

HUMAN RESOURCE COMMITTEE MEETING AGENDA

Date: Tuesday, July 28, 2020 @ 9:00 AM

Present: **King, Becker**, Kehl, Grant, Brunner, Leuer, Roche, Granger, Jacoby

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>3. Position Fill:</p> <p style="text-align: center;">Social Services</p> <p>Fill one (1) position of Account Clerk (1.00 FTE) (position # 170.002) on CSEA Salary Schedule A, Job Grade 4 at an hourly rate of \$17.10/hr - \$18.82/hr. Person Vacating: Heather Sheehan, effective July 5, 2020. Position Available: August 5, 2020.</p>	<p><i>An emergency fill was approved by Chairman Davis on 06/30/20.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>4. Position Fill:</p> <p style="text-align: center;">Social Services</p> <p>Fill one (1) position of Senior Account Clerk (1.00 FTE) (position # 159.216) on CSEA Salary Schedule A, Job Grade 6 at an hourly rate of \$17.92/hr - \$19.98/hr. Person Vacating: Andrew Maurer, effective June 21, 2020. Position Available: August 5, 2020.</p>	<p><i>An emergency fill was approved by Chairman Davis on 06/30/20.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>5. Position Fill:</p> <p style="text-align: center;">Real Property Tax Services</p> <p>Fill one (1) position of RPTS Assessor (1.00 FTE) (position # 013.002) on Salary Schedule S currently at \$69,000.00 annually. Person Vacating: Mary Kern, effective March 27, 2020. Position Available August 512, 2020.</p> <p>#5 & #7 go together</p>	<p><i>NYS ORPTS requires that the RPTS Director have a 6 mos. training program prior to state approval to the position of RPTS Assessor for candidates not meeting state minimum qualifications. State approval of the appointment to the position of Assessor is also a pre-requisite. Once approved by NYS ORPTS, the candidate has two years to complete state certification courses to obtain certification and maintain the appointment of the position. This in addition to the Civil Service Exam.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>6. The Assessment Account Specialist (Donna Almeter) will be left to sunset and unfunded for the 2021 budget year. The RPTS Assessor position is competitive and will need to be appointed provisionally.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>7. Amend Salary Schedule S:</p> <p style="text-align: center;">Real Property Tax Services</p> <p>To set the annual salary of the RPTS Assessor to \$45,000.00 annually, effective August 512, 2020.</p>	<p><i>Only if #5 is approved.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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<p>8. Position Fill: Real Property Tax Services Fill one (1) position of <u>Director of Real Property Tax Services</u> (position code #001.102) on Salary Schedule D currently at \$70,107.00 annually and \$10,763 stipend for managing the Countywide Assessing Program. Position available August 8, 2020.</p>	<p>Any potential offer would also include an non-compete clause.</p> <p>Set a salary range of \$_____ to \$_____ commensurate with education and experience.</p> <p>Residency Waiver? ✓</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>9. Position Fill: Health Department Fill one (1) position of <u>Environmental Health Aide</u> (per diem) (position code 144.117) on Schedule G, following CSEA Schedule A, Job Grade 9 (\$19.07-\$21.69/hr.), plus 10% with only those benefits mandated by law - Article 13.1(b). To provide coverage during an employee LOA. Position available August 17, 2020.</p>	<p>✓</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>10. Appropriation To: 01.34.1431.4.41206 Operating Expense, Misc. \$10,000.00 w/Any Funds Available \$10,000.00 Reason: to cover background checks for 150 Election Inspectors.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>11. Discussion Items: • <u>EAP Utilization Report</u></p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
Civil Service w/D. Farberman			
<p>12. <u>Civil Service update for July 2020</u></p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
Historian w/C. Amrhein			
	~Nothing to Report~	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
Records Retention w/G. Royce			
	~Nothing to Report~	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Absent:

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Board of Elections w/J. Schlick & H. Bush			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Signature of Committee Chairman: p/S. **King** (minutes prepared by _____).

Next Human Resource Committee Meeting scheduled for **Tuesday, August 25, 2020 @ 9:00 AM.**

Committee Chair Initials: _____