



**PERSONNEL COMMITTEE**

**March 3, 2016 – 12:15 P.M.**

**Personnel Committee Members**

**Nadia Rajs, 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: None**

**RESOLUTIONS:**

1. To create a temporary position in the County Attorney's Office.
2. To create one (1) Temporary Part-Time Personnel/Payroll Technician in the Sullivan County Department of Human Resources. **MOTION TO UNTABLE**

**PUBLIC COMMENT:**

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

To: Sullivan County Legislature

Fr: Cheryl McCausland, County Attorney

Re: Request for Consideration of a Resolution: to create a temporary position in the County Attorney's Office

Date: February 18, 2016

**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 temporary Legal Secretary position in the County Attorney's Office to cover leave of the Confidential Secretary.

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Is subject of Resolution mandated? Explain:

No

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Does Resolution require expenditure of funds? Yes  No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ 10,000.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): \_\_\_\_\_

If "No", specify proposed source of funds: Can be covered by vacant positions

Estimated Cost Breakdown by Source:

County \$ 10,000.00

State \$ \_\_\_\_\_

Federal Government \$ \_\_\_\_\_

and reduction of entry level  
Salary for Assist City Atty

Grant(s) \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

(Specify) \_\_\_\_\_

Verified by Budget Office: Janet My

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

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [ \_\_\_\_\_ ] of  
[ \_\_\_\_\_ ]

Nature of Other Party to Contract: Professional \_\_\_\_\_ 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.)

\_\_\_\_\_ *Not Applicable.* \_\_\_\_\_

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

Pre-Legislative Approvals:

- A. Director of Purchasing: *Dorothy Jones* Date *2/18/16*
- B. Management and Budget: *Janet Myers* Date *3/1/16*
- C. Law Department: *[Signature]* Date *2/15/16*
- D. County Manager: *[Signature]* Date *3/1/16*
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

**RESOLUTION NO. \_\_\_\_ INTRODUCED BY THE PERSONNEL COMMITTEE TO  
CREATE A TEMPORARY POSITION IN THE COUNTY ATTORNEY'S OFFICE**

**WHEREAS**, the County Attorney has a part-time Legal Secretary and a full-time Confidential Secretary, and

**WHEREAS**, the full-time Confidential Secretary plans to take a leave of absence in May, 2016 for approximately three months, and

**WHEREAS**, the County Attorney has requested a temporary Legal Secretary position be created to assist the attorneys and part-time Legal Secretary while the Confidential Secretary is out on leave.

**NOW THEREFORE BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the creation of a temporary Legal Secretary position in the County Attorney's Office for temporary staffing needs.

**BE IT FURTHER RESOLVED**, that this temporary Legal Secretary position shall be effective when the Confidential Secretary takes leave and shall be hereby abolished when the Confidential Secretary returns to work.

**BE IT FURTHER RESOLVED**, that the County Attorney is hereby authorized to fill the temporary Legal Secretary position.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2016.

Tabled 2/4/16. Personnel

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

To: Sullivan County Legislature

Fr: Lynda G. Levine, Director of Human Resources/Personnel Officer

Re: Request for Consideration of a Resolution: To create a temporary part-time position in the Department of Human Resources

Date: January 29, 2016

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.]

Resolution to create a temporary part-time Personnel/Payroll Technician to help process backlog of change of employment status forms (428) and updating of employment records PSTEK and assist in training new employee.

Is subject of Resolution mandated? Explain:

Change of employment status must be done in a timely manner pursuant to state statute and collective bargaining agreements for processing payroll.

Does Resolution require expenditure of funds? Yes  No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 18,647.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): \_\_\_\_\_

If "No", specify proposed source of funds: Budget Modification from Contingent Account

Estimated Cost Breakdown by Source:

County	\$ <u>18,647.00</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: Janet Myfy

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

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

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:

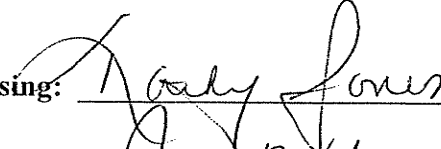
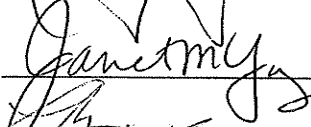

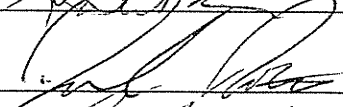
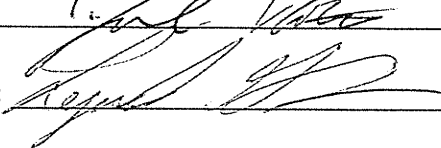
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

*N/A - Not Applicable* *AKJ*

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

Pre-Legislative Approvals:

- A. Director of Purchasing:  Date 1/29/16
- B. Management and Budget:  Date 2/1/16
- C. Law Department:  Date 1/29/16
- D. County Manager:  Date 2/3/16
- E. Other as Required:  Date 1/29/16

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_



**RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO CREATE ONE (1) TEMPORARY PART-TIME PERSONNEL/PAYROLL TECHNICIAN IN THE SULLIVAN COUNTY DEPARTMENT OF HUMAN RESOURCES**

**WHEREAS**, the Director of Human Resources/Personnel Officer has requested that one (1) temporary part-time Personnel/Payroll Technician position be created in the Department of Human Resources; and

**WHEREAS**, the Department of Human Resources handles Civil Service Administration for all municipal agencies within Sullivan County, consisting of 42 jurisdictions; and

**WHEREAS**, the Department of Human Resources is currently staffed at a minimum to conserve costs; and

**WHEREAS**, the Director of Human Resources/Personnel Officer had recently appointed a Personnel Assistant, provisionally, to fill the vacant position created by the retirement of an employee in December 2014; and

**WHEREAS**, the provisional appointee had taken the Civil Service Examination for the position she is currently holding on January 23, 2016, however civil service examination results typically are not available from the State Examination Services for at least eight weeks and could take longer; and

**WHEREAS**, if the provisional appointee is not reachable, it will take time to train a new Personnel Assistant, increasing the backlog of the Department of Human Resources; and

**WHEREAS**, the Department had been utilizing a retired Personnel/Payroll Technician in a temporary part-time capacity since February of last year; and

**WHEREAS**, the aforementioned employee's status was terminated effective December 31, 2015; and

**WHEREAS**, this position is needed to continue to facilitate the processing of 428s (change of employment status forms) and updating County employment records in PSTEK and to assist in the training of a new employee.

**NOW, THEREFORE, BE IT RESOLVED**, that the Human Resources Director/Personnel Officer is hereby authorized to create and fill one (1) temporary part-time Personnel/Payroll Technician position and this position shall be effective immediately and continue through December 31, 2016; and

**BE IT FURTHER RESOLVED**, that the salary for the part-time Personnel/Payroll Technician shall be set at \$23.7942/hour.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2016.