



PERSONNEL COMMITTEE

January 14, 2016 – 12:15 P.M.

Personnel Committee Members

**Nadia Rajszy, Chair
Scott Samuelson, Vice Chair
Alan Sorensen
Ira Steingart
Catherine Owens**

AGENDA

REPORTS:

1. Human Rights – Monthly Report

DEPARTMENTS:

1. Personnel
2. Risk Management and Insurance

DISCUSSION:

1. District Attorney Vacancies and Request for New Position – James Farrell, District Attorney
2. Anti-Discrimination/Harassment and Workplace Violence Prevention Policies – Lynda Levine, Personnel Officer

RESOLUTIONS:

1. To Create a Senior Account Clerk Position and Abolish an Account Clerk Position at the Sullivan County Civil Division.

PUBLIC COMMENT:

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Michael Schiff, Sullivan County Sheriff

Re: Request for Consideration of a Resolution: To create and abolish a position

Date: November 5, 2015

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

To create a Senior Account Clerk position and abolish an Account Clerk at the
Sullivan County Civil Division

Is subject of Resolution mandated? Explain:

N/A

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 72,114.31

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A3110-10-1011

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County	\$ <u>72,114.31</u>	<u>10,870</u>	Grant(s)	\$ _____
State	\$ _____		Other	\$ _____
Federal Government	\$ _____		(Specify)	_____

Verified by Budget Office: _____

Does Resolution request Authority to Enter into a Contract? Yes No

If "Yes", provide information requested on Pages 2 and 3.

Request for Authority to Enter into Contract with [_____] of
[_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: Ampm Seuss Date 1/12/16
- B. Management and Budget: Janet Myz Date 1/12/16
- C. Law Department: S. Yasgur Date 1/12/16
- D. County Manager: John Peral Date 1/13/16
- E. Other as Required: _____ Date _____

Vetted in Personnel Committee Committee on _____

**RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO CREATE A
SENIOR ACCOUNT CLERK POSITION AND ABOLISH AN ACCOUNT CLERK
POSITION AT THE SULLIVAN COUNTY CIVIL DIVISION**

WHEREAS, the Sullivan County Jail wishes to create a position of Senior Account Clerk and abolish the position of Account Clerk (position no. 390);

WHEREAS, the employee currently in position No. 390 is willing and able to perform the duties and job functions of a Senior Account Clerk;

WHEREAS, the creation of this position will better serve the needs of the Sullivan County Civil Division;

WHEREAS, the Personnel Officer has determined that the employee currently in the position of Account Clerk is qualified and can be appointed by the Sullivan County Sheriff to the Senior Account Clerk position.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby creates a new position of Senior Account Clerk and abolishes the Account Clerk (no. 390).

**Moved by
Seconded by
and declared duly adopted on motion**