



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, June 12, 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 create one (1) Confidential Secretary position in Public Health Services.

[ID-7499](#)

Adjourn

Sullivan County

Legislative Memorandum

File #: ID-7499

Agenda Date: 6/12/2025

Agenda #: 1.

Narrative of Resolution:

To create one (1) Confidential Secretary position in Public Health Services.

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

Amount to be authorized by Resolution: \$0-\$15,107 depending on experience of candidate

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:

N/A

RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO CREATE ONE (1) CONFIDENTIAL SECRETARY (PUBLIC HEALTH) POSITION IN PUBLIC HEALTH SERVICES

WHEREAS, the current support staff to the Public Health Director holds the title of Administrative Secretary; and

WHEREAS, the current support staff holding the title of Administrative Secretary will continue to hold said title, but will be transferred elsewhere within Public Health Services and paid through a different funding stream; and

WHEREAS, the Commissioner of Human Resources/Personnel Officer and the Public Health Director are requesting that one (1) full-time Confidential Secretary (Public Health) position be created and provided a salary in Public Health Services; and

WHEREAS, the incumbent under said Confidential Secretary (Public Health) title will have responsibilities as outlined in the attached job description; and

WHEREAS, said Confidential Secretary (Public Health) position will be a competitive position under the Management/Confidential salary schedule Grade 2; 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 Confidential Secretary (Public Health) position.