

Personnel Committee Agenda
August 4, 2022
10:30 A.M.

- APPROVAL OF MINUTES FROM JULY 7, 2022
- FINANCIAL
 - Benefits & Workers' Compensation Reports – Amy Poff
 - Monthly Departmental Budget Tracking – Linda Parke
- OLD BUSINESS
 - Salary Study
- NEW BUSINESS
 - 2023 Budget
- PERSONNEL
 - Head Count & Monthly Exam Reports – Linn Bruce
- RESOLUTIONS
 - Authorization to Create and Fill Full-time Veterans Service Assistant
 - Abolish Vacant Civil Service Administrator (Personnel)
 - Create and Fill Full-time Benefits Manager Trainee (Personnel)
 - Authorize Appointment of Director of Assets Records Management (County Clerk)
 - Appointment of Election Worker (PT-Republican)
 - Create and Fill One Full-time Case Supervisor Grade A (DSS)
- PROCLAMATIONS - None
- ADJOURNMENT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1430 Personnel							
A1430 412600 Personnel Fees	-4,080	0	-4,080	-2,340.00	.00	-1,740.00	57.4%*
A1430 412601 Personnel Training	0	0	0	-100.00	.00	100.00	100.0%
A1430 427010 Refunds Of Prior Y	0	0	0	-65.40	.00	65.40	100.0%
A1430 427702 Other Unclassified	-5	0	-5	.00	.00	-5.00	.0%*
A1430 510010 Full Time	274,757	-20,000	254,757	144,073.62	.00	110,683.38	56.6%
A1430 510020 Part Time/Temporar	0	20,000	20,000	19,725.00	.00	275.00	98.6%
A1430 540010 Advertising	1,500	-200	1,300	906.64	.00	393.36	69.7%
A1430 540140 Contracting Serv	66,300	0	66,300	23,627.86	29.76	42,642.38	35.7%
A1430 540180 Dues	330	0	330	100.00	.00	230.00	30.3%
A1430 540220 Automobile Fuel	100	0	100	.00	.00	100.00	.0%
A1430 540320 Leased/Service Equ	2,000	0	2,000	1,131.62	.00	868.38	56.6%
A1430 540340 Literature	1,640	0	1,640	536.99	.00	1,103.01	32.7%
A1430 540420 Office Supplies	400	0	400	93.41	.00	306.59	23.4%
A1430 540450 Payment To State	2,575	0	2,575	.00	.00	2,575.00	.0%
A1430 540470 Physicals	2,750	0	2,750	2,661.95	.00	88.05	96.8%
A1430 540480 Postage	1,350	0	1,350	782.82	.00	567.18	58.0%
A1430 540620 Software Expense	5,590	200	5,790	5,790.00	.00	.00	100.0%
A1430 540732 Training/County Re	7,000	0	7,000	1,178.44	.00	5,821.56	16.8%
A1430 540733 Training/All Other	3,500	0	3,500	1,548.97	.00	1,951.03	44.3%
A1430 581088 State Retirement F	32,714	0	32,714	21,273.78	.00	11,439.92	65.0%
A1430 583088 Social Security Fr	19,933	0	19,933	12,654.76	.00	7,278.54	63.5%
A1430 584088 Workers Compensati	6,060	0	6,060	3,685.76	.00	2,374.72	60.8%
A1430 585588 Disability Insuran	336	0	336	183.38	.00	152.52	54.6%
A1430 586088 Health Insurance F	127,209	0	127,209	51,225.85	.00	75,983.12	40.3%
A1430 588988 Eap Fringe	72	0	72	42.11	.00	29.96	58.4%
TOTAL Personnel	552,031	0	552,031	288,717.56	29.76	263,284.10	52.3%
TOTAL General Fund	552,031	0	552,031	288,717.56	29.76	263,284.10	52.3%
TOTAL REVENUES	-4,085	0	-4,085	-2,505.40	.00	-1,579.60	
TOTAL EXPENSES	556,116	0	556,116	291,222.96	29.76	264,863.70	

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZATION TO CREATE AND FILL
FULL-TIME VETERANS SERVICE ASSISTANT
VETERANS SERVICE AGENCY

WHEREAS: Legislative approval is required for the creation of any new positions within Tioga County; and

WHEREAS: The Director of Veterans' Services has a need to hire a full-time (35 hours/week) position to provide administrative assistance to the Director and act as a backup to the agency's Veterans' Service Officers; and

WHEREAS: The Director of Veterans' Services has appropriate funding for an additional full-time position in his 2022 budget; and

WHEREAS: The Personnel Officer has reviewed documentation provided by the Director and has made a determination on the classification and the salary allocation; therefore be it

RESOLVED: That one (1) full-time (35 hours/week) Veterans Service Assistant position is created at the annual rate of \$37,904 (CSEA Salary Grade VII), effective August 10, 2022; and be it further

RESOLVED: The Director of Veterans' Services shall be allowed to fill said position provisionally, pending an incumbent's successful completion of civil service requirements, effective August 15, 2022 or in accordance with payroll requirements; and be it further

RESOLVED: The authorized full-time head count for the Veterans Service Agency shall increase from 2 to 3.

REFERRED TO: PERSONNEL COMMITTEE

RESOLUTION NO. -22 AUTHORIZATION TO ABOLISH ONE
VACANT CIVIL SERVICE ADMINISTRATOR
POSITION, CREATE AND FILL ONE CIVIL
SERVICE TECHNICIAN POSITION
PERSONNEL DEPARTMENT

WHEREAS: Legislative approval is required to abolish and create positions within Tioga County; and

WHEREAS: Due to the announced retirement of the current Civil Service Administrator (M/C \$46,094-\$56,094) effective September 10, 2022, the Personnel Officer has reviewed work assignments, staffing structure, and future succession training needs within her department; and

WHEREAS: In order to address said issues, the Personnel Officer has determined that abolishing the Civil Service Administrator position upon it becoming vacant will help in those efforts; therefore be it

RESOLVED: That one (1) vacant, full-time Civil Service Administrator position shall be abolished effective September 12, 2022, and one (1) Civil Service Technician position (M/C \$37,878-\$47,878) shall be created effective September 12, 2022; and be it further

RESOLVED: That Kelly Quick shall be provisionally appointed, pending successful completion of civil service examination requirement, to the title of Civil Service Technician at an annual salary of \$38,343 effective September 12, 2022; and be it further

RESOLVED: That due to the structure of the Tioga County Personnel Department, the title of Civil Service Administrator will not be used in the future and will be deleted from the appendix of its Civil Service Rules in the next rules resolution submitted to the NYS Department of Civil Service Commission.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZATION TO CREATE AND FILL
FULL-TIME BENEFITS MANAGER TRAINEE
POSITION
PERSONNEL DEPARTMENT

WHEREAS: Legislative approval is required for the creation of any new positions within Tioga County; and

WHEREAS: Due to the announced retirement of the current Benefits Manager in June 2023, and in order to provide consistency in service to Tioga County employees, retirees, and municipal agencies served by this position the Personnel Officer would like to recruit and train for said replacement in advance by creating an additional position within her department; and

WHEREAS: Upon review of current work assignments and future needs, the Personnel Officer has made a determination on the classification and salary allocation for such a position; therefore be it

RESOLVED: That one (1) full-time Benefits Manager Trainee position is created within the Management/Confidential annual salary range of \$46,094-\$56,094, effective August 10, 2022; and be it further

RESOLVED: That the Personnel Officer shall be allowed to fill said position provisionally, pending an incumbent's successful completion of civil service requirements, effective August 15, 2022 or in accordance with payroll requirements; and be it further

RESOLVED: That upon the Benefits Manager's retirement, a future resolution will be submitted to reflect the appropriate appointment of replacement and reflect the reclassification of the Benefits Manager Trainee position by downgrading the position and salary while maintaining a succession plan within the department; and be it further

RESOLVED: That the authorized full-time head count for the Personnel Department shall increase from 6 to 7.

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO.-22

AUTHORIZE APPOINTMENT OF DIRECTOR OF
ASSETS AND RECORDS MANAGEMENT
COUNTY CLERK

WHEREAS: Legislative approval is required for any appointment to a management/confidential position within Tioga County; and

WHEREAS: Due to a recent resignation, the Director of Assets and Records Management (M/C \$31,869 - \$41,869) became vacant as of July 22, 2022; and

WHEREAS: Following recruitment efforts, the Tioga County Clerk has identified a well-qualified candidate which she would like to appoint to said title; therefore be it

RESOLVED: That the Tioga County Clerk is authorized to provisionally appoint Janis Hopkins as Director of Assets and Records Management at an annual salary of \$40,000 effective August 29, 2022, pending successful completion of civil service examination requirements.

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

APPOINTMENT OF PART-TIME ELECTION WORKER
(REPUBLICAN)
BOARD OF ELECTIONS

WHEREAS: Legislative approval is required for any appointment to any position not covered by a collective bargaining agreement or part of the management/confidential listing; and

WHEREAS: Of the two recently filled part-time Election Worker positions only one appointee attended orientation; and

WHEREAS: The Republican Election Commissioner has selected a candidate to fill said vacancy; therefore be it

RESOLVED: That Jean Flynn shall be appointed as Election Worker (PT) effective August 17, 2022, at the rate of \$13.85/hr.

REFERRED TO:

HEALTH & HUMAN SERVICES
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZATION TO RECLASSIFY ONE (1)
VACANT PRINCIPAL SOCIAL WELFARE
EXAMINER POSITION AS CASE
SUPERVISOR GRADE A
SOCIAL SERVICES

WHEREAS: Legislative approval is required for the creation of any new or the reclassification of any position within Tloga County; and

WHEREAS: Upon review of current work assignments, staffing plan, and ongoing needs of the department, the Commissioner of Social Services would like to reclassify one (1) vacant Principal Social Welfare Examiner position with a title that will serve as an administrative supervisor to assist the Director of Social Services; and

WHEREAS: Following review of the new position duties statement, the Personnel Officer has determined the appropriate classification and has recommended salary allocation for said title; therefore be it

RESOLVED: That one (1) vacant full-time Principal Social Welfare Examiner position (CSEA SG X \$44,246-\$45,246) shall be reclassified as a full-time Case Supervisor Grade A and allocated within CSEA salary grade XV (\$57,874-\$58,874), effective August 10, 2022; and be it further

RESOLVED: That the Commissioner of Social services shall be allowed to fill said position provisionally, pending an incumbent's successful completion of civil service requirements, effective August 15, 2022 or in accordance with payroll requirements.