



MARCH 25, 2024 - 7:00 PM

**AGENDA
PERSONNEL COMMITTEE
PURSUANT TO RESOLUTION NO. 08-100, RULES I, II, AND III**

I. COMMUNICATIONS

1. Letter of the Clerk of the Legislature designating Deputy Clerk of the Legislature

II. RESOLUTIONS, MOTIONS, AND NOTICES

1. Resolution creating IT Specialist Help Desk/Clerical position on behalf of the Chemung County Information Technology Department
2. Resolution creating Accountant position on behalf of the Chemung County Treasurer
3. Resolution authorizing salary adjustment for Supervisor of Fiscal Services position on behalf of the Chemung County Treasurer

III. OLD BUSINESS

IV. NEW BUSINESS

V. ADJOURNMENT



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Letter of the Clerk of the Legislature designating Deputy Clerk of the Legislature

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

See letter attached.


CREATION:

Date/Time:	Department:
3/19/2024 3:14:34 PM	

APPROVALS:

Date/Time:	Approval:	Department:	
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ATTACHMENTS:

Name:	Description:	Type:
 Appointment letter - Deputy Clerk.pdf	Appointment - Deputy Clerk of the Legislature	Cover Memo

STAMP_ITEMNUMB

Chemung County Legislature
203 Lake Street, 5th Floor
Elmira, New York 14901
607-737-2066

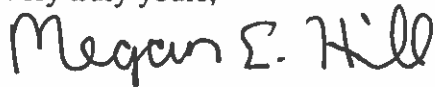
March 15, 2024

Chemung County Legislature
203 Lake Street
Elmira, NY 14902-0588

Ladies & Gentlemen:

Pursuant to Section 203 of the Chemung County Charter and Section 401 of County Law, please be advised that by the authority vested in me, I have this day appointed Cindy Kalweit as Deputy Clerk of the Chemung County Legislature in a part-time capacity, not to exceed 90 days employment.

Very truly yours,



Megan E. Hill, Clerk
Chemung County Legislature

/meh



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution creating IT Specialist Help Desk/Clerical position on behalf of the Chemung County Information Technology Department

Resolution #:

Slip Type: PERSONNEL

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

The addition of a 2nd IT Specialist Helpdesk/Clerical position was approved in the 2024 adopted budget and is contained within the IT departments roster. I am requesting resolution creating this position.

New Position	Full-time	Salary / Fringe Benefits
Civil Service approval required:	No	
Salary/Grade:	CSEA B-2 Grade 9 \$20.28/hr	Range:
Budget Account Number:	10-1680-1680-50100	Funds Available? Yes
Reinbursement / Federal:	0	Due to: Other
Reinbursement / State:	0	Due to (Other):


CREATION:

Date/Time:	Department:
1/29/2024 11:13:06 AM	County Executive

APPROVALS:

Date/Time:	Approval:	Department:	
2/20/2024 1:46 PM	Approved	County Executive	
3/20/2024 10:53 AM	Approved	Legislature Chairman	

ATTACHMENTS:

Name:	Description:	Type:
 Information_Technology_Specialist-Help_Desk_Clerical.pdf	IT Specialist Help Desk Clerical	Cover Memo

STAMP_ITEMNUMB

Information Technology Specialist-Help Desk/Clerical

Department: Chemung County Information Technology
Classification: Competitive
Adopted: November 7, 2017
Revised: May 7, 2019
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This is routine technical work requiring the provision of customer service providing first-line diagnosing, basic troubleshooting and password assistance. Questions and problems that exceed the basic level are referred to an appropriate specialist. The position also includes routine work involving responsibility for a high degree of accuracy in the compilation, maintenance and checking of financial accounts and records in the performance of related clerical tasks. The incumbent works under the general supervision of the Deputy Director of Information Technology with leeway for the exercise of independent judgment. 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.)

- Provide help desk support and technical assistance for users in the organization;
- Provide basic problem diagnosing, problem/incident recording, problem resolution and problem escalation for IT supported products, basic hardware issues and password problems;
- Assign 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;
- Work with various departments when coordinating shared IT related purchases;
- Manage IT Contracts and schedule maintenance/repairs;
- Assist IT Director with IT budget as well as budgets for shared services;
- Maintain payroll records regarding rates of pay;
- Computes payroll changes regarding hours worked;
- Process bi-weekly work hours for IT Staff in preparation of payrolls;
- Work with vendors to acquire quotes;
- Use the County's financial system for maintaining the IT records including but not limited to, enter and monitor the IT budget, create purchase orders and process payments;
- Create and maintain spreadsheets for record keeping, budget purposes and planning;
- Invoice departments for maintenance agreements;
- Invoice municipalities for items related to shared services agreements;
- Perform related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operation, care, diagnosis, maintenance and repair of microcomputers and related components; familiarity with various platforms and operating systems i.e. Windows XP, Windows 7; good knowledge of electronic, digital and microprocessor theory and applications, and trouble-shooting techniques; ability to comprehend service manuals; ability to communicate clearly and effectively verbally and in writing; ability to deal with people in a positive, helpful and instructional manner; ability to act independently; responsiveness and timeliness to customers; ability to lift up to fifty pounds, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and six (6) months of full time paid experience in either IT customer support and training **or** computer installation, diagnosis and repair of desktop and other computer hardware and operating system software and peripheral equipment; and six (6) months of full time paid clerical experience which shall have involved utilization of electronic spreadsheets or related software.



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution creating Accountant position on behalf of the Chemung County Treasurer

Resolution #:

Slip Type: PERSONNEL

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Requesting authorization to reclassify a Principal Account Clerk to an Accountant position at the request of the Chemung County Treasurer. Position was reclassified by the Civil Service commission at the December 5, 2023 commission meeting.

New Position	Full-time	Salary / Fringe Benefits
Civil Service approval required:	No	
Salary/Grade:		Range: 67,354 - 106,578
Budget Account Number:	10-1325-50100.01	Funds Available? Yes
Reimbursment / Federal:		Due to:
Reimbursment / State:		Due to (Other):

CREATION:

Date/Time:	Department:
1/27/2024 10:43:33 AM	County Executive

APPROVALS:

Date/Time:	Approval:	Department:	
2/20/2024 12:27 PM	Approved	County Executive	
3/20/2024 10:53 AM	Approved	Legislature Chairman	

ATTACHMENTS:

Name:	Description:	Type:
No Attachments Available		

STAMP_ITEMNUMB



CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing salary adjustment for Supervisor of Fiscal Services position on behalf of the Chemung County Treasurer

Resolution #:

Slip Type: PERSONNEL

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Requesting a salary adjustment for Supervisor of Fiscal Services. See attachment. No additional funds required due to overall realignment.

Salary / Fringe Benefits

Civil Service approval required: No

Salary/Grade: \$83,668.96/Grade 8 Range: 67,354.00 - 106,578.00

Budget Account Number: 10-1325-50100.01 Funds Available? Yes

Reimbursment / Federal: 0 Due to: Other

Reimbursment / State: 0 Due to (Other):

CREATION:

Date/Time:	Department:
1/29/2024 1:32:08 PM	County Executive

APPROVALS:

Date/Time:	Approval:	Department:	
2/20/2024 1:50 PM	Approved	County Executive	
3/20/2024 10:53 AM	Approved	Legislature Chairman	

ATTACHMENTS:

Name:	Description:	Type:
 Finance_Team_Restructure_Request_01042024.pdf	Finance Team Memo	Cover Memo

STAMP_ITEMNUMB



CHEMUNG COUNTY

OFFICE OF THE TREASURER

320 E. MARKET STREET

PO BOX 588

ELMIRA, NEW YORK 14902-0588

(607) 737-2957 FAX (607) 737-2846

KATLYN COLOMBANI-RUIZ
COUNTY TREASURER

To: Christopher Moss, County Executive
Mark Margeson, Legislative Chairman
Members of Chemung County Legislature

Re: Restructure of the County Finance Team (Treasurer's Office / Budget Office)

Date: 1/4/24

In the past year, the County finance team has seen the transition of the former County Treasurer (Jen Furman) to Deputy Executive, the retirement of the County Budget Director (Steve Hoover) in January 2024, and most recently the Controller (Rejean Archambeault) in the Treasurer's Office has been appointed to replace the Budget Director effective in February 2024.

These changes and other growing demands on the fiscal team caused a necessity and opportunity for us to form a new finance team structure, with a realignment of personnel and job duties. Within the new structure, most of the Controller's duties will be transitioned to other members of the finance team, including the Treasurer (elected), Deputy Treasurer (Single Rate, Grade 9), and Supervisor of Fiscal Services Andrea Whitmarsh (Single Rate, Grade 8).

As Andrea takes on additional high-level duties from the Controller, much of her current workload will be reassigned to other staff in the Treasurer's Office. In consideration of the added high-level duties that will be assigned to her, we are requesting a pay increase for Andrea Whitmarsh as indicated on the accompanying route slip. This adjustment is within the salary parameters for a Grade 8 title within the adopted 2024 Single Rate Salary Compensation Plan and is commensurate with Ms. Whitmarsh's duties and experience.

With the exception of this request, all other positions, salaries, and aspects of the new structure are already approved and budgeted within the 2024 budget, therefore no additional positions or funding are to be requested in 2024 to support the new finance team structure.

Respectfully,

A handwritten signature in black ink, reading "Katlyn Colombani-Ruiz".

Katlyn Colombani-Ruiz
Treasurer

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