

HUMAN RESOURCE COMMITTEE MEETING AGENDA

Date: Tuesday, November 27, 2018 @ 9:00 AM

Present: **Tallman, King**, Kehl, Grant, Granger, Brunner, Leuer, Becker, Copeland

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
Committee Chair's agenda			
1. FYI: Change the date of the December 25, 2018 Committee Meeting to <i>Tuesday, December 18, 2018 at 9:00 a.m.</i> due to the holiday season.	<i>Date change is the privilege of the Committee Chair ~ no action required.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM County Attorney w/J. Wujcik			
1. General Update:		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:15 AM Board of Elections w/J. Schlick & H. Bush			
1. 2018 Election Expenses Apportioned: <ul style="list-style-type: none"> • Pursuant to Section 4-136 of the Election Law of the State of New York. The total amount of \$25,259.00 or about 10% of the Wyoming County Board of Elections levy or \$1.00 a voter. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:30 AM Historian w/C. Amrhein			
General Update: <ul style="list-style-type: none"> • Donated food to the “stuff the truck” • Sally and I will be ringing the bell for Salvation Army • Attended Letchworth Gateway Village's branding workshop • Getting ready for Moonlight Magic • Tying up final ends of the Treasure Hunt • Dec 1st, attending the Christmas dinner at Middlebury • We would like to close the office the day after Thanksgiving (floating day) and the day before Christmas and New Year's (personal days.) We can put a sign up and notify on our facebook and google map page. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Human Resource w/D. Farberman			
1. Position Fill: <i>Buildings and Grounds</i> One (1) position of Carpenter (Per Diem) (Temp) (position code 042.037); wage to be negotiated upon hire and brought back to Committee for Resolution. Person vacating: Shawn Monahan, effective November 16, 2018. Position available: December 12, 2018.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

HUMAN RESOURCE COMMITTEE MEETING AGENDA

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>6. <i>Position modification:</i> Emergency Management Modify the position of <i>County Fire Coordinator</i> (position code 008.352) from Part Time (2018 salary of \$31,286 with an hourly rate of \$22.8324/hr.) to Full Time (2019 hourly rate of \$23.2890/hr. with an estimated salary equivalent: \$42,386/yr); effective January 1, 2019 and amend Salary Schedule "S" to reflect these modifications.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>7. <i>Amend Salary Schedule "D":</i> Public Health Reduce stipend for Medical Director, PT (position code 116.403) from \$35,066.00/yr to \$28,377.00/yr.; effective January 1, 2019. Dr. Collins will no longer be providing practitioner services at the Jail</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>8. <i>Amend Salary Schedule "S":</i></p> <ul style="list-style-type: none"> • Set Salary of Deputy County Highway Superintendent (job code 005.503) to \$65,000 annually, effective November 12, 2018. <ul style="list-style-type: none"> ○ Upon completion of three (3) mos. satisfactory performance and meeting pre-established goals, set salary to \$70,000 annually, effective February 12, 2019. ○ Upon completion of nine (9) mos. satisfactory performance and meeting pre-established goals, set salary to \$75,000 annually, effective November 12, 2019. ○ All other compensation and benefits as stipulated in Salary Schedule "S" and associated handbook. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>9. <i>Amend Salary Schedule "C" Handbook:</i></p> <ul style="list-style-type: none"> • To change on call and call in pay provisions to better reflect practice. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>10. <i>Amend Salary Schedules "F", "G", "D", and "S":</i></p> <ul style="list-style-type: none"> • To reflect 2% increase for 2019. • To reflect Wage and Hour classification and hourly wage rates for all non-exempt employees. Effective January 1, 2019. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

HUMAN RESOURCE COMMITTEE MEETING AGENDA

Date: Tuesday, November 27, 2018 @ 9:00 AM

Present: **Tallman, King**, Kehl, Grant, Granger, Brunner, Leuer, Becker, Copeland

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
11. <i>Discussion Item:</i> <ul style="list-style-type: none"> • Civil Service Payroll Certification - Letter to Towns and Villages • Civil Service Commission Residency Waiver • Active Shooter Training Progress Update 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Civil Service w/D. Farberman			
12. <i>Civil Service update for November 2018.</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
(Not scheduled to appear) County Clerk w/R. Pierce			
1. <i>FYI- Contract (\$3,000 and under)</i> <ul style="list-style-type: none"> • Crossroads Land Office, Inc., 25 E. Main St., Suite 200, Rochester, NY 14614 for rental space in the County Clerk's office in the amount of \$2,750.00 annually, effective 1/1/2019 through 12/31/2019. • Stewart Title Insurance Company, 130 Pearl St., Buffalo, NY 14202 for rental of space in the County Clerk's office in the amount of \$2,750.00 annually, effective 1/1/2019 through 12/31/2019. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
DMV w/R. Pierce			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
(not scheduled to appear) Weights and Measures w/J. Marley			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Records Retention w/G. Royce			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Signature of Committee Chairman: p/D. Tallman (minutes prepared by _____)).

Next Human Resource Committee Meeting scheduled for **Tuesday, December 18, 2018 @ 9:00 AM.**

Committee Chair Initials: _____

2018 Election Expenses Apportioned

Town	No. Enrolled Voters	Amount of Levy	Special Election	1.007297815
Arcade	2,646	2,665.31		2,665.31
Attica	2,578	2,596.81		2,596.81
Bennington	2,305	2,321.82		2,321.82
Castile	1,883	1,896.74		1,896.74
Covington	748	753.46		753.46
Eagle	790	795.77		795.77
Gainesville	1,450	1,460.58		1,460.58
Genesee Falls	298	300.17		300.17
Java	1,454	1,464.61		1,464.61
Middlebury	959	966.00		966.00
Orangeville	900	906.57		906.57
Perry	2,779	2,799.28		2,799.28
Pike	679	683.96		683.96
Sheldon	1,722	1,734.57		1,734.57
Warsaw	3,319	3,343.22		3,343.22
Wethersfield	566	570.13		570.13
Total	25,076	\$ 25,259.00	\$ -	25,259.00

1.007297815 **ok**
 \$ 25,259.00

-

ON CALL PAY

Certain select schedule C employees at the discretion of Management who are required by the Hospital to be on – call based on their job duties shall receive an additional \$1.50 per hour for each hour that the employee is on – call status on Monday through Friday and \$1.80 per hour for each hour that the employee is on – call status on Saturday and Sunday and on Holidays as defined herein.

(WCCHS Information Technology ONLY)

WCCHS Information Technology employees who are called into work by the hospital shall be eligible to receive on call pay in accordance with this schedule:

WCCHS Information Technology employees scheduled on call shall receive a \$100.00 pay allowance per day between Fridays at 5:00 P.M. through Mondays at 7:00 A.M., and on Holidays.

WCCHS Information Technology employees scheduled on call shall receive a \$50.00 pay allowance per shift each weekday shift beginning at 5:00 P.M. Monday through 7:00 A.M. Friday.

CALL IN PAY

Certain select schedule C employees at the discretion of Management who are called into work by the Hospital shall be paid for a minimum of four (4) hours at their applicable rate, in addition to the on call pay as defined herein. WCCHS IT employees are not eligible for call in pay.

~~ON CALL PAY~~

~~(WCCHS Information Technology ONLY)~~

~~WCCHS Information Technology employees in schedule “C” are not eligible for on-call pay.~~

~~CALL IN PAY~~

~~(WCCHS Information Technology ONLY)~~

~~WCCHS Information Technology employees who are called into work by the hospital shall be eligible to receive call in pay in accordance with this schedule:~~

~~On Weekends and Holidays:~~

~~WCCHS Information Technology employees scheduled on call shall receive a \$100.00 call in pay allowance per day between Fridays at 5:00 PM through Saturdays at 11:59 PM.~~

~~WCCHS Information Technology employees scheduled on call shall receive a \$100.00 call in pay allowance per shift day between Sundays at 12:01 AM and Mondays at 7:00 AM.~~

~~WCCHS Information Technology employees scheduled on call shall receive a \$100.00 call in pay allowance per day on a Holiday~~

~~On Weekdays:~~

~~WCCHS Information Technology employees scheduled on call shall receive a \$50.00 call in pay allowance per shift each weekday shift beginning at 5:00 PM Monday through 7:00 AM on Friday.~~

AMENDMENT AND CLARIFICATION

Despite the County's best effort to clarify the guidelines for benefits and conditions of employment governing Schedule C employees, it is understood that questions will arise concerning interpretation of the Schedule C Employee Handbook/Benefits Manual and refinements may need to be made from time to time.

As changes or interpretations are made to this manual of guidelines by the Human Resource Committee they will be registered as an addendum and forwarded to the WCCH Board of Managers and to each Senior Manager for distribution to all Schedule C employees.

**RESOLUTION NO. 18-XXX
(December 11, 2018)**

By Mr. Brick, Chairman of the Finance Committee:

SALARY SCHEDULE “C” HANDBOOK AMENDMENT APPROVED

BE IT RESOLVED, That the Salary Schedule “C” Handbook is hereby amended to reflect the following; effective December 11, 2018:

ON CALL PAY

Remove the following language:

(WCCHS Information Technology ONLY)

WCCHS Information Technology employees in schedule “C” are not eligible for on call pay.

Replace that language with the following language:

(WCCHS Information Technology ONLY)

WCCHS Information Technology employees who are called into work by the hospital shall be eligible to receive on call pay in accordance with this schedule:

WCCHS Information Technology employees scheduled on call shall receive a \$100.00 pay allowance per day between Fridays at 5:00 P.M. through Mondays at 7:00 A.M., and on Holidays.

WCCHS Information Technology employees scheduled on call shall receive a \$50.00 pay allowance per shift each weekday shift beginning at 5:00 P.M. Monday through 7:00 A.M. Friday.

CALL IN PAY

Remove the following language:

(WCCHS Information Technology ONLY)

WCCHS Information Technology employees who are called into work by the hospital shall be eligible to receive call in pay in accordance with this schedule.

On Weekends and Holidays:

WCCHS Information Technology employees scheduled on call shall receive a \$100.00 call in pay allowance per day between Fridays at 5:00 PM through Saturdays at 11:59 PM

WCCHS Information Technology employees scheduled on call shall receive a \$100.00 call in pay allowance per shift day between Sundays at 12:01 AM and Mondays at 7:00 AM.

WCCHS Information Technology employees scheduled on call shall receive a \$100.00 call in pay allowance per day on a Holiday.

On Weekdays:

WCCHS Information Technology Employees scheduled on call shall receive a \$50.00 call in pay allowance per shift each weekday shift beginning at 5:00 PM on Monday through 7:00 AM on Friday.

Add the following language in bold italicized font at the end of this paragraph:

Certain select schedule C employees at the discretion of Management who are called into work by the Hospital shall be paid for a minimum of four (4) hours at their applicable rate, in addition to the on call pay as defined herein. ***WCCHS IT employees are not eligible for call in pay.***

SALARY SCHEDULES "F" and "G"

SALARY SCHEDULE "F"							2019					
		FLSA \$47,476										
Current Titles	Position Code	Exempt	Res. #	Effective Date	Annual Hours	2018 Hourly Wage	2% inc.	Market Adj.	Hourly Wage	Annual Salary Equivalent	Salary	Notes
SALARY SCHEDULE "F"												
OFFICE FOR THE AGING												
Meal Site Manager, PT	009.151		17-556	12/31/2017	910	10.4000	0.2080		10.6080	9,653		
Meal Site Manager, PT	010.151		17-556	12/31/2017	910	10.4000	0.2080		10.6080	9,653		
SALARY SCHEDULE "G"												
OFFICE FOR THE AGING												
(Alzheimer's Disease Caregiver Support Initiative Grant)												
Alzheimer Caregiver Coordinator, FT	283.529		16-269	7/1/2016	1820	21.9780	0.4396		22.4176	40,800		2018 salary was \$40,000/annual
Director of Aging and Youth	014.098	N/A	18-164	03/14/18-12/31/20		2,000						
Deputy Director of Aging	271.389	N/A	18-164	03/14/18-12/31/20		2,000						
Case Manager	007.040	N/A	18-164	03/14/18-12/31/20		2,500						
Fiscal Officer I	285.282	N/A	18-164	03/14/18-12/31/20		3,000						
COUNTY HEALTH DEPARTMENT												
(runs concurrently with Article 6 State Aid & NYS DoH Drinking Water Enhancement Grant)												
Student Aide (Seasonal) - Temporary	075.319		18-202	4/10/2018		11.0000						(additional \$.25/hr for each previous season worked)
(50/50 funding is provided through the Health Department NYS DoH HRI Public Health Emergency Preparedness Program & the 2018 MOU between the Health Department and WCCH through HRI Hospital Preparedness Program funding.)												
Emergency Preparedness Coord. (Wyo. Co.)	120.470		18-526	1/1/2019		50,373						Move to Salary Schedule S; effective 01/01/19
COUNTY HEALTH DEPARTMENT & OFA												
NYS Dept. of Health, "Consumer Assistance for the New York Health Benefit Exchange - In Person Assistors and Navigators"												
Director of Aging and Youth	014.098	N/A	18-435	10/01/18-04/30/19		1,000						
Public Health Administrator	094.400	N/A	18-435	10/01/18-04/30/19		2,516						
Director of Nursing (Public Health)	037.097	N/A	18-435	10/01/18-04/30/19		2,516						
PH Fiscal Administrator	089.405	N/A	18-435	10/01/18-04/30/19		2,516						
Fiscal Officer I (Office for the Aging)	285.282	N/A	18-435	10/01/18-04/30/19		1,000						
DISTRICT ATTORNEY												
Office of Victim Services Grant (Cost Center 1169)												
Crime Victims Program Coordinator		√	18-391	10/01/18-09/30/19	1820	28.7780	0.5756		29.3536	53,423		2018 salary was \$52,376/annual
Violence Against Women Act Grant (Cost Center 1167)												
Domestic Violence Coordinator			18-391	01/01/19-12/31/19	910	17.7307	0.3546		18.0853	16,458		2018 salary was \$16,135/annual
Office of Victim Services Grant (Cost Center 1166)												
Domestic Violence Coordinator			18-391	10/01/18-09/30/19	910	20.07	0.4015		20.4751	18,632		2018 salary was \$18,267/annual
2018/2019 Aid to Prosecution Grant												

SALARY SCHEDULES "F" and "G"

SALARY SCHEDULE "F"							2019					
		FLSA \$47,476										
Current Titles	Position Code	Exempt	Res. #	Effective Date	Annual Hours	2018 Hourly Wage	2% inc.	Market Adj.	Hourly Wage	Annual Salary Equivalent	Salary	Notes
Assistant District Attorney (1st) - stipend	003.503	N/A	18-435	10/01/18-03/31/19		10,000						one time stipend paid out in Jan. 2019
Administrative Assistant (DA) - stipend	024.453	N/A	18-435	10/01/18-03/31/19		500						one time stipend paid out in Jan. 2019
Secretary to the District Attorney - stipend	001.503	N/A	18-435	10/01/18-03/31/19		1,750						one time stipend paid out in Jan. 2019
Assistant District Attorney (1st) - stipend	003.503	N/A	18-435	04/01/19-09/30/19		10,000						one time stipend paid out in April 2019
Administrative Assistant (DA) - stipend	024.453	N/A	18-435	04/01/19-09/30/19		500						one time stipend paid out in April 2019
Secretary to the District Attorney - stipend	001.503	N/A	18-435	04/01/19-09/30/19		1,750						one time stipend paid out in April 2019
Traffic Diversion												
Assistant District Attorney (2nd) - stipend	005.503	N/A	18-435	11/2018		5,000						one time stipend paid out in Nov. 2018
Administrative Assistant (DA) - stipend	024.453	N/A	18-435	11/2018		10,000						one time stipend paid out in Nov. 2018
Secretary to the District Attorney - stipend	001.503	N/A	18-435	11/2018		10,000						one time stipend paid out in Nov. 2018
Deputy County Treasurer - stipend	007.503	N/A	18-435	11/2018		3,000						one time stipend paid out in Nov. 2018
PUBLIC DEFENDER												
New York State Indigent Legal Services / Upstate Quality Improvement and Caseload Reduction Grant												
Investigator	007.514		17-488	10/14/2017-12/31/20	1820	19,2307	0.3846		19.6153	35,700		pd. annually; effective 10/14/2017 - 12/31/2020 / 2018 salary was \$35,000/annual
Budget Officer, PT	004.502	N/A	18-345	8/14/2018		1,613						one time stipend / payable immediately
Indigent Legal Service / Council at First Appearance (CAFA 256) Distribution #2												
Public Defender - stipend	003.503	N/A	17-489	01/01/2017-12/31/2019		5,000						pd. annually; effective 01/01/2017 - 12/31/2019
Assistant Public Defender (1st) - stipend	004.503	N/A	18-033	01/01/2018-12/31/2019		2,500						pd. annually; effective 01/01/2018 - 12/31/2019
Assistant Public Defender (2nd) - stipend	001.503	N/A	17-489	01/01/2017-12/31/2019		16,000						pd. annually; effective 01/01/2017 - 12/31/2019
Assistant Public Defender (3rd) - stipend	002.503	N/A	18-033	01/01/2018-12/31/2019		10,000						pd. annually; effective 01/01/2018 - 12/31/2019
Secretary to the Public Defender, PT - stipend	005.503	N/A	17-489	01/01/2017-12/31/2019		2,000						pd. annually; effective 01/01/2017 - 12/31/2019
Secretary I - stipend	006.350	N/A	17-489	01/01/2017-12/31/2019		1,500						pd. annually; effective 01/01/2017 - 12/31/2019
Investigator - stipend	007.514	N/A	17-489	01/01/2017-12/31/2019		10,000						pd. annually; effective 01/01/2017 - 12/31/2019
Indigent Legal Services / Distribution #6												
Public Defender - stipend	003.503	N/A	16-372	01/01/2016-12/31/2018		1,759						pd. annually; effective 01/01/2016 - 12/31/2018
Assistant Public Defender (1st) - stipend	004.503	N/A	16-372	01/01/2016-12/31/2018		1,031						pd. annually; effective 01/01/2016 - 12/31/2018
Assistant Public Defender (2nd) - stipend	001.503	N/A	16-372	01/01/2016-12/31/2018		1,950						pd. annually; effective 01/01/2016 - 12/31/2018
Assistant Public Defender (3rd) - stipend	002.503	N/A	16-372	01/01/2016-12/31/2018		4,531						pd. annually; effective 01/01/2016 - 12/31/2018
Secretary to the Public Defender, PT - stipend	005.503	N/A	16-372	01/01/2016-12/31/2018		424						pd. annually; effective 01/01/2016 - 12/31/2018
Secretary 1 - stipend	006.350	N/A	16-372	01/01/2016-12/31/2018		201						pd. annually; effective 01/01/2016 - 12/31/2018
Indigent Legal Services / Distribution #7												
Public Defender - stipend	003.503	N/A	17-489	01/01/2017-12/31/2019		2,500						pd. annually; effective 01/01/2017 - 12/31/2019
Assistant Public Defender (1st) - stipend	004.503	N/A	17-489	01/01/2017-12/31/2019		2,400						pd. annually; effective 01/01/2017 - 12/31/2019
Assistant Public Defender (3rd) - stipend	002.503	N/A	17-489	01/01/2017-12/31/2019		2,400						pd. annually; effective 01/01/2017 - 12/31/2019
Assistant Public Defender (4th) - stipend	007.503	N/A	17-489	07/05/2017-12/31/2019		5,228						pd. annually; effective 01/01/2017 - 12/31/2019

SALARY SCHEDULES "F" and "G"

SALARY SCHEDULE "F"							2019					
		FLSA \$47,476										
Current Titles	Position Code	Exempt	Res. #	Effective Date	Annual Hours	2018 Hourly Wage	2% inc.	Market Adj.	Hourly Wage	Annual Salary Equivalent	Salary	Notes
Secretary to the Public Defender, PT - stipend	005.503	N/A	17-489	01/01/2017-12/31/2019		1,500						pd. annually; effective 01/01/2017 - 12/31/2019
Secretary 1 - stipend	006.350	N/A	17-489	01/01/2017-12/31/2019		772						pd. annually; effective 01/01/2017 - 12/31/2019
Indigent Legal Services / Distribution #8 (contract #C800056)												
Public Defender - stipend	003.503	N/A	18-526	11/13/2018		2,000						for 2018; effective and payable immediately
Assistant Public Defender (1st) - stipend	004.503	N/A	18-526	11/13/2018		6,575						for 2018; effective and payable immediately
Assistant Public Defender (3rd) - stipend	002.503	N/A	18-526	11/13/2018		4,075						for 2018; effective and payable immediately
Assistant Public Defender (4th) - stipend	007.503	N/A	18-526	11/13/2018		12,000						for 2018; effective and payable immediately
Secretary to the Public Defender, PT - stipend	005.503	N/A	18-526	11/13/2018		1,500						for 2018; effective and payable immediately
Indigent Legal Services / Distribution #8 (contract #C800056)												
Public Defender - stipend	003.503	N/A	18-526	01/01/19-12/31/20		2,000						annual amounts to be paid bi-weekly
Assistant Public Defender (1st) - stipend	004.503	N/A	18-526	01/01/19-12/31/20		6,575						annual amounts to be paid bi-weekly
Assistant Public Defender (3rd) - stipend	002.503	N/A	18-526	01/01/19-12/31/20		4,075						annual amounts to be paid bi-weekly
Assistant Public Defender (4th) - stipend	007.503	N/A	18-526	01/01/19-12/31/20		12,000						annual amounts to be paid bi-weekly
Secretary to the Public Defender, PT - stipend	005.503	N/A	18-526	01/01/19-12/31/20		1,500						annual amounts to be paid bi-weekly

2019 WYOMING COUNTY SALARY SCHEDULE "D"

Requires Local Law	Current Titles	Position Code	FLSA \$47,476	2019										Notes	
			Exempt	Effective Date	Annual Hours	Res. #	2018	2% inc.	Market Adj.	Hourly Wage	Annual Salary Equivalent	Salary			
	ANIMAL CONTROL														
	Animal Control Officer	001.109	*	1/1/2018	1820	17-357	43,370	867			24.31	44,237		Competitive	
	BOARD OF ELECTIONS														
√	Commissioner of Elections (R)	005.502		1/1/2018	1060	17-447	15,647	313			15.06	15,960			
√	Commissioner of Elections (D)	001.502		1/1/2018	1060	17-447	15,647	313			15.06	15,960			
	BOARD OF SUPERVISORS														
√	Clerk of the Board of Supervisors	002.502	J	1/1/2018	1820	17-357	63,858	1,277					65,135	Administrative Exemption (FLSA)	
	BUDGET														
	Reimbursement & Budget Administrator	001.304	J	1/1/2018	1820	17-357	76,742	1,535					78,277	Competitive	
	Budget Officer, PT (stipend)	004.502	J	1/1/2018	1820	17-357	11,203	224					11,427	Reimbursement & Budget Administrator	
	BUILDING AND GROUNDS														
	Supt. of Buildings & Grounds (County Buildings)	035.309	J	1/1/2018	2080	17-357	79,787	1,596					81,383	Competitive	
	CIVIL DEFENSE														
	Dir. of Fire & Emergency Management	006.352	J	1/1/2018	1820	17-357	65,000	1,300					66,300	"At will"	
	CONSUMER AFFAIRS														
	Director of Weights and Measures	001.105	J	1/1/2018	1820	17-357	47,613	952					48,565	Competitive; Administrative Exemption (FLSA)	
	COUNTY ATTORNEY														
√	County Attorney	001.503	J	1/1/2018	N/A	17-357	61,999	1,240					63,239		
	County Attorney (stipend for Assigned Counsel)	001.503	J	1/16/2018	N/A	18-034	3,079						3,079	County Attorney	
	COUNTY HISTORIAN														
	County Historian	002.069		1/1/2018	1820	17-357	29,082	582	581	16.62		30,245		Competitive	
	COUNTY RECORDS MANAGEMENT														
	County Records Manager	009.447	*	1/1/2018	1820	17-357	42,500	850	1,650	24.73		45,000		Competitive	
	FIRE AND BUILDING CODE ENFORCEMENT														
	Code Enforcement Officer	004.326	J	1/1/2018	1820	17-357	80,727	1,615					82,342	Competitive	
	HIGHWAY DEPARTMENT														
√	County Highway Superintendent	049.052	J	1/1/2018	2080	17-357	91,627	1,833					93,460		
	HIPAA														
	HIPAA Privacy Officer	014.393	J		N/A	05-392	1,000						1,000	Probation Director	
	HIPAA Security Officer	010.392	J		N/A	05-392	1,000						1,000	Director of IT	
	HUMAN RESOURCE														
	Human Resource Director	03.407	J	2/13/2018	1820	18-091	150,000	3,000					153,000	"At will"	
	Civil Service Commissioner	10.502				16-197	125/mth mtg						125/mth mtg		
	Civil Service Commissioner	09.502				16-197	125/mth mtg						125/mth mtg		
	Civil Service Commissioner	08.502				16-197	125/mth mtg						125/mth mtg		
	INFORMATION TECHNOLOGY														
	Dir. of Information Technology	006.283	J	1/1/2018	1820	17-357	100,994	2,020					103,014	Competitive	
	MENTAL HEALTH														
	Dir. of Community Services (28 hours/week)	002.091	J	1/31/2018	1456	17-290	57,500	1,150					58,650	"At will"	
	OFFICE FOR THE AGING														
	Director of Aging and Youth	014.098		See Youth		06-117									
	PLANNING AND DEVELOPMENT														
	Director of Planning and Development	004.092	J	1/1/2018	1820	17-357	79,201	1,584					80,785	"At will"	

2019 WYOMING COUNTY SALARY SCHEDULE "D"

Requires Local Law	Current Titles	Position Code	FLSA \$47,476	Effective Date	Annual Hours	Res. #	2018	2019					Notes
			Exempt					2% inc.	Market Adj.	Hourly Wage	Annual Salary Equivalent	Salary	
	PROBATION												
	Probation Director 1	003.187	J	1/1/2018	1820	17-357	63,247	1,265	2,000			66,512	Competitive
	PUBLIC DEFENDER												
√	Public Defender, PT	003.503	J	1/1/2018	N/A	17-357	60,079	1,202				61,281	
	PUBLIC HEALTH DEPT												
√	Commissioner of Public Health	100.406	J	1/1/2018		17-357	80,298	1,606				81,904	
	Medical Director, PT	116.403	J	1/1/2018	N/A	17-447	35,066	701				35,767	Commissioner Public Health
	Public Health Administrator	089.405	J	1/1/2018		17-357	72,052	1,441				73,493	Competitive
	REAL PROPERTY TAX SERVICES												
√	Director of Real Property Tax Services	001.102	J	1/1/2018		17-357	67,056	1,341				68,397	
	Director of Real Property Tax Services (stipend)	001.102	J	9/1/2018		18-309	10,273					10,273	For County-Wide Assessing Services program...
	SOCIAL SERVICES DEPT												
√	Commissioner of Social Services	047.054	J	1/1/2018		17-378	69,000	1,380				70,380	
	VETERAN'S SERVICES												
√	Director of Veterans Services	001.106		6/21/2018		18-091	43,000					43,000	After meeting pre-established goals with satisfactory performance
√	Director of Veterans Services	001.106	*	12/21/2018	1820	18-091	44,500	890		24.94	45,390		After meeting pre-established goals with satisfactory performance
	WORKERS COMPENSATION												
	Worker's Comp. Prog. Administrator	005.364	J	1/1/2018		17-357	61,460	1,229				62,689	"At will"
	YOUTH BUREAU												
	Director of Aging and Youth	014.098	J	3/5/2018		18-164	65,505	1,310				66,815	"At will"
	ZONING DEPARTMENT												
	Code Enforcement Officer (stipend)	004.326		8/15/2017		17-438	6,000					6,000	Code Enforcement Officer

2019 WYOMING COUNTY SALARY SCHEDULE "S"

Current Titles	Position Code	FLSA \$47,476 Exempt	Effective date	Annual Hours	Res. #	2018	2019					Notes
							2% inc.	Market Adj.	Hourly Wage	Annual Salary Equivalent	Salary	
ANIMAL CONTROL												
Animal Control Assistant	002.082		05/09/18	1,820	18-	34,528	691		19,3509	35,219		
BOARD OF ELECTIONS												
Deputy Commissioner (D)	002.502		01/01/18	1,820	18-	40,243	805		22,5538	41,048		
Deputy Commissioner (R)	004.502		01/01/18	1,820	18-	40,243	805		22,5538	41,048		
Voting Machine Custodian (stipend)	003.502	N/A			12-294	1,000					1,000	per election per Voting Machine Custodian
Voting Machine Custodian (stipend)	011.502	N/A			12-294	1,000					1,000	per election per Voting Machine Custodian
BOARD OF SUPERVISORS												
Deputy Clerk of the Board of Supv.	007.503	√	01/01/18		18-	48,708	974				49,682	
BUDGET												
Deputy Budget Officer	008.077		01/01/18	1,820	18-	41,542	831		23,2818	42,373		
Finance Clerk I	002.494		01/01/18	1,820	18-	35,894	718		20,1164	36,612		
BUILDING AND GROUNDS												
Sec to Supt of Build & Gr (CB)	040.503		01/01/18	2,080	18-	32,712	654		16,0415	33,366		
CIVIL DEFENSE												
Administrative Assistant (Emer Serv)	010.435		03/05/18	1,820	18-	38,000	760		21,2967	38,760		
County Fire Coordinator	008.352		01/01/18	1,820	18-	31,286	626		23,2890	42,386		
Deputy Fire Coordinator	011.493	N/A			13-35	750					750	plus mileage reimbursement
Deputy Fire Coordinator	012.493	N/A			13-35	750					750	plus mileage reimbursement
Deputy Fire Coordinator	013.493	N/A			13-35	750					750	plus mileage reimbursement
COUNTY ATTORNEY												
Asst. County Attorney (1st)	014.503	√	01/01/19		18-	74,335	1,487				75,822	
Asst County Atty (2nd)	004.503	√	01/01/19		18-	56,100	1,122				57,222	
Secretary to the County Attorney	007.503		01/01/19	1,820	18-	30,001	600		16,8137	30,601		
Secretary I	009.350		01/01/19	1,820	18-	29,721	594		16,6568	30,315		
COUNTY CLERK												
Deputy County Clerk	003.503		01/01/19	1,820	18-	40,800	816		22,8659	41,616		
Deputy County Clerk	023.503		01/01/19	1,820	18-	40,800	816		22,8659	41,616		
COUNTY HISTORIAN												
Assistant County Historian	001.081		01/01/19	1,820	18-	21,924	438		12,2871	22,362		
DISTRICT ATTORNEY												
Assistant District Attorney (1st)	003.503	√	01/01/19		18-	84,875	1,698				86,573	
Assistant District Attorney (2nd)	005.503	√	01/01/19		18-	76,500	1,530				78,030	
Secretary to the District Attorney	001.503		01/01/19	1,820	18-	35,724	714		20,0211	36,438		
Administrative Assistant (District Attorney)	024.453		01/01/19	1,820	18-	38,278	766		21,4525	39,044		
Assistant District Attorney (Temporary), PT	028.503				17-170	75/hour					75/hour	***
FIRE & BUILDING CODE ENF.												
Building Inspector	003.029		01/01/19	1,820	18-	40,128	803		22,4893	40,931		
Fire Safety Inspector, PT	017.492		01/01/19	450	18-	8,274	165		18,7544	8,439		
HIGHWAY DEPARTMENT												
Deputy Co. Highway Supt.	005.503	√	01/01/19		18-	73,035	1,461				74,496	
Deputy Co. Highway Supt. (Temp.)	097.503	√	01/01/19		18-	73,035	1,461				74,496	with full benefits...
Secretary to the Co. Highway Supt.	062.503		01/01/19	2,080	18-	43,824	876		21,4906	44,700		
Engineering Technician	088.506	√	01/01/19	2,080	18-	46,818	936				47,754	
HUMAN RESOURCE												
Administrative Assistant (HR)	002.009		01/01/19	1,820	18-	39,941	799		22,3845	40,740		
Human Resource Assistant	001.434		09/17/18	1,820	18-526	18,3049	0,3661		18,6710	33,981		
Human Resource Assistant II	028.579		01/01/19	1,820	18-	36,000	720		20,1758	36,720		
Exam Monitor, PT	016.528	N/A			16-187	50/session					50/session	
Exam Monitor, PT	017.528	N/A			16-187	50/session					50/session	
Exam Monitor, PT	018.528	N/A			16-187	50/session					50/session	
Exam Monitor, PT	019.528	N/A			16-187	50/session					50/session	
Exam Monitor, PT		N/A			16-187	50/session					50/session	
Exam Monitor, PT		N/A			16-187	50/session					50/session	
Payroll Specialist	021.535		01/01/19	1,820	18-	43,000	860		24,0989	43,860		
Deputy HR Director	026.569	√	01/01/19		18-	85,000	1,700				86,700	
Human Resource Clerk	025.568		01/01/19	1,820	18-	25,480	510		14,2800	25,990		
INFORMATION TECHNOLOGY												
Information Technology Specialist	002.302	√	01/01/19		18-	51,826	1,037				52,863	
Information Technology Assistant	012.419		01/01/19	1,820	18-	39,941	799		22,3845	40,740		
Information Systems Administrator	003.243	√	01/01/19		18-	62,000	1,240				63,240	
Information Systems Specialist	004.310	√	01/01/19		18-	48,025	961				48,986	
Network Administrator	015.496	√	01/01/19		18-	63,360	1,267				64,627	

2019 WYOMING COUNTY SALARY SCHEDULE "S"

Current Titles	Position Code	FLSA \$47,476 Exempt	Effective date	Annual Hours	Res. #	2018	2019					Notes
							2% inc.	Market Adj.	Hourly Wage	Annual Salary Equivalent	Salary	
JAIL												
Jail Administrator	063.497	√	01/01/19		18-	69,863	1,048				70,911	Increase mirrors SEA contract for 2019 - 1.5%
Jail Administrator	063.497	√	07/01/19		18-	70,911	1,064				71,975	Increase mirrors SEA contract for 2019 - 1.5%
MENTAL HEALTH												
Fiscal Officer I	010.282		01/01/19	1,820	18-	40,656	813		22,7852		41,469	
Administrative Assistant, PT	011.009		01/01/19	1,132	18-	16,646	333		14,9990		16,979	
OFFICE FOR THE AGING												
Deputy Director of Aging	271.389	*	01/01/19	1,820	18-	44,500	890		24,9396		45,390	
Fiscal Officer I	285.282		01/01/19	1,820	18-	37,138	743		20,8136		37,881	
PLANNING AND DEVELOPMENT												
Zoning Enforcement Officer	023.554		01/01/19	1,820	18-	36,000	720		20,1758		36,720	
Zoning Enforcement Officer	023.554		09/11/19	1,820	17-276	38,720			21,2747		38,720	Upon completion of 2nd year and satisfactory performance and meeting pre-establish goals...
PROBATION												
Finance Clerk I	028.494		01/01/19	1,820	18-	35,377	708		19,8267		36,085	
PUBLIC DEFENDER												
Assistant Public Defender, PT (1st)	004.503	√	01/01/19	1,820	18-	24,616	492		13,7958		25,108	Exempt Status Includes Stipends
Assistant Public Defender (2nd)	001.503	√	01/01/19		18-	48,947	979				49,926	
Assistant Public Defender, PT (3rd)	002.503	√	01/01/19	1,820	18-	24,616	492		13,7958		25,108	Exempt Status Includes Stipends
Assistant Public Defender, PT (4th)	007.503	√	01/01/19	1,820	18-	18,472	369		10,3524		18,841	Exempt Status Includes Stipends
Secretary to the Public Defender, PT	005.503		01/01/19	911.50	18-	13,404	268		14,9995		13,672	
Secretary 1, PT	006.350		01/01/19	390.50	18-	5,744	115		15,0035		5,859	
PUBLIC HEALTH												
Director of Environmental Health	107.422	√	01/01/19		18-	63,592	1,272				64,864	
Director of Environmental Health (WCWRA stipend)	107.422	√	01/01/19		18-	17,952	359				18,311	Wyo. Co. Water Resource Agency Administrator
Fiscal Administrator	089.405	√	01/01/19		18-	49,940	999				50,939	
Fiscal Officer (Public Health)	136.580		01/01/19	1,820	18-	35,000	700		19,6154		35,700	effective 09/11/18 with immediate eligibility for any Cost of Living Adjusted issued.
Director of Nursing	037.097	√	01/01/19		18-	71,462	1,429				72,891	
Nurse Practitioner	066.311	√	01/01/19		18-	75,891	1,518				77,409	
Nurse Practitioner (Per Diem)	133.311				17-271	\$44.00/hr			44.0000			
Emergency Preparedness Coordinator	120.470	√	01/01/19	1,820	18-526	50,373	1,007				51,380	
REAL PROPERTY TAX SERVICES												
RPTS Assessor	013.002	√	09/01/18		18-309	65,000					65,000	salary is set according to the number of towns participating in the County-Wide program
Tax Map Technician	014.501		01/01/19	1,820	18-	35,719	714		20,0183		36,433	
Secretary to the Director of Real Property Tax Services, FT	019.543		01/01/19	1,820	18-	31,212	624	1,664	17,4924		33,500	
Real Property Appraiser (Per Diem)	021.577		01/01/19	425	18-	10,625	213		25,5000		10,838	with only those benefits mandated by law...
Assessment Account Specialist, PT	020.578		01/01/19	804.50	18-	11,830	237		14,9989		12,067	
SHERIFF												
Undersheriff	010.500	√	01/01/19		18-	83,141	1,663				84,804	Increase mirrors DSA contract for 2019 - 2%
Undersheriff	010.500	√	07/01/19		18-	84,804	1,696				86,500	Increase mirrors DSA contract for 2019 - 2%
Secretary to the Sheriff	002.503		01/01/19	2,080	18-	52,542	788		25,6395		53,330	Increase mirrors SEA contract for 2019 - 1.5%
Secretary to the Sheriff	002.503		07/01/19	2,080	18-	53,330	800		26,0240		54,130	Increase mirrors SEA contract for 2019 - 1.5%
Administrative Assistant (Sheriff)	099.549		01/01/19	2,080	18-	35,700	536		17,4209		36,236	Increase mirrors SEA contract for 2019 - 1.5%
Administrative Assistant (Sheriff)	099.549		07/01/19	2,080	18-	36,236	544		17,6825		36,780	Increase mirrors SEA contract for 2019 - 1.5%
Stop-DWI Coordinator, PT (stipend)	087.500	N/A			18-526	3,500					3,500	Undersheriff
Secretary to the Stop-DWI Coordinator, PT (stipend)	089.500	N/A			18-526	3,000					3,500	Secretary to the Sheriff
SOCIAL SERVICES												
Secretary II	118.366		01/01/19	1,820	18-	32,730	655		18,3432		33,385	33,385
Administrative Assistant (DSS)	135.377		01/01/19	1,820	18-	39,054	781		21,8874		39,835	39,835
Fiscal Director	115.362	√	01/01/19		18-	62,413	1,248				63,661	63,661
Director of Programs	147.417	√	01/01/19		18-	62,436	1,249				63,685	63,685
Dir of Children & Family Services	144.360	√	01/01/19		18-	54,000	1,080				55,080	55,080
Administrative Assistant (Fiscal Operations)	165.459		01/01/19	1,820	18-	41,212	824		23,0968		42,036	42,036
TREASURER												
Deputy County Treasurer (stipend)	007.503	N/A			11-09	5,000					5,000	
VETERAN'S SERVICES												
Assistant Director of Veterans Services	004.369		01/01/19	1,820	18-	35,000	700		19,6154		35,700	
WORKERS COMPENSATION												
Insurance Program Assistant	009.504		01/01/19	1,820	18-	39,500	790		22,1374		40,290	
YOUTH BUREAU												
Handicapped Preschool Coordinator	013.121	√	01/01/19	1,820	18-	47,375	948				48,323	
Fiscal Officer I	008.282		01/01/19	1,820	18-	39,054	781		21,8874		39,835	
ZONING DEPARTMENT												
Zoning Enforcement Officer	023.554		01/01/19	1,820	18-	36,000	720		20,1758		36,720	
Zoning Enforcement Officer Assistant, PT	024.572		01/01/19	699.50	18-	10,287	206		15,0003		10,493	

2019 WYOMING COUNTY SALARY SCHEDULE "S"

2019												
Current Titles	Position Code	FLSA \$47,476 Exempt	Effective date	Annual Hours	Res. #	2018	2% inc.	Market Adj.	Hourly Wage	Annual Salary Equivalent	Salary	Notes
Zoning Enforcement Officer Assistant, PT (.3 FTE)	Pending		01/02/19	546.00	18-532				18.8407	10,287		

Civil Service Monthly Update

November 2018

Canvass Positions:

- Computer Technical Assistant
- Account Clerk
- Caseworker Trainee
- School Secretary

Certificates Issued

- Account Clerk
- Computer Technical Assistant
- Caseworker Trainee
- Data Entry Machine Operator (Clerical)
- Data Entry Machine Operator (Accounting)
- Police Officer

Payrolls Certified:

- County – 11/2/2018
- County – 11/16/2018
- County – 11/30/2018
- Highway – 11/2/2018
- Highway – 11/16/2018
- Highway – 11/30/2018
- WCCH – 11/9/2018
- WCCH – 11/23/2018

Exams Announced:

- Human Resources Clerk
- Human Resources Assistant
- Human Resources Assistant II
- Custodian
- Public Health Technician
- Dispatcher

Exams Held:

- Patient Information Specialist
- Data Entry Control Clerk
- Emergency Department Unit Clerk
- Medical Receptionist
- Medical Records Specialist II
- Correction Officer
- Data Entry Machine Operator (Clerical)

Exam Results:

- Deputy Sheriff
- Police Officer
- Data Entry Machine Operator (Clerical)
- Data Entry Machine Operator (Accounting)

Duty Statements (creations): (County)

- Zoning Enforcement Officer Assistant
- Aging Services Aide

Duty Statements (creations): (WCCH)

- Registered Nurse First Assistant
-

Duty Statements (creations): (Villages, Towns & Schools)

- Athletic Trainer

Job Specifications:

- Athletic Trainer

Job Opportunities: County

- Social Services Program Specialist – FT (1)
- Caseworker Trainee – FT (1)
- Heavy Equipment Operator – FT (2)
- Highway Maintenance Supervisor – FT (1)

Job Opportunities: WCCH

- Registered Professional Nurse – FT (2)
- Registered Professional Nurse Per Diem (1)
- Licensed Practical Nurse – FT (1)
- Mental Health Therapy Aide Per Diem (1)
- Patient Information Specialist Per Diem (2)
- RN First Assistant – FT (1)