I.  COMMUNICATIONS

Minutes of a Special meeting of the Personnel Committee of the Chemung County Legislature held in the Hazlett Building, 5th Floor, 203 Lake Street, Elmira, New York on Monday, August 22, 2022.

Committee members present: Martin Chalk (Chairman), John Pastrick, L. Thomas Sweet, Brian Hyland, Scott Drake, Michael Smith

Committee members excused: Christina Sonsire

Officials present: David Manchester, Joseph Brennan, Mark Margeson, Peggy Woodard, John Burin, Robert Briggs, William McCarthy, Rodney Strange, Bryan Maggs

The meeting was called to order by the Chairman of the committee, Martin Chalk.

1. Monthly Vacancy Summary

II.  RESOLUTIONS, MOTIONS, AND NOTICES

1. Resolution authorizing agreement with Burke Group as recommended by the Single Rate Review Advisory Committee

   Motion made by L. Thomas Sweet, seconded by Brian Hyland, and Passed with a vote of 6-0, authorizing agreement with Burke Group as recommended by the Single Rate Review Advisory Committee.

2. Resolution re-creating part-time Account Clerk position on behalf of the Chemung County Department of Public Works

   Motion made by John Pastrick, seconded by L. Thomas Sweet, and Passed with a vote of 6-0, re-creating part-time Account Clerk position on behalf of the Chemung County Department of Public Works.

3. Resolution re-creating Public Works Specialist I/II on behalf of the Chemung County Department of Public Works

   Motion made by John Pastrick, seconded by L. Thomas Sweet, and Passed with a vote of 6-0, re-creating Public Works Specialist I/II on behalf of the Chemung County Department of Public Works.
4. Resolution re-creating Maintenance Worker II position on behalf of the Chemung County Sewer Districts
   Motion made by John Pastrick, seconded by L. Thomas Sweet, and Passed with a vote of 6-0, re-creating Maintenance Worker II position on behalf of the Chemung County Sewer Districts.

5. Resolution re-creating Maintenance Worker I position on behalf of the Chemung County Sewer Districts
   Motion made by John Pastrick, seconded by L. Thomas Sweet, and Passed with a vote of 6-0, re-creating Maintenance Worker I position on behalf of the Chemung County Sewer Districts.

6. Resolution re-creating positions as contained in the Staffing Plan for the Chemung County Nursing Facility
   Motion made by John Pastrick, seconded by L. Thomas Sweet, and Passed with a vote of 6-0, re-creating positions as contained in the Staffing Plan for the Chemung County Nursing Facility.

7. Resolution re-creating positions as contained in the Staffing Plan for the Chemung County Department of Social Services and Mental Hygiene
   Motion made by John Pastrick, seconded by L. Thomas Sweet, and Passed with a vote of 6-0, re-creating positions as contained in the Staffing Plan for the Chemung County Department of Social Services and Mental Hygiene.

8. Resolution re-creating position as contained in the Staffing Plan for the Chemung County Jail (Correction Officer)
   Motion made by John Pastrick, seconded by L. Thomas Sweet, and Passed with a vote of 6-0, re-creating position as contained in the Staffing Plan for the Chemung County Jail (Correction Officer).

III. OLD BUSINESS

IV. NEW BUSINESS

Mr. Smith raised concerns regarding the continued vacancies for the E911 positions. Mr. Smith asked if there is a current civil service list for the E911 Communications Operator positions. If there is not a list, has there been a test ordered, and if there is a list, has the list been canvassed. If it has been canvassed, have there been interviews, and if so have there been any offers extended.

V. ADJOURNMENT

This meeting was adjourned on the motion made by Mr. Sweet, seconded by Mr. Hyland. Motion Carried.
CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Monthly Vacancy Summary

Resolution #:
Slip Type: OTHER
SEQRA status
State Mandated False

Explain action needed or Position requested (justification):

CREATION:
Date/Time: Department:
8/18/2022 9:15:57 AM

APPROVALS:
Date/Time: Approval: Department:

ATTACHMENTS:
Name: Description: Type:
Copy_of_Vacancy_Summary_08182022.pdf Monthly Vacancy Summary Cover Memo
### Position Vacancy List as of: August 18, 2022

<table>
<thead>
<tr>
<th>Department</th>
<th>Current budgeted positions</th>
<th>Current Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Executive</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Legislature</td>
<td>18</td>
<td>0</td>
</tr>
<tr>
<td>Courts/Assigned Counsel</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>District Attorney</td>
<td>23</td>
<td>3</td>
</tr>
<tr>
<td>Public Advocate</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>Public Defender</td>
<td>15</td>
<td>2</td>
</tr>
<tr>
<td>Treasurer</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>Budget</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Central Stores</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Purchasing</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Real Property</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>County DMV</td>
<td>11</td>
<td>1</td>
</tr>
<tr>
<td>County Clerk</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Law</td>
<td>12</td>
<td>2</td>
</tr>
<tr>
<td>Personnel</td>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>Board of Elections</td>
<td>16</td>
<td>3</td>
</tr>
<tr>
<td>Records Imaging Center</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Records and Information</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Central Services</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Buildings and Grounds</td>
<td>19</td>
<td>0</td>
</tr>
<tr>
<td>Information Technology</td>
<td>13</td>
<td>3</td>
</tr>
<tr>
<td>Emergency 911</td>
<td>23</td>
<td>3</td>
</tr>
<tr>
<td>Sheriff</td>
<td>62</td>
<td>2</td>
</tr>
<tr>
<td>Jail</td>
<td>90</td>
<td>15</td>
</tr>
<tr>
<td>Sheriff/Stop DWI</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Probation</td>
<td>28</td>
<td>1</td>
</tr>
<tr>
<td>Emergency Management</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Health Department</td>
<td>68</td>
<td>6</td>
</tr>
<tr>
<td>Mental Health</td>
<td>28</td>
<td>3</td>
</tr>
<tr>
<td>DSS</td>
<td>178</td>
<td>24</td>
</tr>
<tr>
<td>Veteran Affairs</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>OFA</td>
<td>22</td>
<td>1</td>
</tr>
<tr>
<td>Parks &amp; Recreation</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Youth Bureau</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Planning</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>Human Services</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Medical &amp; Dental Insurance</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Public Works</td>
<td>54</td>
<td>6</td>
</tr>
<tr>
<td>Sewer District</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>Solid Waste</td>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>Nursing Facility</td>
<td>205</td>
<td>78</td>
</tr>
<tr>
<td>Airport</td>
<td>16</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1046</strong></td>
<td><strong>166</strong></td>
</tr>
</tbody>
</table>
Resolution authorizing agreement with Burke Group as recommended by the Single Rate Review Advisory Committee

Resolution #:
Slip Type: CONTRACT
SEQRA status
State Mandated False

Explain action needed or Position requested (justification):

Vendor/Provider  Burke Group
Term  1 Year  Total Amount  $15,000  Prior Amount
Local Share  $15,000  State Share
Project Budgeted?  Yes  Funds are in
Account #

CREATION:
Date/Time: 8/16/2022 10:41:21 AM
Department:

APPROVALS:
Date/Time: Approval: Department:

ATTACHMENTS:
Name: Proposal to Provide Compensation Consulting Services - Burke Group.pdf  Description: Proposal  Type: Cover Memo
Proposal to Provide Compensation Consulting Services for Chemung County NY

JULY 28, 2022

BURKE GROUP
Burke Group Overview

Burke Group was founded in 1989. We are a premier compensation consulting firm. We serve as trusted consultants to boards and senior management in the areas of governance, strategy and compensation program design. Clients range from for profit, not-for-profits, public and private in all industries including higher education, human services, government, healthcare, technology, services, etc. Our clients rely on us to help align rewards with their long-term business goals to create value for all stakeholders: shareholders, executives, and employees.

Today’s challenging business and regulatory environment demands a comprehensive approach to compensation planning. Our clients - companies and/or their Board of Directors - rely on our senior consultants to provide day-to-day direction and guidance at each stage of their project from research and assessment to strategy, planning and implementation. Burke Group’s complete expertise and depth of knowledge help you identify and address critical issues and evaluate your organization’s unique reward opportunities. Our approach ensures we are creating comprehensive compensation solutions that work.

Burke Group is a recognized leader in compensation strategy and governance. We have guided the philosophy and implementation of executive and employee reward programs to numerous organizations helping them link pay and performance to deliver maximum return on their compensation investment.

An organization’s ability to meet business goals and sustain competitive advantage comes from a highly talented workforce who are motivated to achieve superior results and are tied to the organization for the long-term. We work with our clients in ensuring their compensation strategies align with these objectives.
Burke Group Overview

**Compensation Consulting**
Our compensation consulting services recognize the importance of using compensation as a strategic tool to motivate and reward the employees who make your business successful. An organization's ability to meet business goals and sustain a competitive advantage comes from a talented workforce that’s motivated to achieve superior results for the long term.

**Retirement Plan Consulting/Administration**
From the earliest days of our firm, we’ve remained dedicated to helping organizations administer the complexities of traditional Defined Contribution Retirement Plans. This practice provides comprehensive services for daily participant-directed transactions, contributions into the plans, and benefit payments out of the plans.
In addition, we have worked with our clients in the effective management of risk associated with these retirement plans.

**Actuarial Services**
Burke Group's Actuarial services provide design and reporting for post-retirement healthcare plans, plan design for pension and medical plans, as well as outsourcing services for defined benefit plans. Our experienced actuaries bring specialized analytical and technical skills to ensure that the organization's long-term retirement and financial contribution goals are achieved.
Burke Group Overview

Burke Group, LLC
80 Linden Oaks Drive
Suite 210
Rochester, NY 14625

www.burkegroup.com

Steve DePerrior, Managing Principal
P: 585-641-7248
F: 585-624-1565
C: 585-721-4729
sdeperrior@burkegroup.com

Employees: 19

Years in Business 33 Years

Services Provided
Compensation Consulting
Defined Contribution & Retirement Plan Consulting
Actuarial Services
Burke Group Project
Consulting Team

Steven M. DePerrior – Managing Principal
Steve DePerrior leads the Compensating Consulting Practice. He has over 35 years consulting expertise working on executive compensation, salary administration programs, performance management, annual and long-term incentive plans, alternative reward programs, and deferred compensation for both profit and not-for-profit organizations.

Prior to joining Burke Group, Mr. DePerrior managed the Upstate New York consulting practices of both KPMG Peat Marwick and William M. Mercer, Inc.

Mr. DePerrior holds a BA in Economics from Colgate University.

Megan Elchhorn – Senior Compensation Analyst
Megan Elchhorn has been with the Compensation Consulting Practice of Burke Group since January 1998 as a Senior Compensation Analyst and specializes in all facets of salary administration programs. Her experience has been in the design and review of various compensation programs. Ms. Elchhorn is responsible for analyzing salary and benefit data in addition to preparation of report analysis.

Ms. Elchhorn attended Rochester Institute of Technology where she received her Bachelor’s degree in Business Management.

Dustin Eshleman – Compensation Analyst
Dustin Eshleman has been with Burke Group since March 2021 as a Compensation Analyst. Mr. Eshleman assists in the design and review of various compensation reports and presentations.

Mr. Eshleman attended Roberts Wesleyan College where he received his Bachelor’s degree in Business Management and Marketing.
## Professional Experience
### Municipalities/Tax Exempt Organizations

<table>
<thead>
<tr>
<th>Client</th>
<th>Contact</th>
<th>Scope of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cattaraugus County 303 Court Street</td>
<td>Jack Searles</td>
<td>• Wage and Salary Analysis of all Positions (Union and Management Confidential)</td>
</tr>
<tr>
<td>Little Valley, NY 14755</td>
<td>County Administrator 716-938-2599</td>
<td></td>
</tr>
<tr>
<td>Cortland County 600 Central Avenue, Suite 316</td>
<td>Robert Corpora</td>
<td>• Wage and Salary Analysis of all Positions (Union and Management Confidential)</td>
</tr>
<tr>
<td>Cortland, NY 13045</td>
<td>County Administrator 607-753-5051</td>
<td>• Development of a Compensation Structure</td>
</tr>
<tr>
<td>Steuben County 3 East Pulteney Square</td>
<td>Jack K. Wheeler, MPA</td>
<td>• Wage and Salary Analysis of all Positions (Union and Management Confidential)</td>
</tr>
<tr>
<td>Bath, NY 14810</td>
<td>County Manager 607-664-2245</td>
<td>• Development of a Compensation Structure</td>
</tr>
<tr>
<td>County of Livingston 6 Court Street, Suite 302</td>
<td>Ian Coyle</td>
<td>• Wage and Salary Analysis of all Non-Union Positions</td>
</tr>
<tr>
<td>Geneseo, NY 14454</td>
<td>County Administrator 585-243-7040</td>
<td>• Development of a Compensation Structure</td>
</tr>
<tr>
<td>Schuyler County 105 Ninth Street</td>
<td>Fonda Chronis, MPA</td>
<td>• In Process - Wage and Salary Analysis of Department Management/Confidential Positions</td>
</tr>
<tr>
<td>Watkins Glen, NY 14891</td>
<td>County Administrator 607-535-8106</td>
<td>• Development of a Compensation Structure</td>
</tr>
<tr>
<td>Schoharie County 284 Main Street</td>
<td>Steven Wilson</td>
<td>• In Process - Wage and Salary Analysis of Department Heads &amp; Elected Officials</td>
</tr>
<tr>
<td>Schoharle, NY 12157</td>
<td>County Administrator 518-295-8808</td>
<td>• Development of a Compensation Structure</td>
</tr>
<tr>
<td>Monroe County Water Authority (MCWA) 475 Norris Drive Rochester, NY 14610</td>
<td>Nicholas A. Noce Executive Director 585-442-2000</td>
<td>• Executive Compensation Review and Analysis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Wage and Salary Analysis of all Non-Union Positions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Development of a compensation structure</td>
</tr>
<tr>
<td>Onondaga Community College (OCC) 4585 W. Seneca Turnpike, Coyne Building Syracuse, NY 13215</td>
<td>Bridget K. Scholl VP Human Resources 315-498-2516</td>
<td>• Salary review of union Professional Administrator positions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Development of a Proposed Compensation Structure</td>
</tr>
</tbody>
</table>
### Professional Experience

<table>
<thead>
<tr>
<th>Client</th>
<th>Location</th>
<th>Scope of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child &amp; Family Services</td>
<td>Buffalo, NY</td>
<td>Wage and Salary Compensation Review - All positions</td>
</tr>
<tr>
<td>Corning Museum of Glass</td>
<td>Corning, NY</td>
<td>Wage and Salary Compensation Review - All positions</td>
</tr>
<tr>
<td>Greater Rochester Chamber of Commerce</td>
<td>Rochester, NY</td>
<td>Executive Compensation Review and Analysis</td>
</tr>
<tr>
<td>Finger Lakes Health</td>
<td>Geneva, NY</td>
<td>Executive Compensation Review and Analysis</td>
</tr>
<tr>
<td>Gorbel</td>
<td>Victor, NY</td>
<td>Wage and Salary Compensation Review - All positions</td>
</tr>
<tr>
<td>Kreher Family Farms</td>
<td>Clarence, NY</td>
<td>Wage and Salary Compensation Review – Leadership Positions</td>
</tr>
<tr>
<td>Lifetime Assistance</td>
<td>Rochester, NY</td>
<td>Executive Compensation Review and Analysis</td>
</tr>
<tr>
<td>Maplewood Nursing Home</td>
<td>Webster, NY</td>
<td>Wage and Salary Compensation Review - All positions</td>
</tr>
<tr>
<td>Mohawk Valley Health System</td>
<td>Utica, NY</td>
<td>Executive Compensation Review and Analysis (Including Peer Evaluation)</td>
</tr>
<tr>
<td>Munson Williams Proctor Arts Institute</td>
<td>Utica, NY</td>
<td>Wage and Salary Compensation Review - All positions</td>
</tr>
<tr>
<td>NYS Economic Development Council</td>
<td>Albany, NY</td>
<td>Executive Compensation Review and Analysis</td>
</tr>
<tr>
<td>Paychex</td>
<td>Rochester, NY</td>
<td>Executive Compensation Review and Analysis</td>
</tr>
<tr>
<td>Seal &amp; Design</td>
<td>Clarence, NY</td>
<td>Wage and Salary Compensation Review - All positions</td>
</tr>
<tr>
<td>Summit Federal Credit Union</td>
<td>Rochester, NY</td>
<td>Wage and Salary Compensation Review - All positions</td>
</tr>
<tr>
<td>Utica National Insurance</td>
<td>Utica, NY</td>
<td>Executive and Director Compensation Review and Analysis</td>
</tr>
<tr>
<td>Western OTB &amp; Batavia Downs Gaming</td>
<td>Batavia, NY</td>
<td>Executive Compensation Review and Analysis</td>
</tr>
</tbody>
</table>
Background and Objectives

Chemung County, New York is seeking proposals from independent compensation consultants to perform a compensation study for their Management/Non-Union groups (approximately 140 positions).

The objectives for the study are as follows:

- Conduct a compensation analysis for all management/non-union county positions designated in the study;
- Review, update or develop new structure(s) based on market analysis data;
- Determine any cost to adjust based on the analysis;
- Provide an overview of current benefits as compared to market; and
- Develop a final report including the analysis and recommendations for presentation.
# Proposed Workplan

<table>
<thead>
<tr>
<th>Proposed Work Step</th>
<th>Target Date</th>
</tr>
</thead>
</table>
| **1. Conduct Initial Planning Meeting.** At the outset, we would meet/zoom with Chemung County to discuss the following:  
  - Discuss current compensation strategy and philosophy;  
  - Overall objectives of the project;  
  - Issues or difficulty in attracting or retaining specific positions within the County;  
  - Project methodology and timing; and  
  - Compensation survey sources and private survey data collection.  
At this time, Burke Group would collect data for the analysis such as position descriptions, current compensation and benefit data, and any other plan documents/contracts including pay structures. (See Data Collection Sheet in Appendix) | August / September 2022 |
| **2. Assessment of Positions Relative to Market Practices.** Using multiple survey sources and Burke Group will market price each position utilizing all survey sources available. Based on this review and analysis, we will develop an initial report to be reviewed with Chemung County which will include the following:  
  - Market pricing of each position based on current position descriptions;  
  - Proposal of new/updated salary grades based on market data analysis;  
  - Slotting of positions into the proposed grade structure(s) based upon the market analysis;  
  - Overview of benefits relative to market / industry practices; and  
  - Initial recommendations relative to proposed/revised structure(s) and any associated cost to adjust. | September / October 2022 |
<table>
<thead>
<tr>
<th>Proposed Work Step</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Meet/Zoom with Chemung County to Review and Discuss the Initial Analysis Report and Recommendations.</td>
<td>October / November 2022</td>
</tr>
<tr>
<td>4. Development of Final Report. Based upon our meeting and review of the initial report, Burke Group will develop a final report, which will include the following.</td>
<td>October / November 2022</td>
</tr>
<tr>
<td>- Detailed review of market analysis for the management/union group;</td>
<td></td>
</tr>
<tr>
<td>- Proposed/updated salary grades based on market data analysis;</td>
<td></td>
</tr>
<tr>
<td>- Proposing of Chemung County positions into the structure(s);</td>
<td></td>
</tr>
<tr>
<td>- Proposed cost-to-adjust, based on market analysis and recommended individual adjustments;</td>
<td></td>
</tr>
<tr>
<td>- Overview of benefits relative to market/industry practices;</td>
<td></td>
</tr>
<tr>
<td>- Final analysis recommendations.</td>
<td></td>
</tr>
</tbody>
</table>
Based upon our experience with similar projects, we estimate our fee to be $15,500 and is inclusive of expenses. This includes all components outlined in the workplan.

The project would be completed over a 12-16 week timeframe.
## Appendix — Data Collection List

<table>
<thead>
<tr>
<th>COMPENSATION DATA</th>
<th>BENEFIT DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Position Titles and Descriptions</td>
<td>• Key benefits/perquisites provided to employees</td>
</tr>
<tr>
<td>• Current Cash Compensation – (Base Salary)</td>
<td>- Retirement Benefits</td>
</tr>
<tr>
<td>• Current Grades &amp; Steps (if applicable)</td>
<td>- Paid Time Off;</td>
</tr>
<tr>
<td>• Years in Position/Service – including any equivalent in the same position prior to working for Chemung County if readily available and is recognized by the County.</td>
<td>- Health Benefits – Employer / Employee Cost Sharing</td>
</tr>
<tr>
<td>• Plan Documents including Current Contract / Structures.</td>
<td></td>
</tr>
</tbody>
</table>
Resolution re-creating part-time Account Clerk position on behalf of the Chemung County Department of Public Works

Resolution #:
Slip Type: PERSONNEL
SEQRA status
State Mandated False

Explain action needed or Position requested (justification):

This route slip requests review and approval by the Executive and Legislature for recreation of a Part-Time Account Clerk at the DPW. The opening was created when our current part-time account clerk (ST) resigned to take a full-time job.

Hourly wage for a New Hire Grade 6 position is $15.39 per hour. No more than 20 hours will be worked in a given week.

Please contact me with any questions.

Thanks,
Andy Avery

Re-creation Part-time Salary Only
Civil Service approval required: No
Salary/Grade: Grade 6 Range: $15.39 to $19.66
Budget Account Number: 20-5010-5010 Funds Available? Yes
Reimbursement / Federal: -0- Due to: Resignation
Reimbursement / State: -0- Due to (Other):

CREATION:
Date/Time: 7/28/2022 11:09:15 AM Department: County Executive

APPROVALS:
Date/Time: 7/28/2022 11:13 AM Approval: Approved Department: County Executive
Date/Time: 7/29/2022 8:56 AM Approval: Approved Department: Budget and Research
Date/Time: 8/15/2022 3:21 PM Approval: Approved Department: Legislature Chairman
<table>
<thead>
<tr>
<th>Name:</th>
<th>Description:</th>
<th>Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Attachments Available</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Resolution re-creating Public Works Specialist I/II on behalf of the Chemung County Department of Public Works

Resolution #:
Slip Type: PERSONNEL
SEQRA status
State Mandated False

Explain action needed or Position requested (justification):
Request resolution to recreate one (1) PWS I/II position at the Department of Public Works that was left vacant at the City's DPW Shop after a resignation (JH). The PWS I position is a training position which automatically converts to a PWS II position after successful completion of probation and training (1 year).

The minimum qualifications and job duties are listed in the attached job descriptions. Of import, the PWS-I requires a CDL-B permit (CDL license within a year), while the PWS-II requires the CDL-B license at hire and a tanker endorsement within 3 months.

This is a budgeted position; funding is available. It is most likely this position will be filled by a candidate who is not currently a county or DPW employee. (We have 2 eligible staff, currently laborers, but they are not interested.) Listed as the pay range for a new hire (New Hire Schedule A-2).

Re-creation Full-time
Civil Service approval required: No
Salary/Grade: Grades 6 and 7 Range: $18.00 - $22.48/hr (new hire)
Budget Account Number: 20-5010-5200 Funds Available? Yes
Reimbursement / Federal: 0 Due to: Resignation
Reimbursement / State: 0 Due to (Other):

CREATION:
Date/Time: 8/5/2022 10:40:55 AM Department: County Executive

APPROVALS:
Date/Time: 8/5/2022 10:44 AM Approval: Approved Department: County Executive
Date/Time: 8/9/2022 9:23 AM Approval: Approved Department: Budget and Research
## ATTACHMENTS:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works Specialist II (6-20-18).pdf</td>
<td>Public Works Specialist II</td>
<td>Cover Memo</td>
</tr>
<tr>
<td>Public Works Specialist I 20180703.pdf</td>
<td>Public Works Specialist I</td>
<td>Cover Memo</td>
</tr>
</tbody>
</table>
PUBLIC WORKS SPECIALIST II

Department: City of Elmira, Chemung County
Classification: Non-Competitive (Approved for Chemung County by NYSCS on 04/18/2017)
Adopted: February 4, 1991
Revised: 05/06/1991; 12/06/2011 (Public Services Specialist II); 06/02/2015;
10/06/2015; 04/05/2016; 07/03/2018
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This working position is responsible for leading and participating in the maintenance, construction and operation of a municipal public works system. Requires good working knowledge of the skilled and unskilled public works trades such as construction and maintenance of utilities, streets, sidewalks, curbs, bridges, structures, signs and signals. This position requires skilled operation and general maintenance of equipment such as dump trucks, snow plows, rollers, packers, loaders, and various types of construction equipment. General instructions are received for work assignments from the division supervisor(s), permitting some independent judgment to be exercised in the planning of technical details. Detailed instructions are received for difficult or unusual work assignments. Work is reviewed upon completion or through periodic spot checks. Functional supervision is exercised, as required, over the work of subordinate maintenance and laboring personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- May supervise and direct work of others in performance of work activities;
- Leads and participates in construction, maintenance and repair of public works infrastructure including raking, tamping, shoveling, loading/unloading of asphalt, placing cold patch and bulk construction materials, excavation and back filling for all types of public services;
- Leads and participates in removal of debris, snow, ice, leaves, trash, etc. from streets parking areas, sidewalks, cutting brush and trees;
- Performs unskilled and semi-skilled tasks in connection with the maintenance and repair of streets, bridges, culverts, catch basins, basins, storm water pipes and sewer pipes;
- Operates all public services types of equipment in connection with removal of snow, transportation of solid waste and bulk materials, construction, utility maintenance, trimming, planting and removal of trees and street construction, maintenance and paving and including preventative maintenance of equipment, utilities and facilities used/operated in public services.
- Performs traffic control for all types of work activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good working knowledge of the common practices, tools, terminology and safety precautions of the mechanical and construction trades; proficiency in the operation and maintenance of specialized equipment; understanding of the principles and procedures relating to operation and maintenance of a public services system; good general intelligence; good observational skills; ability to understand and follow oral and written instructions; willingness to perform manual labor; willingness to work in adverse weather; mechanical aptitude; dependability; ability to get along well with others; good hand and eye coordination; physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

(A) Successful completion of one year of training as a Public Works Specialist I with the Chemung County Department of Public Works; or

(B) Graduation from a regionally accredited or New York State registered college with an Associate’s Degree in Occupational Studies in a construction industry or heavy equipment operation; or

(C) Completion of a BOCES (or equivalent) training program in a construction industry or heavy equipment operation; and six (6) months full time paid experience which includes tasks defined in the Typical Work Activities above; or

(D) Twelve (12) months of full time paid experience working for a Public Works Department, in the construction industry including tasks defined in Typical Work Activities above; or regular operation of agricultural or construction equipment; or

(E) An equivalent combination of the experience as described in (A), (B) or (C).

SPECIAL REQUIREMENT: Possession of a Class B Commercial Driver’s License at time of appointment. Must complete tanker endorsement within 3 months of appointment. Class B license must be maintained throughout appointment in this title.
PUBLIC WORKS SPECIALIST I

Department: City of Elmira, Chemung County
Classification: Non-Competitive (Approved by NYS 04/18/2017 for use by Chemung County)
Adopted: 02/04/1991
Revised: 05/06/1991; 12/06/2011 (Public Services Specialist I); 10/06/2015; 01/05/2016; 04/05/2016; 07/03/2018
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position with the responsibility for learning and participating in the duties and routines required in the maintenance, construction and operation of a municipal public services system. The trainee is selected on the basis of general intelligence, basic knowledge of the skilled and unskilled public services trades such as construction and maintenance of utilities, streets, sidewalks, curbs, bridges, structures, signs and signals. The trainee undergoes on-the-job training to become qualified as a Public Works Specialist II. Term of appointment is limited to one year, during which time the trainee is required to satisfactorily complete the necessary training and experience requirements for appointment as a Public Works Specialist II. Does related work as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)
- Raking, tamping, shoveling, loading, unloading of asphalt, cold patch and bulk construction materials to include excavation and back filling for all types of public services construction and/or repairs.
- Cleaning/clearing debris, snow, ice, leaves, trash, etc. from streets parks areas, sidewalks, culverts, catch basins, basins, storm water pipes, sewer pipes, streets and bridges.
- Use and maintain construction tools and equipment such as air compressors, jack hammers, concrete mixers, pumps, mixing machines and curb machines, and stone crushers.
- Performs unskilled and semi-skilled tasks in connection with grass cutting; trimming shrubs and trees; raking leaves; cutting brush; maintaining trees, flower beds and turf area; planting and transplanting trees; wood cutting; and the maintenance of bridge and signage.
- Installs and repairs all utility and storm water lines and structures.
- Operates all public services types of equipment in connection with: removal of snow; transportation of solid waste and bulk materials; construction; utility maintenance; trimming; planting and removal of trees; and street construction, maintenance and paving.
- Performs preventative maintenance of equipment, utilities, and facilities used/operated in public services.
- Performs other related skilled and unskilled public services functions, as required.
- Performs traffic control for all types of work activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Familiarity with the common practices, tools, terminology and safety precautions of the mechanical and construction trades; working knowledge of the operation and maintenance of specialized automotive equipment; ability to learn principles and procedures relating to operation and maintenance of a public services system; good general intelligence; good observational skills; ability to understand and follow oral and written instructions; willingness to perform manual labor; willingness to work in adverse weather; mechanical aptitude; dependability; ability to get along well with others; good hand and eye coordination; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and possession of a Class D driver’s license and either:

A. Completion of a BOCES (or equivalent) training program in any construction trade or heavy equipment operation; or

B. Six (6) months of full time paid experience in the construction trades which includes work experience defined in “typical work activities” above and/or in the operation of agricultural/construction equipment.

SPECIAL REQUIREMENTS: Class D license or Class B permit must be maintained throughout appointment in this title. Possession of a Class B Commercial Driver’s license with tanker endorsement, is required within nine (9) months from date of appointment. Driver’s license must be maintained throughout appointment in this title.
July 25th, 2022

To whom it may concern:

I am writing to notify you that I am resigning from my position as a Public Works Specialist. My last day of employment will be August 8th 2022. I appreciate the opportunities I have been given at the Chemung County DPW and the professional guidance and learning experience which you have provided me. I wish you, the staff and the facility success in the future.

Best Regards,

John Horrocks
Resolution re-creating Maintenance Worker II position on behalf of the Chemung County Sewer Districts

Resolution #:
Slip Type: PERSONNEL
SEQRA status
State Mandated False

Explain action needed or Position requested (justification):
Respectfully request the approval to recreate a Maintenance Worker II position within the Sewer Districts for the Milton St. WWTP due to the resignation of a Maintenance Worker II (LE). This position will be filled internally by the promotion of a Maintenance Worker I (TBD).

Re-creation Full-time Salary / Fringe Benefits
Civil Service approval required: No
Salary/Grade: SD Schedule B- Grade 4 Range: $20.68 - $21.95
Budget Account Number: 23-8110-8130 Funds Available? Yes
Reimbursement / Federal: 0 Due to: Resignation
Reimbursement / State: 0 Due to (Other):

CREATION:
Date/Time: 8/9/2022 12:56:35 PM
Department: County Executive

APPROVALS:
Date/Time: Approval: Department:
8/9/2022 12:57 PM Approved County Executive
8/10/2022 3:23 PM Approved Budget and Research
8/15/2022 3:18 PM Approved Legislature Chairman

ATTACHMENTS:
Name: Description: Type:
No Attachments Available
Resolution re-creating Maintenance Worker I position on behalf of the Chemung County Sewer Districts

Resolution #:
Slip Type: PERSONNEL
SEQRA status
State Mandated False

Explain action needed or Position requested (justification):
Requesting permission to recreate a Maintenance Worker I position to backfill the vacancy that will be created by the above promotion. This position will be filled by an external applicant.

Re-creation         Full-time         Salary / Fringe Benefits
Civil Service approval required: No
Salary/Grade: SD Schedule B - Grade 5 Range: entry - $19.94/hr
Budget Account Number: 23-8110-8130 Funds Available? Yes
Reimbursment / Federal: Due to: Promotion
Reimbursment / State: Due to (Other):

CREATION:
Date/Time: 8/15/2022 3:19:47 PM
Department:

APPROVALS:
Date/Time: Approval: Department:

ATTACHMENTS:
Name: Description: Type:
No Attachments Available
Resolution re-creating positions as contained in the Staffing Plan for the Chemung County Nursing Facility

Resolution #:
Slip Type: PERSONNEL
SEQRA status
State Mandated False

Explain action needed or Position requested (justification):
The Nursing Facility is requesting the following positions be re-created in accordance with the approved staffing plan:

(1) One Laundry Aide, FT, CSEA Grade 2A, $13.79-$17.93 per hour, 90% reimbursement

(1) One Account Clerk (Billing Office), CSEA Grade 6, $15.39 - $19.66 per hour, 90% reimbursement

(1) One Cleaner, CSEA Grade1B, $13.20 - $17.29 per hour, 90% reimbursement

Thank you for your consideration

Previous Resolution 17-174

<table>
<thead>
<tr>
<th>Re-creation</th>
<th>Full-time</th>
<th>Salary / Fringe Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Service approval required:</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

| Salary/Grade: | Range: | |
|---------------|--------||
| Budget Account Number: | 50-6017-8250-50100 | Funds Available? Yes |
| Reimbursement / Federal: | Due to: Resignation, Other |
| Reimbursement / State: | Due to (Other): |

CREATION:
Date/Time: 7/28/2022 11:17:39 AM
Department: County Executive
<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Approval</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/28/2022 11:42 AM</td>
<td>Approved</td>
<td>County Executive</td>
</tr>
<tr>
<td>7/29/2022 8:56 AM</td>
<td>Approved</td>
<td>Budget and Research</td>
</tr>
<tr>
<td>8/15/2022 3:07 PM</td>
<td>Approved</td>
<td>Legislature Chairman</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of Personnel Req JUL 22 - 1 laundry aide.pdf</td>
<td>Laundry Aide</td>
<td>Cover Memo</td>
</tr>
<tr>
<td>Copy of Personnel Req AUG 22 - 1 Acct Clerk.pdf</td>
<td>Account Clerk</td>
<td>Cover Memo</td>
</tr>
<tr>
<td>Copy of Personnel Req AUG 22 - 1 cleaner.pdf</td>
<td>Cleaner</td>
<td>Cover Memo</td>
</tr>
</tbody>
</table>
1. Position Title: Laundry Aide FT x PT N Prior Resolution 17-17
   Action Requested: Creation Re-Creation Other
   Salary/Grade: CSEA Grade 2A Wage Range $13.79-$17.93/hr Civil Service Approval: Y
   Budget Account: 50-6017-8250-50100 Funds Available: Y x N
   Reimbursement: Federal 50 % State 40 % Local 10 % Salary/Fringes Covered: Y x
   Vacancy Due To: Resignation x Retirement Promotion Other
   Attachments: Y N x

2. Position Title: FT PT N
   Action Requested: Creation Re-Creation Other
   Salary/Grade: Wage Range
   Budget Account: Funds Available: Y N
   Reimbursement: Federal 50 % State 40 % Local 10 % Salary/Fringes Covered: Y
   Vacancy Due To: Resignation Retirement Promotion Other
   Attachments: Y N

3. Position Title: FT PT N
   Action Requested: Creation Re-Creation Other
   Salary/Grade: Wage Range
   Budget Account: Funds Available: Y N
   Reimbursement: Federal 50 % State 40 % Local 10 % Salary/Fringes Covered: Y
   Vacancy Due To: Resignation Retirement Promotion Other
   Attachments: Y N

P. 1
1. Position Title: (1) Account Clerk FT x PT Prior Resolution 19-57
Action Requested: Creation Re-Creation Other
Salary/Grade: CSEA Grade 6 Wage Range $15.39-$19.66 Civil Service Approval: Y
Budget Account: 50-6017-8310-50100 Funds Available: Y x N
Reimbursement: Federal 50 % State 40 % Local 10 % Salary/Fringes Covered: Y x
Vacancy Due To: Resignation Retirement Promotion Other
Attachments: Y N

2. Position Title: FT PT Prior Resolution
Action Requested: Creation Re-Creation Other
Salary/Grade: Wage Range Civil Service Approval: Y
Budget Account: Funds Available: Y N
Reimbursement: Federal 50 % State 40 % Local 10 % Salary/Fringes Covered: Y
Vacancy Due To: Resignation Retirement Promotion Other
Attachments: Y N

3. Position Title: FT PT Prior Resolution
Action Requested: Creation Re-Creation Other
Salary/Grade: Wage Range Civil Service Approval: Y
Budget Account: Funds Available: Y N
Reimbursement: Federal 50 % State 40 % Local 10 % Salary/Fringes Covered: Y
Vacancy Due To: Resignation Retirement Promotion Other
Attachments: Y N
1. Position Title: ____________________________ FT ___ PT ___ Prior Resolution __
   Action Requested: Creation _____ Re-Creation _____ Other ____________
   Salary/Grade: ____________ Wage Range ____________ Civil Service Approval: Y
   Budget Account: ____________ Funds Available: Y ___ N ___
   Reimbursement: Federal ___ % State ___ % Local ___ % Salary/Fringes Covered: Y
   Vacancy Due To: Resignation ___ Retirement ___ Promotion ___ Other ____________
   Attachments: Y ___ N ___

2. Position Title: ____________________________ FT ___ PT ___ Prior Resolution __
   Action Requested: Creation _____ Re-Creation _____ Other ____________
   Salary/Grade: ____________ Wage Range ____________ Civil Service Approval: Y
   Budget Account: ____________ Funds Available: Y ___ N ___
   Reimbursement: Federal ___ % State ___ % Local ___ % Salary/Fringes Covered: Y
   Vacancy Due To: Resignation ___ Retirement ___ Promotion ___ Other ____________
   Attachments: Y ___ N ___

3. Position Title: ____________________________ FT ___ PT ___ Prior Resolution __
   Action Requested: Creation _____ Re-Creation _____ Other ____________
   Salary/Grade: ____________ Wage Range ____________ Civil Service Approval: Y
   Budget Account: ____________ Funds Available: Y ___ N ___
   Reimbursement: Federal ___ % State ___ % Local ___ % Salary/Fringes Covered: Y
   Vacancy Due To: Resignation ___ Retirement ___ Promotion ___ Other ____________
   Attachments: Y ___ N ___
ATTACHMENT-PERSONNEL REQUISITION ROUTE SLIP

DEPARTMENT: Nursing Facility  DATE: 8/2

1. Position Title: Cleaner  FT  x  PT  ____  Prior Resolution: 22-13
   Action Requested: Creation  ____  Re-Creation  x  Other  ________________
   Salary/Grade: CSEA Grade 1B  Wage Range: $13.20-$17.29/hr  Civil Service Approval: Y _
   Budget Account: 50-6017-8240-50100  Funds Available:  Y x  N ____
   Reimbursement: Federal  50 %  State  40 %  Local  10 %  Salary/Fringes Covered: Y _
   Vacancy Due To: Resignation  x  Retirement  ____  Promotion  ____  Other  ________________
   Attachments:  Y ____  N ____

2. Position Title:  FT  ____  PT  ____  Prior Resolution: ________________
   Action Requested: Creation  ____  Re-Creation  ____  Other  ________________
   Salary/Grade:  Wage Range:  Civil Service Approval: Y _
   Budget Account:  Funds Available:  Y ___ N ____
   Reimbursement: Federal  50 %  State  40 %  Local  10 %  Salary/Fringes Covered: Y _
   Vacancy Due To: Resignation  x  Retirement  ____  Promotion  ____  Other  ________________
   Attachments:  Y ____  N ____

3 Position Title:  FT  ____  PT  ____  Prior Resolution: ________________
   Action Requested: Creation  ____  Re-Creation  ____  Other  ________________
   Salary/Grade:  Wage Range:  Civil Service Approval: Y _
   Budget Account:  Funds Available:  Y ____ N ____
   Reimbursement: Federal  50 %  State  40 %  Local  10 %  Salary/Fringes Covered: Y _
   Vacancy Due To: Resignation  x  Retirement  ____  Promotion  ____  Other  ________________
   Attachments:  Y ____  N ____

P. 1
ATTACHMENT-PERSONNEL REQUISITION ROUTE SLIP

DEPARTMENT: ___________________________ Nursing Facility ___________________________ DATE: __

1. Position Title: ___________________________ FT ______ PT ______ Prior Resolution __
   Action Requested: Creation_______ Re-Creation_______ Other __________________________
   Salary/Grade: ___________________________ Wage Range _____________________________ Civil Service Approval: Y
   Budget Account: ___________________________ Funds Available: Y ___ N ___
   Reimbursement: Federal ___% State ___% Local ___% Salary/Fringes Covered: Y
   Vacancy Due To: Resignation ___ Retirement ___ Promotion ___ Other _________________
   Attachments: Y ___ N ___

2. Position Title: ___________________________ FT ______ PT ______ Prior Resolution __
   Action Requested: Creation_______ Re-Creation_______ Other __________________________
   Salary/Grade: ___________________________ Wage Range _____________________________ Civil Service Approval: Y
   Budget Account: ___________________________ Funds Available: Y ___ N ___
   Reimbursement: Federal ___% State ___% Local ___% Salary/Fringes Covered: Y
   Vacancy Due To: Resignation ___ Retirement ___ Promotion ___ Other _________________
   Attachments: Y ___ N ___

3. Position Title: ___________________________ FT ______ PT ______ Prior Resolution __
   Action Requested: Creation_______ Re-Creation_______ Other __________________________
   Salary/Grade: ___________________________ Wage Range _____________________________ Civil Service Approval: Y
   Budget Account: ___________________________ Funds Available: Y ___ N ___
   Reimbursement: Federal ___% State ___% Local ___% Salary/Fringes Covered: Y
   Vacancy Due To: Resignation ___ Retirement ___ Promotion ___ Other _________________
   Attachments: Y ___ N ___
Resolution re-creating positions as contained in the Staffing Plan for the Chemung County Department of Social Services and Mental Hygiene

Resolution #:
Slip Type: PERSONNEL
SEQRA status
State Mandated False

Explain action needed or Position requested (justification):

(2) two Senior Clerk positions (TK) (TW), CSEA Grade 6, $15.39 - $17.27 per hour, 67% reimbursement, due to the retirement and promotion of employees

(1) one Social Welfare Examiner Trainee position (MS), CSEA Grade 8, $17.58 per hour, 75% reimbursement, due to resignation

(1) one Information Technology Specialist position (TG), CSEA Grade 11, $22.30 per hour, 75% reimbursement, due to resignation

(1) Community Services Aide position (MM), CSEA Grade 2, $13.20 per hour, 62% reimbursement, due to resignation

<table>
<thead>
<tr>
<th>Re-creation</th>
<th>Full-time</th>
<th>Salary / Fringe Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Service approval required:</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Salary/Grade:</td>
<td>Range:</td>
<td></td>
</tr>
<tr>
<td>Budget Account Number:</td>
<td>Funds Available? Yes</td>
<td></td>
</tr>
<tr>
<td>Reimbursement / Federal:</td>
<td>35</td>
<td>Due to: Retirement, Resignation, Promotion</td>
</tr>
<tr>
<td>Reimbursement / State:</td>
<td>32</td>
<td>Due to (Other):</td>
</tr>
</tbody>
</table>

**CREATION:**
Date/Time: 8/9/2022 11:21:39 AM
Department: County Executive

**APPROVALS:**

---
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Approved</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/9/2022</td>
<td>11:25 AM</td>
<td>Approved</td>
<td>County Executive</td>
</tr>
<tr>
<td>8/10/2022</td>
<td>3:21 PM</td>
<td>Approved</td>
<td>Budget and Research</td>
</tr>
<tr>
<td>8/15/2022</td>
<td>2:02 PM</td>
<td>Approved</td>
<td>Legislature Chairman</td>
</tr>
</tbody>
</table>

**ATTACHMENTS:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior_Clerk_rationale_July_2021.docx</td>
<td>Senior Clerk Rationale</td>
<td>Cover Memo</td>
</tr>
<tr>
<td>SWET_Rationale_(TA_2021)_ (2).pdf</td>
<td>SWET Rationale</td>
<td>Cover Memo</td>
</tr>
<tr>
<td>IT_Specialist_I_Rationale.pdf</td>
<td>IT position Rationale</td>
<td>Cover Memo</td>
</tr>
<tr>
<td>CSA_Rationale_(CIS)_ (3).pdf</td>
<td>Community Service Aide Rationale</td>
<td>Cover Memo</td>
</tr>
</tbody>
</table>
Senior Clerk  
July 2021

This position provides clerical support for the Children and Family Services Division. This position is responsible for performing support tasks including, but not limited to: updating cases when necessary (address changes, adding and deleting clients), monitoring and correcting various system data, expungement report to ensure compliance with state regulations, tracking specific information for billing, inventory/ordering supplies, records requests processing, processing bus pass requests, preparing files for scanning, coordinating Community Services Aide schedules, answering the phone and directing the call to the appropriate division or worker. This position also maintains several databases by performing data entry as well as tracking information.

This work involves responsibility for independently performing varied clerical duties. The Senior Clerk should have good knowledge of office terminology, procedures, equipment; ability to understand and carry out oral and written directions; ability to meet and deal with the public; exhibit good judgment and accuracy. The incumbent must have excellent keyboarding skills and a knowledge and understanding of various computer programs (Connections, Microsoft Office-Word and Excel).
SOCIAL WELFARE EXAMINER TRAINEE
2/24/2021

This position would be assigned to a Temporary Assistance Division, which is responsible for tasks, including but not limited to:

I. Determining and Re-determining eligibility for public programs, such as Public Assistance, SNAP (Food Stamps), Medicaid, HEAP and Employment.
II. This entails, but is not limited to:
   - Initial face-to-face interview appointments (a.k.a.: Certifications)
   - Gathering and processing data necessary to make eligibility determinations
   - Re-certifications of eligibility
   - Meeting emergency needs (such as Eviction, Utility Shut-offs, etc.)
   - Meeting the day-to-day needs of the families on the caseloads (a.k.a.: Undercare)
   - Documentation of all casework activities
   - Correspondence including letters to service providers and clients
   - Local and state mandated paperwork requirements
   - Referring and networking with other agency divisions and community agencies to provide needed services to families
   - Timely assignment to work activities to ensure Federal and State participation rates are met and those clients are moved toward self-sufficiency.
   - Assist in meeting deadlines/compliance with state regulations for provision of service.
   - Reduce the error rate for cases.
   - Ensure more timely services to children and families in our community.
   - Timely case closings reduce fiscal impact.
   - Accurate and timely eligibility determination and under care services, including referrals for support services, results in a reduced recidivism rate.

This position requires a great deal of flexibility, strong oral and written communication skills, and problem-solving skills. The current caseload size per examiner ranges between 100 and 1,100 cases, this is dependent on the program area.
Rationale for IT Specialist I

IT Specialist I's are responsible for routine technical work requiring the provision of customer service providing first-line diagnosing, trouble-shooting of computer problems related to hardware, operating system software, peripheral equipment, IT supported products, security and password problems. Questions and problems that exceed the basic level are referred to an appropriate specialist. The incumbent works under the general supervision of the Director of Administrative Services with leeway for the exercise of independent judgment. May assist with IT internal business processes.

Typical activities include, but are not limited to:

- Provide first-line diagnosing, problem/incident recording, problem resolution and problem escalation for IT supported products, basic hardware issues, security and password problems;
- Provide help desk support and technical assistance for users in the organization;
- Configure, install, and maintain desktop, laptop and other computer hardware, associated operating system software and peripheral equipment;
- Disassemble, repair personal computers and peripheral equipment;
- Work with vendors for repair of desktop and other computer hardware, operating system software and peripheral equipment;
- Refer questions and problems involving computer hardware, connectivity, software and peripheral equipment associated with the computer system to the appropriate specialist;
- Conduct follow-up checks to ensure that problems are resolved to each staff/customer's satisfaction;
Community Services Aide Rationale

These positions report to the Community Services Worker within the Department of Mental Hygiene/Division of Children’s Integrated Services. The position is part of the County Person In Need of Supervision Diversion Program and carries out activities related to children and families and provides direct child and family contact to assist with school attendance, transportation, appointments, and community activities. The position supports the outcome of diverting children and adolescents from higher levels of the systems including family court involvement, placement, detention and hospitalizations. Further outcomes include a reduction in disciplinary referrals, attendance issues and improvement in academic performance.
Resolution re-creating position as contained in the Staffing Plan for the Chemung County Jail (Correction Officer)

Resolution #: 
Slip Type: PERSONNEL
SEQRA status
State Mandated False

Explain action needed or Position requested (justification):

Requesting authorization to recreate one (1) full-time Correction Officer as contained in the staffing plan for the Chemung County Jail due to the retirement of D.H.

<table>
<thead>
<tr>
<th>Re-creation</th>
<th>Full-time</th>
<th>Salary / Fringe Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Service approval required:</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Salary/Grade:</td>
<td>$21.61 / 3E</td>
<td>Range: $21.61/hr-$32.63/hr</td>
</tr>
<tr>
<td>Budget Account Number:</td>
<td>10-3120.3150.50100</td>
<td>Funds Available? Yes</td>
</tr>
<tr>
<td>Reimbursment / Federal:</td>
<td>N/A</td>
<td>Due to: Retirement</td>
</tr>
<tr>
<td>Reimbursment / State:</td>
<td>N/A</td>
<td>Due to (Other):</td>
</tr>
</tbody>
</table>

**CREATION:**

Date/Time: 8/9/2022 11:46:46 AM
Department: County Executive

**APPROVALS:**

<table>
<thead>
<tr>
<th>Date/Time:</th>
<th>Approval:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/9/2022 11:48 AM</td>
<td>Approved</td>
<td>County Executive</td>
</tr>
<tr>
<td>8/10/2022 3:23 PM</td>
<td>Approved</td>
<td>Budget and Research</td>
</tr>
<tr>
<td>8/15/2022 3:23 PM</td>
<td>Approved</td>
<td>Legislature Chairman</td>
</tr>
</tbody>
</table>

**ATTACHMENTS:**

Name: Description: Type:

No Attachments Available