



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, May 12, 2022

9:30 AM

Government Center

Call To Order

Roll Call

Comments:

Reports:

Division of Human Resources

Discussion:

"Ban the Box" Policy/Criminal Background Checks

Public Comment

Resolutions:

1. Create Two (2) County Clerk Worker I Trainee Positions in the Sullivan County Clerk's Office [ID-4535](#)
2. To create authorized position for one (1) part-time Senior Fiscal Administrative Officer in the Sullivan County Budget Office. [ID-4564](#)

Adjourn



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4535

Agenda Date: 5/12/2022

Agenda #: 1.

Narrative of Resolution:

Create two County Clerk Worker 1 Trainee Positions in the Sullivan County Clerk’s Office

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

Amount to be authorized by Resolution: Approx. \$89,000, funded from vacancies

Are funds already budgeted? No

Specify Compliance with Procurement Procedures: Click or tap here to enter text.

**RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO
CREATE (2) COUNTY CLERK WORKER I TRAINEE POSITIONS IN THE
SULLIVAN COUNTY CLERK’S OFFICE**

WHEREAS, the Sullivan County Clerk requests the creation of two (2) County Clerk Worker I Trainee positions; and

WHEREAS, the trainee level will be used to recruit candidates to the County Clerk’s Department of Motor Vehicles; and

WHEREAS, the Trainee positions, will be used to fill County Clerk’s Worker I position #3310 and #3358 upon successful completion of civil service requirements;

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature

hereby approves the Resolution to create (2) County Clerk’s I Trainee positions within the County Clerk’s Department of Motor Vehicles; and

BE IT FURTHER RESOLVED, that the Sullivan County Clerk has the authority to

immediately fill the County Clerk I Trainee positions in the County Clerk’s Department of Motor Vehicle at a Grade Level IIIA on the Teamster’s salary schedule.



Sullivan County
Legislative Memorandum

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File #: ID-4564

Agenda Date: 5/12/2022

Agenda #: 2.

Narrative of Resolution:

To create authorized position for one (1) part-time Senior Fiscal Administrative Officer in the Sullivan County Budget Office.

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

Amount to be authorized by Resolution: Not to exceed \$35,000.00; funded from vacancies

Are funds already budgeted? No

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO CREATE ONE (1) PART-TIME SENIOR FISCAL ADMINISTRATIVE OFFICER IN THE SULLIVAN COUNTY BUDGET OFFICE

WHEREAS, there is currently a Senior Fiscal Administrative Officer who has notified of their intention to retire effective May 31, 2022; and

WHEREAS, for succession planning purposes and to ensure successful training of a new incumbent, the retiring employee is willing to work on a part-time basis after retiring, to ensure a smooth transition; and

WHEREAS, the Commissioner of Human Resources/Personnel Officer and the Budget Director agree that a part-time position is in the best interest of County service, and, therefore request that one (1) part-time Senior Fiscal Administrative Officer be created in the Budget Office, and

WHEREAS, this position is needed to continue to assist in the training of a new employee and assist in completing duties that are time sensitive while the new employee is being trained.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioner of Human Resources/Personnel Officer is hereby authorized to create and fill one (1) part-time Senior Fiscal Administrative Officer position, effective June 1, 2022 who shall be compensated at their current hourly rate, for one (1) year ending on May 31, 2023.

BE IT FURTHER RESOLVED, this position is a part-time position with no benefits, not to exceed 21 hours per week and the total cost of this part-time position shall not exceed \$35,000.