



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, July 14, 2022

9:30 AM

Government Center

Call To Order

Roll Call

Comments:

Reports:

1. Division of Human Resources

Discussion: None

Public Comment

Resolutions:

1. TO CREATE TWO FULL TIME ACCOUNT CLERK POSITIONS
WITHIN THE DEPARTMENT OF SOCIAL SERVICES. [ID-4738](#)
2. Reclassify County Clerk Worker I position from Part Time to Full Time [ID-4749](#)

Adjourn

Sullivan County

Legislative Memorandum

File #: ID-4738

Agenda Date: 7/14/2022

Agenda #: 1.

Narrative of Resolution:

INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO CREATE TWO FULL TIME ACCOUNT CLERK POSITIONS WITHIN THE DEPARTMENT OF SOCIAL SERVICES

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

Amount to be authorized by Resolution: 0 - County Savings: \$10,102

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures: N/A

WHEREAS, the HEAP Unit in the Department of Social Services (DSS) is responsible for providing fuel and utility benefits to eligible residents of the County of Sullivan; and

WHEREAS, the job functions of the HEAP staff have expanded to be year-round and there is insufficient trained year-round staff in the department to handle the increasing number of Sullivan County residents who are eligible to participate; and

WHEREAS, the Commissioner of DSS has reviewed the needs of the HEAP Unit and determined that two full time Account Clerks are needed in this unit; and

WHEREAS, Senior Account Clerk position #1637 and three full time temporary Clerk positions, #2869, #2781 and #2780 are vacant, and will be used to fund the proposed two full time Account Clerk positions, which will save the county \$10,102; and

WHEREAS, to create the new positions, the Commissioner recommends the reclassification of Senior Account Clerk position #1637 to Account Clerk, the reclassification of full time, temporary Clerk position #2869 to Full Time Account Clerk, and abolishing positions #2781 and #2780.

NOW THEREFORE BE IT RESOLVED, that the Senior Account Clerk position #1637 and one full time Temporary Clerk position #2869 be reclassified to Account Clerk positions; and

BE IT FURTHER RESOLVED, that two temporary full time Account Clerk positions #2781 and #2780 be abolished in the Department of Social Services; and

BE IT FURTHER RESOLVED, the Commissioner is authorized to fill these new positions with qualified candidates immediately.

Sullivan County

Legislative Memorandum

File #: ID-4749

Agenda Date: 7/14/2022

Agenda #: 2.

Narrative of Resolution:

Reclassify County Clerk Worker 1 position from Part Time to Full Time

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

Amount to be authorized by Resolution: \$57,774 These funds are already partially covered by present part time position and savings from two employees retirements.

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures: N/A

**RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO
RECLASSIFY PART TIME COUNTY CLERK I POSITION #3356 TO A FULL TIME
COUNTY CLERK WORKER I POSITION IN THE SULLIVAN COUNTY CLERK'S
OFFICE**

WHEREAS, the Sullivan County Clerk requests the reclassification of Part Time County Clerk I position #3356 back to a full time County Clerk Worker I position in the Clerk's Office; and

WHEREAS, the Clerk's Office has a need for assistance in the verification portion of the office; and

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

hereby approves the Resolution to reclassify the Part time County Clerk I, position #3356, back to a Full time County Clerk Worker I position in the County Clerk's Office; and

BE IT FURTHER RESOLVED, that the Sullivan County Clerk has the authority to immediately fill the Full time County Clerk I position in the County Clerk's Office.