

Personnel Committee Agenda
July 3, 2024
10:30 A.M.

- APPROVAL OF MINUTES FOR June 6, 2024, COMMITTEE MEETING

- FINANCIAL
 - Benefits & Workers' Compensation Reports – Camille Corneby
 - Monthly Departmental Budget Tracking – Linda Parke

- OLD BUSINESS
 - None

- NEW BUSINESS
 - Linda Parke, Kelly Quick and Karen Weston attended the New York State Association of Personnel and Civil Service Officers Conference on Monday, June 10, 2024, in Saratoga Springs, NY.
 - Linda Parke will be attending the New York State Public Employer Relations Association Annual Conference from July 8th through July 10th in Saratoga Springs, NY.
 - Discuss 2025 Personnel Department budget.
 - 2nd Quarter Exit Interview Report

- PERSONNEL
 - Head Count & Monthly Exam Reports

- RESOLUTIONS
 - Authorize Salary Above CSEA Base for Probation Officer
 - Authorize Creation of a Full-Time Certified Peer Specialist Position (Mental Hygiene)
 - Authorize Creation of a Full-Time Senior Clinical Social Worker Position (Mental Hygiene)
 - Staff Change 2024 Budget (Public Health)
 - Appoint Secretary to the 1st Assistant County Attorney (Law Department)
 - Create (1) Full-time Benefit Assistant Position (Personnel)
 - Authorize Three (3) Position Reclassification (Social Services)
 - Authorization to Fund and Fill Economic Development Specialist Position
 - Approve Salary Above Hiring Base Deputy Sheriff Position (Sheriff's Office)
 - Appointment of Election Clerk (PT) (Board of Elections)

- Adjust Salary Range for 2nd Assistant County Attorney (Law Department)
- PROCLAMATIONS – None
- ADJOURNMENT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A1430 Personnel							
A1430 412600 Personnel Fees	-4,080	0	-4,080	-450.00	.00	-3,630.00	11.0%*
A1430 427702 Other Unclassified	-5	0	-5	.00	.00	-5.00	.0%*
A1430 510010 Full Time	257,889	0	257,889	95,567.18	.00	162,321.82	37.1%
A1430 520070 Chairs	250	0	250	.00	.00	250.00	.0%
A1430 540010 Advertising	2,600	0	2,600	150.00	.00	2,450.00	5.8%
A1430 540140 Contracting Service	64,050	0	64,050	18,894.01	.00	45,155.99	29.5%
A1430 540180 Dues	580	0	580	372.58	.00	207.42	64.2%
A1430 540180 Automobile Fuel	100	0	100	.00	.00	100.00	.0%
A1430 540220 Leased/Service Equ	2,200	0	2,200	1,765.44	.00	434.56	80.2%
A1430 540340 Literature	600	0	600	564.99	.00	35.01	94.2%
A1430 540420 Office Supplies	600	0	600	321.78	.00	278.22	53.6%
A1430 540450 Payment To State	2,575	0	2,575	.00	.00	2,575.00	.0%
A1430 540470 Physicals	6,000	0	6,000	865.00	.00	5,135.00	14.4%
A1430 540480 Postage	1,350	0	1,350	273.16	.00	1,076.84	20.2%
A1430 540620 Software Expense	6,000	0	6,000	5,990.00	.00	10.00	99.8%
A1430 540732 Training/County Re	11,000	0	11,000	828.62	1.76	10,169.62	7.5%
A1430 540733 Training/All Other	3,500	0	3,500	1,000.00	.00	2,500.00	28.6%
A1430 581088 State Retirement F	15,159	7,397	22,556	13,236.59	.00	9,318.92	58.7%
A1430 583088 Social Security Fr	0	17,027	17,027	7,614.99	.00	9,412.23	44.7%
A1430 584088 Workers Compensati	0	5,484	5,484	2,343.94	.00	3,139.68	42.7%
A1430 585588 Disability Insuran	0	291	291	133.12	.00	157.54	45.8%
A1430 586088 Health Insurance F	34,209	21,545	55,754	27,527.29	.00	28,226.97	49.4%
A1430 588988 Eap Fringe	0	72	72	31.12	.00	41.00	43.2%
TOTAL Personnel	404,577	51,815	456,392	177,029.81	1.76	279,360.82	38.8%
TOTAL General Fund	404,577	51,815	456,392	177,029.81	1.76	279,360.82	38.8%
TOTAL REVENUES	-4,085	0	-4,085	-450.00	.00	-3,635.00	
TOTAL EXPENSES	408,662	51,815	460,477	177,479.81	1.76	282,995.82	

Exit Interview Quarterly Report

Dates From 4/1/2024 To : 6/30/2024 Quarter : 2

How many interviews were conducted 3

Which Departments were represent

Sheriff	1
Probation	1
Public Works	1

What reasons did people give for leaving?

Education	Health	Retirement	Family	New Job	Moving	Career Change	Job Disatisfaction	Other
0	0	0	0	0	0	0	0	3

QUESTIONS

QUESTIONS	ALWAYS	SOMETIMES	SELDOM	NEVER	N/A
1. Did you understand Department/County policies and the reasons for them?	2	0	1	0	0
2. Do you feel you have had the support of management on the job?	2	0	1	0	0
3. Were you adequately trained for your job?	1	2	0	0	0
4. Were you paid adequately for the work you did?	1	0	0	2	0
5. Were the working conditions conducive to doing a good job?	1	1	1	0	0
6. Was the amount of work requested of you reasonable?	2	1	0	0	0
7. Was the amount of overtime requested reasonable?	2	1	0	0	0
8. Do you feel management cared about and listened to your concerns?	1	2	0	0	0
9. Were your skills and abilities properly utilized?	1	1	0	1	0
10. Were you encouraged to learn and acquire new skills?	1	1	0	1	0
11. Did your immediate supervisor recognize your contributions?	2	1	0	0	0
12. Were performance appraisals you received timely? Meaningful? Fair?	2	0	0	1	0
13. Did you find your work rewarding?	1	1	0	1	0
14. Do you feel there was favoritism shown at the workplace?	1	1	0	1	0
15. Do the fringe benefits provide you value?	1	2	0	0	0
16. Did you feel had something been different here at work, you would have stayed	1	1	0	1	0
17. Did you feel comfortable approaching management with concerns?	2	1	0	0	0
18. Were there adequate advancement opportunities?	1	0	1	1	0
19. Were staff meetings held in your department?	1	1	0	1	0
20. Were you aware of any fraud, waster or abuse occuring?	Yes	0	No	3	
	EXCELLENT	GOOD	FAIR	POOR	N/A
Over All Rating	1	0	1	1	0

July 2024 HEADCOUNT REPORT

DEPARTMENT/OFFICE	2024 AUTH FT	ACTUAL	UNFUNDED	DIFF	2024 AUTH PT	ACTUAL	UNFUNDED	DIFF	2024 TEMPS
Board of Elections	4	4		0	240	190		-50	0
Coroners	0	0		0	4	4		0	0
County Clerk	15	14	1	0	1	0		-1	0
District Attorney	5	5		0	2	1		-1	0
Eco Devel & Planning	9	7	1	-1	1	0		-1	0
Emergency Services	2	1		-1	12	9		-3	0
Historian	0	0		0	1	1		0	0
Info. Technology	10	8		-2	0	0		0	0
Law / Co Attorney	8	6		-2	2	2		0	0
Legislature	4	4		0	9	7	1	-1	0
Mental Hygiene	42	34	2	-6	3	2		-1	0
Personnel	7	5	1	-1	0	0		0	0
Probation	17	14	1	-2	1	1		0	0
Public Defender	6	6		0	4	4		0	0
Public Health	33	24	3	-6	6	3	1	-2	1
Public Works	48	47		-1	1	1		0	3
Real Property	2	2		0	1	0	1	0	0
Sheriff	108	97		-11	4	2	1	-1	0
Social Services	88	84	1	-3	10	5		-5	0
Treasurer	7	7		0	3	3		0	1
Veterans	3	3		0	1	1		0	0
TOTAL	418	372	10	-36	306	236	4	-66	5

2024 Staff Reductions

TCSO 473-23
PH 179-24

2024 Staff Increases

LEG 350-23
BOE 523-23
TREAS 527-23
PH Reso.140-24
PH 183-24

FUNDED VACANCIES

DSS

PT: Caseworker, Comm Serv Worker, YB Dir, Mail Clk

PT: Confidential Assistant

FT: Deputy Dir of ES PT: Skills Instructor

FT: Network Administrator, OSII

FT: 2nd ACA

FT: Cert A&D Counsl, CSW, Sr. CSW/ PT: ACT

FT: CH Prog- Spvr, Spv PHN, Local Coord. / PT: Dentist, Speech Pathologist

FT: MEO II

FT: Probation Officer 1

FT: CO, PSDT, Deputy Sheriff PT: Cook

PROBATION SHERIFF

VACANCIES FILLED - SALARY DIFFERENCE

DEPARTMENT	TITLE	DATE OPEN	FILLED BY	DOH	\$ RATE	\$ PREVIOUS	ANNUAL DIFFERENCE
DPW	Maintenance Mech III (D. Marcocci)	7/29/2023	J. Burless	7/1/2024	\$23.00	\$22.65	\$728.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00

TOTAL MONTHLY IMPACT:

\$728.00

YEAR TO DATE TOTAL:

(\$67,328.00)

MONTH REPORTED	AMOUNT
January	-\$24,279.00
February	-\$798.00
March	-\$739.00
April	\$2,703.00
May	-\$9,583.00
June	-\$35,360.00
July	\$728.00
August	
September	
October	
November	
December	

REFERRED TO:

PUBLIC SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

AUTHORIZE SALARY ABOVE CSEA BASE FOR
PROBATION OFFICER

WHEREAS: Legislative approval is required to hire above the established CSEA salary base; and

WHEREAS: The Probation Director has identified a candidate to fill the Probation Officer 1 (CSEA SG XI, \$48,941 - \$49,941) with over four years of prior relevant work experience including current employment with the New York State Office of Children and Family Services as a Youth Support Specialist at the Finger Lake Residential Center. Certification in Crisis Prevention and Management including Dialectical Behavioral Therapy skills and more than three years of experience as a Correction Officer; therefore be it

RESOLVED: That Jeremiah Warnimont is hereby appointed to the title of Probation Officer 1 at \$49,941/year (increment stage 2 of CSEA SG XI) effective July 15, 2024.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO.-24 AUTHORIZE CREATION OF A FULL-TIME
CERTIFIED PEER SPECIALIST POSITION
MENTAL HYGIENE

WHEREAS: Legislative approval is required for the creation of positions within a County Department; and

WHEREAS: The Director of Community Services has a demonstrated need of creating a full-time Certified Peer Specialist position due to the state request to have a mobile crisis service; and

WHEREAS: A Certified Peer Specialist is required to receive the designation to operate a licensed Mobile Crisis Program; and

WHEREAS: Funding for this position is Office of Mental Health State Aid and future Fee-For-Service billable revenue; therefore be it

RESOLVED: That one Full-Time Certified Peer Specialist (CSEA SG VI \$35,451) position is created effective August 1, 2024 and may be filled effective August 12, 2024; and be it further

RESOLVED: That the Mental Hygiene Department's headcount shall increase from 42 to 43; and be it further

RESOLVED: That funding be appropriated as follows:

From: A4310 434900	State Aid-Mental Health	\$35,430.13
To: A4310 510010	Full Time Salary	\$17,725.50
A4310 581088	State Retirement Fringe	\$ 2,472.47
A4310 583088	Social Security Fringe	\$ 1,180.85
A4310 584088	Workers Compensation Fringe	\$ 636.61
A4310 585588	Disability Insurance Fringe	\$ 33.93
A4310 586088	Health Insurance Fringe	\$13,372.84
A4310 588988	Eap Fringe	\$ 7.93

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO.-24 AUTHORIZE CREATION OF A FULL-TIME
SENIOR CLINICAL SOCIAL WORKER POSITION
MENTAL HYGIENE

WHEREAS: Legislative approval is required for the creation of positions within a County Department; and

WHEREAS: Due to OMH (Office of Mental Health) request to create a Mobile Crisis Program, the Director of Community Services has a demonstrated need of creating an additional full-time Senior Clinical Social Worker position; and

WHEREAS: A Licensed Clinical Social Worker is required to receive the designation to operate a Mobile Crisis Program; and

WHEREAS: Funding for this position is Office of Mental Health State Aid and future Fee-For-Service billable revenue; therefore be it

RESOLVED: That one full-time Senior Clinical Social Worker (CSEA SG XVII \$66,879) position is created effective August 1, 2024, and may be filled effective August 12, 2024; and be it further

RESOLVED: That the Mental Hygiene Department's headcount shall increase from 43 to 44.

RESOLVED: That funding be appropriated as follows:

From: A4310 434900	State Aid-Mental Health	\$53,018.24
To: A4310 510010	Full Time Salary	\$33,439.50
A4310 581088	State Retirement Fringe	\$ 3,054.65
A4310 583088	Social Security Fringe	\$ 2,472.78
A4310 584088	Workers Compensation Fringe	\$ 636.61
A4310 585588	Disability Insurance Fringe	\$ 33.93
A4310 586088	Health Insurance Fringe	\$13,372.84
A4310 588988	Eap Fringe	\$ 7.93

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 STAFF CHANGE 2024 BUDGET
PUBLIC HEALTH

WHEREAS: Tioga County Public Health (TCPH) requested staffing changes as part of the 2024 Budget Process; and

WHEREAS: Those changes were approved by the County Legislature and included in the Approved Budget; and

WHEREAS: The required resolution to capture the approved changes for Personnel Office records was not previously done; therefore be it

RESOLVED: That the following staffing change is effective retroactively to January 1, 2024:

<u>Name</u>	<u>Current Title/ Salary Grade</u>	<u>New Title/ Salary Grade</u>	<u>Budget Impact</u>
VACANT	Public Health Technician (Grade 7)	Fund	\$40,212

REFERRED TO: FINANCE, LEGAL AND SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. APPOINT SECRETARY TO THE
1ST ASSISTANT COUNTY ATTORNEY
LAW DEPARTMENT

WHEREAS: Legislative approval is required for any appointments made to a Management/Confidential position; and

WHEREAS: Since May 16, 2024, the position of Secretary to the 1st Assistant County Attorney has been vacant; and

WHEREAS: The 1st Assistant County Attorney has recruited for a replacement and after interviewing a satisfactory candidate has been identified; therefore be it

RESOLVED: That the County Attorney is hereby authorized to provisionally appoint Sandra Short to the title of Secretary to the 1st Assistant County Attorney, with a start date of July 15, 2024, pending successful completion of the of civil service requirements at an annual Management/Confidential salary of \$41,528.

REFERRED TO: PERSONNEL COMMITTEE

RESOLUTION NO. -24 CREATE (1) FULL-TIME BENEFIT ASSISTANT POSITION (PERSONNEL DEPARTMENT)

WHEREAS: Legislative approval is required for the creation of any new positions within Tioga County; and

WHEREAS: Due to numerous changes within the department the Personnel Officer has reviewed work assignments, staffing structure, and future succession training needs within the department for the administration of Benefits; and

WHEREAS: In order to address said issues, the Personnel Officer has determined that creating a Benefit Assistant, will help in those efforts; and

WHEREAS: Funding for the position is available in our current budget, therefore, no increase to the budget; therefore be it

RESOLVED: That one (1) full-time Benefits Assistant position is created within the Management/Confidential annual salary range of \$44,000-\$54,000, effective July 15, 2024; therefore be it

RESOLVED: That the Personnel Department's full-time headcount shall increase from 7 to 8.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 AUTHORIZE THREE (3) POSITION
RECLASSIFICATIONS
SOCIAL SERVICES

WHEREAS: Legislative approval is required for position reclassification; and

WHEREAS: On April 8, 2024, the Personnel Department received position description questionnaire for three Office Specialist I positions in the Department of Social Services (CSEA grade III); and

WHEREAS: This resulted in the review of work tasks performed by Kathleen Wage, Crystal Wagstaff and Sarah Dusinberre in comparison to the Office Specialist classification levels; and

WHEREAS: Due to the type of work assigned to and performed by Ms. Wage, Ms. Wagstaff and Ms. Dusinberre, the Personnel Officer has determined justification exists to reclassify them to Office Specialist II (CSEA grade IV); therefore be it

RESOLVED: That the Tioga County Legislature authorizes the reclassification of three Office Specialist I positions currently filled by Kathleen Wage, Crystal Wagstaff and Sarah Dusinberre to Office Specialist II, and they each shall receive an increase of \$1,728 to their current annual salary; and be it further

RESOLVED: That Kathleen Wage's new rate will be \$31,131 retroactive to April 8, 2024; and be it further

RESOLVED: That Crystal Wagstaff's new rate will be \$31,131 retroactive to April 8, 2024; and be it further

RESOLVED: That Sarah Dusinberre's new rate will be \$31,131 retroactive to April 8, 2024.

REFERRED TO: ED&P COMMITTEE
PERSONNEL COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -24 AUTHORIZATION TO FUND AND FILL
ECONOMIC DEVELOPMENT SPECIALIST POSITION

WHEREAS: Legislative approval is required for the appropriation of unfunded positions within Tioga County; and

WHEREAS: The Economic Development and Planning 2024 authorized full-time head count is nine (9), of which there is an unfunded full-time Economic Development Specialist position noted; and

WHEREAS: Due to a recent retirement and part-time vacancy, there is no need for an increase to the 2024 Economic Development budget salary appropriation; therefore be it

RESOLVED: That one full-time Economic Development Specialist position shall be funded within the Management/Confidential salary range of \$54,725.00 - \$64,725.00 effective July 9, 2024.

REFERRED TO: PUBLIC SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 APPROVE SALARY ABOVE HIRING BASE
DEPUTY SHERIFF POSITION
SHERIFF'S OFFICE

WHEREAS: Resolution No. 211-99 requires Legislative approval for any appointments made above an established base salary amount; and

WHEREAS: There is one full-time Deputy Sheriff position vacant; and

WHEREAS: In order to maintain adequate staffing levels for the Road Patrol Division, the Sheriff has an immediate need to backfill said position; and

WHEREAS: The Sheriff has received approval from the Tioga County Law Enforcement Association to hire a new Deputy Sheriff, who has over four years of police experience, at an annual salary rate reflecting four years of experience per the current union contract, or \$74,501; and

WHEREAS: Morgan Smith, a transfer candidate with over 4 years of Police Officer experience, has applied and has been found both eligible and willing to accept a transfer from the Sidney Police Department to a Deputy Sheriff vacancy in Tioga County; therefore be it

RESOLVED: That the Sheriff is hereby authorized to backfill the vacant, full-time Deputy Sheriff position with Morgan Smith at an annual salary of \$74,501 effective July 13, 2024.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 APPOINTMENT OF ELECTION CLERK (PT)
BOARD OF ELECTIONS

WHEREAS: Legislative approval is required for any appointment to any position not covered by a collective bargaining agreement or part of the Management/Confidential listing; and

WHEREAS: The position of the Democratic Election Clerk (PT) has been vacant since June 14, 2024; and

WHEREAS: Authorization to backfill the vacancy was approved on June 11, 2024; and

WHEREAS: The Democratic Election Commissioner has selected a candidate to fill said vacancy; therefore be it

RESOLVED: That Julia Ferencik be appointed as Democratic Election Clerk (PT) effective July 17, 2024 at the 2024 rate of \$18.57/hr.

REFERRED TO: FINANCE, LEGAL AND SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 ADJUST SALARY RANGE FOR
2ND ASSISTANT COUNTY ATTORNEY
LAW DEPARTMENT

WHEREAS: Legislative approval is required for any salary range adjustments for Management/Confidential positions; and

WHEREAS: Due to a retirement and promotion the position of the 2nd Assistant County Attorney has remained vacant since May 20, 2024; and

WHEREAS: The County Attorney has been unable to complete a successful search for a qualified candidate to fill the position; and

WHEREAS: The County Attorney, in consultation with the Personnel Officer, has identified a need to increase the salary range of this position; therefore be it

RESOLVED: That the salary range for the 2nd Assistant County Attorney position be increased from \$67,407-\$77,407 (2024 M/C) to \$77,518-\$87,518 (2024 M/C) effective July 9, 2024.