



# Sullivan County

## Human Resources Committee

### Meeting Agenda - Final

100 North Street  
Monticello, NY 12701

Chairman Amanda Ward  
Vice Chairman Luis Alvarez  
Committee Member Brian McPhillips  
Committee Member Catherine Scott  
Committee Member Joseph Perrello

---

**Thursday, July 17, 2025**

**9:00 AM**

**Government Center**

---

**Call To Order and Pledge of Allegiance**

**Roll Call**

**Comments:**

#### **Reports Division of Human Resources**

**Discussion:**

**Public Comment**

**Resolutions:**

1. RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO RECLASSIFY POSITION #1257, CURRENTLY DESIGNATED NURSING ASSISTANT, TO ADULT CARE CENTER STAFFING SERVICES PROGRAM COORDINATOR [ID-7592](#)
2. RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO RECLASSIFY POSITION #2968, CURRENTLY DESIGNATED DISTRICT ATTORNEY'S INVESTIGATOR, TO CONFIDENTIAL CHIEF DISTRICT ATTORNEY'S INVESTIGATOR [ID-7610](#)

**Adjourn**



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-7592

**Agenda Date:** 7/17/2025

**Agenda #:** 1.

**Narrative of Resolution:**

**RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO RECLASSIFY POSITION #1257, CURRENTLY DESIGNATED NURSING ASSISTANT, TO ADULT CARE CENTER STAFFING SERVICES PROGRAM COORDINATOR**

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution**     \$3569.44

**Are funds already budgeted?** No

**If 'Yes,' specify appropriation code(s):** Click or tap here to enter text.

**If 'No,' specify proposed source of funds:** Click or tap here to enter text.

**Specify Compliance with Procurement Procedures:**

WHEREAS, position #1257 is currently designated as Nursing Assistant in the Care Center at Sunset Lake, and

WHEREAS, a job classification questionnaire was submitted by the incumbent, and approved by the supervisor, and

WHEREAS, it has been determined by the Commissioner of HR/Personnel Officer that the referenced employee is currently assigned duties that are above her current title of Nursing Assistant, and

WHEREAS, it is necessary to reclassify position #1257 to Adult Care Center Staffing Services Program Coordinator to accurately reflect the work the incumbent is conducting, and to continue to effectively schedule staff on all shifts from a variety of sources as needed, and

WHEREAS, the Administrator of the Care Center at Sunset Lake, after discussion with the Commissioner of HR/Personnel Officer, requests that position #1257 be reclassified to Adult Care Center Staffing Services Program Coordinator, and confirms that the incumbent is eligible to be appointed, and

WHEREAS, the current salary of the incumbent in position #1257 is \$44,618. Pursuant to Teamster rules, the incumbent is permitted to receive an 8% increase above her current salary as a promotion to the new title of Adult Care Center Staffing Services Program Coordinator, resulting in a salary of \$48,187.44, and

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the reclassification of position #1257 in the Care Center at Sunset Lake, from Nursing Assistant to Adult Care Center Staffing Services Program Coordinator, effective immediately.

# Sullivan County

## Legislative Memorandum

---

**File #:** ID-7610

**Agenda Date:** 7/17/2025

**Agenda #:** 2.

---

**Narrative of Resolution:**

**RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO RECLASSIFY POSITION #2968, CURRENTLY DESIGNATED DISTRICT ATTORNEY'S INVESTIGATOR, TO CONFIDENTIAL CHIEF DISTRICT ATTORNEY'S INVESTIGATOR**

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** 9675

**Are funds already budgeted?** No

**If 'Yes,' specify appropriation code(s):** Click or tap here to enter text.

**If 'No,' specify proposed source of funds:** Click or tap here to enter text.

**Specify Compliance with Procurement Procedures:**

WHEREAS, position #2968 is currently designated as District Attorney's Investigator in the Sullivan County District Attorney's Office, and

WHEREAS, it has been determined by the Sullivan County District Attorney that the referenced employee is currently assigned duties that are above his current title of District Attorney's Investigator, and

WHEREAS, it is necessary to reclassify position #2968 to Confidential Chief District Attorney's Investigator to accurately reflect the work the incumbent is conducting, and

WHEREAS, the District Attorney, after discussion with the County Manager, requests that position #2968 be reclassified to Confidential Chief District Attorney's Investigator, and confirms that the incumbent is eligible to be appointed, and

WHEREAS, the current salary of the incumbent in position #2968 is \$85,325, as well as a one-time stipend of \$5,000 as per Resolution #456-24. The salary for this management/confidential position is \$95,000 as requested by the Sullivan County District Attorney, and

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the reclassification of position #2968 in the Sullivan County District Attorney's Office from District Attorney's Investigator to Confidential Chief District Attorney's Investigator effective immediately.