



# 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

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**Thursday, August 11, 2022**

**9:30 AM**

**Government Center**

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**Call To Order**

**Roll Call**

**Comments:**

**Reports:**

**1. Division of Human Resources**

**Discussion:**

**Public Comment**

**Resolutions:**

1. Authorize creation of a new position for the Center for Workforce Development of a Youth Workforce Coordinator Teamsters Grade X. [ID-4731](#)  
**Attachments:** [job description-Youth Workforce Manager](#)
2. TO CREATE IN PUBLIC HEALTH SERVICES THE POSITION OF OCCUPATIONAL THERAPIST [ID-4772](#)
3. TO CREATE IN PUBLIC HEALTH SERVICES THE POSITION OF PHYSICAL THERAPIST [ID-4773](#)
4. TO CREATE IN PUBLIC HEALTH SERVICES THE POSITION OF PHYSICAL THERAPIST ASSISTANT [ID-4774](#)
5. To create authorized full time Human Resources Recruitment and Training Coordinator position. [ID-4795](#)
6. Reclassify a position in the Department of Community Services [ID-4787](#)

7. TO REORGANIZE THE STRUCTURE OF FISCAL POSITIONS IN THE OFFICE OF MANAGEMENT AND BUDGET [ID-4833](#)

**Adjourn**



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-4731

**Agenda Date:** 8/11/2022

**Agenda #:** 1.

**Narrative of Resolution:**

Authorize creation of a new position for the Center for Workforce Development of a Youth Workforce Coordinator Teamsters Grade X.

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

**Amount to be authorized by Resolution:** \$79,063.00-based on current salary schedules; Budget Mod needed

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:** N/A

**WHEREAS**, the Center for Workforce Development wishes to create a position of Youth Workforce Coordinator, Teamsters Grade X as part of succession planning; and

**WHEREAS**, this position will work with all youth within the County under the Workforce Innovation & Opportunity Act (WIOA) federal funding, as well as administer the Summer Youth Employment Program (SYEP) state funding, and take on additional responsibilities and supervisory rolls as part of the Center for Workforce Developments succession planning; and

**WHEREAS**, the requirements and demands of the department, the social challenges of youth in the County, and the leave of long-time experience staff, make a need for changes and planning for the best interest of the Department and staff; and

**WHEREAS**, this position is fully covered under the Workforce Innovation & Opportunity Act (WIOA) funds received through the US Department of Labor, as well as other state funding and grants.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes creation of this new position, Youth Workforce Coordinator Teamsters Grade X, and in accordance with the collective bargaining agreement. The County Legislature also authorizes this position to be filled effective September 1, 2022.

## **YOUTH WORKFORCE MANAGER**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for oversight of the WIOA Youth Program, by providing vocational guidance and related services to individuals participating in various aspects of local Workforce Development Programs. Employees will assist program participants in formulating and monitoring employability plans, which may include remedial education, work experience, specialized skill training and related supportive services. Duties will also involve developing training and placement opportunities with public or private employers and/or training institutions and monitoring or evaluating the implementation of employment and training programs. Work performed under general supervision with leeway for independently carrying out job objectives. Coordination and supervision will be exercised over the work of all seasonal hires under the Youth Program, and may include some supervision of other staff assigned to assist.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

- \*Interviews participants to obtain and evaluate information related to prior work experience, education, specific skills, personal and social background and other information, to aid in formulating employability or training plan;
- \*In partnership with participants, formulates individual employability plans;
- \*Assists participants in identifying and obtaining supportive services as needed;
- \*Provides information to participants regarding job opportunities, training or apprentice programs, and vocational education opportunities;
- \*May make home or work-site field visits to assess participant progress;
- \*Administers vocational and aptitude tests, and has a good working knowledge of eligibility and program requirements;
- \*May conduct orientation and/or informational sessions with client groups regarding career opportunities in the community;
- \*Will develop and maintain a working relationship with Schools, Businesses, Probation, SC Jail, Foster Care, substance abuse providers, mental health providers and any other areas to assist local Youth;
- \*Manage all Out-of-School Youth cases;
- \*Actively recruit participants by educating the community on services offered;
- \*Collects, compiles and interprets economic and demographic data to assist in the formulation of program plans;
- \*Maintains and updates client program records, employability plans and progress reports using electronic databases;
- \*Provides and receives relevant information to both applicants and employers;
- \*Provides reports on participant status on a monthly basis to the Director;
- \*Works closely with other WIOA staff and County partners for the referral of participants, training avenues, market trends and service directories;
- \*Monitor all In-School Youth contracts while working with the Contractor, the School and the Youth in school;

- \*May present workshops and training events for the participants and businesses;
- \*Makes recommendations for changes in policies and procedures;
- \*Manage all aspects of the Summer Youth Employment Program (SYEP);
- \*Any other duties assigned.
- \*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the cultural, environmental and personal factors influencing the lives of persons who are economically disadvantaged, low income, or unemployed; good knowledge of interviewing and/or counseling practices and procedures; good knowledge of the workforce development program objectives; good knowledge of social science concepts related to poverty and unemployment; good knowledge of principles, practices, and techniques of social and demographic research and analysis; ability to collect, organize and interpret data and information relating to workforce development programs and projects; strong customer service skills; ability to seek and develop jobs for clients; ability to establish and maintain effective working relationships with clients, nonprofit organizations, governmental agencies and employers; good computer skills including knowledge of word processing and excel programs; ability to express oneself clearly both orally and in writing; ability to understand oral and written directions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York Board of Regents to grant degrees with a Bachelor's degree or higher; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York Board of Regents to grant degrees with an Associate's degree and two (2) years' experience in a position requiring strong customer service interaction in human services, healthcare or youth-oriented field; or
- (C) Graduation from high school or in receipt of a high school equivalency diploma and six (6) years of experience in a position requiring strong customer service interaction in human services, healthcare or youth-oriented field.

Note: Acceptable youth-oriented field means that the experience involved the engagement of youth within communities, schools, organizations, peer groups and families, which promoted positive outcomes for young people and supported their needs and encouraged the development of programs that reduce risks and strengthen adversity.

Created 6/29/22-Loreen J. Gebelein, Director CWD



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-4772

**Agenda Date:** 8/11/2022

**Agenda #:** 2.

**Narrative of Resolution:**

**INTRODUCED BY HUMAN RESOURCES COMMITTEE TO CREATE IN PUBLIC HEALTH SERVICES THE POSITION OF OCCUPATIONAL THERAPIST**

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

**Amount to be authorized by Resolution: \$122,212**

**Are funds already budgeted? No**

**Specify Compliance with Procurement Procedures:** Once the resolution is passed, budget modifications will be made. Medicaid, Medicare and 3<sup>rd</sup> party insurances will cover personnel cost of this position. This position is not mandated, but is a revenue producing position and will reduce contractual costs.

**WHEREAS,** in order to save money on contractual costs, the Director of the Department of Public Health Services has expressed a need to create a second full-time Occupational Therapist position to provide and maintain consistent and dependable Occupational Therapy services to our CHHA patients 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 authorize the creation of a second Occupational Therapist 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 the position; and

**BE IT FURTHER RESOLVED,** that the Sullivan County Legislature hereby sets the annual salary for Occupational Therapist position at an amount not to exceed \$88,000; and

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



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-4773

**Agenda Date:** 8/11/2022

**Agenda #:** 3.

**Narrative of Resolution:**

**INTRODUCED BY HUMAN RESOURCES COMMITTEE TO CREATE IN PUBLIC HEALTH SERVICES THE POSITION OF PHYSICAL THERAPIST**

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

**Amount to be authorized by Resolution: \$122,212**

**Are funds already budgeted? No**

**Specify Compliance with Procurement Procedures:** Once the resolution is passed, budget modifications will be made. Medicaid, Medicare and 3<sup>rd</sup> party insurances will cover personnel cost of this position. This position is not mandated, but is a revenue producing position and will reduce contractual costs.

**WHEREAS,** in order to save money on contractual costs, the Director of the Department of Public Health Services has expressed a need to create a second full-time Physical Therapist position to provide and maintain consistent and dependable Physical Therapy services to our CHHA patients 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 authorize the creation of a second Physical Therapist 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 the position; and

**BE IT FURTHER RESOLVED,** that the Sullivan County Legislature hereby sets the annual salary for Physical Therapist position at an amount not to exceed \$88,000; and

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



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-4774

**Agenda Date:** 8/11/2022

**Agenda #:** 4.

**Narrative of Resolution:**

**INTRODUCED BY HUMAN RESOURCES COMMITTEE TO CREATE IN PUBLIC HEALTH SERVICES THE POSITION OF PHYSICAL THERAPIST ASSISTANT**

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

**Amount to be authorized by Resolution:** \$86,090

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:** : Once the resolution is passed, budget modifications will be made. Medicaid, Medicare and 3<sup>rd</sup> party insurances will cover personnel cost of this position. This position is not mandated, but is a revenue producing position and will reduce contractual costs.

**WHEREAS,** in order to save money on contractual costs, the Director of the Department of Public Health Services has expressed a need to create a second full-time Physical Therapist Assistant position to provide and maintain consistent and dependable Physical Therapy services to our CHHA patients; 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 authorize the creation of a second Physical Therapist Assistant 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 the position; and

**BE IT FURTHER RESOLVED,** that the Sullivan County Legislature hereby sets the annual salary for Physical Therapist Assistant position at an amount not to exceed \$51,878; and

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





# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-4795

**Agenda Date:**

**Agenda #:** 5.

**Narrative of Resolution:**

To create authorized full time Human Resources Recruitment and Training Coordinator position.

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

**\$Amount to be authorized by Resolution:** 45000

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

**WHEREAS**, the Commissioner of the Human Resources has expressed a need to fill and develop recruitment and training strategies for attracting and retaining qualified candidates.

**WHEREAS**, the Commissioner of Human Resources believes that the County recruitment and training needs would be best served by the creation of a Human Resources Recruitment and Training Coordinator position; and

**NOW, THEREFORE, BE IT RESOLVED** that the Sullivan County Legislature authorize the creation of a Human Resources Recruitment and Training Coordinator position for Sullivan County Human Resources Department, to advertise for said position and give permission to the Commissioner of Human Resources to appoint a qualified applicant to this position effective immediately; and

**BE IT FURTHER RESOLVED**, that the Sullivan County Legislature hereby sets the annual salary for the Human Resources Recruitment and Training Coordinator position at an entry level salary of \$45,000.00; and

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



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-4787

**Agenda Date:** 8/11/2022

**Agenda #:** 6.

**Narrative of Resolution:**

Reclassify a position in the Department of Community Services

**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:** Not mandated but required due to Organizational Restructure. There expenditure of funds would be in DCS Mental Health Clinic , MHC CASAC MICA Specialist \$55,473

RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO RECLASSIFY POSITION #0472 I ADDICTION COUNSELOR III TO MHC CASAC MICA SPECIALIST IN THE SULLIVAN COUNTY DEPARTMENT OF COMMUNITY SERVICES.

WHEREAS, in preparation for the closing of the Community Services Chemical Dependency Unit and the merger of Medication Assisted Therapies in the Mental Health Clinic, the Community Services Department is preparing to restructure to ensure future success of the program.

WHEREAS, as a result of the proposed restructuring, the Addiction Services Counselor III will be taking on additional responsibilities; and

WHEREAS, the Director of Community Services is requesting that Position #0472 Addiction Services Counselor III be reclassified in the Department of Community Services to a MHC CASAC MICA Specialist to assume these additional responsibilities; and

WHEREAS, the Department of Community Services requires this reclassification effective immediately as the organization restructure is occurring on September 1, 2022; and

NOW, THEREFORE, BE IT RESOLVED, that the Commissioner of Human Resources/Personnel Officer is hereby authorized to reclassify position #0472 Addiction Services Counselor III to a MHC CASAC MICA Specialist which shall be effective immediately

BE IT FURTHER RESOLVED, that the annual salary for this new position will be according to the Teamsters Local 445 CBA Grade XI at a salary of \$55,473



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-4833

**Agenda Date:** 8/11/2022

**Agenda #:** 7.

**Narrative of Resolution:**

The Office of Management and Budget has demonstrated a need to create and abolish certain positions to enhance the fiscal accountability and performance in certain areas within the County.

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

**Amount to be authorized by Resolution:** results in a cost savings to the County due to retirement of the Senior Fiscal Administrative Officer in Public Health

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

N/A

**WHEREAS**, the Office of Management and Budget has demonstrated a need to create and abolish certain positions to enhance the fiscal accountability and performance in certain areas within the County; and

**WHEREAS**, the Budget Director and the County Manager have evaluated the structure of the fiscal positions in the Office of Management and Budget and hereby make the below recommendations for reorganization purposes.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the following changes to the fiscal position structure in the Office of Management and Budget:

- Position 3180 Senior Fiscal Administrative Officer in Public Health Agency Administration shall be abolished
- The position of Senior Fiscal administrative Officer shall be created in the Office of Management and Budget
- The Management Salary schedule shall be amended to add the title of Principal Account Clerk in Grade 2
- Position 3218 in the Office of Management and Budget shall be reclassified from a Budget Analyst to a Senior Budget Analyst

**BE IT FURTHER RESOLVED**, all of the positions above have authority to be filled immediately.