

HUMAN RESOURCES & INSURANCE COMMITTEE

May 25, 2021 4:00 p.m.

AGENDA

Chair: Darren O'Connor

Members:

Joe Grasso

John Lant

Jon Schopf - VC

Tom Richardson

Matt Veitch

Tom Wood

- I. Welcome and Attendance
- II. Approval of the minutes of the April 27, 2021 meeting
- III. Employee Recognition
- IV. Workers Compensation Report
- IV. Resolution Authorizing Amendment(s) to the 2021 Compensation Schedule
  - a) Aging Services
  - b) General Services
- V. Resolution Authorizing Amendment(s) to the Saratoga County Policy and Procedures Manual  
Vacancy Review Policy and Process
- V. Vacancy Review
- VI. Other Business
- VII. Adjournment

Due to public health and safety concerns related to COVID-19, there is limited capacity in the Boardrooms. The public will have an opportunity to hear the meeting live via an audio signal using this call-in number and access code:

Dial: 1-978-990-5145 Access Code: 1840389

Human Resources and  
Insurance Committee  
Meeting

May 25, 2021





April 2021 Data



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
City of Mechanicville-Public Works	\$1,731.60	0	0	0
City of Saratoga Springs-All Other	\$553.32	0	0	0
City of Saratoga Springs-Fire Department	\$3,371.51	0	0	0
City of Saratoga Springs-Police Department	\$23,365.90	2	2	0
City of Saratoga Springs-Public Works	\$8,486.64	0	0	0
Clifton Park Halfmoon Emergency Corp-Paid	\$7,540.85	1	1	0
Clifton Park Water Authority	\$1,475.26	0	0	0
Malta-Stillwater Ambulance Corps-Volunteer	\$1,639.75	0	0	0
Saratoga Co -Public Health Nursing Service	\$896.36	0	0	0
Saratoga Co -Public Works Building & Grnds	\$9,557.99	0	0	0
Saratoga County-Animal Shelter	\$88.80	1	1	0
Saratoga County-Board of Elections	\$608.51	0	0	0
Saratoga County-District Attorney	\$1,678.50	0	0	0
Saratoga County-Maplewood Manor	\$31,679.39	0	0	0
Saratoga County-Public Works Highway	\$10,617.62	2	1	1
Saratoga County-Sewer District	\$6,584.30	0	0	0
Saratoga County-Sheriff	\$19,171.53	8	8	0
Saratoga County-Social Services	\$5,979.89	1	1	0
Saratoga County-SYEP	\$711.13	0	0	0
Schuylerville-Victory Board-Water Mgmt	\$1,376.70	0	0	0
Town of Charlton-All Other	\$551.92	0	0	0
Town of Charlton-Police Department	\$336.73	0	0	0
Town of Clifton Park-All Other	\$2,496.14	0	0	0
Town of Clifton Park-Public Works	\$721.50	0	0	0
Town of Corinth-Jessups Landing EMS-Paid	\$180.92	0	0	0
Town of Edinburg-All Other	\$2,193.68	0	0	0
Town of Galway-Public Works	\$201.56	0	0	0
Town of Hadley-All Other	\$582.52	0	0	0
Town of Hadley-Public Works	\$3,636.39	0	0	0
Town of Halfmoon-All Other	\$1,226.00	1	1	0
Town of Halfmoon-Public Works	\$338.09	0	0	0
Town of Milton-All Other	\$0.00	1	0	1
Town of Milton-Public Works	\$237.95	0	0	0
Town of Moreau-All Other	\$3,018.09	0	0	0
Town of Moreau-Public Works	\$1,211.36	0	0	0
Town of Saratoga-Public Works	\$5.00	0	0	0
Town of Stillwater-All Other	\$0.00	1	1	0
Town of Waterford-All Other	\$101.34	0	0	0



April 2021 Data



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
Town of Wilton-Public Works	\$1,157.88	0	0	0
Village of Ballston Spa-Public Works	\$1,665.83	1	1	0
Village of Round Lake-Public Works	\$0.00	1	0	1
Village of Schuylerville-Public Works	\$3,947.90	0	0	0
Village of South Glen Falls-Police Dept.	\$41.06	0	0	0
Vol Fire Dept-Ballston Lake Fire Dept.	\$560.65	0	0	0
Vol Fire Dept-Clifton Park-Vischer Ferry Fire	\$192.15	0	0	0
Vol Fire Dept-Corinth Vol Fire Association	\$953.34	0	0	0
Vol Fire Dept-Edinburg Volunteer Fire Co	\$1,204.86	0	0	0
Vol Fire Dept-Greenfield Fire District	\$3,711.50	0	0	0
Vol Fire Dept-Milton Eagles Vol Fire Co	\$8.50	0	0	0
Vol Fire Dept-Northumberland-Gansevoort Fire	\$32.48	2	2	0
Vol Fire Dept-Vil of Round Lake Fire Co	\$43.20	0	0	0
Vol Fire Dept-Vil of Schuylerville-Schuyler	\$4,620.00	0	0	0
Vol Fire Dept-Vil of South Glens Falls Fire	\$621.73	1	0	1
Vol Fire Dept-Vil of Stillwater-Newland Wd	\$1,600.00	0	0	0
Wilton Emergency Squad-Paid	\$1,768.69	2	2	0
<b>Grand Total</b>	<b>\$176,284.51</b>	<b>25</b>	<b>21</b>	<b>4</b>



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Mike Hartnett, County Attorney  
Pam Wright, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Therese Connolly, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, Confidential Secretary/County Attorney's Office

**FROM:** Sandi Cross, Director, Aging Services  
**DATE:** May 20, 2021

**RE:** Amending the 2021 Compensation Schedule to provide for the reclassification of job titles.

**COMMITTEE:** Human Resources and Insurance Committee

1. Is a Resolution Required:  YES or  NO  
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed:  
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule:  
(If yes, provide details)  
Yes - Reclassification of (6) Aging Services Specialist's and (1) Principal Account Clerk - see attached.
4. Specific details on what the resolution will authorize:  
Authorizing an amendment to the 2021 Compensation Schedule to reclassify six (6) Aging Services Specialist's to Caseworker and one (1) Principal Account Clerk to Fiscal Manager. \*\*See remarks
5. Does this item require hiring a Vendors/Contractors:
  - a. Were bids/proposals solicited:
  - b. Is the vendor/contractor a sole source:
  - c. Commencement date of contract term:
  - d. Termination of contract date:
  - e. Contract renewal and term:
  - f. Contact information:
  - g. Is the vendor/contractor an LLS, PLLC or partnership:
  - h. State of vendor/contractor organization:
  - i. Is this a renewal agreement:  YES or  NO
  - j. Vendor/Contractor comment/remarks:



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:  
(If yes, attach the last approved resolution)
  - a. What were the terms of the prior resolution
  - b. Are the terms changing:
  - c. What is the reason for the change in terms:
  
7. Is a new position being created:
  - a. Effective date
  - b. Salary and grade
  
8. Is a new employee being hired:
  - a. Effective date of employment
  - b. Salary and grade
  - c. Appointed position:
  - d. Term:
  
9. Is a grant being accepted:
  - a. Source of grant funding: No
  - b. Amount of grant:
  - c. Purpose grant will be used for:
  - d. Equipment and/or services being purchased with the grant:
  - e. Time period grant covers:
  
10. Remarks/Reasoning (Supporting documentation must be attached to this form):

Total salary increase is \$38,979 \* .552 Fringe = \$60,495-see attached.

Total cost of reclassification would be 100% covered by NY Connects.



Saratoga County Office for the Aging  
152 West High Street  
Ballston Spa NY 12020

Sandra M. Cross  
Director

Telephone: (518) 884-4100  
Fax: (518) 884-4104  
E-mail: [aging@saratogacountyny.gov](mailto:aging@saratogacountyny.gov)

MEMO

To: Margaret McNamara, Director of Human Resources  
From: Sandra M. Cross, Director Office for the Aging  
Date: May 6, 2021  
Re: Reclassification of positions

The purpose of this communication is to respectfully request the reclassification of positions within Office for the Aging. Saratoga County has a broad classification plan, with that being said the similarities in the duties, knowledge and responsibilities between Caseworker's in Social Services and Office for the Aging's Aging Services Specialists are identical. The population served by the Caseworker's vary however the underlying skill set, responsibilities and duties remain consistent.

Over the course of the last five years the scope of the Aging Services Specialist responsibilities and job duties have vastly changed. Potential abuse, self-neglect and financial exploitation are just some of the issues they are now investigating. Saratoga County NY Connects is a state mandated program for people of all ages, any disability, and caregivers. The program works with anyone who needs information and/or referrals on long term care services and supports- children or adults with disabilities, older adults, family and caregivers, friends or neighbors, veterans, and helping professionals. The positions that are being reclassified are the back bone of the NY Connects program.

The NY Connects contacts can come in a variety of modalities. The staff has mandated trainings that must be completed annually, which are specific to the myriad of issues that are presented. These trainings provide consistency for case management staff throughout all of New York State. New York State Office for the Aging in conjunction with NYS Association of Area Agencies on Aging felt it imperative they contract with Boston University to provide these mandatory trainings.

Costs associated with the reclassification of these positions will be funded 100% by NY Connects funding.

We currently have the position of Principal Account Clerk in the compensation schedule we respectfully request that this position is reclassified to Fiscal Manager.

Over the course of the last five years the volume and complexity of the work has changed. Due to the increase in revenues, mandated reporting to New York State and the Federal Government has changed in frequency and complexity. All incoming revenue is obtained through vouchering on a consistent basis, with strict adherence to guidelines. When vouchering is completed automatically and routinely revenue is then received on a consistent basis. Currently there are 16 permanent revenue streams with an additional seven revenue streams we are utilizing at this time that also require vouching.

The additional reporting that New York State has demanded from Office for the Aging has become cumbersome and it is almost as if the demand is a labyrinth that never has a definitive completion. All programs delivered by Office for the Aging have State mandated reports that have become more detailed, lengthy and extensive over the past five years. In the last five years funding has increased approximately 40%. With the increase in revenues there is a corresponding expense. With every revenue increase in turn creates a ripple effect.

The execution of contracts has become more extensive over the last five years, insurance requirements, mandated verbiage within the contracts themselves and the nature of how business is conducted has altered the protocol for execution.

Cost associated with the reclassification of this position will be funded 100% with NY Connects funding.

If you have any questions or concerns please feel free to contact myself directly.



Reclassifications/ Promotions	Current Salary	Current Step	Proposed Salary	Increase
<b>Aging Services Specialist/ Caseworkers</b>				
	\$48,660	2nd	\$52,652	\$3,992
	\$47,308	Base	\$51,300	\$3,992
	\$48,660	2nd	\$52,652	\$3,992
	\$55,025	20th	\$59,017	\$3,992
	\$52,856	12th	\$56,816	\$3,960
	\$47,308	base	\$51,300	\$3,992
<b>Principal Account Clerk - Fiscal Manager</b>				
	\$49,624	10th	\$64,683	\$15,059
<b>Total Salary Increase</b>				\$38,979
<b>Total Fringe Increase</b>				\$21,516
				\$60,495

100% Funded - NY Connects				
\$0 cost to County				



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Mike Hartnett, County Attorney  
Pam Wright, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Therese Connolly, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, Confidential Secretary/County Attorney's Office

**FROM:** John Warmt, Director of Purchasing

A handwritten signature in black ink, appearing to read "JW", written over the "FROM:" line.

**DATE:** May 19, 2021

**RE:** Request change in job title from Clerk PT to PT Facilities Distribution Coordinator.

**COMMITTEE:** Human Resources and Insurance

1. Is a Resolution Required:  YES or  NO  
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed:  
(If yes, budget lines and impact must be provided)  
No
3. Are there Amendments to the Compensation Schedule:  
(If yes, provide details)  
Yes, the suggested change would increase the hourly rate from \$20.5619 to \$21.80
4. Specific details on what the resolution will authorize:  
This resolution will authorize a change in job title utilized in the Purchasing Office from Clerk PT to PT Facilities Distribution Coordinator which better reflects the actual duties that the position is responsible for with in the department.
5. Does this item require hiring a Vendors/Contractors:
  - a. Were bids/proposals solicited:
  - b. Is the vendor/contractor a sole source:
  - c. Commencement date of contract term:
  - d. Termination of contract date:
  - e. Contract renewal and term:
  - f. Contact information:
  - g. Is the vendor/contractor an LLS, PLLC or partnership:
  - h. State of vendor/contractor organization:
  - i. Is this a renewal agreement:  YES or  NO
  - j. Vendor/Contractor comment/remarks:



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:  
(If yes, attach the last approved resolution)
  - a. What were the terms of the prior resolution
  - b. Are the terms changing:
  - c. What is the reason for the change in terms:
  
7. Is a new position being created:
  - a. Effective date
  - b. Salary and grade
  
8. Is a new employee being hired:
  - a. Effective date of employment
  - b. Salary and grade
  - c. Appointed position:
  - d. Term:
  
9. Is a grant being accepted:
  - a. Source of grant funding:
  - b. Amount of grant:
  - c. Purpose grant will be used for:
  - d. Equipment and/or services being purchased with the grant:
  - e. Time period grant covers:
  
10. Remarks/Reasoning (Supporting documentation must be attached to this form):

Current job title of Clerk PT does not accurately describe the the physical nature of the work which includes the unloading of trucks, packing of supplies and delivery those supplies to various County Departments. This position also acts as back up for the Facilities Distribution Coordinator for the delivery of mail. Current Facilities Distribution Coordinator job spec and new duty statement attached. No budget impact, sufficient funds are in the 2021 department budget.

## **FACILITIES DISTRIBUTION COORDINATOR**

**GENERAL STATEMENT OF DUTIES:** Performs a variety of semi-skilled clerical tasks related to the distribution of mail and merchandise for various facilities of the County.

**DISTINGUISHING FEATURES OF THE CLASS:** This is low level work involving a variety of semi-skilled duties required in the collection and distribution of mail and other items to various departments and agencies within the County. The duties of the position are of a routine, repetitive nature and are performed under general supervision in accordance with well-defined procedures. Supervision is not a function of this position. Performs related work as required.

**EXAMPLES OF WORK:** (Illustrative)

Performs semi-skilled work in collecting and distributing mail and merchandise to and from various departments and agencies from the central distribution center.  
Delivers and collects mail and merchandise as necessary from the United States Postal Office.  
Utilizes provided equipment and devices in assessing the weight, class and postage required for various mail and merchandise;  
Distributes interoffice communications among various agencies and departments;  
Fills out appropriate receipts and forms according to well established practices and procedures;  
Operates a motor vehicle in the delivery and collection of mail, correspondence and other items;

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Ability to understand and carry out oral and written instructions; ability to safely operate a motor vehicle; ability to establish and maintain harmonious relationships with various department personnel; ability to exercise tact and courtesy; ability to write legibly; Physical condition commensurate with requirements of position requirements.

**MINIMUM QUALIFICATIONS:** Graduation from High School or possession of an equivalency diploma (GED).

**SPECIAL REQUIREMENT:** Eligibility for an appropriate level New York State Driver's license at time of application. Possession of the license at time of and for duration of appointment.

Adopted 2/20/2018  
PO RES 2018-15



Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the positions, shall be referred to the Personnel Officer and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the Personnel Officer.

*Saratoga County Human Resources Department*  
 BALLSTON SPA, NEW YORK

NEW POSITIONS DUTIES STATEMENT

Department head or other authority requesting the creation of a new position shall prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

1. DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
Purchasing	General Services	

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job.

PERCENT OF WORK TIME	Job Title: Facilities Distribution Coordinator (Part-Time)
	<p>This is low level work involving a variety of semi-skilled duties required in the collection and distribution of mail and other items to various departments and agencies within the County. The duties of the position are of a routine, repetitive nature and are performed under general supervision in accordance with well-defined procedures. Supervision is not a function of this position. Performs related work as required.</p>
	<p>Performs semi-skilled work in collecting and distributing mail and merchandise to and from various departments and agencies from the central distribution center.</p>
25	Delivers and collects mail and merchandise as necessary from the United States Postal Office.
25	Utilizes provided equipment and devices in assessing the weight, class and postage required for various mail and merchandise;
25	Distributes interoffice communications among various agencies and departments;
5	Fills out appropriate receipts and forms according to well established practices and procedures;
20	Operates a motor vehicle in the delivery and collection of mail, correspondence and other items.





# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Mike Hartnett, County Attorney  
Pam Wright, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Therese Connolly, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, Confidential Secretary/County Attorney's Office

**FROM:** Margaret McNamara, Director of Human Resources

**DATE:** May 19, 2021

**RE:** Vacancy Review Policy and Process

**COMMITTEE:** Human Resources and Insurance Committee

1. Is a Resolution Required:  YES or  NO  
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed:  
(If yes, budget lines and impact must be provided)  
No
3. Are there Amendments to the Compensation Schedule:  
(If yes, provide details)  
No
4. Specific details on what the resolution will authorize:  
Authorizing an amendment to Chapter 3 Section D of the Saratoga County Policies and Procedures Manual to provide for the revision of the Vacancy Review Policy and Process.
5. Does this item require hiring a Vendors/Contractors:
  - a. Were bids/proposals solicited:
  - b. Is the vendor/contractor a sole source:
  - c. Commencement date of contract term:
  - d. Termination of contract date:
  - e. Contract renewal and term:
  - f. Contact information:
  - g. Is the vendor/contractor an LLS, PLLC or partnership:
  - h. State of vendor/contractor organization:
  - i. Is this a renewal agreement:  YES or  NO
  - j. Vendor/Contractor comment/remarks:



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:  
(If yes, attach the last approved resolution)
  - a. What were the terms of the prior resolution
  - b. Are the terms changing:
  - c. What is the reason for the change in terms:
  
7. Is a new position being created:
  - a. Effective date
  - b. Salary and grade
  
8. Is a new employee being hired:
  - a. Effective date of employment
  - b. Salary and grade
  - c. Appointed position:
  - d. Term:
  
9. Is a grant being accepted:
  - a. Source of grant funding:
  - b. Amount of grant:
  - c. Purpose grant will be used for:
  - d. Equipment and/or services being purchased with the grant:
  - e. Time period grant covers:
  
10. Remarks/Reasoning (Supporting documentation must be attached to this form):

Policy being revised to reflect new procedures:

-Vacancies will be allowed to be filled once position has been vacated upon receipt of proper documentation

-Vacancy Review Committee meetings will be quarterly rather than monthly

-Quarterly vacancies will be reviewed for turnover rates, exit interview feedback, and staffing levels.

-Updated Vacancy Review Form



## VACANCY REVIEW POLICY and PROCESS: ~~REVISED 2015~~

### POLICY:

In November of 1974, the Saratoga County Board of Supervisors passed Resolution No. 279 of 1974, instituting the Vacancy Review Process. The Vacancy Review Process was implemented to enable the County of Saratoga to examine projected and existing vacancies and to plan for various personnel actions. ~~Among the factors being considered and examined during the Vacancy Review Process are necessary staffing levels, appropriate position classification, budgetary requirements and morale problems. The Vacancy Review criteria will include whether the position is mandated by State or Federal requirements, whether the salary is reimbursed from State or Federal sources, whether the position could result in cost savings to the County and whether the position is essential to the delivery of health and human services.~~

~~Effective with the passage of this revised Vacancy Review process, all positions which become vacant will be immediately frozen for a minimum of thirty (30) days, unless an approved waiver is issued. Approval to fill said positions shall be authorized by the majority of the Vacancy Review Committee.~~ This committee ~~will~~ is be made up of the following: Chairman of the Board of Supervisors, Chairman of Law and Finance, County Administrator, Chairman of Human Resources and Insurance Committee and the Director of Human Resources and shall meet quarterly to review positions that have been vacated each quarter. The Vacancy Review Committee will meet to review departmental turnover rates, exit interview feedback, and staffing levels.

### GUIDELINES:

1. Approval to fill any and all positions will ~~only be considered upon~~ require the submittance of a complete VRA-1 Authorization Form, which must quantitatively substantiate the need for the position as well as provide the following information for each vacancy:

Position Title  
Date of Vacancy

~~Reimbursement Factors~~

~~Name of Last Incumbent~~

~~Name of Future Incumbent (if known)~~

~~Position Status (FT, PT, temporary)~~

~~Reason for departure~~

The VRA-1 Form should be submitted ~~in duplicate~~ to the Office of Human Resources with the MSD 426-A (pink sheet).

~~2. If a department head wishes to request a waiver of the waiting period, he/she must submit the request in writing and provide justification. It must be attached to the VRA-1 Form. A thirty day waiting period waiver request is subject to the approval of the Human Resources and Insurance Committee Chairman and the County Administrator, if a unanimous decision is not made, then the Chairman of the Board will decide and report out to the Vacancy Review Committee.~~

~~3. Department heads maybe requested to attend a Vacancy Review Committee meeting to present their hiring request. The Committee will meet monthly or as needed by the call and schedule of the Human Resources and Insurance Committee Chair.~~

~~2~~

~~4. Vacancies resulting from dismissal or suspension of an incumbent for disciplinary reasons will receive prompt and affirmative consideration by the Committee.~~

~~5. The Vacancy Review Policy has no exceptions, however, in extreme situations; exceptions to this administrative review process may be granted under by the Director of Human Resources and reported out to the Vacancy Review Committee.~~

~~Examples of Procedural Exceptions are listed below:~~

~~1. Position is filled temporarily by a provisional employee and a Civil Service eligible list is established and the appointing authority is required by law to use said list.~~

- ~~2. The Vacancy Review Committee approved the filling of certain positions and within a relative short period of time (30 day period) the position becomes vacant again.~~

~~To be consistent with the complete Vacancy Review Authorization process, it is important to limit and control this mechanism. All requests for the procedural exceptions should be submitted in writing and coordinated with the Director of Human Resources, and reported out to the Vacancy Review Committee.~~

#### VACANCY REVIEW PROCEDURES

- ~~1.~~ 1. In each case, the Department Head should submit the Vacancy Review Authorization form in duplicate and MSD 426-A (pink sheet) to the Director of Human Resources.
- ~~2.~~ 2. for Committee action. Forms will be kept on file along with any exit interview forms and other pertinent departmental information in regard to turnovers.
- ~~1.3.~~ 3. Committee will meet quarterly to review and make recommendations based on quarterly vacancies and feedback.
- ~~2.~~ Request to be reviewed and acted upon by the Vacancy Review Committee.
- ~~3.4.~~ 4. The Director of Human Resources will notify departments of the status of their requests immediately following the Committee meetings.



---

Signature and Title

Date

PART II: ~~TO BE COMPLETED BY THE VACANCY REVIEW COMMITTEE~~  
~~Complete items 15-18 and return to the appropriate Department Head.~~

VACANCY REVIEW COMMITTEE DATE: \_\_\_\_\_

~~15. APPROVED ( )~~                      ~~16. DISAPPROVED ( )~~

~~17. REMARKS~~ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

~~18. \_\_\_\_\_~~  
~~VACANCY REVIEW COMMITTEE~~                      ~~DATE~~

## VACANCY REVIEW COMMITTEE

DEPARTMENT	TITLE OF POSITION	JC	ELIGIBLE LIST	VACANCY DATE	GRADE/ BASE SALARY	30 Day Min Date
<b>PUBLIC HEALTH</b>	Director of Patient Services	C	No Current List	4/30/2021	\$83,444.00	5/30/2021
<b>DSS</b>	Social Welfare Examiner	C	Exam to be given 6/2021	4/29/2021	\$42,496.00	5/29/2021
	Social Welfare Examiner	C	Exam to be given 6/2021	5/7/2021	\$42,496.00	6/6/2021
	Social Welfare Examiner	C	Exam to be given 6/2021	5/21/2021	\$42,496.00	6/20/2021
	Senior Social Welfare Examiner	C	Valid List until 9/2021	4/30/2021	\$46,455.00	5/30/2021
<b>DISTRICT ATTORNEY</b>	Senior Typist	C	Valid List Until 2025	5/13/2021	\$39,562.00	6/12/2021
<b>SHERIFF</b>	Correction Officer	C	Exam to be given 6/2021	5/3/2021	\$47,956.00	6/2/2021
<b>PUBLIC WORKS</b>	Cleaner	L	No List Required	5/13/2021	41,024.00	6/12/2021
	Laborer	L	No List Required	6/2/2021	\$41,365.00	7/2/2021
	MEO	NC	No List Required	6/2/2021	\$41,982.00	7/2/2021