



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, September 11, 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. RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO RECLASSIFY THREE POSITIONS IN THE DEPARTMENT OF PURCHASING AND CENTRAL SERVICES

[ID-7715](#)

Adjourn

Sullivan County

Legislative Memorandum

File #: ID-7715

Agenda Date: 9/11/2025

Agenda #: 1.

Narrative of Resolution:

RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO RECLASSIFY THREE POSITIONS IN THE DEPARTMENT OF PURCHASING AND CENTRAL SERVICES

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

Amount to be authorized by Resolution: 0

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:

RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO RECLASSIFY THREE POSITIONS IN THE DEPARTMENT OF PURCHASING AND CENTRAL SERVICES

WHEREAS, there are currently Position Nos. 2982 and 3078 designated as Purchasing Coordinator in the Department of Purchasing and Central Services; and

WHEREAS, both incumbents sitting in the aforementioned Purchasing Coordinator positions have been performing additional job duties since April 4, 2025;

WHEREAS, the Director of Purchasing and Central Services has requested, due to the additional duties, that both titles be reclassified to Senior Purchasing Coordinator, which will better meet the needs of the Department of Purchasing and Central Services;

WHEREAS, the title of Purchasing Coordinator is a Teamsters Salary Grade VIII with a full salary of \$54,645;

WHEREAS, the title of Senior Purchasing Coordinator is a Teamsters Salary Grade IX with a full salary of \$58,295, thus increasing each salary a total of \$3,650;

WHEREAS, said reclassification to Senior Purchasing Coordinator would increase two (2) salaries by \$3,650, reflecting a total salary increase of \$7,300;

WHEREAS, there is currently vacant Position 3574 designated as Purchasing Bid and Contract Coordinator in the Department of Purchasing and Central Services; and

WHEREAS, the Director of Purchasing and Central Services requests that the vacant title of Purchasing Bid and Contract Coordinator (Teamsters Salary Grade X, with a full salary of \$61,943) should be reclassified to Purchasing Coordinator (Teamsters Salary Grade VIII with a full salary of \$54,645) to better meet the needs of

the Department of Purchasing and Central Services;

WHEREAS, said reclassification and downgrade of the title of Purchasing Bid and Contract Coordinator to Purchasing Coordinator would be a salary savings of \$7,298;

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the reclassification of positions 2982 and 3078 in the Department of Purchasing and Central Services from Purchasing Coordinator to Senior Purchasing Coordinator, effective April 4, 2025; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes the reclassification of position 3574 in the Department of Purchasing and Central Services from Purchasing Bid and Contract Coordinator to Purchasing Coordinator, effective immediately; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Commissioner of Human Resources is authorized to fill this position immediately.