

Personnel Committee Agenda
April 7, 2022
10:30 A.M.

- APPROVAL OF MINUTES FROM MARCH 10, 2022
- FINANCIAL
 - Benefits & Workers' Compensation Reports – Amy Poff
 - Monthly Departmental Budget Tracking – Bethany O'Rourke
- OLD BUSINESS
 - Personnel Officer Recruitment
- NEW BUSINESS
 - 1st Quarter Exit Interview Report
- PERSONNEL
 - Head Count & Monthly Exam Reports – Linn Bruce
- RESOLUTIONS
 - Create and Fill Temporary, Full-Time Clerk (Seasonal) Position (Treasurer)
 - Authorize Creation and Filling of Acting County Director of Real Property Tax Services (Real Property)
 - Authorize Salary Reallocation within CSEA Salary Schedule (Public Health)
 - Authorize Appointment of PT Election Worker (Democratic)(BOE)
 - Authorize Creation of Two (2) Positions: Assistant Fire Coordinator (PT) Emergency Services
 - Authorize Salary Increase (DSS)
 - Extension of ELC COVID Enhanced Detection Grant (Public Health)
 - Authorize Appointment Republican Deputy Commissioner of Elections
 - Appointment of Election Clerks (BOE)
 - Create and Fill Temporary Position (Public Works)
- PROCLAMATIONS - None
- ADJOURNMENT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

ACCOUNTS FOR: A	General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1430 Personnel								
A1430 412600	Personnel Fees	-4,080	0	-4,080	-1,005.00	.00	-3,075.00	24.6%*
A1430 412601	Personnel Training	0	0	0	-100.00	.00	100.00	100.0%*
A1430 427702	Other Unclassified	-5	0	-5	.00	.00	-5.00	.0%*
A1430 510010	Full Time	274,757	0	274,757	77,102.43	.00	197,654.57	28.1%
A1430 540010	Advertising	1,500	-200	1,300	300.00	.00	1,000.00	23.1%
A1430 540140	Contracting Servc	66,300	0	66,300	4,612.90	450.00	61,237.10	7.6%
A1430 540180	Dues	330	0	330	100.00	.00	230.00	30.3%
A1430 540220	Automobile Fuel	100	0	100	.00	.00	100.00	.0%
A1430 540320	Leased/Service Equ	2,000	0	2,000	433.70	.00	1,566.30	21.7%
A1430 540340	Literature	1,640	0	1,640	536.99	.00	1,103.01	32.7%
A1430 540420	Office Supplies	400	0	400	40.85	.00	359.15	10.2%
A1430 540450	Payment To State	2,575	0	2,575	.00	.00	2,575.00	.0%
A1430 540470	Physicals	2,750	0	2,750	746.95	325.00	1,678.05	39.0%
A1430 540480	Postage	1,350	0	1,350	.00	.00	1,350.00	.0%
A1430 540620	Software Expense	5,590	200	5,790	5,790.00	.00	.00	100.0%
A1430 540732	Training/County Re	7,000	0	7,000	1,071.28	.00	5,928.72	15.3%
A1430 540733	Training/All Other	3,500	0	3,500	1,240.00	.00	2,260.00	35.4%
A1430 581088	State Retirement F	32,714	0	32,714	10,821.68	.00	21,892.02	33.1%
A1430 583088	Social Security Fr	19,933	0	19,933	6,330.58	.00	13,602.72	31.8%
A1430 584088	Workers Compensati	6,060	0	6,060	1,697.53	.00	4,362.95	28.0%
A1430 585588	Disability Insuran	336	0	336	90.47	.00	245.43	26.9%
A1430 586088	Health Insurance F	127,209	0	127,209	26,748.64	.00	100,460.33	21.0%
A1430 588988	Eap Fringe	72	0	72	19.40	.00	52.67	26.9%
TOTAL Personnel		552,031	0	552,031	136,578.40	775.00	414,678.02	24.9%
TOTAL General Fund		552,031	0	552,031	136,578.40	775.00	414,678.02	24.9%
TOTAL REVENUES		-4,085	0	-4,085	-1,105.00	.00	-2,980.00	
TOTAL EXPENSES		556,116	0	556,116	137,683.40	775.00	417,658.02	

REFERRED TO:

FINANCE COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

CREATE AND FILL TEMPORARY, FULL-TIME
CLERK (SEASONAL) POSITION
TREASURER'S OFFICE

WHEREAS: Legislative approval is required for the creation of any new positions within Tioga County; and

WHEREAS: The Treasurer's Office has a need to hire a temporary, full-time Clerk to work during the summer season to provide clerical support within the office; and

WHEREAS: The Treasurer appropriately budgeted for said position in the approved 2022 budget; therefore be it

RESOLVED: That one (1) temporary, full-time Clerk (Seasonal) position is created at the hourly rate of \$14.20 in accordance with Resolution 196-09, effective May 23, 2022; and be it further

RESOLVED: The Treasurer shall be allowed to fill said position for a duration not to exceed beyond August 31, 2022.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22 AUTHORIZE CREATION AND FILLING OF
TEMPORARY POSITION - ACTING COUNTY
DIRECTOR OF REAL PROPERTY TAX SERVICES
REAL PROPERTY TAX SERVICES

WHEREAS: Legislative approval is required for the creation and appointment of any management/confidential position within Tioga County; and

WHEREAS: Due to an announced resignation, the position of County Director of Real Property Tax Services (M/C \$57,689 - \$67,689) will become vacant effective at the close of business on April 15, 2022, prior to the end of the outgoing Director's term; and

WHEREAS: An internal candidate exists who, at the direction of the NYS Office of Real Property Tax Services (ORPTS), will be eligible for a qualification review within six (6) months to determine his eligibility as County Director of Real Property Tax Services; and

WHEREAS: According to NYS ORPTS, said candidate can be appointed as acting County Director of Real Property Tax Services for the six (6) month duration; and

WHEREAS: The Personnel Officer has reviewed and approves of creating the classification of Acting County Director of Real Property Tax Services for this purpose; therefore be it

RESOLVED: That a the position of Acting County Director of Real Property Tax Services shall be created and filled by Steven Palinosky effective April 18, 2022 for a duration not to exceed December 31, 2022, at an annual salary of \$65,000; and be it further

RESOLVED: That following the qualification review by the NYS ORPTS, and by no later than December 2022, Steven Palinosky shall be further considered for appointment to the title of County Director of Real Property Tax Services; and be it further

RESOLVED: That while serving as the Acting County Director of Real Property Tax Services, Mr. Palinosky shall be granted a leave of absence from his current title, Office Specialist III, and shall be allowed to return to

REFERRED TO:

HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE SALARY REALLOCATION
WITHIN CSEA SALARY SCHEDULE
PUBLIC HEALTH

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

WHEREAS: On February 25, 2022, the Personnel Department received position description questionnaire from Kim Thomas, Dental Hygienist (CSEA SG VIII, \$40,114-\$41,114); and

WHEREAS: A desk audit occurred and involved the review of work tasks performed by the employee as well as current salary allocation; and

WHEREAS: The Personnel Office has made a determination that due to the specific college degree and licensing requirements of the minimum qualifications there is justification to request a salary reallocation of the Dental Hygienist title within the CSEA Salary Schedule; therefore be it

RESOLVED: That the title of Dental Hygienist shall be reallocated from CSEA Salary Grade VIII to CSEA Salary Grade IX (\$42,329-\$43,329) effective retroactive to February 25, 2022; and be it further

RESOLVED: That the 2022 annual salary of Ms. Thomas increase by \$2,215 to \$42,829 retroactive to February 25, 2022.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. --22 APPOINTMENT OF PART-TIME ELECTION WORKER
(DEMOCRATIC)

WHEREAS: Legislative approval is required for any appointment to any position not covered by a collective bargaining agreement or part of the management/confidential listing; and

WHEREAS: The position of Election Worker (Part-Time, Democratic) has been vacant since November 29, 2021, due to resignation; and

WHEREAS: Authorization to backfill the vacancy was approved on December 7, 2021; and

WHEREAS: The Democratic Election Commissioner has selected a candidate to fill said vacancy; therefore be it

RESOLVED: That Joan Davis shall be appointed as an Election Worker (PT) effective May 11, 2022, at the rate of \$13.85/hr.

REFERRED TO:

PUBLIC SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE CREATION OF TWO (2)
POSITIONS: ASSISTANT FIRE COORDINATOR
(PT)
EMERGENCY SERVICES

WHEREAS: Legislative approval is required for the creation of positions; and

WHEREAS: The Director of Emergency Services has identified a need to create additional part-time positions to assist with mutual aid programs and related projects; and

WHEREAS: The Director of Emergency Services submitted a New Position Duties Statement to create the additional positions and the Personnel Officer has determined the appropriate classifications; therefore be it

RESOLVED: That the Legislature hereby authorizes the Director of Emergency Services to create and fill two (2) Assistant Fire Coordinator (PT) positions at an annual rate of \$5,200.00 effective April 25, 2022; and be it further

RESOLVED: That the Department of Emergency Services authorized part-time headcount shall increase from 10 to 12.

REFERRED TO:

HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE SALARY INCREASE
DEPARTMENT OF SOCIAL SERVICES

WHEREAS: Legislative approval is required for salary increases within Tioga County; and

WHEREAS: The Commissioner of Social Services requested the Personnel Department review the salary of the Director of Social Services, in comparison to other salaries of Management/Confidential employees in Tioga County; and

WHEREAS: The Personnel Officer conducted the review and determined that an increase was warranted based on factors including job duties, level of responsibility, tenure, and performance evaluation results; and

WHEREAS: The appropriate annual increase for the incumbent is determined to be \$8,000; therefore be it

RESOLVED: That Elizabeth Myers', Director of Social Services, 2022 annual salary be increased from \$72,066 to \$80,066 retroactive to March 10, 2022, the date the request for review was received by Personnel.

REFERRED TO: HEALTH AND HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22 EXTENSION OF ELC COVID ENHANCED DETECTION
GRANT
PUBLIC HEALTH DEPARTMENT

WHEREAS: Resolution # 246-20 authorized the creation and fill of two (2) temporary, full time Public Health Educators through June 30, 2022 via the Epidemiology and Laboratory Capacity (ELC) Enhanced Detection grant that was appropriated via Resolution # 160-20; and

WHEREAS: Tioga County Public Health (TCPH) has received additional funding and extension of the ELC Enhanced Detection grant through March 31, 2023; and

WHEREAS: TCPH continues to have need for the funded Covid-related temporary positions through the extended period; and

WHEREAS: The Public Health Director has determined that having the two (2) temporary, full-time Public Health Educators would help with said duties; therefore be it:

RESOLVED: That the Public Health Department be authorized to extend the two (2) temporary, full-time Public Health Educator positions from June 30, 2022 through March 31, 2023, at an hourly rate of \$21.67.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. --22 APPOINTMENT OF REPUBLICAN
DEPUTY COMMISSIONER OF ELECTIONS BOARD

WHEREAS: Legislative approval is required for any appointment to a management/confidential position within Tioga County; and

WHEREAS: The position of Deputy Commissioner of Elections Board (Republican) has been vacant since February 28, 2022, due to promotion; and

WHEREAS: The Republican Election Commissioner has selected a candidate to fill said vacancy; therefore be it

RESOLVED: That Kelly Johnson shall be appointed as Deputy Commissioner of Elections effective April 25, 2022, at an annual management/confidential salary of \$41,235.

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. --22

APPOINTMENT OF ELECTION CLERKS PT

WHEREAS: Legislative approval is required for any appointment to any position not covered by a collective bargaining agreement or part of the management/confidential listing; and

WHEREAS: Two positions for Election Clerk PT, one Republican and one Democrat, were approved by the County Legislature to be added to the Board of Elections authorized part-time employee head count, effective January 1, 2022; and

WHEREAS: The Election Clerk positions have been vacant since January 1, 2022; and

WHEREAS: The Election Commissioners have selected candidates to fill said vacancies; therefore be it

RESOLVED: That Kristine Fitzgerald and Margaret Head shall be appointed as Election Clerks PT, effective April 25, 2022, at the rate of \$17.00/hr.

REFERRED TO: PUBLIC WORKS COMMITTEE
PERSONNEL COMMITTEE
WORKSESSION

RESOLUTION NO. -22 CREATE AND FILL TEMPORARY POSITION
(PUBLIC WORKS)

WHEREAS: The Public Works Department is in need of additional auto mechanic assistance due to an unexpected leave of absence; and

WHEREAS: It is anticipated the additional help will be needed through July 29, 2022; therefore be it

RESOLVED: That one temporary full-time position of Automotive Mechanic II be created with authorization to fill effective April 25, 2022 - July 29, 2022; and be it further

RESOLVED: That the wage for this temporary position shall be \$16.28/hour.