

ONTARIO COUNTY PERSONNEL COMMITTEE AGENDA
WEDNESDAY, MAY 25, 2016 (1:00 P.M.)
3019 County Complex Drive, Room 205, Canandaigua, NY

1. Approval of May 4, 2016 Personnel Committee Minutes.
2. Approval of April 12, 2016 Special Personnel Committee Minutes.

SAFETY:

3. Safety Report. Mr. Manchester will address.

EMPLOYMENT AND CIVIL SERVICE:

4. Request to create a position of Assistant District Attorney, DBL. Mr. Tantillo will address.
5. Request to create a position of Assistant Conflict Defender. Ms. Schoeneman will address.
6. Discussion on filling Assistant County Attorney position. Mr. Curtiss will address.
7. Request to create a position of Cleaner, DBL in the Department of Public Works. Mr. Wright will address.

OTHER:

8. Amendment to 2016 and 2017 Management Compensation Plans. Ms. Hoffman will address.
9. Public Service Recognition Week Update. Ms. Morley will address.

INFORMATION ITEMS:

10. HR Updates. Ms. Morley will address.

LABOR RELATIONS:

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

UPCOMING TRAINING OPPORTUNITY

Slips / Trips / Falls and Ergonomics Safety Training
June 8, 2016
8:30AM – 11:30AM or 12:00PM – 3:00PM
Safety Training Facility

CREATION OF POSITION: ASSISTANT DISTRICT ATTORNEY (DBL)
DISTRICT ATTORNEY'S OFFICE

WHEREAS, Mr. R. Michael Tantillo, District Attorney, has filed a New Position Duties Statement with the Director of Human Resources for a position he would like to create temporarily during the disability of an Assistant District Attorney; and

WHEREAS, Said position has been classified as Assistant District Attorney (DBL) by Personnel Officer Classification Certification No. 49-2016; and

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

RESOLVED, That the position of Assistant District Attorney (DBL) (04002/#13) be created, without benefits, effective upon adoption, for a period not to exceed ninety (90) days; and further

RESOLVED, That sufficient funds exist within the District Attorney Office'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.

APPROVAL OF CONTRACT AND
CREATION OF POSITION - ASSISTANT CONFLICT DEFENDER
CONFLICT DEFENDER'S OFFICE ~ DISTRIBUTION #4

WHEREAS, the Ontario County Public Defender's Office was awarded funding in the amount of \$271,911 from the New York State Office of Indigent Legal Services, Distribution 4, for a term commencing January 1, 2014 through December 31, 2016, which is also available to the Conflict Defender's Office; and

WHEREAS, authorization to participate in this funding was previously approved pursuant to Resolution No. 752-2013; and

WHEREAS, a contract with the State of New York, a copy of which is on file with the Clerk of the Board, is required in order to accept these funds; 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, there is no county match associated with the acceptance of these grant funds; 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, Personnel and Financial Management Committees have reviewed and approved the contract and the creation of this position and associated budget transfer; 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 following budget transfer is hereby approved for the grant period, starting January 1, 2014, not to exceed \$271,911.00 in total, with unused portions flowing into future years:

Account Number	Description	Revenue	Appropriation
A 1176 179 R 3089	ILS Grant	\$271,911.00	
A 1176 179 E 1500	Salary		\$71,100.00
A 1176 179 E 4131	Cellular Phone		\$333.00
A 1176 179 E 4731	Contingent Account		\$162,636.00
A 1176 179 E 8010	NYS Retirement		\$11,376.00
A 1176 179 E 8020	FICA		\$4,410.00
A 1176 179 E 8021	Medicare		\$1,031.00
A 1176 179 E 8060	Cafeteria Plan Allowance		\$18,450.00
A 1176 179 E 8067	Dental Insurance		\$250.00
A 1176 179 E 8070	401a County Contribution		\$1,425.00
A 1176 179 E 8075	Health Reimbursement Account		\$900.00

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 the County Administrator be and hereby is authorized to execute said contract and any related documents, subject to review and approval of the County Attorney, to effectuate 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 – CLEANER (DBL)
ONTARIO COUNTY DEPARTMENT OF PUBLIC WORKS

WHEREAS, Mr. William Wright, has filed a New Position Duties Statement with the Director of Human Resources for a position he would like to create temporarily during the disability of a Cleaner in the Department of Public Works; and

WHEREAS, Said position has been classified as Cleaner (DBL) by Personnel Officer Certification No. 51-2016; and

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

RESOLVED, That the position of Cleaner (DBL) (03099/#6) be created, without benefits, effective upon adoption and until such time as the incumbent returns from disability; and further

RESOLVED, That sufficient funding exists within the Department of Public Works' 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.