

ONTARIO COUNTY PERSONNEL COMMITTEE AGENDA
WEDNESDAY, JANUARY 20, 2016 (2:30 P.M.)
3019 County Complex Drive, Room 205, Canandaigua, NY

1. Approval of December 9, 2015 Personnel Committee Minutes.
2. Designation of Vice-Chairman.
3. Designation of representatives to the following Committees:
 - Management Compensation Committee
 - Deferred Compensation Committee
 - Labor Management Committee
 - Health Insurance Review Committee

SAFETY:

4. Safety Report. Mr. Manchester will address.

EMPLOYMENT AND CIVIL SERVICE:

5. Request to create a position of Senior Clerk (DBL) for the Finger Lakes Community College (for committee information only).
6. Request to reclassify a vacant position of Principal Account Clerk to Accountant I at the Finger Lakes Community College. Ms. Loomis will address.
7. Request to retitle a position of Account-Clerk Typist to Finance Clerk I in Office of Sheriff. Sheriff Povero will address.
8. Request to create a position of County Police Officer in anticipation of a retirement in the Office of Sheriff. Sheriff Povero will address.
9. Request to create a position of Correction Officer (DBL) in the Office of Sheriff. Sheriff Povero will address.
10. Request to create a position of Assistant Public Defender contingent on funding arrangement. Ms. Lapp will address.
11. Request to abolish a vacant position of Office Specialist I and create a position of Paralegal Specialist in the Public Defender's Office. Ms. Lapp will address.
12. Request to abolish a vacant position of Account Clerk-Typist and create a position of Real Property Tax Aide. Ms. Johnson will address.
13. Request to abolish a vacant position of Social Welfare Examiner and create a position of Caseworker in the Department of Social Services. Mr. Kramer will address.

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OTHER:

14. Request for salary adjustment for Julie Hoffman, Deputy Director of Human Resources. Ms. Krause will address.
15. Authorization for Mass Mutual to file 401(a) Plan with IRS. *Delivered separately.*
16. Discussion on resolution in opposition of the minimum wage increase for employees of fast-food chain restaurants.
17. Discussion on meeting days/times.

INFORMATION ITEMS:

18. HR Updates. Ms. Krause will address.
19. Healthy Rewards update. Ms. Krause will address.
20. Affordable Care Act update. Ms. Krause will address.

LABOR RELATIONS:

Update on outstanding Labor Relations issues. Ms. Krause / Ms. Welch will address.

CREATION OF POSITION – SENIOR CLERK (DBL)
FINGER LAKES COMMUNITY COLLEGE

WHEREAS, Ms. Grace Loomis, Director of Human Resources, FLCC, has filed a New Position Duties Statement with the Deputy Director of Human Resources for a position she would like to create temporarily while a Senior Clerk is on disability; and

WHEREAS, Said position has been classified as Senior Clerk (DBL) by Personnel Officer Classification Certification #5-2016; and

WHEREAS, Sufficient funds exist within the appropriate line items in the Finger Lakes Community College budget; now, therefore, be it

RESOLVED, That a position of Senior Clerk (DBL) be created effective upon adoption, until such time as the incumbent returns from disability; and further

RESOLVED, That certified copies of this resolution be sent by the Clerk of this Board to the Department of Finance and the Director of Human Resources at the Finger Lakes Community College.

RECLASSIFICATION OF POSITION
PRINCIPAL ACCOUNT CLERK to ACCOUNTANT I
FINGER LAKES COMMUNITY COLLEGE

WHEREAS, Ms. Grace Loomis, Director of Human Resources, FLCC, has filed the necessary paperwork with the Department of Human Resources to reclassify a vacant position of Principal Account Clerk to Accountant I; and

WHEREAS, The Deputy Director of Human Resources has reclassified the position of Principal Account Clerk to Accountant I by Personnel Officer Classification Certification No. 1-2016; and

WHEREAS, The Finger Lakes Community College has sufficient funds within their Budget to cover the cost of this reclassification; and

WHEREAS, The Personnel Committee recommends the reclassification of a vacant Principal Account Clerk position to Accountant I; now, therefore, be it

RESOLVED, That the Ontario County Board of Supervisors does hereby reclassify the position of Principal Account Clerk to Accountant I at the Finger Lakes Community College, effective upon adoption; and further

RESOLVED, That a certified copy of this resolution shall be sent by the Clerk of this Board to the Department of Finance, and to the Director of Human Resources at the Finger Lakes Community College.

RE-TITLE OF POSITION
ACCOUNT CLERK-TYPIST to FINANCE CLERK I
OFFICE OF SHERIFF

WHEREAS, Sheriff Philip C. Povero, has filed form MSD-222 concerning a position of Account-Clerk Typist in the Office of Sheriff, Civil Division; and

WHEREAS, The Deputy Director of Human Resources has determined the title of Finance Clerk I is the most appropriate title for this position by Personnel Officer Classification Certification 12-2016; and

WHEREAS, The Personnel Committee has reviewed and recommends the retitling of the position of Account Clerk-Typist to Finance Clerk I, effective upon the retirement of the incumbent; now, therefore, be it

RESOLVED, That the Board of Supervisors does hereby retitle a position of Account Clerk-Typist (01016/#26) (Grade A6), in the Office of Sheriff, to Finance Clerk I (01674/#2) (Grade A6), effective upon the retirement of the incumbent; and further

RESOLVED, That a certified copy of this resolution shall be sent by the Clerk of this Board to the Department of Finance.

CREATION OF POSITION – COUNTY POLICE OFFICER
ONTARIO COUNTY OFFICE OF SHERIFF

WHEREAS, The Sheriff has filed a New Position Duties Statement for a position of County Police Officer he would like to create in anticipation of a retirement in Spring 2016; and

WHEREAS, The creation of this position will allow the new employee to be enrolled in the Finger Lakes Law Enforcement Basic Training Academy which begins February 8, 2016, and to be ready for field training when the retirement occurs; and

WHEREAS, The intent of the new position is not to increase overall staffing, but to prepare for a smoother transition in staffing levels as retirements occur, thereby reducing overtime that would otherwise be required to cover shifts; and

WHEREAS, The Deputy Director of Human Resources has classified a position of County Police Officer by Personnel Officer Classification Certification No. 14-2016; and

WHEREAS, Sufficient funds exist within the Sheriff's 2016 Budget to cover the cost of this position; and

WHEREAS, The Public Safety Committee, Personnel Committee and the Financial Management Committee have reviewed and approved this request; now, therefore, be it

RESOLVED, That the Board of Supervisors does hereby create a position of County Police Officer, (01272/#38) effective February 8, 2016; and further

RESOLVED, That when the Office of Sheriff employee retires, and an existing County Police Officer position becomes vacant, that this new position of County Police Officer shall be abolished; and further

RESOLVED, That the Ontario County Department of Finance is authorized to make the necessary budgetary and accounting entries to effect the intent of this resolution; and further

RESOLVED, That certified copies of this resolution shall be sent by the Clerk of this Board to the Director of Finance.

CREATION OF POSITION: CORRECTION OFFICER (DBL)
OFFICE OF SHERIFF

WHEREAS, Sheriff Philip C. Povero has filed a New Position Duties Statement with the Deputy Director of Human Resources for a position he would like to create temporarily during the disability of a Correction Officer; and

WHEREAS, Said position has been classified as Correction Officer (DBL) by Personnel Officer Classification Certification No. 13-2016; and

WHEREAS, The County Administrator and the Personnel Committee recommend the creation of this position; now, therefore, be it

RESOLVED, That the position of Correction Officer (DBL) (01261/#94) be created, effective upon adoption, for a period not to exceed ninety (90) days; and further

RESOLVED, That sufficient funds exist within the Office of Sheriff's Budget to cover the cost of this position creation; and further

RESOLVED, That the Ontario County Department of Finance is authorized to make the necessary budgetary and accounting entries to effect the intent of this resolution; and further

RESOLVED, That certified copies of this resolution be sent by the Clerk of this Board to the Department of Finance.

CREATION OF POSITION - ASSISTANT PUBLIC DEFENDER
PUBLIC DEFENDER'S OFFICE

WHEREAS, Ms. Leanne Lapp, Public Defender, has filed a New Positions Duties Statement with the Department of Human Resources for a position she would like to create; and

WHEREAS, The Deputy Director of Human Resources has classified a position of Assistant Public Defender according to Personnel Officer Classification Certification No. 8-2016; and

WHEREAS, The Public Safety, Personnel Committee and the Financial Management Committee have reviewed and approved the creation of this position; contingent on an acceptable contract and funding arrangement; now, therefore, be it

RESOLVED, That the Board of Supervisors does hereby create a position of Assistant Public Defender (01905/#11), subject to the sunset clause; said position creation to be contingent on an acceptable contract and funding arrangement; and further

RESOLVED, That certified copies of this resolution shall be sent by the Clerk of this Board to the Department of Finance.

CREATION AND ABOLISHMENT OF POSITIONS
PUBLIC DEFENDER'S OFFICE

WHEREAS, Ms. Leanne Lapp, Public Defender, has filed a New Position Duties Statement for a position she would like classified for the Public Defender's Office; and

WHEREAS, The Deputy Director of Human Resources has classified a position of Paralegal Specialist by Personnel Officer Classification Certification No. 8-2016; and

WHEREAS, The Public Defender would like to create a position of Paralegal Specialist and abolish a position of Office Specialist I; and

WHEREAS, Sufficient funds exist within the Public Defender's budget to cover the cost of this position; and

WHEREAS, The County Administrator, Personnel Committee, and Public Safety Committee recommend the creation of a Paralegal Specialist, and abolishment of an Office Specialist I position; now, therefore, be it

RESOLVED, That the Ontario County Board of Supervisors does hereby authorize the creation of a Paralegal Specialist (01305/#6) (MCP Sal-NonExempt Band N11); and further

RESOLVED, That the position of Office Specialist I (01533/#22) shall remain vacant and shall be abolished when it is no longer protected for the promoted incumbent; and further

RESOLVED, That a certified copy of this resolution shall be sent by the Clerk of this Board to the Department of Finance.

CREATION / ABOLISHMENT OF POSITIONS
REAL PROPERTY TAX SERVICES

WHEREAS, Ms. Robin Johnson, Director of Real Property Tax Services, has filed a New Position Duties Statement for a position she would like to create; and

WHEREAS, Said position has been classified as a Real Property Tax Aide by Personnel Officer Classification Certification No. 4-2016; and

WHEREAS, Ms. Johnson would like to create a position of Real Property Tax Aide (Grade A06) and abolish a vacant position of Account Clerk-Typist (Grade A06); and

WHEREAS, The County Administrator, Personnel Committee, and the Governmental Operations and Improved Methods Committee recommend the creation of a Real Property Tax Aide and the abolishment of a vacant Account Clerk-Typist position; now, therefore, be it

RESOLVED, That the Ontario County Board of Supervisors does hereby authorize the creation of a Real Property Tax Aide (01720/#2), effective upon adoption; and further

RESOLVED, That a vacant position of Account Clerk-Typist (01016/#8) be abolished; and further

RESOLVED, That a certified copy of this resolution shall be sent by the Clerk of this Board to the Department of Finance.

CREATION / ABOLISHMENT OF POSITIONS
DEPARTMENT OF SOCIAL SERVICES

WHEREAS, Ms. Eileen Tiberio, Commissioner of Social Services, has filed a New Position Duties Statement for a position she would like to create; and

WHEREAS, Said position has been classified as a Caseworker by Personnel Officer Classification Certification No. 3-2016; and

WHEREAS, Ms. Tiberio would like to create a position of Caseworker (Grade AP2) and abolish a vacant position of Social Welfare Examiner (Grade A08); and

WHEREAS, Sufficient funding exists within the Department of Social Services' Budget for these position changes; and

WHEREAS, The County Administrator, Personnel Committee, and the Human Services Committee recommend the creation of a Caseworker and the abolishment of a vacant Social Welfare Examiner position; now, therefore, be it

RESOLVED, That the Ontario County Board of Supervisors does hereby authorize the creation of a Caseworker (01042/#39), effective upon adoption; and further

RESOLVED, That a vacant position of Social Welfare Examiner (01041/#28) be abolished, effective upon adoption; and further

RESOLVED, That a certified copy of this resolution shall be sent by the Clerk of this Board to the Department of Finance.

SALARY ADJUSTMENT FOR DEPUTY DIRECTOR
DEPARTMENT OF HUMAN RESOURCES

WHEREAS, The position of Director of Human Resources has been vacant since the appointment of Ms. Mary A. Krause to the position of Ontario County Administrator on October 3, 2015; and

WHEREAS, Ms. Julie E. Hoffman was named Deputy Director by the County Administrator while Ontario County began the search for a new Director of Human Resources; and

WHEREAS, The Board of Supervisors has appointed Ms. Denise Morley to the position of Director of Human Resources, effective February 8, 2016; and

WHEREAS, The County Administrator has recommended that Ms. Hoffman receive a salary adjustment to MCP Band 3, Step 1, while serving in the role of Deputy Director, beginning November 2, 2015, and continuing until Ms. Morley begins her appointment on February 8, 2016; and

WHEREAS, Sufficient funds exist within the Human Resources' Budget to cover the cost of this salary adjustment; and

WHEREAS, The Personnel Committee has reviewed and approved this salary adjustment; now, therefore, be it

RESOLVED, That the Board of Supervisors does hereby authorize a salary adjustment to MCP Band 3, Step 1, for Ms. Julie E. Hoffman, while appointed as Deputy Director, from November 2, 2015 through February 7, 2016; and further

RESOLVED, That the Department of Finance shall be authorized to make the necessary accounting entries to effect the intent of this resolution; and further

RESOLVED, That a certified copy of this resolution shall be sent by the Clerk of this Board to the Department of Finance.