

Warren County Board of Supervisors

Committee: Personnel

Date: April 5, 2006

Committee Members Present:

Supervisors Gabriels
Kenny
Haskell
Belden
Stec
Barody
F. Thomas

Others Present:

Joan Parsons, Commissioner of
Administrative & Fiscal Services
Joan Sady, Clerk of the Board
Supervisor Bentley
Supervisor Champagne
Supervisor Caimano
Supervisor Geraghty
Supervisor Monroe
Supervisor Sheehan
Supervisor VanNess
Richard Kelly, Personnel Officer
Amy Bartlett, First Assistant County
Attorney
Larry Cleveland, Sheriff
William Remington, DPW Superintendent
Pat Beland, Director, Parks, Recreation &
Railroad
Mary Beth Casey, Commissioner, Board of
Elections
William Montfort, Commissioner, Board of
Elections
Francis O'Keefe, County Treasurer
Nicole Livingston, Second Deputy Clerk

Mr. Gabriels called the Personnel Committee meeting to order at 9:01 a.m.

A motion was made by Mr. Haskell, seconded by Mr. Barody to approve the minutes of the March 17, 2006 meeting, subject to correction by the Clerk. Mr. F. Thomas stated he had a correction to the minutes on page 4. Correction was noted by the Clerk.

Mr. Gabriels apprised Items 1a & b were referrals from the County Clerk/Motor Vehicles Committee. He said the first request was to fill a vacant position of Senior Motor Vehicle Examiner, Employee # 6105, base salary of \$27,786, due to retirement. He added the other request was to fill a vacant position of Motor Vehicle License/Registration Clerk, Employee # 10372, base salary of \$24,238, due to promotion.

A motion was made by Mr. Barody, seconded by Mr. Kenny and carried unanimously to approve Items 1a & b as outlined above. Copies of the Notice of Intent to Fill Vacant Position are on file with the minutes.

Continuing with the Agenda, Mr. Gabriels addressed the referrals from the DPW

Committee as follows:

- a.) Request to fill vacant position of Word Processing Operator, Employee # 9737, Grade 4, base salary of \$26,178, due to an upgrade.
- b.) Request to fill vacant position of Laborer #29, Employee #10904, Grade 2, base salary of \$21,789 due to an upgrade.
- c.) Request to create position of Automotive Parts Clerk, Grade 6, base salary of \$25,273.
- d.) Request to delete position of Mechanical Storekeeper, Grade 13, base salary of \$37,622.

A motion was made by Mr. Haskell, seconded by Mr. Barody and carried unanimously to approve Items 2a - 2d as outlined above. Copies of the Notice of Intent to Fill Vacant Position are on file with the minutes.

Mr. Gabriels expounded Item 3a was a referral from the Sheriff & Communications Committee to amend the Salary Schedule to reflect corrections in titles as a result of review of titles requested by the Personnel Officer.

A motion was made by Mr. Haskell and seconded by Mr. Kenny to amend the Salary Schedule as requested.

Mr. Kenny questioned if this would be reflected in the salaries; and Mr. Haskell responded no it would not, it was a correction that was requested by the Personnel Officer to correctly identify the titles and there would be no impact to the Budget.

The question was called and the motion was carried unanimously to amend the Salary Schedule as outlined above. The necessary resolution was authorized for the next Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Gabriels apprised Items 4a & b were referrals from the Federal Programs Committee: Office for the Aging. He said the first request was to fill a vacant position of Meal Site Manager, Employee #99291, Grade 2, 30 hours per week, base salary of \$17,913 due to retirement. He added the other request was to fill a vacant position of Meal Site Cook, Grade 2, 30 hours per week, base salary of \$16,342 due to promotion.

A motion was made by Mr. Barody, seconded by Mr. F. Thomas and carried unanimously to approve Items 4a & b as outlined above. Copies of the Notice of Intent to Fill Vacant Position are on file with the minutes.

Mr. Gabriels stated Item 5 was a request from Joan Parsons, Commissioner of Administrative and Fiscal Services, to address the Committee regarding Local Law No. 5 of 1976 (copy attached).

Mrs. Parsons explained that upon review of Local Law No. 5 of 1976, it was determined that the appointing authority was not given to the Administrator of the Department of Administrative and Fiscal Services. She added that the County Attorney, Paul Dusek, had suggested amending the Local Law to provide for the appointing authority to be given to the Administrator of the Department.

A motion was made by Mr. Haskell and seconded by Mr. Barody to amend Local Law No. 5 of 1976.

Mr. Caimano asked what line in the Local Law would be changed; and Mrs. Parsons replied it was not changing, verbiage was being added that would read "...revise a Local Law creating the position of Commissioner of Administrative and Fiscal Services to provide for the power of appointment of a Confidential Secretary...". Mr. Caimano questioned if the Local Law was changing, would that require a Public Hearing and Mrs. Parsons responded it would. Mr. Caimano clarified that the resolution was setting a Public Hearing to authorize the addition of a line. Mrs. Parsons said she could create the position of Confidential Secretary by the sanction of the Board which is what that resolution would do. She further explained the Board of Supervisors would essentially be appointing the Confidential Secretary at this point.

Mr. Barody explained there were two motions that were needed, the first to give Mrs. Parsons appointing authority which would require a Public Hearing and the second would be for the Board to take action on the position of the Confidential Secretary.

The question was called and the motion was carried unanimously to amend Local Law No. 5 of 1976 as outlined above.

A motion was made by Mr. Barody and seconded by Mr. Haskell to authorize the Board of Supervisors to appoint a Confidential Secretary at a base salary of \$35,000.

Mr. Barody asked Mrs. Parsons to briefly explain how they derived the salary. Mrs. Parsons apprised they had looked at the other titles within the County, particularly the titles that were in the Clerk of the Board's Office. She noted the Second Deputy position was at a salary of \$38,000, as was the Senior Legislative Office Specialist and they thought that somewhere within that range would be comparable for a Confidential Secretary and they settled on \$35,000 based on that information.

Mr. Belden questioned if this would be a yearly appointment and Mrs. Parsons said they were hoping for an exempt classification which would mean once a person was appointed they would serve at the pleasure of the appointing authority.

Mr. Kenny asked if other Confidential Secretaries within the County structure were at the same salary. Mrs. Parsons stated the secretary to the District Attorney was at a base salary of \$34,930 and with longevity was at \$36,300 which was why she thought the \$35,000 salary was a fair representation of what they paid for Confidential

Secretaries.

Rich Kelly, Personnel Officer, added that one of the reasons that there was flexibility in exempt secretarial positions was by nature of the appointing authority. For example, he said, should the District Attorney not run for re-election or be re-elected, the exempt secretary would be out of the position as well. Mrs. Parsons noted that on page 2 of the draft resolution the County Attorney added a sentence in the event it was not an exempt position, since it still needed to go through Civil Service. She said it was added that if someone from within the County should be appointed to this position that the person would be allowed to be reinstated to their prior position.

Mrs. Parsons asked Mr. Kelly if it would take much time to get the exemption discussion underway and Mr. Kelly said he could get an indication of how the commission had ruled in similar type requests because they were generally consistent in their approval or denial.

Mrs. Parsons expounded she had checked with other Administrators throughout the organization who had Confidential Secretaries or Executive Assistants and all were exempt, which she felt set a precedent.

Following the discussion, the question was called and the motion was carried unanimously to authorize the Board of Supervisors to appoint a Confidential Secretary at a base salary of \$35,000.

Mr. Stec entered the meeting at 9:18 a.m.

Returning to the Agenda review, Mr. Gabriels noted Item 6a was a pending item in which Mr. Dusek was asked to review the EAP (Employee Assistance Program) responses and report back to the Committee. He said the Committee delayed further action on this item pending discussion of splitting the duties of the Personnel Officer.

Amy Bartlett, First Assistant County Attorney, noted that Mr. Dusek was not available to attend the meeting and she was not aware of this pending item.

Mrs. Parsons apprised that at the last meeting, the Committee had decided that they would conduct interviews and had then decided to wait until there was a resolve as to whether or not the duties would be split between Personnel Officer and a Human Resource person.

Mr. Barody said he thought that the Committee had recommended moving forward with splitting the duties. Mrs. Parsons stated that she and Joan Sady, Clerk of the Board, had reviewed the previous Personnel Committee minutes and there was some definite consensus to move forward with this issue but the question was when to make the move, and there was not a motion to direct anything further than that.

Mr. Gabriels stated Agenda Item 6a would be tabled until the next meeting in response to Mr. Dusek's absence.

Continuing, Mr. Gabriels said Item 6b on the Agenda stated that at the March 8, 2006 Personnel Committee meeting, it was determined that the Committee wished to proceed with separating the duties of the Personnel Officer between Civil Service related duties and Human Resource related duties.

Mr. Kelly apprised he had developed a proposed job description for the title of Personnel Officer that dealt exclusively with civil service. He explained that he had checked with other counties to see what they had done. He said that Schuyler County had gone in this direction, and they had a population of 19,000 people and now had a staff of five in the Human Resource-Civil Service Department. He noted Warren County had a population of 65,000 and had a staff of three. He added that when they separated the duties they specialized to Benefits Administration and Civil Service Administration. He cautioned that when the decision was made to fragment out the operation, they should consider a Human Resource Benefits Administrator and that could possibly encompass the medical component as well as the retirement component and other federal requirements.

Mr. Kelly stated he would provide Mrs. Parsons with a copy of a proposed Director of Human Resources job description that could be handed out at the next Board meeting.

Mr. Barody said the two job descriptions should be reviewed by a sub-committee to develop information to bring forth to the Personnel Committee, such as the disbursement of duties among support staff, etc., and then report back to the Committee and let the Committee make the judgements from that information. Mrs. Parsons suggested that Mr. Dusek be included in that work group. Mr. Barody extended it to any Supervisor interested in participating.

A motion was made by Mr. Barody and seconded by Mr. Haskell to authorize the Chairman of the Board of Supervisors to set up a sub-committee to further research the process of splitting the duties of the Personnel Officer.

Mr. VanNess stated that he was at the last Personnel Committee meeting and Mr. Barody had only made mention that it was time that the County start looking into a Human Resource person.

Following discussion, the question was called and the motion was carried unanimously that the Chairman of the Board of Supervisors establish a work group to research and review the details involved in splitting the duties of the Personnel Officer and a Human Resource Director, and to report back to the Personnel Committee.

Mr. Stec pointed out that the proposed job description of Director of Human Resources stated the minimum qualifications for that position was an associates degree and he

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felt that a Director or Senior Management position in a \$110 million company ought to have a minimum of a four-year college degree and the qualifications should state that a Masters Degree is preferred.

Mr. Gabriels apprised Item 6c on the Agenda was a request for the County Attorney to begin the process of amending Local Law No. 3 of 2004, which authorizes the Superintendent of the DPW to appoint the Director of Parks, Recreation and Railroad so that appointment is made by the Board of Supervisors.

Mr. Haskell asked, as Chairman of the Parks, Recreation and Railroad Committee, that this item be tabled.

A motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously to table action on Item 6c on the Agenda.

There being no further business before the Committee, on motion by Mr. Barody and seconded by Mr. Stec, Mr. Gabriels adjourned the meeting at 9:30 a.m.

Respectfully submitted,

Nicole Livingston
Second Deputy Clerk