

Personnel Committee Agenda
June 6, 2024
10:30 A.M.

- APPROVAL OF MINUTES FOR May 9, 2024, COMMITTEE MEETING
- FINANCIAL
 - Benefits & Workers' Compensation Reports – Camille Corneby
 - Monthly Departmental Budget Tracking – Linda Parke
- OLD BUSINESS
 - None
- NEW BUSINESS
 - Submitting Rules Resolution for 38 County titles to place them in the Non-Competitive Classification under the Temporary New York HELPS Program Locals.
 - Linda Parke, Kelly Quick and Karen Weston will be attending the New York State Association of Personnel and Civil Service Officers Conference on Monday, June 10, 2024, in Saratoga Springs, NY.
- PERSONNEL
 - Head Count & Monthly Exam Reports
- RESOLUTIONS
 - Standard Workday and Reporting Resolution
 - Authorize Wage Reallocations within CSEA Salary Schedule (Public Works)
 - Authorization to Fill Vacant Network Administrator Position within Information Technology and Communication Services Department
 - Amend Budget and Appropriate Funds: Public Health Infrastructure Grant (Public Health)
- PROCLAMATIONS – None
- ADJOURNMENT

REFERRED TO: LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -24 STANDARD WORK DAY AND
REPORTING RESOLUTION

WHEREAS: The New York State Retirement System created new reporting regulations in 2009 that require establishment of terms and work hours for elected and appointed officials and a resolution stating such at the onset of each term; therefore be it

RESOLVED: That the County of Tioga hereby establishes the following as standard work days for elected and appointed officials, and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by the following officials to the Clerk of this body;

Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Days/Month (based on Record of Activities)	Pay Frequency	Not Submitted
Appointed Officials						
Coroner	Ryan Kline	6	1/1/2024- 12/31/2027		Biweekly	X

I, Cathy Haskell, Secretary/Clerk of the governing board of the County of Tioga, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the XXth day of XXXX, 2024 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Tioga County Legislature on this XXth day of XXXX 2024.

Tioga County Legislative Clerk

Affidavit of Posting: I, Cathy Haskell, being duly sworn, depose and say that the posting of the resolution began on XXXX XX, 2024 and continued for at least 30 days. That the resolution was available to the public on the

- o Employer's website at www.tiogacountyny.gov
- o Official sign board at Tioga County Legislative Office.
- o Main Entrance Clerk's Office at 56 Main Street, Owego, NY 13827

REFERRED TO:

PUBLIC WORKS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

AUTHORIZE WAGE REALLOCATIONS
WITHIN CSEA SALARY SCHEDULE
PUBLIC WORKS

WHEREAS: Legislative approval is required for a title's wage reallocation;
and

WHEREAS: It is very difficult to procure skilled labor in the current job
market. In addition, the Tioga County Department of Public Works has lost
several employees to other employers in the area; and

WHEREAS: The Tioga County Department of Public Works wishes to retain
the skill level of its current employees; therefore be it

RESOLVED: That effective June 17, 2024, the following titles shall be
reallocated as indicated below:

Title	Current Wage:	New Wage:
Heavy Mechanic Working Supervisor Highway Working Supervisor	\$27.47/hr.	\$29.00/hr.
Mechanic Working Supervisor Working Supervisor Heavy Equipment Operator Site Leader	\$25.35	\$27.50
Heavy Equipment Operator III Lead Maintenance Mechanic Technical Facility Supervisor	\$23.12	\$25.00
Automotive Stock Clerk Master Craftsman Heavy Equipment Operator II	\$22.31	\$24.00
Heavy Equipment Operator I Maintenance Mechanic III Sign Maintenance Worker Heavy Equipment Mechanic I	\$20.90	\$23.00
Motor Equipment Operator III Automotive Mechanic II Maintenance Mechanic II Cleaning Supervisor	\$20.12	\$22.00

Motor Equipment Operator II Automotive Mechanic I Maintenance Mechanic I	\$19.31	\$21.00
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Motor Equipment Operator I Cleaner I	\$16.92	\$19.00
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And be it further

RESOLVED: That the employees holding the above listed titles shall receive corresponding increases to their 2024 wages effective June 17, 2024.

REFERRED TO: ITCS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 AUTHORIZATION TO FILL VACANT NETWORK
ADMINISTRATOR POSITION WITHIN
INFORMATION TECHNOLOGY AND
COMMUNICATION SERVICES DEPARTMENT

WHEREAS: Legislative approval is required to fund any position within Tioga County; and

WHEREAS: The Information Technology and Communication Services Department currently has a vacant and unfunded Network Administrator position; and

WHEREAS: The Chief Information Officer has identified a need to fill the vacant and unfunded Network Administrator position; and

WHEREAS: The Chief Information Officer has verified with the Tioga County Budget Officer that sufficient funding to source this position through the end of FY24 is currently available in the Information Technology and Communication Services Operational Budget; therefore be it

RESOLVED: That the Chief Information Officer shall be allowed to recruit and fill the Network Administrator Position within the Management/Confidential annual salary range of \$57,135 - \$67,135, effective June 12, 2024, in accordance with payroll requirements.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -24 AMEND BUDGET AND APPROPRIATE FUNDS;
PUBLIC HEALTH INFRASTRUCTURE GRANT
PUBLIC HEALTH

WHEREAS: Tioga County Public Health (TCPH) received five-year funding through 2027 specifically for strengthening our Public Health Infrastructure and Workforce; and

WHEREAS: The funding is intended to allow for the recruitment and retention of Public Health employees following the challenging impacts on Public Health workers during the Covid-19 pandemic; and

WHEREAS: The second year of the funding has been approved by the New York State Department of Health, and requires amending of budget and appropriation of funds; and

WHEREAS: Amending Budget and Appropriating Funds requires Legislative approval; therefore be it

RESOLVED: That funding be appropriated as follows:

From:			
	A4011 444010-SPHIW	Public Health: State Aid	\$ 105,787
To:			
	A4011 510050-SPHIW	Public Health: All Other - SPHIW	\$ 81,860
	A4011 583088-SPHIW	Public Health: Social Security Fringe	\$ 6,262
	A4011 520130-SPHIW	Public Health: Equipment (Not Car)	\$ 2,000
	A4011 540487-SPHIW	Public Health: Program Expense-SPHIW	\$ 15,665

And be it further

RESOLVED: That available funds on 12/31/24 of the original \$105,787 will be carried forward into the New Year.