



# Human Resources & Insurance Committee

**Thursday, April 7, 2022 3PM**  
40 McMaster Street, Ballston Spa, NY  
Conference Room 1

Chair: Kevin Tollisen

Members:

Diana Edwards  
Joe Grasso-VC  
Mark Hammond  
Jonathan Schopf  
Kevin Veitch  
Tom Wood

- I. Welcome and Attendance
- II. Approval of the Minutes of the March 3, 2022 Meeting
- III. Workers Compensation Report
- IV. Authorizing the County's Insurance Coverages
- V. Authorizing an Amendment to the Compensation Plan Under Public Health
- VI. Authorizing an Amendment to the Compensation Plan Under Human Resources
- VII. Other Business
- VIII. Adjournment

**Human Resources and  
Insurance Committee  
Meeting**

April 7, 2022





## Data for February 2022



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
City of Mechanicville-Police Department	\$0.00	1	0	1
City of Mechanicville-Public Works	\$1,847.37	1	1	0
City of Saratoga Springs-All Other	\$368.88	1	0	1
City of Saratoga Springs-Fire Department	\$2,604.25	1	1	0
City of Saratoga Springs-Police Department	\$17,696.69	2	2	0
City of Saratoga Springs-Public Works	\$13,704.21	1	1	0
Clifton Park Halfmoon Emergency Corp-Paid	\$597.22	0	0	0
Clifton Park Water Authority	\$13.50	1	1	0
Community Emergency Corps-Paid	\$0.00	1	1	0
Malta-Stillwater Ambulance Corps-Paid	\$0.00	1	1	0
Malta-Stillwater Ambulance Corps-Volunteer	\$3,467.73	0	0	0
Saratoga Co -Public Works Building & Grnds	\$20,515.74	0	0	0
Saratoga Co. -Office of Emergency Services	\$0.00	1	1	0
Saratoga County-Animal Shelter	\$1,830.11	1	1	0
Saratoga County-County Clerk	\$120.77	0	0	0
Saratoga County-Data Processing	\$0.00	1	0	1
Saratoga County-Maplewood Manor	\$7,214.08	0	0	0
Saratoga County-Public Works Highway	\$6,813.16	2	2	0
Saratoga County-Sewer District	\$4,204.51	0	0	0
Saratoga County-Sheriff	\$31,941.37	2	2	0
Saratoga County-Social Services	\$1,996.99	0	0	0
Schuylerville-Victory Board-Water Mgmt	\$929.80	0	0	0
Town of Charlton-All Other	\$60,358.75	0	0	0
Town of Clifton Park-All Other	\$1,982.52	0	0	0
Town of Clifton Park-Public Works	\$180.00	0	0	0
Town of Edinburg-All Other	\$2,193.68	0	0	0
Town of Hadley-All Other	\$582.52	0	0	0
Town of Halfmoon-All Other	\$1,241.00	1	1	0
Town of Halfmoon-Public Works	\$79.46	0	0	0
Town of Halfmoon-Youth	\$163.55	0	0	0
Town of Milton-All Other	\$1,385.65	0	0	0
Town of Milton-Public Works	\$8.50	0	0	0
Town of Moreau-All Other	\$734.32	1	0	1
Town of Northumberland-All Other	\$0.00	1	1	0
Town of Saratoga-Public Works	\$15.00	1	1	0



**Data for  
February 2022**



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
Town of Waterford-All Other	\$90.77	0	0	0
Town of Wilton-Public Works	\$8.50	0	0	0
Village of Ballston Spa-Public Works	\$3,014.04	1	1	0
Village of Schuylerville-Public Works	\$160.00	1	1	0
Village of South Glen Falls-Public Works	\$5.00	0	0	0
Vol Fire Dept-Ballston Lake Fire Dept.	\$533.32	0	0	0
Vol Fire Dept-Clifton Park-Halfmoon Fire Dep	-\$1,234.00	0	0	0
Vol Fire Dept-Corinth Vol Fire Association	\$27.80	1	1	0
Vol Fire Dept-Greenfield Fire District	\$3,690.00	0	0	0
Vol Fire Dept-Northumberland-Gansevoort Fire	\$1,275.57	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	\$1,742.00	4	2	2
Vol Fire Dept-Vil of Stillwater-Newland Wd	\$1,600.00	0	0	0
Wilton Emergency Squad-Paid	\$1,565.78	0	0	0
<b>TOTALS</b>	<b>\$201,890.11</b>	<b>28</b>	<b>22</b>	<b>6</b>



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office  
Stephanie Hodgson, Director of Finance

**FROM:** County Administration

**DATE:** April 1st, 2022

**RE:** Renewal of County Insurance Coverages

**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:  YES or  NO  
(If yes, budget lines and impact must be provided)

Increase Appropriations: A.14.991-8630 - Commercial Package Premium - amount TBD (approx \$5k, pending application)  
Increase Revenues: A.0599.B - Appropriated Fund Balance - amount TBD

3. Are there Amendments to the Compensation Schedule:  YES or  NO  
(If yes, provide details)

4. Specific details on what the resolution will authorize:  
Authorizing the County's Insurance coverages through May 8th, 2023.

5. Does this item require hiring a Vendors/Contractors:  YES or  NO

- 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:  YES or  NO  
(If yes, attach the last approved resolution)
- a. What were the terms of the prior resolution see attached prior resolutions
  - b. Are the terms changing: yes
  - c. What is the reason for the change in terms:  
The insurance coverages are renewed year to year and typically include changes in premiums and in some occasions coverage limits and/or additional coverages.
7. Is a new position being created:  YES or  NO
- a. Effective date
  - b. Salary and grade
8. Is a new employee being hired:  YES or  NO
- a. Effective date of employment
  - b. Salary and grade
  - c. Appointed position:
  - d. Term:
9. Is a grant being accepted:  YES or  NO
- 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):

Attached are the proposal materials provided from Gallagher Insurance detailing the breakdown of each coverage, as well as a draft resolution and prior resolutions.

Current Proposal: \$1,033,447  
2022 Budgeted amount: \$1,035,298



**Saratoga County  
Proposal Premium Comparison  
05/08/2022 to 05/08/2023**

EXPIRING	COVERAGE	PROPOSAL
234,489	Property [Chubb]	254,018
Incl in prop	Boiler & Machinery [Chubb]	Incl in prop
25,896	Inland Marine [Chubb]	29,491
91,157	Gen Liability [Travelers] (PKG)	93,697
62,390	Public Officials [Travelers]	62,390
81,630	Law Enforcement [Travelers]	81,630
11,615	Airport Liability [ACE]	13,080
see below	Cyber Liability [North River Ins Co]	TBD
5,196	Crime [Travelers]	5,600
750	OCP [Travelers]	750
150,137	Automobile [Travelers]	161,415
99,202	Public / Mental Health LIP [Allied World]	98,809
43,583	Public / Mental Health [5] Mil Excess [Allied World]	51,885
101,478	Umbrella – [10] Mil [Travelers]	103,500
5,135	Drone [American Alternative Ins Corp]	5,148
4,185	Vet Professional	4,583
45,216	Cyber	67,451
<b>\$962,059</b>	<b>ACCT TOTAL</b>	<b>\$1,033,447</b>

**PAYMENT TERMS:**

Agency Bill – Prepaid – all carriers

**OTHER LOB EXPOSURE COMPARISON**

LOB	Expiring Exposure	Renewal Exposure
Property	312,789,783	317,540,249
Inland Marine	20,489,021	20,837,455
Automobile	410	439

**GL EXPOSURE / RATE COMPARISON**

Classification	Code	Expiring Exposure	Renewal Exposure
Governmental Subdivision	44112	Per Budget	Per Budget
Streets/Roads/Highways	48727	362 Miles	362 Miles
Streets/Roads/Highways/Bridges	48727	104 Bridges	104 Bridges
Penal Institutions	46700	112,500 Sq Ft.	112,500 Sq Ft.
Boats – not for rent	40117	6 boats	6 boats
Dam/Levee or Dike Existence	41700	1	1
Street or Road Construction	99315	If Any	If Any
Buildings or Premises Bank or Office	61215	15,000 Sq Ft	15,000 Sq Ft



**Saratoga County**

**5/8/22-23**

Line of Business	Expiring	Renewal (Incumbant Carriers)	Variance	Renewal (NYMIR-PKG/MH-PH Primary) Incumbant Remaining lines
Property (Chubb)*	234,489	<b>254,018</b>	8.30%	235,203
Boiler (Chubb)	Incl	Incl	incl	35,658
Inland Marine (Chubb)	25,896	<b>29,491</b>	13.80%	40,823
General Liability (Travelers)**	91,157	<b>93,697</b>	2.70%	160,364
Public Officials (Travelers)	62,390	<b>62,390</b>	0.00%	68,119
Law Enforcement (Travelers)	81,630	<b>81,630</b>	0.00%	110,017
Crime (Travelers)	5,196	<b>5,600</b>	7.00%	4,575
OCP (Travelers)	750	<b>750</b>	0.00%	275
Auto (Travelers)	150,137	<b>161,415</b>	7.50%	274,324
Umbrella (Travelers)	101,478	<b>103,500</b>	1.90%	73,237
Airport Liability (ACE)	11,615	<b>13,080</b>	12.60%	13,080
Drones (AAIC)	5,135	<b>5,148</b>	0.00%	5,148
Vet Professional (Markel)	4,185	<b>4,583</b>	1.09%	4,583
Public/Mental Health GL (Allied World)	99,202	<b>98,809</b>	0.00%	85,596
Public Mental Health XS (Allied World)	43,583	<b>51,885</b>	19.00%	74,525
Cyber Liability (North River)	45,216	<b>67,451</b>	49.00%	67,451
<b>Grand Totals***</b>	<b>962,059</b>	<b>1,033,447</b>	<b>7.00%</b>	<b>1,252,978</b>

\* Reflects expiring flood dedds; Optional quote offered at \$244,649 which reflects higher PD/BI deductibles

\*\* Does not include \$10,000 loss fund

\*\*\* Includes Taxes/Fees

**Declinations:**



Line of Business	Expiring	Renewal (Incumbant Carriers)	Variance	Renewal (NYMIR-PKG/MH-PH Primary) Incumbant Remaining lines
1. Mckee Risk/Old Republic- requires a min retention of \$250K and has to be SIR	2. HCC- Will only consider an SIR	3. Trident- Declined as they cannot compete		4. Zurich- Does not fit their appetite
5. Intact- Similar to above must quote SIR	6. Selective- Declination due to jail and dam exposures			

DRAFT

4/19/22



## SARATOGA COUNTY BOARD OF SUPERVISORS

### RESOLUTION      - 2022

Introduced by Supervisors **Tollisen, Grasso, Hammond, Schopf, Veitch, Veitch, Wood**

### AUTHORIZING THE COUNTY'S INSURANCE COVERAGES THROUGH MAY 8, 2023

WHEREAS, Resolutions 112-2021 & 143-2021 authorized the award of insurance coverages for the County through May 8, 2022; and

WHEREAS, the County's insurance agent, Arthur J. Gallagher & Co., formerly Cool Insuring Agency, Inc. ("Gallagher"), and the County's insurance broker, Marshall & Sterling, Inc., have recommended that the County continue its coverages with its current insurance carriers through May 8, 2022 on the basis that said carriers are providing the most competitive rates for the insurance coverages required by the County; now, therefore, be it

RESOLVED, that the Chairman of the Board accept the proposals of Cool Insuring Agency, Inc. and Marshall & Sterling, Inc. for the County's insurance coverages by the carriers listed below, through May 8, 2023, at a cost of \$965,996:

Coverage	Company	Limits	Deductible	Premium
Property	Chubb	\$317,540,249	\$25,000	\$254,018
Boiler/Machinery	Chubb	\$317,540,249	\$25,000	Included in Property
Inland Marine	Chubb	\$20,837,455	\$5,000	\$29,491
General Liability	Travelers	\$1M/\$3M	\$50,000	\$93,697
Public Officials Liability	Travelers	\$1,000,000	None	\$62,390
Law Enforcement Liability	Travelers	\$1,000,000	100,000	\$81,630
Airport Liability	ACE	\$20,000,000	None	\$13,080
Crime	Travelers	\$5,000/\$1M	\$2,500/\$10,000	\$5,600
OCP	Travelers	\$1,000,000	None	\$750
Automobile	Travelers	\$1,000,000	\$50,000	\$161,415
Public/Mental Health LIP	Allied World	\$1M/\$3M	None	\$98,809
Public/Mental Health Excess	Allied World	\$1M/\$3M	None	\$51,885
Umbrella	Travelers	\$10,000,000	\$10,000	\$103,500
Drones	American Alternative Ins Corp	\$1,000,000	5%	\$5,148
Vet Professional	Evanston	\$1M/\$3M	\$2,500	\$4,583
Cyber Liability	North River			\$67,451
			<b>TOTAL:</b>	<b>\$1,033,447</b>

and, be it further

RESOLVED, that an additional premium allowance in the amount of \$5,000 is hereby authorized to cover aggregate premium charges resulting from changes to covered inventories, such as County vehicles and equipment, occurring prior to the policy renewal date of May 8, 2023; and, be it further

RESOLVED, that pursuant to Public Officers Law §11(2) this Board approves the form and sufficiency of the foregoing Crime policy issued as Policy Number 106291261 by Travelers Insurance Company in the amount of \$1,000,000 coverage for all County officers and employees, providing employee dishonesty coverage and faithful performance of duty coverage for said officers and employees as required by Public Officers Law §11, including those County Officers required to execute and file undertakings pursuant to the County Law of the State of New York; and, be it further

RESOLVED, that a certified copy of this Resolution be attached to a copy of said Crime policy (Travelers Policy #106291261) and filed in the Office of the County Clerk.

BUDGET IMPACT STATEMENT: None.



## SARATOGA COUNTY BOARD OF SUPERVISORS

### RESOLUTION 143 - 2021

Introduced by Supervisors O'Connor, Grasso, Lant, Richardson, Schopf, Veitch and Wood

#### AMENDING RESOLUTION 112-2021 TO REFLECT CORRECT ITEMIZED PREMIUM AMOUNTS FOR THE COUNTY'S INSURANCE COVERAGES AND TO AUTHORIZE AN ADDITIONAL INSURANCE PREMIUM OF \$45,216 FOR CYBER LIABILITY INSURANCE COVERAGE

WHEREAS, pursuant to Resolution 112-2021, this Board authorized the award of the County's insurance coverages for the policy period May 8, 2021 through May 8, 2022; and

WHEREAS, the total amount of insurance premiums reflected in Resolution 112-2021 was correctly listed, however the itemized premium amounts need to be corrected to facilitate payment thereof; and

WHEREAS, our insurance agent, Arthur J. Gallagher & Co., formerly Cool Insuring Agency, Inc. ("Gallagher") has procured Cyber Liability coverage through The North River Insurance Company under Crum & Forster Insurance ("North River") effective May 8, 2021 through May 8, 2022, which policy includes a limit of \$1M in coverage and \$100,000 deductible for an additional premium of \$45,216; and

WHEREAS, it is necessary to amend Resolution 112-2021 to add Cyber Liability coverage and to authorize payment to North River for the additional premium of \$45,216; now, therefore, be it

RESOLVED, that Resolution 112-2021 is hereby amended to correct the itemized premium amounts and add Cyber Liability coverage to the County's 2021 insurance coverages for the additional premium of \$45,216, making the total for all 2021 insurance premiums \$963,609; and, be it further

RESOLVED, that the Chairman of the Board accept the proposals of Cool Insuring Agency, Inc. and Marshall & Sterling, Inc. for the County's insurance coverages by the carriers listed below, through May 8, 2022, at a cost of \$963,609:

<u>Coverage</u>	<u>Company</u>	<u>Limits</u>	<u>Deductible</u>	<u>Premium</u>
Property	Chubb	\$312,781,633	\$25,000	\$234,489
Boiler/Machinery	Chubb	\$312,781,633	\$25,000	Included-Prop
Inland Marine	Chubb	\$20,489,021	\$5,000	\$ 25,896
General Liability	Travelers	\$1M/\$3M	\$50,000	\$ 91,157
Public Officials Liability	Travelers	\$1M/\$2M	\$None	\$ 62,390



Law Enforcement Liability	Travelers	\$1M/\$1M	\$100,000	\$ 81,630
Airport Liability	Ace	\$20,000,000	None	\$ 11,615
Crime	Travelers	\$1,000,000	\$10,000	\$ 5,196
OCP	Travelers	\$1M/\$2M	None	\$ 750
Automobile	Travelers	\$1,000,000	\$50,000	\$151,687
Public/Mental Health LIP	Allied World	\$1M/\$3M	None	\$ 99,202
Public/Mental Health Excess	Allied World	\$1M/\$3M	None	\$ 43,583
Umbrella	Travelers	\$10M/\$20M	\$10,000	\$101,478
Drone	Global Aerospace	\$1M	5%	\$ 5,135
Vet Professional	Evanston	\$1M/\$3M	\$2,500	\$ 4,185
Cyber Liability	North River	\$1,000,000	\$100,000	\$45,216
<b>TOTAL</b>				<b>\$963,609</b>

and, be it further

RESOLVED, that an additional premium allowance in the amount of \$5,000 is hereby authorized to cover aggregate premium charges resulting from changes to covered inventories, such as County vehicles and equipment, occurring prior to the policy renewal date of May 8, 2022; and, be it further

RESOLVED, that pursuant to Public Officers Law §11(2) this Board approves the form and sufficiency of the foregoing Crime policy issued as Policy Number 106291261 by Travelers Insurance Company in the amount of \$1,000,000 coverage for all County officers and employees, providing employee dishonesty coverage and faithful performance of duty coverage for said officers and employees as required by Public Officers Law §11, including those County Officers required to execute and file undertakings pursuant to the County Law of the State of New York; and, be it further

RESOLVED, that a certified copy of this Resolution be attached to a copy of said Crime policy (Travelers Policy #106291261) and filed in the Office of the County Clerk.

BUDGET IMPACT STATEMENT: None. The total premium previously approved in Resolution 112-2021 remains the same and an inter-departmental transfer will cover the additional Cyber Liability coverage of \$45,216.



## SARATOGA COUNTY BOARD OF SUPERVISORS

### RESOLUTION 112 - 2021

Introduced by Supervisors O'Connor, Grasso, Lant, Richardson, Schopf, Veitch and Wood

### AUTHORIZING THE COUNTY'S INSURANCE COVERAGES THROUGH MAY 8, 2022

WHEREAS, Resolution 85-2020 authorized the award of insurance coverages for the County through May 8, 2021; and

WHEREAS, the County's insurance agent, Cool Insuring Agency, Inc., and the County's insurance broker, Marshall & Sterling, Inc., have recommended that the County continue its coverages with its current insurance carriers through May 8, 2022 on the basis that said carriers are providing the most competitive rates for the insurance coverages required by the County; now, therefore, be it

RESOLVED, that the Chairman of the Board accept the proposals of Cool Insuring Agency, Inc. and Marshall & Sterling, Inc. for the County's insurance coverages by the carriers listed below, through May 8, 2022, at a cost of \$918,393:

<b>Coverage</b>	<b>Company</b>	<b>Limits</b>	<b>Deductible</b>	<b>Premium</b>
Property	Chubb	\$312,781,633	\$25,000	\$234,489
Boiler/Machinery	Chubb	\$312,781,633	\$25,000	Included-Prop
Inland Marine	Chubb	\$ 20,489,021	\$5,000	\$ 25,896
General Liability	Travelers	\$1M/\$3M	\$50,000	\$ 91,157
OCP	Travelers	\$1M/\$2M	None	\$ 750
Airport Liability	Ace	\$20,000,000	None	\$ 11,615
Law Enforcement Liability	Travelers	\$1M/\$1M	\$100,000	Included-GL
Public Officials Liability	Travelers	\$1M/\$1M	\$100,000	Included-GL
Crime	Travelers	\$1,000,000	\$10,000	\$ 5,196
Automobile	Travelers	\$1,000,000	\$50,000	\$151,687
Umbrella	Travelers	\$10M/\$20M	\$10,000	\$101,478
Drone	Global Aerospace	\$1M	5%	\$ 5,135
<b>Healthcare</b>				
General, Professional & Umbr.	Allied	\$1M/\$3M	None	\$ 95,598
<b>TOTAL</b>				<b>\$918,393</b>

and, be it further

RESOLVED, that an additional premium allowance in the amount of \$5,000 is hereby authorized to cover aggregate premium charges resulting from changes to covered inventories, such as County vehicles and equipment, occurring prior to the policy renewal date of May 8, 2022; and, be it further

RESOLVED, that pursuant to Public Officers Law §11(2) this Board approves the form and sufficiency of the foregoing Crime policy issued as Policy Number 106291261 by Travelers Insurance Company in the amount of \$1,000,000 coverage for all County officers and employees, providing employee dishonesty coverage and faithful performance of duty coverage for said officers and employees as required by Public Officers Law §11, including those County Officers required to execute and file undertakings pursuant to the County Law of the State of New York; and, be it further

RESOLVED, that a certified copy of this Resolution be attached to a copy of said Crime policy (Travelers Policy #106291261) and filed in the Office of the County Clerk.

BUDGET IMPACT STATEMENT: None. The renewal represents an 8.3% increase from the expiring policies due to the extreme market volatility created by the COVID-19 pandemic in 2020.



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office

**FROM:** Daniel Kuhles

**DATE:** 03/28/2022

**RE:** Public Health Compensation Schedule Change Request

**COMMITTEE:** Human Resources

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:  YES or  NO  
(If yes, budget lines and impact must be provided)

3. Are there Amendments to the Compensation Schedule:  YES or  NO  
(If yes, provide details)

Amend 2002 Compensation Schedule by removing (1) Public Health Nurse and replacing with (1) Public Health Representative

4. Specific details on what the resolution will authorize:

Amend 2002 Compensation Schedule by removing (1) Public Health Nurse and replacing with (1) Public Health Representative. Salaries are identical, so the change would be budget neutral.

5. Does this item require hiring a Vendors/Contractors:  YES or  NO

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

Many duties currently performed by a public health nurse can also be performed by individuals with other types of education and training, including that in public health (e.g. Masters in Public Health). This change would expand the pool of potential applicants for vacancies, while at the same time maintaining eligibility for applicants with a bachelors degree in nursing (the minimum requirements for the public health nurse title). This change will diversity the skill set available in the Department to better protect the health and safety of county residents.

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 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
Public Health	Environmental 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: Public Health Representative I
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The work involves responsibility for assisting higher level Public Health staff in carrying out the various elements of prevention and control programs affecting public health in Saratoga County. Responsibilities include making inspections and carrying out specialized phases of environmental health programs in Saratoga County, as well as the gathering of information needed by Public Health Engineers and Sanitarians in determining compliance with local and state Sanitary Code requirements. Frequent personal contacts with persons who may have been exposed to infection is a routine requirement of this position. Work is performed direct supervision of a higher level technical or professional employee who review reports and information and provides advisory assistance as necessary. Supervision is not usually a responsibility of this class. Does related work as required.

- Inspects and prepares reports of findings of food service establishments, private water supplies, private wastewater disposal systems, bathing beaches and swimming pools, facilities for refuse disposal, temporary and/or permanent residences and farm labor camps, private and commercial wastewater facilities, mobile home parks, schools, public non- municipal water supplies, public health nuisances, and other facilities;
- Performs sanitary surveys and soil investigations/tests relating to the proper construction of individual onsite wastewater treatment systems. Advises homeowners of state and local sanitary code requirements, processes permit applications, and drafts designs for the layout of new or upgraded conventional septic systems;
- Tests drinking water samples for chlorine concentration and instructs operators on the proper operation and monitoring of disinfection equipment and collects samples from public water supplies for laboratory analysis to determine organic, inorganic and bacterial contamination;
- Performs sanitary surveys and collects drinking water samples from private water supplies. Advises home owners of the principles of proper well construction, protection, and disinfection;
- Performs routine and follow-up inspections of swimming pools and beaches to determine compliance with local and state Sanitary Code requirements;
- Conducts animal bite investigations and may collect suspected rabid animal specimens for shipment and analysis at the NYSDOH rabies laboratory;
- Performs routine and follow-up inspections of public health nuisances such as rodent harborages, and related matters and advises local officials of corrective measures;
- Maintains records and completes inspection reports related to work.
- May perform other incidental tasks, as needed.

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)		
NAME	TITLE	TYPE OF SUPERVISION
	Public Health Representative II and II	Direct
	Sanitarian	General
	Public Health Engineer	General

Names and Titles of Persons Supervised by Employee in this position		
NAME	TITLE	TYPE OF SUPERVISION
	N/A	

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.		
NAME	TITLE	TYPE OF SUPERVISION


6. What minimum qualifications do you think should be required for this position?

Education: High School \_\_\_\_\_ years  
 College \_\_\_\_\_ years, with specialization in \_\_\_\_\_  
 Other \_\_\_\_\_ years, with specialization in \_\_\_\_\_

A) Graduation from a regionally accredited or New York State registered two year college or university with an Associate Degree including a minimum of 12 semester credit hours in the \*natural sciences, and three (3) years of experience providing direct patient/client services in health or human services based agency or organization; **OR**  
 B) Satisfactory completion of 60 semester credit hours of academic education at a regionally accredited or New York State registered college or university including a minimum of 12 semester credit hours in physical and biological sciences, and five (5) years of experience in providing direct patient/client services in a health or human services based agency or organization; **OR**  
 C) License to practice as a Registered Professional Nurse with at least two (2) years of experience in providing direct patient/client services in a health or human services based agency or organization.

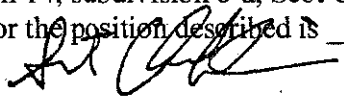
**Experience:** (List amount and type)  
**Essential knowledges, skills and abilities:** Working knowledge of basic principles and practices related to proper environmental public health inspection techniques; working knowledge of applicable provisions of the State Sanitary Code related to environmental public health inspections; working knowledge of general principles of biology, chemistry and general science; ability to establish and maintain cooperative relationships with the public; ability to understand and interpret written material; ability to solve arithmetic problems related to environmental public health inspections; ability to prepare accurate reports; skill in health inspection techniques; tact and courtesy; integrity; good judgment. Physical condition commensurate with the demands of the position.  
**SPECIAL REQUIREMENT(S):** Successful completion of a NYS Health Department approved training course within two years of appointment. Dates of attendance to be determined by the appointing authority; AND possession of a valid NYS Driver's License to meet the transportation needs of the job.

7. The above statements are accurate and complete.

Date: 1/21/22 Title: Commissioner of Health Signature: 


**CERTIFICATE OF PERSONNEL OFFICER**

8. In accordance with the provisions of Civil Service Law, Section 14, subdivision 8-a, Scot Chamberlain, the Personnel Officer certifies that the appropriate civil service title for the position described is \_\_\_\_\_ Public Health Representative I

Date: 1/27/2022 Signature: 

**ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY**

9. Creation of described position  
 Approved  
 Disapproved

Date: 1/27/2022 Signature: 

## PUBLIC HEALTH REPRESENTATIVE I

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting higher level Public Health staff in carrying out the various elements of prevention and control programs affecting public health in Saratoga County. Responsibilities include making inspections and carrying out specialized phases of environmental health programs in Saratoga County, as well as the gathering of information needed by Public Health Engineers and Sanitarians in determining compliance with local and state Sanitary Code requirements. Frequent personal contacts with persons who may have been exposed to infection is a routine requirement of this position. Work is performed direct supervision of a higher level technical or professional employee who review reports and information and provides advisory assistance as necessary. Supervision is not usually a responsibility of this class. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (\*Illustrative only)

- Inspects and prepares reports of findings of food service establishments, private water supplies, private wastewater disposal systems, bathing beaches and swimming pools, facilities for refuse disposal, temporary and/or permanent residences and farm labor camps, private and commercial wastewater facilities, mobile home parks, schools, public non- municipal water supplies, public health nuisances, and other facilities;
- Performs sanitary surveys and soil investigations/tests relating to the proper construction of individual onsite wastewater treatment systems. Advises homeowners of state and local sanitary code requirements, processes permit applications, and drafts designs for the layout of new or upgraded conventional septic systems;
- Tests drinking water samples for chlorine concentration and instructs operators on the proper operation and monitoring of disinfection equipment and collects samples from public water supplies for laboratory analysis to determine organic, inorganic and bacterial contamination;
- Performs sanitary surveys and collects drinking water samples from private water supplies. Advises home owners of the principles of proper well construction, protection, and disinfection;
- Performs routine and follow-up inspections of swimming pools and beaches to determine compliance with local and state Sanitary Code requirements;
- Conducts animal bite investigations and may collect suspected rabid animal specimens for shipment and analysis at the NYSDOH rabies laboratory;
- Performs routine and follow-up inspections of public health nuisances such as rodent harborages, and related matters and advises local officials of corrective measures;
- Maintains records and completes inspection reports related to work.
- May perform other incidental tasks, as needed.

*\* Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### **REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Working knowledge of basic principles and practices related to proper environmental public health inspection techniques; working knowledge of applicable provisions of the State Sanitary Code related to environmental public health inspections; working knowledge of general principles of biology, chemistry and general science; ability to establish and maintain cooperative relationships with the public; ability to understand and interpret written material; ability to solve arithmetic problems related to environmental public health inspections; ability to prepare accurate reports; skill in health inspection techniques; tact and courtesy; integrity; good judgment. Physical condition commensurate with the demands of the position.



**Public Health Representative – P2**

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered two year college or university with an Associate Degree including a minimum of 12 semester credit hours in the \*natural sciences, and three (3) years of experience in providing direct patient/client services in a health or human services based agency or organization; **OR**
- B) Satisfactory completion of 60 semester credit hours of academic education at a regionally accredited or New York State registered college or university including a minimum of 12 semester credit hours in physical and biological sciences, and five (5) years of experience in providing direct patient/client services in a health or human services based agency or organization; **OR**
- C) License to practice as a Registered Professional Nurse with at least two (2) years of experience in providing direct patient/client services in a health or human services based agency or organization.

**NOTE:** Any Experience involving epidemiological research, including assisting in data collection and participation in the study and spread of communicable or chronic diseases, will be given favorable consideration.

**SPECIAL REQUIREMENT(S):** Successful completion of a NYS Health Department approved training course within two years of appointment. Dates of attendance to be determined by the appointing authority; AND possession of a valid NYS Driver's License to meet the transportation needs of the job.

\* The term natural science shall mean a science such as biology, chemistry, or physics that deals with the objects, phenomena, or laws of nature and the physical world. It shall include all physical and biological sciences.

The minimum qualifications for Public Health positions are mandated under New York State Health Code, Rules and Regulations (NYCRR) Title 10, Part 11.

Participation in Public Health emergency preparedness drills and responses may be required. Select immunizations may be required at time of appointment or at any time throughout the course of employment according to New York State Department of Health or other oversight agency requirements.

Jurisdiction: Public Health  
Class: Competitive  
POR 2021-189 12082021



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office  
Stephanie Hodgson, Director of Finance

**FROM:** Scot Chamberlain, Director of Human Resources

**DATE:** 4/1/2022

**RE:** Amendment to 2022 Compensation Schedule

**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:  YES or  NO  
(If yes, budget lines and impact must be provided)  
New Position added
3. Are there Amendments to the Compensation Schedule:  YES or  NO  
(If yes, provide details)  
New title under Human Resource Compensation
4. Specific details on what the resolution will authorize:  
The creation of a new title, Human Resources Analyst
5. Does this item require hiring a Vendors/Contractors:  YES or  NO
  - 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:  YES or  NO  
(If yes, attach the last approved resolution)
- What were the terms of the prior resolution
  - Are the terms changing:
  - What is the reason for the change in terms:
7. Is a new position being created:  YES or  NO
- Effective date
  - Salary and grade
8. Is a new employee being hired:  YES or  NO
- Effective date of employment 05/05/2022 (approx on/after)
  - Salary and grade Management Grade 12
  - Appointed position:
  - Term:
9. Is a grant being accepted:  YES or  NO
- Source of grant funding:
  - Amount of grant:
  - Purpose grant will be used for:
  - Equipment and/or services being purchased with the grant:
  - Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):
- Requesting creation of new title to assist Director and Deputy in fiscal operations of Human Resources, including but not limited to: budget analysis and prep, various market and data studies, various personnel and staffing analysis, report compilation and maintenance for operational fiscal condition of County departments as it pertains to personnel/staffing and budget compliance.

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
Human Resources		40 McMaster St, BSpa

**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: Human Resources Analyst
	<p>Position involves responsibility for assisting Director and Deputy with the collection, analysis, interpretation and reporting of data related to staffing, personnel and budget efficiencies for current and proposed County operations, working closely with the Budget Director for related financial, budgetary and organizational requirements. Maintenance and analysis of employee transactions and records, which requires thorough and detailed knowledge of appropriate laws, rules, regulations and contract language pertaining to personnel transactions. Incumbent will be called upon to interpret agency and civil service rules, regulations, and bargaining unit provisions pertaining to a variety of personnel transactions.</p> <ul style="list-style-type: none"> <li>• Collects data using program or departmental statistics and records, on-site investigation, and discussions with Department Heads or other operating personnel; Compiles, prepares and presents evaluative analysis of a variety of program areas including policy, procedure, program objectives, staff utilization and budget effectiveness;</li> <li>• Assists in Identifying new program, process improvement and staffing needs considering overall departmental goals and other relevant conditions, trends and data;</li> <li>• Monitors and maintains records and reports relative to the progress of established objectives and programs;</li> <li>• Assists with the compilation and maintenance of data and documentation from other County departments, as required for Committee presentation, review and approval;</li> <li>• Processes and maintains various financial and budgetary information, including but not limited to accounts receivable/payable, vendor contracts and expense reporting;</li> <li>• Assists in the collection and review of County wide departmental information provided during the annual budget forecast and request process;</li> <li>• Coordinates and processes reporting of personnel change information (MSD426/RPC), including appointments, separations, promotions, salary, benefit and union information into established database, ensuring appropriate distribution of necessary information throughout the Department; Resolves transaction discrepancies including unusual or difficult issues;</li> <li>• Prepares reports and correspondence as necessary;</li> <li>• Assists in the production of the County’s annual compensation schedule;</li> <li>• Assists with maintaining personnel policy and procedure manual;</li> </ul>

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)		
NAME	TITLE	TYPE OF SUPERVISION
Scot Chamberlain	Director of HR/Personnel Officer	Direct
Adam Kinowski	Deputy Director of HR	Direct
4. Names and Titles of Persons Supervised by Employee in this position		
NAME	TITLE	TYPE OF SUPERVISION
No Supervision Required of incumbent		
5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.		
NAME	TITLE	TYPE OF SUPERVISION
New Position		
<p>6. What minimum qualifications do you think should be required for this position?  Education: High School _____ years</p> <p><b>COLLEGE &amp; EXPERIENCE:</b></p> <p>A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in Business Administration, Human Resource Management, Public Administration, or a closely related field; and, one (1) year of paraprofessional or professional level experience, in which the major function of the job included data collection and compilation relating to human resource management and finances;</p> <p><b>OR</b></p> <p>B. Graduation from a regionally accredited or NYS registered college or university with an Associate's degree in Business Administration, Human Resource Management, Public Administration, or a closely related field; and, three (3) years of paraprofessional or professional level experience in which the major function of the job included data collection and compilation relating to human resource management and finances;</p> <p><i><b>Essential knowledges, skills and abilities:</b></i> Thorough knowledge of principles and techniques of conducting research utilizing statistical and market data. Thorough knowledge of principles and practices of human resource and public administration including employment, benefits, payroll, health insurance, worker's compensation, civil service, and labor contracts; Good knowledge of data collection techniques; Good knowledge of general office terminology, procedures and equipment; Working knowledge of labor contracts; Ability to communicate and convey complex data effectively both orally and in writing; Ability to maintain strict confidentiality; Ability to understand and carry out complex oral and written instructions; Ability to work independently; Ability to establish cohesive working relationships with all levels of personnel; Computer skills, clerical aptitude, tact and courtesy. Physical condition commensurate with demands of the position.</p> <p><i><b>Type of license or certificate required:</b></i> NONE</p>		
7. The above statements are accurate and complete.		
Date: 4/1/2022	Title: Director of Human Resources	Signature: _____
<b>CERTIFICATE OF PERSONNEL OFFICER</b>		
8. In accordance with the provisions of Civil Service Law, Section 14, subdivision 8-a, Scot Chamberlain, the Personnel Officer, certifies that the appropriate civil service title for the position described is <i><b>Human Resources Analyst</b></i>		
Date: 4/1/2022	Signature: _____	
ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY		
9. Creation of described position		
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Date: _____	Signature: _____	

RETURN ONE COMPLETED COPY TO THE HUMAN RESOURCES DEPARTMENT.