

ONTARIO COUNTY PERSONNEL COMMITTEE AGENDA
WEDNESDAY, JUNE 15, 2016 (1:00 P.M.)
3019 County Complex Drive, Room 205, Canandaigua, NY

1. Approval of May 25, 2016 Personnel Committee Minutes.

SAFETY:

2. Safety Report. Mr. Manchester will address.

EMPLOYMENT AND CIVIL SERVICE:

3. Request to create a position of Senior Building Maintenance Mechanic at the Finger Lakes Community College. Ms. Loomis to address.
4. Request to create a position of Building Maintenance Assistant at the Finger Lakes Community College. Ms. Loomis to address.
5. Request to create two positions of Lifeguard for the Department of Public Works. Mr. Wright will address.

OTHER:

6. 2016 Standard Work Days for Elected and Appointed Officials. Ms. DeMay will address.

INFORMATION ITEMS:

7. HR Updates. Ms. Morley will address.

LABOR RELATIONS:

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

CREATION OF POSITION – SENIOR BUILDING MAINTENANCE MECHANIC
FINGER LAKES COMMUNITY COLLEGE

WHEREAS, Ms. Grace Loomis, Director of Human Resources, FLCC, has filed a New Position Duties Statement with the Director of Human Resources for a position she would like to create; and

WHEREAS, Said position has been classified as Senior Building Maintenance Mechanic by Personnel Officer Classification Certification #53-2016; 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 Building Maintenance Mechanic be created, effective upon adoption; 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.

CREATION OF POSITION – BUILDING MAINTENANCE ASSISTANT
FINGER LAKES COMMUNITY COLLEGE

WHEREAS, Ms. Grace Loomis, Director of Human Resources, FLCC, has filed a New Position Duties Statement with the Director of Human Resources for a position she would like to create; and

WHEREAS, Said position has been classified as Building Maintenance Assistant by Personnel Officer Classification Certification #54-2016; 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 Building Maintenance Assistant be created, effective upon adoption; 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.

CREATION OF POSITIONS—LIFEGUARD
DEPARTMENT OF PUBLIC WORKS

WHEREAS, Mr. William Wright, Commissioner of Public Works, has filed a New Position Duties Statement with the Director of Human Resources for two positions he would like to create in the Department of Public Works; and

WHEREAS, Said positions have been classified as a Lifeguard by Personnel Officer Classification Certification No. 55-2016; and

WHEREAS, Sufficient funding exists within the Department of Public Works' Budget for the creation of these two positions; and

WHEREAS, The County Administrator and the Personnel Committee recommend the creation of two Lifeguard positions, effective upon adoption; now, therefore, be it

RESOLVED, That the Ontario County Board of Supervisors does hereby authorize the creation of two positions of Lifeguard (12345# 5 & 6), 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.

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2016 STANDARD WORK DAYS
FOR ELECTED AND APPOINTED OFFICIALS FOR RETIREMENT PURPOSES

WHEREAS, The New York State and Local Employees' Retirement System, pursuant to NYS Comptroller's Regulation 315.4, requires that a standard workday be established for retirement credit purposes; and

WHEREAS, The Personnel Committee has reviewed and recommends establishment of standard work days for elected and appointed officials; now, therefore, be it

RESOLVED, That this Board hereby establishes the following as standard work days for elected and appointed officials; and further

RESOLVED, That this Board will report the following days worked in the New York State Employees' Retirement System based on the record of activities maintained and submitted by these officials, who are members of the Retirement System and are not part of an acceptable time keeping system, to the Clerk to the Board:

Title	Standard Work Day	Name First and Last	Social	Registration #	Tier 1 (Check only if member is in tier 1)	Current Term Begins/Ends	Record of Activities Result	Not Submitted (check only if official did not submit their Record of Activities)
ELECTED:								
Coroner	6.0	DeVaney, James				1/1/2016 – 12/31/2019	.97	
County Clerk	6.0	Hoose, Matthew J.				1/1/2016 – 12/31/2019	Recertified	
Supervisors (@ 2 yr terms)								
Canandaigua City	6.0	Baker, David B.				1/1/2016 – 12/31/2017	Recertified	
Canandaigua City	6.0	Russell, Richard S.				1/1/2016 – 12/31/2017	Recertified	
Farmington Town	6.0	Ingalsbe, Peter				1/1/2016 – 12/31/2017	3.78	
Gorham Town	6.0	Lightfoote, Frederick S.				1/1/2016 – 12/31/2017	Recertified	
Manchester Town	6.0	Gallahan, Jeffery L.				1/1/2016 – 12/31/2017	Recertified	
Naples Town	6.0	Hicks, Tamara L.				1/1/2016 – 12/31/2017	3.22	
Richmond Town	6.0	VanBortel, Nathan E.				1/1/2016 – 12/31/2017	7.44	
Supervisors (@ 4 yr term)								
Victor Town	6.0	Marren, John F.				1/1/2016 - 12/31/2019	Recertified	

and further

RESOLVED, That a certified copy of this resolution be transmitted by the Clerk of the Board to the Director of Finance, Director of Human Resources, and the New York State Comptroller.