



Human Resources & Insurance Committee

Wednesday, August 2, 2023 3PM
40 McMaster Street, Ballston Spa, NY

Chair: Kevin Tollisen

Members: C. Eric Butler, Joe Grasso, John Lant, Bill Peck, Jean Raymond, Sandra Winney (vc)

Agenda

- I. Welcome and Attendance
- I. Approval of the minutes of the June 7, 2023 meeting
- II. Workers Compensation Report
- III. Authorizing the acceptance of NYS Healthcare Worker Bonus Program funds, disbursement of program funds to eligible Saratoga County employees and amending the 2023 County budget in relation thereto – Scot Chamberlain, Human Resources
- IV. Amending the 2023 Compensation Schedule to reclassify positions under the Animal Shelter – Scot Chamberlain, Human Resources
- V. Amending the 2023 Compensation Schedule to reclassify positions under the Department of Health – Scot Chamberlain, Human Resources
- VI. Executive Session: Discussions regarding proposed, pending or current litigation.
- VII. Other Business
- VIII. Adjournment

Board Meeting

August 2, 2023



SARATOGA COUNTY SI PLAN

1423573

PMA Companies - New Claims Workers' Comp Claims By Month

Claims Entered From 06/01/23 To 07/01/23

Location Name	Med Only	Lost Time	Record Only	Total Claims
City of Mechanicville-Public Works	0	0	1	1
City of Saratoga Springs-Police Dept	2	0	0	2
City of Saratoga Springs-Public Works	3	0	0	3
Clifton Park Water Authority	1	0	0	1
Saratoga Co-All Others	1	0	0	1
Saratoga Co-Dept. of Health	1	0	0	1
Saratoga Co-Public Works Highway	1	0	0	1
Saratoga Co-Sewer District	1	1	1	3
Saratoga Co-Sheriff	0	2	1	3
Saratoga Co-Social Services	0	0	1	1
Town of Clifton Park-All Other	2	0	0	2
Town of Clifton Park-Public Works	0	1	0	1
Town of Day-Public Works	1	0	0	1
Town of Halfmoon-Public Works	1	0	1	2
Town of Milton-Public Works	1	0	0	1
Village of Victory-Public Works	0	0	1	1
Vol Fire Dept-Mechanicville Fire Dept.	0	1	0	1
Vol Fire-West Crescent Fire District	0	1	0	1
	15	6	6	27

Notes: Claims types shown are statutory and reflect results as of date below

07/01/23

PMA COMPANIES - PAYMENT SUMMARY REPORT - WORKERS' COMPENSATION

PAYMENTS 06/01/23 to 07/01/23

Location Name	Total Paid
Ballston Lake Emergency Squad-Pd	518
City of Mechanicville-Public Works	5,187
City of Saratoga Springs-All Other	1,030
City of Saratoga Springs-Fire Department	18,773
City of Saratoga Springs-Police Dept	19,048
City of Saratoga Springs-Public Works	23,965
Clifton Park Halfmoon Emergency Crp-Paid	300
Clifton Park Water Authority	60
Community Emergency Corps-Paid	176
Galway Emergency Medical Services-Paid	-246
Malta-Stillwater Ambulance Corps-Paid	105
Malta-Stillwater Ambulance Corps-Voluntr	1,245
Moreau Emergency Squad-Paid	20
Saratoga Co-All Others	103
Saratoga Co-Animal Shelter	50
Saratoga Co-County Clerk, Dept Motor Veh	20
Saratoga Co-Dept. of Health	254
Saratoga Co-Maplewood Manor	6,614
Saratoga Co-Mental Health Center	9
Saratoga Co-Office of Emergency Mgt	75
Saratoga Co-Public Works Building/Grnds	7,605
Saratoga Co-Public Works Highway	11,685
Saratoga Co-Sewer District	9,098
Saratoga Co-Sheriff	112,550
Saratoga Co-Social Services	1,790
Schuylerville-Victory Board-Water Mgmt	42,612
Town of Charlton-Public Works	54
Town of Clifton Park-All Other	3,706
Town of Day-Public Works	113
Town of Edinburg-All Other	3,291
Town of Galway-Public Works	10
Town of Greenfield-Public Works	612
Town of Halfmoon-Public Works	1,375
Town of Malta-Public Works	204
Town of Milton-All Other	20,746
Town of Milton-Public Works	758
Town of Moreau-All Other	2,416
Town of Moreau-Public Works	103
Town of Stillwater-Public Works	20
Town of Waterford-All Other	7,145
Town of Waterford-Public Works	174
Town of Wilton-Public Works	387
Village of Ballston Spa-All Other	20
Village of Ballston Spa-Public Works	2,314
Village of Corinth-Public Works	492
Village of South Glen Falls-Public Works	66
Village of Stillwater-Public Works	20
Vol Fire Dept-Ballston Lake Fire Dept.	849
Vol Fire Dept-Greenfield Fire District	5,342
Vol Fire Dept-Mechanicville Fire Dept.	429
Vol Fire Dept-Vil of Round Lake Fire Co	103

PMA COMPANIES - PAYMENT SUMMARY REPORT - WORKERS' COMPENSATION

PAYMENTS 06/01/23 to 07/01/23

Location Name	Total Paid
Vol Fire-Clifton Park-Vischer Ferry Fre	202
Vol Fire-Northumberland-Gansevoort Fire	29
Vol Fire-Vil of South Glens Falls Fire	7,194
Vol Fire-Vil of Stillwater-Newland Wood	2,400
Vol Fire-Vil Schuylerville-Schuyler Hose	7,130
Wilton Emergency Squad-Paid	2,512
	332,860

2024 Workers Compensation Budget Premiums

<u>PARTICIPANT Name</u>	<u>2023 Premium</u>	<u>2024 Premium</u>	<u>INC/DEC</u>
City of Mechanicville	\$ 38,206.46	\$ 42,309.75	\$ 4,103.29
City of Saratoga Springs	\$ 601,128.59	\$ 566,917.38	\$ (34,211.20)
County of Saratoga	\$ 1,868,871.86	\$ 1,816,195.81	\$ (52,676.06)
Town of Ballston	\$ 36,242.91	\$ 35,215.40	\$ (1,027.51)
Town of Charlton	\$ 23,510.32	\$ 14,298.44	\$ (9,211.88)
Town of Clifton Park	\$ 182,070.61	\$ 187,489.60	\$ 5,418.99
Town of Corinth	\$ 17,545.53	\$ 16,914.28	\$ (631.25)
Town of Day	\$ 13,974.73	\$ 10,504.69	\$ (3,470.04)
Town of Edinburg	\$ 41,815.33	\$ 40,841.20	\$ (974.13)
Town of Galway	\$ 13,028.22	\$ 17,907.82	\$ 4,879.59
Town of Greenfield	\$ 30,850.73	\$ 29,053.75	\$ (1,796.98)
Town of Hadley	\$ 47,794.10	\$ 67,140.19	\$ 19,346.09
Town of Halfmoon	\$ 104,059.36	\$ 92,458.97	\$ (11,600.39)
Town of Malta	\$ 103,480.60	\$ 70,645.99	\$ (32,834.61)
Town of Milton	\$ 51,347.62	\$ 84,138.86	\$ 32,791.23
Town of Moreau	\$ 44,485.05	\$ 48,210.89	\$ 3,725.83
Town of Northumberland	\$ 37,088.35	\$ 55,134.99	\$ 18,046.64
Town of Providence	\$ 6,023.64	\$ 6,023.99	\$ 0.34
Town of Saratoga	\$ 37,989.47	\$ 36,269.85	\$ (1,719.62)
Town of Stillwater	\$ 40,608.02	\$ 31,197.66	\$ (9,410.36)
Town of Waterford	\$ 75,156.35	\$ 45,785.79	\$ (29,370.57)
Town of Wilton	\$ 59,839.90	\$ 60,468.46	\$ 628.56
Village of Ballston Spa	\$ 64,897.93	\$ 72,109.77	\$ 7,211.84
Village of Corinth	\$ 9,311.33	\$ 18,446.77	\$ 9,135.43
Village of Galway	\$ 349.80	\$ 302.06	\$ (47.74)
Village of Round Lake	\$ 4,597.05	\$ 4,714.71	\$ 117.67
Village of Schuylerville	\$ 28,575.44	\$ 27,492.74	\$ (1,082.71)
Village of South Glens Falls	\$ 37,676.03	\$ 32,870.23	\$ (4,805.80)
Village of Stillwater	\$ 4,383.72	\$ 4,504.24	\$ 120.52
Village of Victory	\$ 2,094.92	\$ 2,088.28	\$ (6.64)
Village of Waterford	\$ 2,298.09	\$ 2,299.32	\$ 1.23
Saratoga County Soil & Water	\$ 2,884.17	\$ 2,908.89	\$ 24.73
Saratoga County Water Authority	\$ 6,471.34	\$ 6,678.23	\$ 206.89
Saratoga Lake Protection & Improvement District	\$ 3,175.04	\$ 3,033.71	\$ (141.33)
Saratoga Springs City Center	\$ 14,435.74	\$ 18,561.62	\$ 4,125.87
Clifton Park Water Authority	\$ 38,872.52	\$ 44,577.73	\$ 5,705.21
Schuylerville/Victory BOWM	\$ 14,591.22	\$ 14,564.74	\$ (26.49)
Town of Wilton Water & Sewer	\$ 3,836.10	\$ 3,793.71	\$ (42.39)
Waterford Water Commission	\$ 5,160.05	\$ 12,030.78	\$ 6,870.73
Ballston Lake Emergency Squad	\$ 600.00	\$ 600.00	\$ -
Clifton Park Halfmoon Emergency Squad	\$ 56,273.64	\$ 39,573.84	\$ (16,699.80)
Community Emergency Squad	\$ 1,554.87	\$ 985.99	\$ (568.88)
Town of Corinth-Jessups Landing EMS	\$ 16,301.36	\$ 14,894.83	\$ (1,406.53)
Edinburg Emergency Squad	\$ 600.00	\$ 600.00	\$ -
Galway Ambulance Squad	\$ 713.70	\$ 1,034.00	\$ 320.30
Malta-Stillwater Ambulance Squad	\$ 54,716.35	\$ 51,860.56	\$ (2,855.79)
Moreau Emergency Squad	\$ 1,023.39	\$ 1,286.26	\$ 262.86
Waterford Rescue Squad	\$ 672.48	\$ 600.00	\$ (72.48)
Wilton Emergency Squad	\$ 14,290.70	\$ 35,474.57	\$ 21,183.87
Volunteer Firefighter-County	\$ 279,996.73	\$ 318,020.93	\$ 38,024.19
TOTAL	\$ 4,145,471.50	\$ 4,111,032.24	\$ (34,439.26)

2024
WORKERS' COMPENSATION BUDGET

2024 BUDGET for Workers Compension Plan
ESTIMATE OF EXPENDITURES

	Acct# 8-21-000...	2024	2023
ADMINISTRATION			
Salaries & Wages	6021	\$69,616.00	\$68,247.00
Postage	8531.I	\$100.00	\$100.00
Central Stores/Specials	8550.I	\$50.00	\$100.00
Central Printing	8560.I	\$25.00	\$54.00
Books & Periodicals	8514	\$0.00	\$0.00
Membership Dues (ESSA & NYSASIC)	8511	\$95.00	\$95.00
Educational Conferences (ESSA & NYSASIC)	8512	\$100.00	\$100.00
Employee Mileage	7001	\$200.00	\$200.00
Meals & Lodging	8512.ML	\$0.00	\$0.00
Transportation/Tolls	8512.T	\$0.00	\$0.00
Software	8520	\$0.00	\$0.00
Office Equipment Rental - Copier lease	8543	\$1,212.00	\$1,212.00
Accounting & Financial - Actuarial study	8141	\$12,000.00	\$12,000.00
Workers Compensation Third Party Administrator	8190	\$157,000.00	\$200,000.00
Third Party Excess Employer Liability policy	8637	\$0.00	\$0.00
EMPLOYEE BENEFITS			
Retirement, Soc. Sec., DBL. Health,U.I.,WCB	6910-6960.R	\$41,770.00	\$30,863.00
WORKERS' COMPENSATION			
Medical Services	7214.1	\$800,000.00	\$800,000.00
Awards & Compensation	7214.2	\$1,900,000.00	\$1,800,000.00
VOLUNTEER FIREFIGHTER BENEFITS			
Medical Services	7215.1	\$300,000.00	\$200,000.00
Awards & Compensation	7215.2	\$350,000.00	\$425,000.00
VOLUNTEER AMBULANCE CORPS			
Medical Services	7216.1	\$100,000.00	\$75,000.00
Awards & Compensation	7216.2	\$20,000.00	\$40,000.00
ASSESSMENTS-WCB			
	7217.1	\$300,000.00	\$400,000.00
LEGAL FEES			
	8110	\$70,000.00	\$65,000.00
TRANSCRIPTS			
	8115	\$4,188.24	\$7,500.00
INVESTIGATIVE FEES			
	8117	\$30,000.00	\$20,000.00
Unallocated			
	9000	\$0.00	\$0.00
TOTAL ESTIMATED EXPENDITURES		\$4,156,356.24	\$4,145,471.00
REVENUES			
Participants	2222	\$4,111,032.24	\$4,092,471.50
Interest & Earnings	2401	\$5,000.00	\$5,000.00
Cont. Reserves	2404	\$15,000.00	\$15,000.00
Litigation & Other Sources	2701	\$25,324.00	\$33,000.00
TOTAL 2024 BUDGET		\$4,156,356.24	\$4,145,471.50

****Any Fund Balance remaining at year end will be transferred into Reserve Acct: S-0853**



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warnt, Director of Purchasing
Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Audra Hedden, County Administrator's Office

DEPARTMENT: Human Resources

DATE: July 18, 2023

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

Yes, Grant Acceptance

2. Proposed Resolution Title:

Resolution will authorize the acceptance of New York State Healthcare Worker Bonus Program funds, and further authorize the disbursement of the funds to eligible employees and amend the 2023 budget accordingly.

3. Specific Details on what the resolution will authorize:

Adopted as part of the 2022 New York State budget, the Healthcare Worker Bonus program is designed to award and attract front-line healthcare and mental hygiene workers. The program provides state funding for bonuses to eligible workers of up to \$1,500 per employee based on six-month vesting periods; bonus amounts are based on specific criteria established by New York State. The County is required to submit a request for bonus payments for all eligible workers. This resolution will authorize receipt and disbursement of funds for the third vesting period (October 1, 2022 through March 31, 2023). Funds from the previous two vesting periods were received and disbursed in early 2023, as authorized by resolution #21 - 2023.

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted Yes

4. Is a Budget Amendment needed: ☒ YES or ☐ NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted Yes ☐

- ☒ Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
see attached		

Expense

Account Number	Account Name	Amount
see attached		

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

The budget will be amended to accept these funds and authorize the related expenses

- a. G/L line impacted see above / attached
- b. Budget year impacted 2023
- c. Details

6. Are there Amendments to the Compensation Schedule?

☐ YES or ☒ NO (If yes, provide details)

a. Is a new position being created? ☐ Y ☐ N

Effective date

Salary and grade

b. Is a new employee being hired? ☐ Y ☐ N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? ☐ Y ☐ N

Is this position currently vacant? ☐ Y ☐ N

Is this position in the current year compensation plan? ☐ Y ☐ N

7. Does this item require the awarding of a contract: ☐ Y ☒ N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? ☐ Y ☐ N ☐ N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: ☐ Y ☐ N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Yes ☐

Purchasing Office Consulted

N/A ☐

8. Is a grant being accepted: ☒ YES or ☐ NO

County Administrator's Office
Consulted Yes ☐

a. Source of grant funding:

State



b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

Healthcare worker bonuses

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

October 1, 2022 - March 31, 2023

g. Amount of county matching funds:

0

h. Administrative fee to County:

0

9. Supporting Documentation:



Marked-up previous resolution



No Markup, per consultation with County Attorney



Information summary memo



Copy of proposal or estimate



Copy of grant award notification and information



Other budget amendment summary

10. Remarks:

UNDER SHERIFF'S OFFICEIncrease Revenue

Acct #: A.30-3086	State / Legislative Grant	\$1,614.75
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Increase Expenses

Acct #: A.30.301-6000	Regular Wages	\$1,500.00
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Acct #: A.30.301-6930	Social Security	\$114.75
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UNDER DEPARTMENT OF HEALTHIncrease Revenue

Acct #: A.40-3086	State / Legislative Grant	\$8,073.75
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Increase Expenses

Acct #: A.40.000-6000	Regular Wages	\$7,500.00
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Acct #: A.40.000-6930	Social Security	\$573.75
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UNDER MENTAL HEALTH AND ADDICTION SERVICESIncrease Revenue

Acct #: A.43-3086	State / Legislative Grant	\$11,841.50
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Increase Expenses

Acct #: A.43.431-6000	Regular Wages	\$11,000.00
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Acct #: A.43.431-6930	Social Security	\$841.50
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Total:		<u><u>\$21,530.00</u></u>
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1/17/23

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION ~~21~~ - 2023

Introduced by Law and Finance: Supervisors Schopf, Barrett, Edwards, Grasso, Lant, Tollisen and M. Veitch

AUTHORIZING THE ACCEPTANCE OF NEW YORK STATE HEALTHCARE WORKER BONUS PROGRAM FUNDS, DISBURSEMENT OF PROGRAM FUNDS TO ELIGIBLE SARATOGA COUNTY EMPLOYEES, AND AMENDING THE 2023 COUNTY BUDGET IN RELATION THERETO

WHEREAS, as part of the 2022 -2023 enacted New York State Budget, the State Legislature allocated \$1.2 billion in funding to the New York State Health Care Worker Bonus (“HWB”) program for the payment of bonuses for certain frontline health care workers; and

WHEREAS, the HWB provision allows for the payment of bonuses to “recruit, retain, and reward health care and mental hygiene workers” meeting certain eligibility requirements over a series of five “vesting periods” between October 1, 2021 and March 31, 2024, at approximately six month intervals, as determined and approved by New York State; and

WHEREAS, the HWB program funds were received and disbursed for the first two vesting periods pursuant to Resolution 21 – 2023, and funds have been received for the third vesting period which now must be disbursed to eligible employees; and

WHEREAS, the HWB program requires distribution of funds within 30 days of receipt of ~~those funds~~ third vesting period funds thereby requiring the Saratoga County Board of Supervisors to approve receipt of those funds at the ~~January~~ August 2023 board meeting; and

WHEREAS, the HWB program has determined an amount of ~~\$273,431~~ \$21,530 for the third vesting period; and

WHEREAS, the Law and Finance Committee and the Director of Human Resources have recommended the acceptance of these funds; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute all documents and agreements necessary to accept the New York State Health Care Worker Bonus program funds in the final amount as determined by New York State, with the form and content of such documents and agreements to be subject to the approval of the County Attorney; and it is further

RESOLVED, that the 2023 County Budget is amended as follows:

UNDER SHERIFF'S OFFICE

Increase Revenue

Acct #: A.30-3086	State/Legislative Grant	\$ 29,065.50 1,614.75
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Increase Expenses

Acct #: A.30.301-6000	Regular Wages	\$ 27,000.00 1,500.00
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Acct #: A.30.301-6930	Social Security	\$ 2,065.50 114.75
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UNDER DEPARTMENT OF HEALTH

Increase Revenue

Acct #: A.40-3086	State/Legislative Grant	\$ 103,344.00 8,073.75
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Increase Expenses

Acct #: A.40.000-6000	Regular Wages	\$ 96,000.00 7,500.00
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Acct #: A.40.000-6930	Social Security	\$ 7,344.00 573.75
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UNDER MENTAL HEALTH AND ADDICTION SERVICES

Increase Revenue

Acct #: A.43-3086	State/Legislative Grant	\$ 141,021.50 11,841.50
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Increase Expenses

Acct #: A.43.431-6000	Regular Wages	\$ 131,000.00 11,000.00
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Acct #: A.43.431-6930	Social Security	\$ 10,021.50 841.50
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\$ 273,431.00
\$21,530.00

; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: The budget will be amended to accept these funds and authorize the related expenses.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warmt, Director of Purchasing
Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Tracy Goodson, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Animal Shelter



DATE: 07/06/2023

COMMITTEE: Human Resources & Insurance



1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Position Reclassification/Redistribution

3. Specific Details on what the resolution will authorize:

Authorizing the combination of two (2) part-time Animal Shelter Aide positions to one (1) full-time Animal Shelter Aide position (budget neutral+fringe); re-class title of two (2) FTE Shelter Service Aides to two (2) FTE Animal Shelter Aides (budget neutral), both titles are performing the same duties; re-classify the title of two (2) "per diem" Animal Shelter Aides to two (2) part-time Animal Shelter Aides (budget neutral); the PD's are working the same hours at part-time aides.

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted

4. Is a Budget Amendment needed: ☐ YES or ☒ NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted **Yes**

☐ Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

☒ YES or ☐ NO (If yes, provide details)

a. Is a new position being created? ☐ Y ☒ N

Effective date

Salary and grade

b. Is a new employee being hired? ☐ Y ☒ N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? ☒ Y ☐ N

Is this position currently vacant? ☐ Y ☒ N

Is this position in the current year compensation plan? ☒ Y ☐ N

7. Does this item require the awarding of a contract: ☐ Y ☒ N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? ☐ Y ☐ N ☐ N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: ☐ Y ☐ N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Yes ☐

Purchasing Office Consulted

8. Is a grant being accepted: ☐ YES or ☒ NO

County Administrator's Office
Consulted

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

- ☐ Marked-up previous resolution
- ☐ No Markup, per consultation with County Attorney
- ☒ Information summary memo
- ☐ Copy of proposal or estimate
- ☐ Copy of grant award notification and information
- ☐ Other _____

10. Remarks:

The Shelter has struggled to recruit and maintain sufficient staff causing severe challenges to effectively provide and support the services and programs offered to the Community, as well as meet the operational demands on a daily basis. Making these changes will eliminate the constant need for temporary backfills and allows for a much more efficient and streamlined organizational structure. The combination of two part-time Animal Shelter Aide positions to make one full-time permanent animal shelter aide position (+fringe) allows us to better meet the current operational needs of the Shelter and the funds to cover this action will come from the current 2023 budgeted vacant Vet Tech position and will be accounted for moving forward in the 2024 budget. Re-classifying the titles of Shelter Service Aide and Per Diem Animal Shelter Aide creates a consistent functional structure. This also provides a clear ladder of growth within the Department. Both positions are currently performing all the same duties so there is no material change in duties. The changes to the comp schedule would be as follows:

CURRENT SCHED
AS Aide (FTE) 2
Shelter Svc Aide (FTE) 2
AS Aide (Ptime) 8
AS Aide (PDiem) 2

PROPOSED SCHED
AS Aide (FTE) 5
AS Aide (Ptime) 8

Animal Shelter
Proposed AIR/Budget Impact

	2023 Salary \$\$ / Hour	Base \$
Reclass 2 PT ASAides - 1 FT ASAide		
Part-Time Ashelter Aide	18.7918	19543
Part-Time Ashelter Aide	18.7918	19543
Full-Time Ashelter Aide*	19.1668	39867
Budget Impact		781
 Reclass 2 PD ASAides - 2 PT ASAides		
Per-Diem Ashelter Aide	18.7918	19543
Per-Diem Ashelter Aide	18.7918	19543
Part-Time Ashelter Aide	18.7918	19543
Part-Time Ashelter Aide	18.7918	19543
Budget Impact		0
 Reclass 2 FTE Shelter Svc Aide - Ashelter Aide		
Full-Time Shelter Svcs Aide	19.1668	39867
Full-Time Shelter Svcs Aide	19.1668	39867
Full-Time Ashelter Aide	19.1668	39867
Full-Time Ashelter Aide	19.1668	39867
Budget Impact		0
 Vacant FT Vet Tech Position		54362
*2023 Budgeted Fringe		32617
Proposed Fringe Addt'l FTE ASAide		23920
Budget Impact		8697



05/16/23

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 134 - 2023

Introduced by Human Resources and Insurance: Supervisors Tollisen, Butler, Grasso, Lant, Peck, Raymond and Winney

AMENDING THE 2023 COMPENSATION SCHEDULE TO RECLASSIFY POSITIONS UNDER THE SARATOGA COUNTY ANIMAL SHELTER

WHEREAS, the Saratoga County Animal Shelter has struggled to recruit and retain personnel to staff the facility; and

WHEREAS, Unlike other Saratoga County Departments, the Animal Shelter is a 7 day operation requiring extended shift and operational coverage to effectively and efficiently offer the various services to community members and the animals housed at the facility; and

WHEREAS, a streamline of the current organizational structure will allow for more effective and efficient operation as well as increase our recruiting and retention efforts; and

WHEREAS, the titles under the Saratoga Animal Shelter has identified the combination of titles that are essentially performing the same duties and activities to allow for a clear distribution of duties and responsibilities as well as provide a clear path of growth for current and future employees resulting in a more cohesive workforce; and

WHEREAS, our Human Resources and Insurance Committee, the Director of Human Resources, and the Commissioner of Health have recommended that the 2023 Saratoga County Compensation Schedule be amended under the Department of Health to reclassify the titles of two (2) part-time Animal Shelter Aides to one (1) full-time Animal Shelter Aide at a salary of \$39,867; two full-time (2) Shelter Service Aides to two (2) full-time Animal Shelter Aides at a salary of \$39,867; two (2) per-diem Animal Shelter Aides to two (2) part-time Animal Shelter Aides at an hourly salary of \$18.7918; now therefore be it

RESOLVED, that the 2023 Saratoga County Compensation Schedule is amended as follows:

UNDER DEPARTMENT OF HEALTH

reclassify the titles of:

Animal Shelter Part-time (8) to Animal Shelter Aide Part-time (8)

Animal Shelter FTE (2) to Animal Shelter Aide FTE (5)

And be it further,

RESOLVED, that this Resolution shall take effect August 1, 2023.

BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the Department Budget (Vacant Veterinary Technician fringe will cover the fringe resulting from the combination of 2 PTE AS Aides to 1 FTE AS Aide.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warmt, Director of Purchasing
Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Tracy Goodson, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Health



DATE:

COMMITTEE: Human Resources & Insurance



1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Reclassification of the Public Health Sanitarian Series positions to Public Health Specialist Series.

3. Specific Details on what the resolution will authorize:

New York State DOH and New York State Civil Service have introduced the Public Health Specialist Series. This series replaced the existing Public Health Sanitarian titles. In keeping in line with this change and to remain competitive with the State it is recommended that we reclassify these positions. Doing so will allow for the automatic progression from a Public Health Specialist Trainee to a Public Health Specialist I. This progression is contingent upon successfully completing a 2 year traineeship. A master's degree in a relevant field may be substituted for one year of training. These titles in Environmental Health require intensive, job specific training. It is hoped that in providing a promotional path, employee recruitment and retention will remain high.

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted

4. Is a Budget Amendment needed: ☐ YES or ☒ NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted

☐ Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact. Funds are included in the Department Budget



- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

☐ YES or ☒ NO (If yes, provide details)

a. Is a new position being created? ☐ Y ☒ N

Effective date

Salary and grade

b. Is a new employee being hired? ☐ Y ☒ N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? ☒ Y ☐ N

Is this position currently vacant? ☐ Y ☒ N

Is this position in the current year compensation plan? ☒ Y ☐ N

7. Does this item require the awarding of a contract: ☐ Y ☒ N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? ☐ Y ☐ N ☐ N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: ☐ Y ☐ N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted

8. Is a grant being accepted: ☐ YES or ☒ NO

County Administrator's Office
Consulted

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

☐ Marked-up previous resolution

☐ No Markup, per consultation with County Attorney

☐ Information summary memo

☐ Copy of proposal or estimate

☐ Copy of grant award notification and information

☐ Other _____

10. Remarks:

<p>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.</p>		<p><i>Saratoga County Human Resources Department</i> BALLSTON SPA, NEW YORK</p> <p>NEW POSITIONS DUTIES STATEMENT</p> <p>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.</p>	
<p>1. DEPARTMENT BUREAU, DIVISION, UNIT OR SECTION LOCATION OF POSITION</p> <p>Saratoga County Dept of Health Environmental Health</p>			
<p>2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job.</p>			
<p>PERCENT OF WORK TIME</p>	<p>Job Title: Public Health Specialist I</p>		
	<p>Enforces the provisions of Public Health Law (PHL); New York Codes, Rules, and Regulations (NYCRR); and other State and federal laws, rules, and regulations relating to community environmental health, food protection, sanitation, and safety. Incumbents conduct on-site inspections and surveys to evaluate environmental health conditions and/or regulatory and code compliance to improve the health, safety, and wellbeing of individuals and the public; and to provide technical assistance as needed. In contrast to the Public Health Specialist Trainee, the Public Health Specialist 1 is at a full performance level and independently performs the full scope of inspection and survey functions noted for Public Health Specialist Trainee. Requires in-depth knowledge of laws, rules, and regulations and may supervise Public Health Specialist Trainees, and other staff.</p> <p>Performs functions to support environmental health, sanitation, and safety programs.</p> <ul style="list-style-type: none"> • Conducts on-site inspections of facilities and sites to ensure the health and safety of the public, and compliance with health regulations and standards. Examples of facilities and sites include food service establishments, children's camps, campgrounds, schools, mobile home parks, campgrounds, temporary residences, pools and beaches, public water supplies. • Evaluates observations and drafts reports to cite deficiencies, recommend corrective action plans to program management, and inform facility operators of deficiencies and corrective action. • Conducts follow-up visits to ensure that deficiencies are resolved. • Reviews permit applications for compliance with environmental health requirements and recommends issuance of permits. 		

	<ul style="list-style-type: none"> • Trains facility operators and staff on environmental health, sanitation, and safety issues. • Conducts environmental sampling; collects food, water, and environmental samples for laboratory testing; and interprets laboratory reports. • Investigates and responds to complaints and public health emergencies, such as illnesses and unsanitary conditions. • Conducts environmental assessments for conditions conducive to lead poisoning in response to notification of a child with an elevated blood lead level. • Evaluates observations and drafts reports of deficiencies; discusses issues with facilities; and conducts follow-up visits to ensure deficiencies are resolved. • Makes recommendations on enforcement actions and presents survey findings at enforcement proceedings. · Supervises and trains Public Health Specialist Trainees. • Related duties as assigned
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3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)		
NAME	TITLE	TYPE OF SUPERVISION
	Public Health Specialist III	General
	Public Health Specialist II	Direct

4. Names and Titles of Persons Supervised by Employee in this position		
NAME	TITLE	TYPE OF SUPERVISION
	Public Health Specialist Trainee	Direct

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 _____

Experience: (List amount and type)

Essential knowledges, skills and abilities:

Type of license or certificate required: N/A		
7. The above statements are accurate and complete.		
Date:	Title:	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		
<hr/>		
Date:	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.

<p>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.</p>		<p><i>Saratoga County Human Resources Department</i> BALLSTON SPA, NEW YORK</p> <p>NEW POSITIONS DUTIES STATEMENT</p> <p>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.</p>			
1. DEPARTMENT		BUREAU, DIVISION, UNIT OR SECTION		LOCATION OF POSITION	
Saratoga County Dept of Health		Environmental Health			
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 Specialist II			
		<p>Enforces the provisions of Public Health Law (PHL); New York Codes, Rules, and Regulations (NYCRR); and other State and federal laws, rules, and regulations relating to community environmental health, food protection, sanitation, and safety. Incumbents conduct on-site inspections and surveys to evaluate environmental health conditions and/or regulatory and code compliance to improve the health, safety, and wellbeing of individuals and the public; and to provide technical assistance as needed.</p> <p>Performs the duties of a Public Health Specialist I. In addition supervises a team of Public Health Specialist I, Public Health Specialist Trainee, and other professional staff in the performance of on-site inspections or surveys, and the provision of technical assistance to facility operators, staff, and other organizations.</p> <ul style="list-style-type: none">· Personally, conducts site visits for issues that require special attention.· Follows up on uncorrected deficiencies reported by staff, and ensures deficiencies are resolved.· Presents inspection and survey findings at enforcement proceedings requiring an extensive knowledge of environmental regulations and standards.· Provides technical consultation and training to staff and other organizations to ensure uniform application of regulations, provides feedback on submitted reports, and evaluates departments' progress towards achieving performance goals and objectives.· Reviews and proposes revisions to local codes to ensure they are consistent with statewide directives and requirements.· Reviews and provides comments on proposed environmental health regulations, manuals, and policy and guidance documents.			

· Reviews and processes applications submitted by subordinate staff.		
3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)		
NAME	TITLE	TYPE OF SUPERVISION
	Director of Environmental Health	General
	Public Health Specialist III	Direct
4. Names and Titles of Persons Supervised by Employee in this position		
NAME	TITLE	TYPE OF SUPERVISION
	Public Health Specialist I	Direct
	Public Health Specialist Trainee	Direct
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 _____		
Experience: (List amount and type)		
Essential knowledges, skills and abilities:		
Type of license or certificate required: N/A		
7. The above statements are accurate and complete.		
Date:	Title:	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 _____.		
Date:	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.

<p>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.</p>		<p><i>Saratoga County Human Resources Department</i> BALLSTON SPA, NEW YORK</p> <p>NEW POSITIONS DUTIES STATEMENT</p> <p>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.</p>			
1. DEPARTMENT		BUREAU, DIVISION, UNIT OR SECTION		LOCATION OF POSITION	
Saratoga County Dept of Health		Environmental Health			
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 Specialist III			
		<p>Enforces the provisions of Public Health Law (PHL); New York Codes, Rules, and Regulations (NYCRR); and other State and federal laws, rules, and regulations relating to community environmental health, food protection, sanitation, and safety. Incumbents conduct on-site inspections and surveys to evaluate environmental health conditions and/or regulatory and code compliance to improve the health, safety, and wellbeing of individuals and the public; and to provide technical assistance as needed.</p> <p>· Develops, implements, and monitors countywide environmental health, sanitation, and safety programs; and develops program budgets for review by fiscal management staff.</p> <p>· Supervises a staff of Public health Specialist I, II , Trainees and other professional and clerical staff.</p> <p>· Establishes and evaluates program priorities and goals; provides progress reports to Environmental Health Director, Commissioner, and county management.</p> <p>· Develops countywide procedures for evaluating facility and site compliance with codes, rules, and regulations; develops guides, and policy and procedural documents; and communicates with staff to ensure uniform inspection and enforcement practices.</p> <p>· In cooperation with the Environmental Health Director and Commissioner, proposes potential changes to PHL and State and local codes, rules, and regulations; implements approved changes countywide.</p> <p>· Assesses countywide training needs for SCPHS staff and facility operators and staff and develops and implements training programs.</p> <p>· Represents SCPHS at NYSDOH meetings and conferences as a program expert; reports outcomes to management.</p>			

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)		
NAME	TITLE	TYPE OF SUPERVISION
	Commissioner	General
	Director of Environmental Health	Direct
4. Names and Titles of Persons Supervised by Employee in this position		
NAME	TITLE	TYPE OF SUPERVISION
	Public Health Specialist II	Direct
	Public Health Specialist I	Direct
	Public Health Specialist Trainee	Direct
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?		
<p>Education: High School _____ years</p> <p style="padding-left: 40px;">College _____ years, with specialization in _____</p> <p style="padding-left: 40px;">Other _____ years, with specialization in _____</p> <p>Experience: (List amount and type)</p> <p>Essential knowledges, skills and abilities:</p> <p>Type of license or certificate required: N/A</p>		
7. The above statements are accurate and complete.		
Date:	Title:	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 _____.		
Date:	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.

<p>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.</p>		<p><i>Saratoga County Human Resources Department</i> BALLSTON SPA, NEW YORK</p> <p>NEW POSITIONS DUTIES STATEMENT</p> <p>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.</p>			
1. DEPARTMENT		BUREAU, DIVISION, UNIT OR SECTION		LOCATION OF POSITION	
Saratoga County Dept of Health		Environmental Health			
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 Specialist Trainee			
		<p>Enforces the provisions of Public Health Law (PHL); New York Codes, Rules, and Regulations (NYCRR); and other State and federal laws, rules, and regulations relating to community environmental health, food protection, sanitation, and safety. Incumbents conduct on-site inspections and surveys to evaluate environmental health conditions and/or regulatory and code compliance to improve the health, safety, and wellbeing of individuals and the public; and to provide technical assistance as needed. The Public Health Specialist Trainee is an entry level position, and under supervision, performs routine environmental inspection and survey functions.</p> <ul style="list-style-type: none">• Under supervision of a Public Health Specialist 1, conducts on-site inspections of facilities and sites to ensure the health, welfare, and safety of the public, and compliance with regulations and standards, and records observations. Examples of facilities and sites include food service establishments, children's camps, hotels, campgrounds, schools, mobile home parks, temporary residences, pools, beaches, and public water supplies.• Evaluates observations and drafts finding reports to cite deficiencies, recommend correction action to program management, and inform facility operators of deficiencies and corrective action.• Conducts follow-up visits to ensure that deficiencies are resolved.• Reviews permit applications for compliance with environmental health requirements and recommends issuance of permits.• Trains facility operators and staff on environmental health, sanitation, and safety issues.• Presents findings at enforcement proceedings.• Conducts environmental sampling; collects food, water, and environmental samples for laboratory testing; and interprets laboratory reports.• Investigates and responds to complaints and public health emergencies, such as illnesses, lead poisoning, and unsanitary conditions.			

	<ul style="list-style-type: none">• Conducts environmental assessments for conditions conducive to lead poisoning in response to notification of a child with an elevated blood lead level.• Reviews facility information and survey history and participates in pre-survey meetings; utilizes information from meetings to plan and implement on-site surveillance strategies.• Evaluates observations and drafts reports of deficiencies; discusses issues with facilities; and conducts follow-up visits to ensure deficiencies are resolved.• Makes recommendations on enforcement actions and presents findings at enforcement proceedings.• Related duties as assigned.
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3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)		
NAME	TITLE	TYPE OF SUPERVISION
	Public Health Specialist III	General
	Public Health Specialist II	Direct
	Public Health Specialist I	Direct

4. 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 _____
Experience: (List amount and type)
Essential knowledges, skills and abilities:
Type of license or certificate required: N/A

7. The above statements are accurate and complete.
Date: _____ Title: _____ 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	
<hr/>	
Date:	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.



05/16/23

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 134 - 2023

Introduced by Human Resources and Insurance: Supervisors Tollisen, Butler, Grasso, Lant, Peck, Raymond and Winney

AMENDING THE 2023 COMPENSATION SCHEDULE TO RECLASSIFY POSITIONS UNDER THE DEPARTMENT OF HEALTH

WHEREAS, the Saratoga County Department of Health (DOH) requires personnel with specialized training and education as mandated by New York State (NYS) when providing Environmental Health services to the residents of Saratoga County; and

WHEREAS, DOH, as a full-service operation, is mandated by NYS to provide these services to the Community and population at large; and

WHEREAS, NYS has introduced the Public Health Specialist Series. This series replaces the existing Public Health Sanitarian titles and provides for an automatic progression from a trainee level to succeeding higher level titles in the series based on successful completion of established term. Keeping in line with the change NYS is implementing will allow the Saratoga County DOH to remain competitive in recruiting and retaining these same positions; and

WHEREAS, the titles under the Sanitarian series require intensive, job specific training that may only be obtained through work and experience gained within a functioning health department. NYS has also identified the natural and automatic progression from time and training spent at the trainee level to each succeeding level is necessary to remain competitive in recruiting and retaining these hard to fill positions as well as offer seamless transfer opportunities for those interested candidates to move between the two entities; and

WHEREAS, our Human Resources and Insurance Committee, the Director of Human Resources, and the Commissioner of Health have recommended that the 2023 Saratoga County Compensation Schedule be amended under the Department of Health to reclassify the titles of six (6) Sanitariums to six (6) Public Health Specialist Trainee(s) with a salary of \$57,465, two (2) Senior Sanitariums to two (2) Public Health Specialist I with a salary of \$68,030, one (1) Principal Sanitarian to one (1) Public Health Specialist II with a salary of \$76,081; one (1) Chief Sanitarian to one (1) Public Health Specialist III with a salary of \$86,815, now therefore be it

RESOLVED, that the 2023 Saratoga County Compensation Schedule is amended as follows:

UNDER DEPARTMENT OF HEALTH

reclassify the titles of:

six (6) Sanitariums to six (6) Public Health Specialist Trainee(s) with a salary of \$57,465
two (2) Senior Sanitariums to two (2) Public Health Specialist I with a salary of \$68,030
one (1) Principal Sanitarian to one (1) Public Health Specialist II with a salary of \$76,081
one (1) Chief Sanitarian to one (1) Public Health Specialist III with a salary of \$86,815

; and it is further

RESOLVED, that this Resolution shall take effect August 1, 2023.

BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the Department Budget, no change to current salaries.