

ONTARIO COUNTY PERSONNEL COMMITTEE AGENDA
WEDNESDAY, FEBRUARY 10, 2016 (1:00 P.M.)
3019 County Complex Drive, Room 205, Canandaigua, NY

1. Approval of January 20, 2016 Personnel Committee Minutes.

SAFETY:

2. Safety Report. Mr. Manchester will address.

EMPLOYMENT AND CIVIL SERVICE:

3. Request to amend Board of Supervisors Resolution No. 728-2015 to continue Cook (DBL) position. Ms. Coveny will address.
4. Salary adjustment request for Chelsea Carter. Ms. Lapp will address.
5. Request to create a position of County Police Officer in anticipation of a retirement in the Office of Sheriff. Sheriff Povero will address.
6. Salary adjustment for County Police Officer, Sean St. Cyr in the Office of Sheriff. Sheriff Povero will address.
7. Request to amend Board of Supervisors Resolution No. 492-2015 regarding the creation of Dispatcher I positions. Sheriff Povero will address.
8. 2016 Salary Guidelines for Nursing Post Licensure. Ms. Trimm will address.

OTHER:

9. 2016 Benefit Program Contracts. Ms. Hoffman will address.
(Mailed Separately)

INFORMATION ITEMS:

10. HR Updates. Ms. Krause will address.

LABOR RELATIONS:

Update on outstanding Labor Relations issues. Ms. Krause / Ms. Welch will address.

AMENDMENT TO RESOLUTION NO. 728-2015
COOK (DBL) - OFFICE FOR THE AGING

WHEREAS, Resolution No. 728-2015 created a position of Cook (DBL) for ninety days, during which time the Food Service Helper filled this position; and

WHEREAS, Ms. Irene Coveny, Director of Office for the Aging, would like to continue this position until such time as the Cook returns from disability; and

WHEREAS, Sufficient funds exist within the Office for the Aging budget to cover the cost of this position continuation; and

WHEREAS, The Personnel Committee has reviewed and recommends that Resolution No. 728-2015 be amended to continue the position of Cook (DBL) until April 20, 2016, or the Cook on disability returns, whichever occurs first; now, therefore, be it

RESOLVED, That the Board of Supervisors does hereby amend Resolution No. 728-2015 to continue the Cook (DBL) position until April 20, 2016, or the date the Cook returns, whichever occurs first; and further

RESOLVED, That certified copies of this resolution be sent by the Clerk of this Board to the Department of Finance.

SALARY ADJUSTMENT – CHELSEA CARTER
PUBLIC DEFENDER’S OFFICE

WHEREAS, Ms. Leanne Lapp, Public Defender, has recommended a salary adjustment for Assistant Public Defender Chelsea Carter to MCP Band 5/Step 1 (\$90,778), based on her years of experience, to be effective April 1, 2016; and

WHEREAS, The Personnel Committee and the Public Safety Committee have reviewed and approved the salary adjustment for Attorney Carter, effective April 1, 2016; and

WHEREAS, Sufficient funds exist within the Public Defender’s Budget to fund this salary adjustment; now, therefore, be it

RESOLVED, That the salary for Assistant Public Defender Carter be set at MCP Band 5/Step 1 (\$90,778), effective April 1, 2016; and further

RESOLVED, That a certified copy of this resolution be sent by the Clerk of this Board to the Department of Finance.

CREATION OF POSITION – COUNTY POLICE OFFICER
ONTARIO COUNTY OFFICE OF SHERIFF

WHEREAS, The Sheriff has filed a New Position Duties Statement for a position he would like to create in anticipation of a retirement in July 2016; and

WHEREAS, The creation of this position will allow a new employee to be enrolled in the Finger Lakes Law Enforcement Basic Training Academy which begins February 8, 2016, and to be ready for field training when the retirement occurs; and

WHEREAS, The intent of the new position is not to increase overall staffing, but to prepare for a smoother transition in staffing levels as retirements occur, thereby reducing overtime that would otherwise be required to cover shifts; and

WHEREAS, The Deputy Director of Human Resources has classified a position of County Police Officer by Personnel Officer Classification Certification No. 23-2016; and

WHEREAS, Sufficient funds exist within the Office of Sheriff's Budget to cover the cost of this position; and

WHEREAS, The Personnel Committee and the Financial Management Committee have reviewed and approved this request; now, therefore, be it

RESOLVED, That the Board of Supervisors does hereby create a position of County Police Officer, (01272/#40), effective retroactive to February 8, 2016; and further

RESOLVED, That when the Office of Sheriff employee retires, and an existing County Police Officer position becomes vacant, that this new position of County Police Officer shall be abolished; and further

RESOLVED, That the Ontario County Department of Finance is authorized to make the necessary budgetary and accounting entries to effect the intent of this resolution; and further

RESOLVED, That certified copies of this resolution shall be sent by the Clerk of this Board to the Director of Finance.

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SALARY ADJUSTMENT – SEAN ST. CYR
OFFICE OF SHERIFF

WHEREAS, Sheriff Philip C. Povero, has recommended the salary adjustment of Mr. Sean St. Cyr, County Police Officer, to Grade R15, Step 4 (\$26.71/hr.) based on his years of service with Ontario County; and

WHEREAS, The Personnel Committee has reviewed and approved the salary adjustment for Mr. St. Cyr, effective upon his date of appointment to the position of County Police Officer; and

WHEREAS, Sufficient funding exists within the Office of Sheriff's budget for this salary adjustment; now, therefore, be it

RESOLVED, That the salary for Mr. Sean St. Cyr, County Police Officer, be set at Grade R15, Step 4 (\$26.71/hr.) effective upon his date of appointment; and further

RESOLVED, That a certified copy of this resolution be sent by the Clerk of this Board to the Department of Finance and the Director of Human Resources.

AMENDMENT TO RESOLUTION NO. 492-2015
CREATION OF DISPATCHER POSITIONS – OFFICE OF SHERIFF

WHEREAS, Resolution No. 492-2015 created seven Dispatcher II positions and two Dispatcher II, Part-Time positions in anticipation of the transition of the Geneva PSAP to the Ontario County 9-1-1 Center on or about July 1, 2016; and

WHEREAS, As part of this resolution, two positions of Dispatcher II were scheduled for creation on July 1, 2016; and

WHEREAS, Mr. Philip C. Povero, Ontario County Sheriff, has requested that one of the positions scheduled for creation on July 1, 2016, be moved up to April 1, 2016; and

WHEREAS, Sufficient funds exist to cover the cost of this position creation change; and

WHEREAS, The Public Safety Committee, Personnel Committee and the Financial Management Committee have reviewed and recommend the earlier creation date of April 1, 2016, for one of the positions originally planned for creation on July 1, 2016; now, therefore, be it

RESOLVED, That the Board of Supervisors does hereby amend Resolution No. 492-2015, to move up the creation of a Dispatcher II position from July 1, 2016, to April 1, 2016; and further

RESOLVED, That a certified copy of this resolution shall be sent by the Clerk of this Board to the Department of Finance.