



Sullivan County

100 North Street
Monticello, NY 12701

Human Resources Committee

Meeting Agenda - Final - Revised

Chairman Alan J. Sorensen
Vice Chairman Michael Brooks
Committee Member Ira Steingart
Committee Member Joseph Perrello
Committee Member George Conklin

Thursday, July 13, 2023

9:30 AM

Government Center

Roll Call

Comments:

Reports:

1. Division of Human Resources

Discussion:

Public Comment

Resolutions:

1. To authorize the creation of five (5) Student Intern positions at a rate of \$15.00 per hour. [ID-5641](#)
2. To create the position of Regular Part Time Account Clerk in the Division of Planning, Community Development and Environmental Management. **ID-5644**

Adjourn



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5641

Agenda Date: 7/13/2023

Agenda #: 1.

Narrative of Resolution:

To authorize the creation of five (5) Student Intern positions at a rate of \$15.00 per hour, not to exceed \$6,000 annually

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

Amount to be authorized by Resolution: 30,000

Are funds already budgeted? No

Specify Compliance with Procurement Procedures:

N/A

WHEREAS, the Sullivan County Legislature previously approved five (5) Student Intern positions in the 2023 budget, an unintended decrease from the 2022 budget; and

WHEREAS, it is the intention of the County Manager to offer the equivalent number educational opportunities as in the previous year,

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby creates five (5) additional Student Intern positions effective immediately,

BE IT FURTHER RESOLVED, that the hourly rate for these positions will be \$15.00 per hour, not to exceed \$6,000 per position annually,

BE IT FURTHER RESOLVED, that the Sullivan County Department of Human Resources is authorized to fill these new positions immediately.



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Legislative Memorandum

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File #: ID-5644

Agenda Date: 7/13/2023

Agenda #: 2.

Narrative of Resolution:

To create the position of Regular Part Time Account Clerk in the Division of Planning, Community Development and Environmental Management.

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

Amount to be authorized by Resolution: \$16,000 for balance of 2023

Are funds already budgeted? No

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO CREATE THE POSITION OF REGULAR PART TIME ACCOUNT CLERK IN THE DIVISION OF PLANNING, COMMUNITY DEVELOPMENT AND ENVIRONMENTAL MANAGEMENT

WHEREAS, the Division of Planning, Community Development and Environmental Management (“Division”) is comprised of the Department of Planning, Department of Grants Administration, Department of Parks, Recreation, and Beautification, and the Office of Sustainable Energy; and

WHEREAS, a needs analysis was conducted to determine Division workload in comparison to staffing and it has been determined that there is a need to conduct basic fiscal functions within the Division; and

WHEREAS, the creation of a Regular Part Time Account Clerk would appropriately address needs of the Division.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature authorizes the creation of a Regular Part Time Account Clerk with no benefits, at a rate in line with the teamsters salary schedule, for the Sullivan County Division of Planning, Community Development and Environmental Management.