



Sullivan County Personnel Committee

December 7, 2017 AGENDA
12:00 PM

Committee Members:

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

Call to Order

Comments:

Reports:

1. Personnel
2. Risk Management & Insurance

Resolution:

1. To Reclassify a Position in the Sullivan County Office for the Aging

Public Comment

Adjourn



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

To: Personnel Committee

Fr: Michelle Huck, Executive Assistant

Re: To Reclassify a Position in the Sullivan County Office for the Aging

Date: December 7, 2017

Purpose of Resolution:

Reclassify position in Office for the Aging

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? Yes

If "Yes", provide the following information

Amount to be authorized by Resolution: \$4,035.00

Are funds already budgeted? No

If "Yes" specify appropriation code(s):

If "No", specify proposed source of funds: Contingency Fund through Budget

Modification

Estimated Cost Breakdown by Source

County: \$4035.00

Grant(s):

State:

Other:

Federal Government:\$

(Specify):

Specify Compliance with Procurement Procedures:

Bid

**Person(s) responsible for monitoring contract (Title): Meg Edwards Full Charge
Bookkeeper**

RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO RECLASSIFY A POSITION IN THE SULLIVAN COUNTY OFFICE FOR THE AGING

WHEREAS, there is currently a position in the Sullivan County Office for the Aging designated as Aging Services Aide, and

WHEREAS, a job classification questionnaire was filled out by said employee and it has been determined by the Personnel Officer that the said employee is currently assigned some duties that are above her current title of Aging Services Aide; and

WHEREAS, the Director of the Office for the Aging feels that the title should be reclassified to Aging Services Assistant, which will encompass her current duties and meet the needs of the Office for the Aging.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature does hereby authorize the reclassification of position #2350 in the Sullivan County Office for the Aging from Aging Services Aide to Aging Services Assistant retroactive to September 23, 2017.