Backfill – A motion to approve backfill, Heavy Equipment Mechanic due to a retirement, moved by Mr. O'Brien, seconded by Mrs. Clary and adopted.

INFORMATION TECHNOLOGY:

- Title Change – Help Desk Manager to Service Manager – The Personnel Officer stated that the IT CIO feels this change may help with recruitment. A motion to amend the IT Staffing Pattern and Non-Union Title by Grade Schedule, changing the title of Help Desk Manager to Service Manager, moved by Mr. O'Brien, seconded by Mrs. Clary and adopted.

SOCIAL SERVICES:

- Caseworker – Backfill – A motion to approve backfill, Caseworker due to a resignation, moved by Mr. O'Brien, seconded by Mrs. Clary and adopted.
- Clerk – Backfill – A motion to approve backfill, Clerk due to a promotion, moved by Mr. O'Brien, seconded by Mrs. Clary and adopted.
- Social Services Examiner (2) – Backfill – A motion backfill two Social Service Examiners due to promotions, moved by Mr. Wilson, seconded by Mrs. Clary and adopted.
- Senior Clerk to Clerk – The Commissioner is requesting to downgrade a vacant Senior Clerk position to Clerk. A motion to amend the Staffing Pattern to decrease Senior Clerks by one (1) and increase Clerks by one (1), moved by Mr. O'Brien, seconded by Mrs. Clary and adopted.

ASSIGNED COUNSEL:

- Administrator, Legal Defense of Indigents – Backfill – A motion to approve backfill, Administrator, Legal Defense of Indigents, moved by Mr. Wilson, seconded by Mrs. Fedler and adopted.

OTHER BUSINESS:

- Special Patrol Officers – A motion to approve amending the non-union title by grade schedule to establish hourly rates for Special Patrol Officers as follows: Argyle \$24.30; Greenwich \$24.26; Hartford \$24.60; Whitehall \$31.51; Hudson Falls \$33.00, moved by Mr. O'Brien, seconded by Mrs. Clary and adopted.

- Staff to Attend the NYS Association of Self-Insured Counties Conference in Saratoga Springs on September 29, 2022. The Personnel Officer is requesting three staff be able to attend one day of a three day conference and has funds in the budget. A motion to allow three Personnel Office staff to attend the NYS Association of Self-Insured Counties conference in Saratoga Springs, moved by Mrs. Fedler, seconded by Mrs. Clary and adopted.
- Displayed a card that they will be handing out at the fair. The front of the card explains how to stay notified of employment opportunities and exam notices and the back has a QR code that links directly to the website. Personnel will have a presence at the fair every day, at least one staff member. Will also be handing out promotional item pens previously approved.
- Went to Hudson Falls Community night and handed out a few applications.
- The Treasurer asked the Personnel Officer if she was ready to address an issue regarding the Clerk/Typist title at this time, seeing we are amending the staffing pattern in Social Services. The Personnel Officer explained that the staffing pattern has Typist titles on it and as they are vacated they've been changing the title to Clerk. The Personnel Officer stated she doesn't have all the information ready today and will address during the budget process.

The meeting adjourned at 9:43 AM.

Sandy Huffer, Deputy Clerk, Washington County Board of Supervisors

Personnel Department
Position Fill Request Form

Date:

Department:

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

Title of Civil Service Position to be filled?

Civil Service Competitive, Non-Competitive,
Labor, Exempt, Unclassified?

Hourly Rate and Salary of Last Person in Position?

Base Hourly Rate and Yearly Salary if filled?

Number of Hours/Week?

Position being vacated if different than requested?
Requires a Staffing Pattern Change

Reason Position is Being Vacated?

Date the Position will be Vacated?

How Many Positions of the same title are in the
Unit/Department? (per current staffing pattern)

What is the source of funding? Budgeted?

Is this an add/change to the staffing pattern?

YES NO

If YES, remove title:

Add title:

*If the request is for a NEW POSITION that will change your departments staffing pattern, please provide below an explanation as to why the position is needed.

Please include the 1st and last initials of the Employee who left the position:

Date:

Department:

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IT

Title change from Help Desk Manager to Service Manager (name change only)

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Social Services

Downgrade vacant Senior Clerk position to Clerk

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Special Patrol Officer rates

Argyle \$24.30/hour

Greenwich \$24.26/hour

Hartford \$24.60/hour

Whitehall \$31.51/hour

Hudson Falls \$33.00/hour

Fort Ann already added at \$30.16/hour

Personnel

Education and Training

Three (3) staff members to attend New York State Association of Self-Insured Counties (NYSASIC) Conference on September 29, 2022.