



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, October 16, 2025

9:00 AM

Government Center

Call To Order and Pledge of Allegiance

Roll Call

Comments:

Reports:

1. Division of Human Resources

Discussion:

Public Comment

Resolutions:

1. To abolish two (2) Administrative positions and create one (1) Case Management position in Community Services. [ID-7741](#)
2. RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING WITH PUBLIC EMPLOYER RISK MANAGEMENT ASSOCIATION (PERMA) AND THE AMERICAN INSTITUTE OF SAFETY AS A PROVIDER FOR COUNTY EMPLOYEE DEFENSIVE DRIVING COURSE. [ID-7793](#)
3. RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO CREATE ONE (1) GRAND JURY STENOGRAPHER POSITION IN THE SULLIVAN COUNTY DISTRICT ATTORNEY'S OFFICE [ID-7831](#)
Attachments: [Grand Jury Stenographer DRAFT, 10-7-2025](#)
4. TO ABOLISH AND CREATE POSITIONS IN THE SULLIVAN COUNTY DIVISION OF INFORMATION TECHNOLOGY SERVICES [ID-7835](#)

Adjourn

Sullivan County

Legislative Memorandum

File #: ID-7741

Agenda Date: 10/16/2025

Agenda #: 1.

Narrative of Resolution: To abolish two (2) Administrative positions and create one (1) Case Management position in Community Services.

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

Amount to be authorized by Resolution: None

Are funds already budgeted? Yes

If 'Yes,' specify appropriation code(s): A4310 & A4320-42

If 'No,' specify proposed source of funds:

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO ABOLISH TWO (2) ADMINISTRATIVE POSITIONS AND TO CREATE ONE (1) CASE MANAGEMENT POSITION FOR THE SULLIVAN COUNTY DEPARTMENT OF COMMUNITY SERVICES.

WHEREAS, in an effort to effectively serve the residents of Sullivan County, the Director of the Department of Community Services has conducted a staffing needs analysis within the department to ensure that appropriate staffing levels are in line with client needs; and

WHEREAS, as a result of this analysis the Director has determined that there is a need for additional case management staff to meet the current and forecasted needs of clients; and

WHEREAS, to effectuate this staffing change, the Director proposes abolishing two (2) vacant positions (Account Clerk, #1336 and Account Clerk/Database, #3039) in the Administrative unit; and using the savings to create (1) Assistant Social Worker II in the Case Management unit; and

NOW, THEREFORE, BE IT RESOLVED, the Sullivan County Legislature hereby authorizes the Commissioner of Human Resources to abolish one (1) Account Clerk (#1336) and one (1) Account Clerk/Database (#3039) in the Administrative unit and to create one (1) Assistant Social Worker II position in the Case Management unit in the Sullivan County Department of Community Services; and

BE IT FURTHER RESOLVED, that said position shall be approved to fill immediately.

Sullivan County

Legislative Memorandum

File #: ID-7793

Agenda Date: 10/16/2025

Agenda #: 2.

Narrative of Resolution:

RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING WITH PUBLIC EMPLOYER RISK MANAGEMENT ASSOCIATION (PERMA) AND THE AMERICAN INSTITUTE OF SAFETY AS A PROVIDER FOR COUNTY EMPLOYEE DEFENSIVE DRIVING COURSE.

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

Amount to be authorized by Resolution: Click or tap here to enter text.

Are funds already budgeted? Choose an item.

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, the County has approximately 900 employees, many of whom drive County vehicles for conducting daily business, and the County is committed to providing its employees a defense driving program for the purpose of providing annual driver training; and

WHEREAS, the County utilizes Public Employer Risk Management Association, (PERMA), PO Box 12250, Albany, New York, 12212, to administer the County's Self-Funded Workers' Compensation Program; and

WHEREAS, the County earns points on an on-going basis, for participating in safety initiatives through PERMA, who offers an online defensive driving course which the County wishes to provide to its employees by utilizing this point-for-dollar (1 point = \$1) reward system; and

WHEREAS, the standard cost of a single online driver's safety course is \$20 (or 20 points); and

WHEREAS, PERMA will apply earned points and access to the course for the applicable number of employees correlating with points earned at no additional cost beyond the points utilized; and

WHEREAS, once all of County's PERMA points have been exhausted, the County will pay \$20.00 per registered employee to the American Safety Institute until such time as additional points are earned equivalent to the cost of a course, which will be applied accordingly; and

WHEREAS, in recognition that this benefit is limited to New York State employees, the County will reimburse out-of-state employees the equivalent County cost, upon providing proof of payment, copy of a current driver abstract, and a certificate of class completion to the County's designated representative; and

NOW, THEREFORE, BE IT RESOLVED that the County Manager is authorized to sign a memorandum of understanding with PERMA for the provision and administration of an online Defensive Driving Program for County employees using points, and an agreement with the American Safety Institute for the provision and administration of an online Defensive Driving Program at a cost of \$20 per course (after points are exhausted)

in accordance with the above and such agreement(s) shall be in a form approved by the County Attorney.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7831

Agenda Date: 10/16/2025

Agenda #: 3.

Narrative of Resolution:

RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO CREATE ONE (1) GRAND JURY STENOGRAPHER POSITION IN THE SULLIVAN COUNTY DISTRICT ATTORNEY'S OFFICE

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

Amount to be authorized by Resolution: \$76,880

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: 2026 Budget

Specify Compliance with Procurement Procedures:

WHEREAS, upon assessing current needs of the office, the Sullivan County District Attorney has recommended that one (1) full-time Grand Jury Stenographer position be created and provided a salary in the District Attorney's Office; and

WHEREAS, the incumbent under said Grand Jury Stenographer title will have responsibilities as outlined in the attached job description; and

WHEREAS, this position appears upon the Management/Confidential salary schedule as a Grade 5 title; and

NOW, THEREFORE, BE IT RESOLVED, that the Commissioner of Human Resources Director/Personnel Officer is hereby authorized to create and fill one (1) full-time Grand Jury Stenographer position.

GRAND JURY STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: This is a Grand Jury stenographic position responsible for taking and transcribing verbatim testimony before the Grand Jury. Duties involve taking shorthand notes verbatim on a shorthand machine at two-hundred (200) plus words per minute of proceedings, and transcribing confidential testimony and statements as needed by the District Attorney, using computer-aided transcription software and stenographic devices. The Grand Jury Stenographer is responsible for timely transcript production which may occasionally involve working extra hours to meet tight deadlines. This position manages the Grand Jury process and will require back office administrative task such as processing all forms related to proceedings. The employee reports directly to the District Attorney and performs work in accordance with NYS Grand Jury procedures

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Takes stenographic dictation, transcribes confidential testimony and statements from defendants and other witnesses, and provides electronic transcription;

Coordinates Grand Jury scheduling;

Assists with documenting juror absence/attendance;

Uses computer software and stenographic equipment to produce Grand Jury transcripts;

Prepares laptop for presentations;

Prepares and closes Grand Jury room;

Indexes materials;

Assists in taking inventories;

Maintains records and prepares simple reports; and

GRAND JURY STENOGRAPHER

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May transcribe other legal proceedings as requested.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Some knowledge of office terminology, procedures and equipment; some knowledge of business arithmetic and English; ability to understand and follow oral and written directions; ability to get along well with others; ability to write legibly; ability to take dictation and type the transcription at a reasonable rate of speed; ability to operate a personal computer and utilize common office software programs, including word processing, spreadsheets and databases; clerical aptitude; mental alertness; neat appearance; tact; courtesy; and good judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Certification in Court Reporting by an approved credentialing authority, such as NCRA, one (1) year of full-time general verbatim reporting experience; or
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time general verbatim reporting experience.

NOTE: Candidates who meet the experience requirements, but do not have certification, can be certified by the NYS Unified Court System through a formal assessment of their verbatim reporting and transcribing skills within six (6) months of appointment.

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Last Reviewed: 9/18/2025
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Placed in Classplan:

Sullivan County

Legislative Memorandum

File #: ID-7835

Agenda Date: 10/16/2025

Agenda #: 4.

Narrative of Resolution:

RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO ABOLISH AND CREATE POSITIONS IN THE SULLIVAN COUNTY DIVISION OF INFORMATION TECHNOLOGY SERVICES

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

Amount to be authorized by Resolution: A savings of \$285,432.37

Are funds already budgeted? Yes

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:

N/A

RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO ABOLISH AND CREATE POSITIONS IN THE SULLIVAN COUNTY DIVISION OF INFORMATION TECHNOLOGY SERVICES

WHEREAS, the Chief Information Officer recently conducted a staffing needs analysis considering ongoing vacancies and in-house staff qualifications in line with current business needs; and

WHEREAS, as a result of this review, in conjunction with the County Manager's office, the Chief Information Officer proposes abolishing three (3) vacant positions (Senior PC Specialist #2067, Help Desk/Documentation Specialist #2276, and Senior Network Engineer #3649), and using the funds from abolishing these vacant positions to create three (3) new positions (Client Support Technician I, Client Support Technician II and Wide Area Network Technician II) to effectively align the skills within the current workforce and meet the current business needs; and

WHEREAS, three existing staff members currently qualify for the identified needs, and upon promotion to the newly created positions, their currently held positions are recommended to be abolished; and

WHEREAS, in an effort to remain competitive with market demand for Information Technology talent, it is imperative that we adjust the grades of the following titles to remain competitive with current market rates, and

WHEREAS, to effectuate remaining competitive, the CIO recommends the Deputy CIO position moves from Grade 8 to Grade 9, the Director of Applications Development and Support and the Director of Operations and Network Administration move from a Grade 5 to a Grade 7 on the Management Confidential Salary Schedule, the GIS Coordinator, Client Support Technician I, Information/Network Security Officer positions moves from a Grade XIII to a Grade XIV, the PC Specialist from a Grade VII to a Grade X, the GIS Specialist from a

Grade XI to a Grade XIII, the Wide Area Network Technician II position from a Grade VIII to a Grade X, and the creation of a new Grade XV be added to the Teamsters Salary schedule, and the title(s) Client Support Technician II and Senior Network Engineer be placed in this Grade at an annual rate of \$83,813, and

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the abolishment of three (3) position(s): #2067 Senior PC Specialist, #2276 Help Desk/Documentation Specialist, and #3649 Senior Network Engineer; and approves moving the aforementioned positions to the Grades listed above, effective immediately, and realizing a net savings of \$285,432.37, and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes creating the titles of Client Support Technician I, Client Support Technician II, and Wide Area Network Technician II in the Sullivan County Division of Information Technology Services and once the existing employees are promoted to the created titles, their vacated titles of (Client Support Technician Assistant II, Client Support Technician Assistant II, and Wide Area Network Technician I) shall be abolished, effective immediately.