

**ONTARIO COUNTY PERSONNEL COMMITTEE AGENDA**  
**WEDNESDAY, MARCH 23, 2016 (1:00 P.M.)**  
3019 County Complex Drive, Room 205, Canandaigua, NY

1. Approval of March 2, 2016 Personnel Committee Minutes.

**SAFETY:**

2. Safety Report. Mr. Manchester will address.

**EMPLOYMENT AND CIVIL SERVICE:**

3. Request to create four Correction Officer, Part-Time positions and abolish two full-time Correction Officer positions in the Office of Sheriff. Sheriff Povero will address.
4. Request to create a position of Assistant Conflict Defender. Ms. Schoeneman will address.
5. Request to create two positions of Information Technology Intern. Mr. Barry will address.
6. Request to create a position of Office Specialist II (Temporary) in the County Attorney's Office. Ms. Adams will address.
7. Request to create a position of Finance Clerk I in the Department of Finance. Ms. Gates will address.
8. 2017 Proposed MCP Salary Schedule;  
2017 Proposed Part-Time Hourly Daily Personnel Schedule;  
2017 Proposed Salary for County Historian. Ms. Hoffman will address.

**OTHER:**

9. Contracts. Ms. Hoffman will address.  
*(Delivered Separately)*

**INFORMATION ITEMS:**

10. More than 100 Ways Ontario County Serves its Residents. Ms. Krause will address.
11. HR Updates. Ms. Morley will address.

**LABOR RELATIONS:**

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

CREATION AND ABOLISHMENT OF POSITIONS  
OFFICE OF SHERIFF

WHEREAS, Sheriff Philip C. Povero, has filed a New Position Duties Statement with the Department of Human Resources to create four (4) positions; and

WHEREAS, The positions have been classified as Correction Officer (Part-Time) (Grade J14) according to POCC# 33-2016; and

WHEREAS, The Sheriff would like to abolish two (2) vacant full-time positions of Correction Officer (Grade J14); and

WHEREAS, The Public Safety, the Financial Management Committee, and the Personnel Committee have reviewed and recommend the creation of four (4) Correction Officer (Part-Time) positions, and the abolishment of two (2) full-time Correction Officer positions; now, therefore, be it

RESOLVED, That the Board of Supervisors does hereby create four (4) positions of Correction Officer (Part-Time) (12261/#'s 14-17), effective upon adoption of this resolution; and further

RESOLVED, That the Board of Supervisors does hereby abolish two (2) full-time positions of Correction Officer (02261/#s 44 & 81), in the Office of Sheriff effective upon adoption of this resolution; and further

RESOLVED, That the Office of Sheriff has sufficient funds in the department budget to cover the cost of these position changes; and further

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

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

WHEREAS, The Public Defender's Office received funding from the New York State Office of Indigent Legal Services, some of which will be made available to the Conflict Defender's Office; and

WHEREAS, The Conflict Defender would like to use these funds to partially subsidize the cost of additional personal services and is requesting a full-time position; and

WHEREAS, sufficient funds were appropriated in the 2016 budget to fully fund this position; and

WHEREAS, The Conflict Defender, has filed a New Position Duties Statement with the Department of Human Resources to create the position; and

WHEREAS, The Director of Human Resources has classified a position of Assistant Conflict Defender according to Personnel Officer Classification Certification No. 31-2016; and

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

RESOLVED, That the Board of Supervisors does hereby create a position of Assistant Conflict Defender (04766/#1); and further

RESOLVED, That Memorandum of Agreement numbered MOA 2-2016, excluding the title of Assistant Conflict Defender from the bargaining unit, is hereby approved with the above-named Unit; and further

RESOLVED, That the title of Assistant Conflict Defender shall be placed in the Management Compensation Plan in Band 4; and further

RESOLVED, That the Department of Finance shall be authorized to make the necessary budgetary and accounting entries to meet 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 Department of Finance.

CREATION OF POSITIONS – INFORMATION TECHNOLOGY INTERN  
INFORMATION SERVICES

WHEREAS, Mr. Sean Barry, Chief Information Officer, has filed a New Position Duties Statement with the Department of Human Resources for two positions he would like to create; and

WHEREAS, The Director of Human Resources has classified two positions of Information Technology Intern according to Personnel Officer Classification Certification No. 34-2016; and

WHEREAS, These two (2) intern positions will replace this year the two (2) Student Aide positions available annually; and

WHEREAS, The Personnel Committee and the Financial Management Committee have reviewed and approved the creation of these positions; now, therefore, be it

RESOLVED, That the Board of Supervisors does hereby create two positions of Information Technology Intern (12767/#1 & 2); and further

RESOLVED, That the title of Information Technology Intern shall be placed in the Part-Time/Daily Schedule at \$15.00/hour; and further

RESOLVED, That the Department of Finance shall be authorized to make the necessary budgetary and accounting entries to meet 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 Department of Finance.

CREATION OF POSITION  
OFFICE SPECIALIST II (TEMPORARY)  
COUNTY ATTORNEY'S OFFICE

WHEREAS, Mr. Gary L. Curtiss, County Attorney, has filed a New Position Duties Statement with the Director of Human Resources to create a temporary position during the recruitment for a new Confidential Secretary to the County Attorney; and

WHEREAS, Said position has been classified as Office Specialist II (Temporary) by Personnel Officer Classification Certification No. 32-2016; and

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

RESOLVED, That the position of Office Specialist II (Temporary) (01534/#4) be created, effective April 1, 2016, for a period not to exceed 90 days; and further

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

RESOLVED, That sufficient funding exists within the County Attorney's budget for this position; 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 – FINANCE CLERK I  
DEPARTMENT OF FINANCE

WHEREAS, Mary Gates, Director of Finance, has filed a New Position Duties Statement to create a position of Finance Clerk I; and

WHEREAS, The intent of the new position is not to increase overall staffing, but rather to allow a permanent appointment to a wholly vacant position in the Department of Finance awaiting completion of a probationary period in another position, said position to be subsequently abolished; and

WHEREAS, The Director of Human Resources has classified a position of Finance Clerk I by Personnel Officer Classification Certification No. 35-2016; and

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

WHEREAS, The 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 Finance Clerk I, (01674/#16) effective upon adoption; and further

RESOLVED, That when the vacant Finance Clerk I position is no longer protected, said position shall be abolished; and further

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

SALARIES FOR MANAGERIAL/CONFIDENTIAL PERSONNEL FOR 2017  
2017 MANAGEMENT COMPENSATION PLAN

WHEREAS, This Board of Supervisors adopted Resolution No. 405-2003, on July 31, 2003, which approved the 2004 Management Compensation Plan for Full-Time Managerial Confidential Personnel utilizing a market-based band system; and

WHEREAS, Employees covered under the Management Compensation Plan are not represented by employee organizations under the Taylor Law, and their salaries have not or will not be fixed under employment contracts between the County and employee organizations; and

WHEREAS, The Personnel Committee has reviewed and recommends that the schedule setting forth salaries and step increments for 2017, hereto annexed and made a part of this resolution, be adopted; now, therefore, be it

RESOLVED, That the salary and step schedules entitled, "2017 Management Compensation Plan for Salaried, Exempt Employees," and "2017 Management Compensation Plan for Salaried, Non-Exempt Employees," which are hereto annexed and made a part of this resolution, be adopted, and become effective January 1, 2017; and further

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

## 2017 RATES OF PAY FOR PART-TIME HOURLY/DAILY PERSONNEL

WHEREAS, There are part-time hourly/daily employees who are not represented by employee organizations under the Taylor Law; and

WHEREAS, The Personnel Committee has reviewed and recommends that the rates of pay for this group of employees be established according to the attached schedule; now, therefore, be it

RESOLVED, That the attached pay schedule entitled, "2017 Rates of Pay for Part-Time Hourly/Daily Personnel" be adopted, and effective January 1, 2017; and further

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

## 2017 SALARY FOR COUNTY HISTORIAN

WHEREAS, There is currently one part-time salaried employee of Ontario County who is not represented by an employee organization under the Taylor Law, and whose salary has not been or will not be fixed under an employment contract between the County and an employee organization; and

WHEREAS, The Personnel Committee recommends that the County Historian receive an increase from \$16,301 to \$16,627 in 2017; now, therefore, be it

RESOLVED, That the Board of Supervisors establishes the 2017 salary for the County Historian at \$16,627, to be effective January 1, 2017; and further

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