



Sullivan County

Human Resources Committee

Meeting Agenda - Final

100 North Street
Monticello, NY 12701

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

Thursday, June 9, 2022

9:30 AM

Government Center

Call To Order

Roll Call

Comments:

Reports:

1. Division of Human Resources

Public Comment

Resolutions:

1. To Create FSW Position and Abolish #2362 upon Retirement [ID-4641](#)
2. To Create Coordinator of Children with Special Needs Program and Reclassify #1707 to Part Time [ID-4643](#)
3. To Create Training and Quality Improvement Coordinator Position [ID-4642](#)
4. To authorize the reclassification of position #1562 Sr. Account Clerk/Typist to Principal Account Clerk. [ID-4655](#)
5. Reclassify a position in Management and Budget from a Fiscal Administrative Officer to a Senior Fiscal Administrative Officer [ID-4669](#)

Adjourn



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4641

Agenda Date: 6/9/2022

Agenda #: 1.

Narrative of Resolution:

To Create FSW Position and Abolish #2362 upon Retirement

Does Resolution require expenditure of funds? Y/N: Yes

Amount to be authorized by Resolution: \$ 69,664 (annual gross wage plus estimated fringe benefits for new position)

Are funds already budgeted? Y/N: Yes

Specify Compliance with Procurement Procedures: N/A as this is a request to create a full-time position for our Healthy Families Program.

INTRODUCED BY HUMAN RESOURCES COMMITTEE TO CREATE IN PUBLIC HEALTH SERVICES THE POSITION OF FAMILY SUPPORT WORKER AND ABOLISH POSITION # 2362 UNPON RETIREMENT

WHEREAS, the Director of the Department of Public Health Services has expressed a need to create a full time Family Support Worker position for the Healthy Families Program to train under the current Family Support Worker who will be retiring and whose position #2362 will be abolished upon retirement; and

WHEREAS, the Director of Public Health believes that the needs of the Department would be best served if said position was created; and

NOW, THEREFORE, BE IT RESOLVED that the Sullivan County Legislature authorizes the creation of a Family Support Worker for Sullivan County Public Health Services, to advertise for said position, and give permission to the Public Health Director to appoint a qualified applicant to that position; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby sets the annual salary for this new position at the current rate for Family Support Worker under the Teamsters contract; and

BE IT FURTHER RESOLVED, that the Director of Public Health Services is authorized to advertise for and fill this new position immediately.



Sullivan County

Legislative Memorandum

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File #: ID-4643

Agenda Date: 6/9/2022

Agenda #: 2.

Narrative of Resolution:

To Create Coordinator of Children with Special Needs Program and Reclassify #1707 to Part Time

Does Resolution require expenditure of funds? Y/N: Yes

Amount to be authorized by Resolution: \$134,327 (annual gross wages plus estimated fringe benefits** combine for both new positions)

Are funds already budgeted? Y/N: Yes

Specify Compliance with Procurement Procedures: N/A as this is a request to create a

full-time & a part-time position for our Early Care Program. This position is partially funded by CYSHCN Grant - the percentage is 20% for a total of \$12,482.00 in Grant Funds and by the EI ADMIN Grant the percentage is 16.5% for a total of \$10,297.00 in Grant Funds.

** for the new part-time Coordinator position, estimated fringe includes FICA/Medicare, Workers' Comp., and Disability coverage only.

INTRODUCED BY HUMAN RESOURCES COMMITTEE TO CREATE IN PUBLIC HEALTH SERVICES THE POSITION OF COORDINATOR OF CHILDREN WITH SPECIAL NEEDS PROGRAM AND RECLASSIFY POSITION # 1707 TO PART-TIME WITH NO BENEFITS UNPON RETIREMENT

WHEREAS, the Director of the Department of Public Health Services has expressed a need to create a full time Coordinator of Children with Special Needs Program position for the Early Intervention Program to train under the current Coordinator who will be retiring and whose position #1707 will be reclassified to part time, no benefits upon retirement; and

WHEREAS, the Director of Public Health believes that the needs of the Department would be best served if said position was created; and

NOW, THEREFORE, BE IT RESOLVED that the Sullivan County Legislature authorizes the creation of a Coordinator of Children with Special Needs Program for Sullivan County Public Health Services, to advertise for said position, and give permission to the Public Health Director to appoint a qualified applicant to that position and to reclassify position # 1707 to part time with no benefits; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby sets the annual salary for this new position at the current rate for Coordinator of Children with Special Needs Program, a Management Confidential

position Grade III, at \$ 57,000 annually; and

BE IT FURTHER RESOLVED, that the Director of Public Health Services is authorized to advertise for this position and fill this new position immediately.



Sullivan County

Legislative Memorandum

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File #: ID-4642

Agenda Date: 6/9/2022

Agenda #: 3.

Narrative of Resolution:

To Create Training and Quality Improvement Coordinator Position

Does Resolution require expenditure of funds? Y/N: Yes

Amount to be authorized by Resolution: \$ 109,281 (annual gross wage plus estimated fringe benefits for this new positions)

Are funds already budgeted? Y/N: No, however, the personnel cost of this position may be covered by vacancies that may occur during the year.

Specify Compliance with Procurement Procedures: N/A as this is a request to create a full-time position for our Agency Administration Org.

INTRODUCED BY HUMAN RESOURCES COMMITTEE TO CREATE IN PUBLIC HEALTH SERVICES THE POSITION OF TRAINING AND QUALITY IMPROVEMENT COORDINATOR

WHEREAS, the Director of the Department of Public Health Services has expressed a need to create and fill a full-time Training and Quality Improvement Coordinator position to plan, organize and administratively supervise the training and quality improvements in all areas of Public Health; and

WHEREAS, the Director of Public Health believes that the needs of the Department would be best served if said positions were created; and

NOW, THEREFORE, BE IT RESOLVED that the Sullivan County Legislature authorize the creation of a Training and Quality Improvement Coordinator position for Sullivan County Public Health Services, to advertise for said position and give permission to the Public Health Director to appoint a qualified applicant to this position; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby sets the annual salary for Training and Quality Improvement Coordinator position, a Management Confidential Grade four position, at \$67,000 annually; and

BE IT FURTHER RESOLVED, that the Director of Public Health Services is authorized to advertise for and fill this position immediately.



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Legislative Memorandum

100 North Street
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File #: ID-4655

Agenda Date: 6/9/2022

Agenda #: 4.

Narrative of Resolution:

To authorize the reclassification of position #1562 Sr. Account Clerk/Typist to Principal Account Clerk.

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

Amount to be authorized by Resolution: Position Total \$55,512.98; Additional funds needed \$5,000; to be funded from vacancies

Are funds already budgeted? No

Specify Compliance with Procurement Procedures:

WHEREAS, there is currently an incumbent in the position of Senior Account Clerk / Typist Position No.1562 in the Division of Public Works Administration Department; and

WHEREAS, as a result of the reorganization initiated by the Commissioner, the responsibilities within the department job duties have changed and some additional job duties have been assigned which now are better suited to the title of Principal Account Clerk; and

WHEREAS, Position No. 1562 should be reclassified from Senior Account Clerk / Typist to the title of Principal Account Clerk in the Division of Public Works.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby reclassifies the Senior Account Clerk / Typist, Budget Position No. 1562 to the title of Principal Account Clerk in the Division of Public Works effective as of April 29, 2022 the date of the Classification Notification from the Office of Personnel and Civil Service Administration with a salary set in accordance with the Local International Union (LIU) 17 Collective Bargaining Agreement.



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Legislative Memorandum

100 North Street
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File #: ID-4669

Agenda Date: 6/9/2022

Agenda #: 5.

Narrative of Resolution:

Reclassify a position in Management and Budget from a Fiscal Administrative Officer to a Senior Fiscal Administrative Officer

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.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO RECLASSIFY A POSITION IN MANAGEMENT AND BUDGET FROM A FISCAL ADMINISTRATIVE OFFICER TO A SENIOR FISCAL ADMINISTRATIVE OFFICER

WHEREAS, a Job Classification Questionnaire was completed by the incumbent in position 1976 Fiscal Administrative in the Management and Budget Department, and

WHEREAS, the department head is in agreement with the duties outlined in the questionnaire, and

WHEREAS, the Personnel Officer has determined that based upon the duties listed in the questionnaire that the employee is currently working out of title.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the reclassification of position number 1976 Fiscal Administrative Officer to the position of Senior Fiscal Administrative Officer effective June 1, 2022 with a salary of \$\$74,670 and authorization is also approved to fill such position.