

Personnel Committee Agenda
February 9, 2023
10:30 A.M.

- APPROVAL OF MINUTES FOR JANUARY 4, 2023, COMMITTEE MEETING
- FINANCIAL
 - Benefits & Workers' Compensation Reports – Amy Poff
 - Monthly Departmental Budget Tracking – Linda Parke
- OLD BUSINESS
 - Negotiations with TCLEA
 - Negotiations with NCEU/TCCA
- NEW BUSINESS
 - Salary Study
 - Personnel Department's 2022 Annual Report
- PERSONNEL
 - Head Count & Monthly Exam Reports
- RESOLUTIONS
 - Amend Employee Handbook: WPV Program Policy and Discriminatory Harassment Policy
 - Appoint County Legislator-District 7
 - Establish New Budget Line and Transfer Funds (Personnel)
 - Authorize to Create and Fill Secretary to 1st Assistant County Attorney
 - Authorize Salary Above Base (Sheriff's Office)
 - Reclassify Vacant Position (Mental Hygiene)
 - Authorize to Create and Fill One HEO III (Public Works)
 - Authorize to Fund Position (Social Services)
 - Amend Resolution 35-23; Authorize to Create and fill Temporary GIS Manager
- PROCLAMATIONS - None
- ADJOURNMENT

Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2023_01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A1430 Personnel							
A1430 412600 Personnel Fees	-4,080	0	-4,080	-75.00	.00	-4,005.00	1.8%
A1430 427702 Other Unclassified	-5	0	-5	.00	.00	-5.00	0.0%
A1430 510010 Full Time	300,678	0	300,678	10,561.39	.00	290,116.61	3.5%
A1430 520070 Chairs	2,250	0	2,250	.00	.00	250.00	0.0%
A1430 540010 Advertising	2,100	0	2,100	.00	.00	2,100.00	0.0%
A1430 540140 Contracting Servc	69,050	-936	68,114	.00	.00	68,114.00	0.0%
A1430 540180 Dues	330	0	330	230.00	100.00	0.00	100.0%
A1430 540220 Automobile Fuel	100	0	100	.00	.00	100.00	0.0%
A1430 540320 Leased/Service Equ	2,197	0	2,197	.00	176.50	2,020.50	8.0%
A1430 540340 Literature	600	0	600	.00	.00	600.00	0.0%
A1430 540420 Office Supplies	400	936	1,336	.00	935.99	400.01	70.1%
A1430 540450 Payment To State	2,575	0	2,575	.00	.00	2,575.00	0.0%
A1430 540470 Physicals	6,125	0	6,125	.00	.00	6,125.00	0.0%
A1430 540480 Postage	1,350	0	1,350	.00	.00	1,350.00	0.0%
A1430 540620 Software Expense	5,790	0	5,790	.00	5,790.00	.00	100.0%
A1430 540732 Training/County Re	7,000	0	7,000	.00	.00	7,000.00	0.0%
A1430 540733 Training/All Other	3,500	0	3,500	50.00	.00	3,450.00	1.4%
A1430 581088 State Retirement F	32,714	0	32,714	2,395.72	.00	30,317.98	7.3%
A1430 583088 Social Security Fr	19,933	0	19,933	1,498.78	.00	18,434.52	7.5%
A1430 584088 Workers Compensati	6,060	0	6,060	533.78	.00	5,526.70	8.8%
A1430 585588 Disability Insuran	336	0	336	28.44	.00	307.46	8.5%
A1430 586088 Health Insurance F	127,209	0	127,209	5,596.12	.00	121,612.85	4.4%
A1430 588988 Eap Fringe	72	0	72	6.64	.00	65.43	9.2%
TOTAL Personnel	584,284	0	584,284	20,825.87	7,002.49	556,456.06	4.8%
TOTAL General Fund	584,284	0	584,284	20,825.87	7,002.49	556,456.06	4.8%
TOTAL REVENUES	-4,085	0	-4,085	-75.00	.00	-4,010.00	
TOTAL EXPENSES	588,369	0	588,369	20,900.87	7,002.49	560,466.06	

Some of 100% that are paid at 1st of year - & we know the full cost

February 2023 HL COUNT REPORT

DEPARTMENT/OFFICE	2023 AUTH FT	ACTUAL	UNFUNDED	DIFF	2023 AUTH PT	ACTUAL	UNFUNDED	DIFF	2023 TEMPS
Board of Elections	4	4		0	10	10		0	0
Coroners	0	0		0	4	4		0	0
County Clerk	15	13	1	-1	1	0		-1	0
District Attorney	5	5		0	2	1		-1	1
Eco Devel & Planning	9	8	1	0	1	1		0	0
Emergency Services	2	2		0	12	10		-2	0
Historian	0	0		0	1	1		0	0
Info. Technology	10	8		-2	0	0		0	1
Law / Co Attorney	8	7		-1	2	2		0	0
Legislature	3	3		0	9	8		-1	0
Mental Hygiene	34	30		-4	3	2		-1	0
Personnel	7	7		0	0	0		0	0
Probation	17	14	1	-2	1	1		0	0
Public Defender	6	6		0	4	4		0	0
Public Health	31	21	3	-7	6	3	1	-2	1
Public Works	39	36		-3	1	1		0	0
Real Property	2	2		0	1	0	1	0	0
Sheriff	108	97	2	-9	6	2	1	-3	0
Social Services	88	76	1	-11	9	3		-6	2
Treasurer	7	7		0	2	2		0	0
Veterans	3	3		0	1	1		0	0
TOTAL	398	349	9	-40	76	56	3	-17	5

FUNDED VACANCIES

2023 Staff Reductions

LEGIS 417-22

PD 40-23

2023 Staff Increases

EMS 369-22

DPW 416-22

LAW 44-23

FT: CSG B, SWE, OSI, Sr. Caseowrker PT: Contrct Spec, YB Dir, Mail Clk, Comm Svc Wkr

PT: Confidential Assistant

PT: Assistant Fire Coord., Skills Instructor

FT: OSII, Network Administrator

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

FT: CH Prog. Spvr, Comm&e-Svcs Coord, PH Nurse, Spv PHN, Local Coord. / PT: Dentist

FT: Engineering Technician, Heavy Equipment Mechanic 1

FT: Probation Officer (2)

FT: Safety Officer

FT: CO, DS, PSD Trainee / PT: Cook (2)

110 ft

Get Linda's notes

F

DEPARTMENT	TITLE	DATE OPEN	FILLED BY	DOH	\$ RATE	\$ PREVIOUS	ANNUAL DIFFERENCE
DSS	Welfare Mngmt Coor (A. Canzler)	10/3/2022	A. Rossi	1/30/2023	\$ 44,532.00	\$ 44,011.00	\$521.00
Real Prop	Office Specialist III (S. Palinosky)	11/16/2022	K. Hall	1/30/2023	\$ 39,041.00	\$ 38,776.00	\$265.00
DPW	H.E.O. I (K. Gregrow)	12/5/2022	B. Bensley	1/14/2023	\$ 20.86	\$ 19.87	\$2,059.00
MH	Sr. Clinical Social Worker (C. Fay)	1/18/2023	S. Secor	1/30/2023	\$ 64,931.00	\$ 64,931.00	\$0.00
CLERK	Recording Clerk (S. Holcomb)	10/18/2022	H. Conroy	1/30/2023	\$ 31,894.00	\$ 31,327.00	\$567.00
							\$0.00
							\$0.00
							\$0.00
TOTAL MONTHLY IMPACT:							\$3,412.00

(\$1,788.00)

YEAR TO DATE TOTAL:

TOTAL MONTHLY IMPACT:

MONTH REPORTED	AMOUNT
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
	-\$5,200.00
	\$3,412.00

Bringing out since Jan positions that were filled

CHANGE IN CLASSIFICATION and
TEMPORARY APPOINTMENTS

CHANGE IN CLASSIFICATION

RESO #	DEPT	TYPE	NAME	PREV TITLE	PREV SALARY	NEW TITLE	NEW SALARY	EFFECTIVE DATE	ANNUAL DIFFERENCE
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00

Type Codes: DA = Desk Audit of current employee
RC = Review of Classification of vacant position - base salaries represented

TEMPORARY APPOINTMENTS

<u>PH</u>									
Mastro, S		PH Educator			246-20; 113-22	9/13/21 - 3/31/23			
VACANT		PH Educator			246-20	9/13/21 - 3/31/24			
<u>ITCS</u>									
Vacant		GIS Tech	RESO		35-23	1/11/23 - 4/1/23			
<u>DSS</u>									
Cole, D		Social Welfare Examiner			286-22	9/26/22 - 2/24/23			
VACANT		Social Welfare Examiner			286-22	9/26/22 - 2/24/23			
Walker, P		Office Specialist I			286-22; 37-23	10/11/22 - 3/10/23			
VACANT		Office Specialist I			286-22	10/11/22 - 3/24/24			
Leonard, N		Office Specialist I			286-22; 37-23	10/24/22 - 2/24/23			
<u>DA</u>									
Perry, William		Paralegal PT			36-23	1/1/23-8/31/23			

W. Perry

REFERRED TO:

PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -23

AMEND EMPLOYEE HANDBOOK;
WORKPLACE VIOLENCE PREVENTION PROGRAM
POLICY AND DISCRIMINATORY HARASSMENT POLICY

WHEREAS: Tioga County's Workplace Violence Prevention Program Policy and Discriminatory Harassment Policy was reviewed by the Workplace Violence Advisory Team and the Loss Control Committee for the annual review of the Workplace Violence Prevention Program Policy and Discriminatory Harassment Policy for necessary updates; and

WHEREAS: The Workplace Violence Prevention Program Policy and Discriminatory Harassment Policy warrants revisions in several sections and the need for forms to be updated in their entirety; therefore be it

RESOLVED: That the Workplace Violence Prevention Program Policy and Discriminatory Harassment Policy be updated to include inclusive pronouns; and be it further

RESOLVED: That **Section I. Workplace Violence Prevention Program Policy, Subsection III. Definitions** is hereby amended to include two new definitions; 6. Harassment and 7. Furniture Abuse to read as follows:

III. Definitions

6. Harassment occurs when you have the intent to harass, annoy or alarm some person and you: Strike them in some manner or make physical contact with them (or attempt to do so); or follow a person around in public areas; or engage in a course of conduct (repeated actions) of annoyance or alarm to that person without any legitimate reason to do so.
7. Furniture Abuse can be defined as the deliberate kicking, smashing, slamming or hitting of chairs, tables, workstations, walls, doors, objects or other items of furniture in the workspace.

And be it further

RESOLVED: That **Section I. Workplace Violence Prevention Program Policy, Subsection V. Responsibilities**, 1. Department Head/ Supervisor Responsibility and 3. Safety Officer are hereby amended to read as follows:

V. Responsibilities

1. Department Head/Supervisor Responsibility

Department Heads and supervisors are expected to enforce the program in a fair and consistent manner and ensure all aspects of the program under their area of responsibility are properly met.

If an employee notifies their Department Head of an actual or potential workplace violence incident or submits a completed Workplace Violence Incident Report, the Department Head is responsible for following the reporting procedures as outlined in Section VII of this policy. Failure to follow reporting procedures could result in disciplinary action.

3. County Attorney's Office

The County Attorney's Office, or their designee, will be responsible for annual training and disseminating any changes made to this policy to County personnel, as well as ensuring the policy is posted appropriately throughout county buildings and other work sites.

And be it further

RESOLVED: That **Section I. Workplace Violence Prevention Program Policy, Subsection VIII. Incident Investigation, 1. Risk Evaluation After a Workplace Violence Incident** is hereby amended to read as follows:

VIII. Incident Investigation

1. Risk Evaluation After a Workplace Violence Incident

The County Attorney's Office, or their designee, will perform a risk evaluation and determination immediately after the occurrence of a workplace violence incident. The investigation may take various forms, depending upon the type of incident.

Upon completion of the review, the County Attorney's Office, or their designee, will address the cause(s) of the incident and take the necessary steps to eliminate or reduce the likelihood of such an incident occurring again. The County Attorney's Office may also make recommendations for revising the Workplace Violence Prevention Policy. Any revisions to the policy will be put in writing and made available to employees. Employee training will be provided if significant changes to the policy are made. The County will also consider global prevention enhancements at all work sites which may be necessary to properly protect employees.

And be it further

RESOLVED: That **Section I. Workplace Violence Prevention Program Policy, Subsection X. Workplace Risk Evaluation** is hereby amended to include additional risk factors, worksite locations, and applicability in Tioga County and to read as follows:

X. Workplace Risk Evaluation

As required by Section 27-b of the NYS Labor Law, the County conducted an evaluation of the workplace in general, and each worksite specifically, to identify existing or potential hazards that might place employees at risk of workplace violence.

The following risk factors, locations and applicability in Tioga County are listed below:

1. Working in public settings applies to all County locations and personnel.
2. Working late night or early morning hours applies to personnel at the Ronald E. Dougherty County Office Building, Court Annex/County Clerk's Building, Health and Human Services Building, Public Safety Building, Highway Department, Buildings & Grounds, Mental Hygiene Building in Waverly, Public Defender's Building, ILS Building, Child Advocacy Center Building, and the County Truck Wash Building.
3. Exchanging money with the public applies to personnel at the County Office Building, Public Safety Building, Court Annex/County Clerk's Building, Health and Human Services Building, Ronald E. Dougherty County Office Building and the Mental Health Building in Waverly.
4. Working alone or in small numbers applies to personnel at all County Office Buildings. It also applies to personnel who do County work off County premises.
5. Uncontrolled access to the workplace applies to personnel at the County Office Buildings or sites with unrestricted access.
6. Areas of previous security problems include the Ronald E. Dougherty County Office Building and Health and Human Services Building.

And be it further

RESOLVED: That **Section I. Workplace Violence Prevention Program Policy, Subsection XI. Methods for Hazard Prevention and Control, #2** is hereby amended to read as follows:

XI. Methods for Hazard Prevention and Control

2. The hierarchy of controls to be used is:
 - Elimination
 - Substitution
 - Engineering Controls.
 - Administrative Controls.
 - Personal Protective Equipment.

And be it further

RESOLVED: That **Section 2 Discriminatory Harassment Policy, Subsection I. Policy Statement, paragraph 1** is hereby amended to read as follows:

It is the policy of the County of Tioga to provide and maintain a work environment which is free from unlawful discrimination based on race, creed, color, national origin, sexual orientation, military status, sex, age, marital status, domestic violence victim status, disability, pregnancy-related condition, predisposing genetic characteristics, prior arrest or conviction record, familial status, gender identity, and any other class protected by law (collectively referred to as "discriminatory harassment" or "harassment"). Harassment based on these characteristics is a form of unlawful discrimination and is prohibited in each and every work environment and each and every situation which directly impacts the work environment.

And be it further

RESOLVED: That **Section 2 Discriminatory Harassment Policy, Subsection II. Definitions, 1. Sexual Harassment** is hereby amended to read as follows:

1. "Sexual Harassment" is defined as:

A form of gender-based discrimination. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment (e.g., promotion, training, assignments, etc.);
- B. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions (e.g., hiring, evaluation, promotion) affecting such individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of specific behaviors that may be considered sexual harassment include, but are not limited to:

- Spoken or written words related to an employee's sex
- Any sexual advance that is unwelcome
- Sexually oriented comments
- Showing or displaying pornographic or sexually explicit objects or pictures in the workplace
- Offensive touching, patting or pinching
- Requests for sexual acts or favors
- Abusing the dignity of an employee through insulting or degrading sexual remarks or conduct
- Threats, demands or suggestions that an employee's work status is contingent upon her/his toleration of or acquiescence to sexual advances
- Subtle pressure for sexual activities
- Leering at a person

Sexual harassment is gender neutral and may involve members of the same or different gender.

And be it further

RESOLVED: That **Section 3. FORMS - ALL FORMS ARE LOCATED ON COUNTY INTRANET** is hereby amended to read as follows with the following updated forms located on the County Intranet:

SECTION 3 - FORMS - ALL FORMS ARE LOCATED ON COUNTY INTRANET

Form 1: Workplace Violence Incident Report Form

Form 2: Workplace Violence Prevention Program Policy Acknowledgement Form

Form 3: Workplace Violence Prevention Program Training Acknowledgement Form

Form 4: Workplace Violence Discriminatory Harassment Complaint Form

Form 5: Workplace Violence Notice of Withdrawal of Complaint of Discriminatory Harassment

And be it further

RESOLVED: That the remainder of the Workplace Violence Prevention Program Policy and Discriminatory Harassment Policy remains unchanged.

REFERRED TO:

LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -23

APPOINT COUNTY LEGISLATOR

WHEREAS: District 7 Legislative position representing the Berkshire, Newark Valley, and Richford areas has been vacant since November 23, 2022; and

WHEREAS: The term of office for Legislative District 7 runs until December 31, 2024; and

WHEREAS: Pursuant to Local Law 3 of 2016, the vacancy may be filled by Legislative appointment by way of majority vote until such time as the office is filled as a result of a general election as provided by law; and

WHEREAS: The next upcoming general election is November 7, 2023; and

WHEREAS: The Legislature has found and determined that a qualified resident-electror residing in the Town of Berkshire shall be appointed to discharge the duties of District 7 Legislator until December 31, 2023 with the understanding that continued service is contingent upon the results of the November 7, 2023 general election; therefore be it

RESOLVED: That Keith Flesher is hereby appointed District 7 Legislator effective February 14, 2023 to discharge the duties of District 7 Legislator until December 31, 2023.

REFERRED TO:

LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -23

ESTABLISH NEW BUDGET LINE, MODIFY PERSONNEL
2023 BUDGET AND TRANSFER FUNDS FOR THE
PURCHASE OF A LAPTOP COMPUTER

WHEREAS: The Personnel Officer has found a need for a laptop computer; and

WHEREAS: Personnel's Budget does not have an established computer expense line for the purchase of this laptop; and

WHEREAS: Amending Personnel's Budget with the addition of a computer expense line, A1430 520090 and transfer of funds requires Legislative approval; therefore be it

RESOLVED: That the Personnel Officer be authorized to purchase the laptop and the following funds be transferred for this purchase:

From: A1430 540420 Office Supplies	\$936.00
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To: A1430 520090 Computers	\$936.00
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REFERRED TO:

PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION
LEGAL/FINANCE COMMITTEE

RESOLUTION NO. -23

AUTHORIZE TO CREATE AND FILL SECRETARY TO
1ST ASSISTANT COUNTY ATTORNEY;
TEMPORARILY INCREASE FULL-TIME HEADCOUNT
LAW DEPARTMENT

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

WHEREAS: Due to the announced retirement of the current Secretary to 1st Assistant County Attorney as of March 31st, 2023, the County Attorney has implemented a succession plan which includes the current Secretary to 1st Assistant County Attorney training her replacement for a period of time in order to transition duties; and

WHEREAS: In an attempt to recruit and train for said replacement the County Attorney would like to temporarily increase his authorized full-time headcount to offer the employee benefits; therefore be it

RESOLVED: That one full-time Secretary to the 1st Assistant County Attorney position shall be created effective February 15, 2023, at an annual salary of \$39,940 - \$49,740 (Management/Confidential); and be it further

RESOLVED: That the authorized full-time headcount for the Tioga County Law Department shall increase from 8 to 9 through March 31st, 2023 and shall revert back to 8 as of April 1, 2023.

REFERRED TO: PUBLIC SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23 AUTHORIZE SALARY ABOVE HIRING BASE
CORRECTIONS OFFICER
SHERIFF'S OFFICE

WHEREAS: As of January 1st, 2023, there were six full-time Corrections Officer positions vacant; and

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

WHEREAS: Kenneth Wilbur, a transfer candidate with over 10 years of Corrections experience, applied and he is eligible and willing to accept a transfer from the Delaware County Sheriff's Office to a Corrections Officer vacancy in Tioga County; and

WHEREAS: Resolution 211-99 requires legislative approval for any appointments made above an established base salary amount. The Sheriff has received approval from the Tioga County Corrections Association to hire a new Corrections Officer, who has over 10 years of corrections experience, at an annual salary rate reflecting ten years of experience per the current union contract, or \$53,428; therefore be it

RESOLVED: That the Sheriff is hereby authorized to backfill the vacant, full-time Corrections Officer position with Kenneth Wilbur at an annual salary of \$53,428 effective March 13, 2023.

Pete

Tracy - not hired anyone correct
Yes correct

REFERRED TO:

HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. – 23

RECLASSIFY VACANT POSITION
MENTAL HYGIENE

WHEREAS: Legislative approval is required for all position reclassifications;
and

WHEREAS: One Senior Certified Drug and Alcohol position (CSEA Salary
Grade XIII) has been vacant since March 11, 2022; and

WHEREAS: The Director of Community Services has reviewed the staffing
needs within the Mental Hygiene Department and has determined that
said vacancy would be better utilized in the service of clients if the
position was classified as a Certified Drug and Alcohol Counselor; and

WHEREAS: Due to program needs, there is need to fill the vacancy as a
Certified Drug and Alcohol Counselor; therefore be it

RESOLVED: That the Legislature hereby authorizes the reclassification of
one vacant, full-time Senior Certified Drug and Alcohol position (CSEA
Salary Grade XIII) to a full-time Certified Drug and Alcohol Counselor
(CSEA Salary Grade XI) effective February 15, 2023.

REFERRED TO:

PUBLIC WORKS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23

AUTHORIZATION TO CREATE AND FILL
ONE, FULL TIME HEO III POSITION
PUBLIC WORKS

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

WHEREAS: The Commissioner of Public Works has acquired two new pieces of equipment classified as "Heavy Equipment" in 2023; and

WHEREAS: The Commissioner of Public Works has identified a staffing need for an additional HEO III position due to the acquisition of equipment; and

WHEREAS: The operation of these two pieces of equipment would require an additional HEO III position; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the creation and promotional filling of one, full-time HEO III position (CSEA SG 3) effective February 15, 2023; therefore be it

RESOLVED: That once the newly created HEO III position has been filled promotionally, it will cause a series of internal movement from MEO I to HEO II. Once all internal promotions have been finalized, this will result in a vacant MEO I. The Commissioner of Public Works will then abolish the vacant MEO I; and be it further

RESOLVED: That the HEO III position shall not represent an increase to the department's full-time headcount.

REFERRED TO:

HEALTH & HUMAN SERVICES COMMITTEE
LEGAL FINANCE
PERSONNEL COMMITTEE

RESOLUTION NO. - 22

AUTHORIZATION TO FUND THE POSITION OF
DIRECTOR OF ADMINISTRATIVE SERVICES
SOCIAL SERVICES

WHEREAS: Legislative approval is required to fund any position within Tioga County; and

WHEREAS: The Commissioner of Social Services currently has a vacant, unfunded, full-time Director of Administrative Services; and

WHEREAS: Upon the anticipated retirement of Gary Grant, Deputy Commissioner of Social Services, the Commissioner of Social Services would like to fund the position of Director of Administrative Services; and

WHEREAS: This position is critical for continuity in the functioning of the fiscal operation of the Department; therefore be it

RESOLVED: That the Commissioner of Social Services is authorized to fund the Director of Administrative Services Position within the Management/Confidential annual salary range of \$59,997 - \$69,997 effective February 15, 2023; and be it further

RESOLED: That the Department of Social Services full-time headcount will increase from 88 to 89.

REFERRED TO:

ITCS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23

AMEND RESOLUTION 35-23, AUTHORIZE TO CREATE
AND FILL GIS MANAGER; TEMPORARILY INCREASE
FULL-TIME HEADCOUNT
INFORMATION TECHNOLOGY &
COMMUNICATION SERVICES

WHEREAS: This Resolution amends Resolution 35-23 which authorized the Chief Information Officer to create a temporary GIS Technician position effective February 1, 2023 with authorization to recruit and fill said temporary position on or after January 11, 2023 through April 1, 2023, at an hourly rate of \$25.55.

WHEREAS: Legislative approval is required for the creation of any new position within Tioga County and any appointments made to a Management/Confidential position; and

WHEREAS: The GIS Manager position will become vacant upon the retirement of the current incumbent, William Ostrander; and

WHEREAS: The Chief Information Officer has implemented a succession plan which includes the current GIS Technician, Byran Goodrich to be promoted to the GIS Manager position; and

WHEREAS: The Chief Information Officer would like to create another full-time GIS Manager position to aide in the transition of the incumbent GIS Manager's planned retirement; and

RESOLVED: That one full-time GIS Manager position (Management/Confidential \$60,379 – \$70,379) be created for a temporary duration effective February 15, 2023 through April 30, 2023; and

RESOLVED: That the current GIS Technician, Bryan Goodrich be appointed to the GIS Manger position effective February 15, 2023 at an annual salary of \$65,073; and be it further

RESOLVED: That the authorized full-time headcount for the Information Technology & Communication Services shall temporarily increase from 10 to 11 effective February 15, 2023 and shall revert back to 10 as of April 30, 2023.

REFERRED TO:

FINANCE, LEGAL AND SAFETY COMMITTEE

RESOLUTION NO. -23

AUTHORIZE APPOINTMENT OF SAFETY OFFICER

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

WHEREAS: Since November 1, 2022, the position of Safety Officer has been vacant due to resignation; and

WHEREAS: The County Attorney has recruited and identified a qualified candidate whom he would like to hire for said position; therefore be it

RESOLVED: That the County Attorney is hereby authorized to provisionally appoint Doreen Holbrook to the title of Safety Officer effective February 27, 2023, pending successful completion of civil service examination requirements at an annual Management/Confidential salary of \$56,000.00.

Personnel Department 2022 Annual Report

Narrative:

Daily activities in the Personnel Office primarily involve civil service administration, fringe benefits administration and labor relations matters. For 2022, much time has been devoted to recruitment, examination administration, reclassification requests, employee benefits consultations, contract negotiations, and new hire orientations due to the uptick in retirements and resignations. Unfortunately, for the first time in a long time, the office had a provisional rate higher than the State-wide average, of 13% vs 10%. The continuous turnover, and the NYS Civil Service Department delays in the testing system makes a lower provisional rate a challenge.

The Personnel Department is mandated to provide Civil Service administration to all County Departments as well as the Towns (9), Villages (6), Schools (5) and Special Districts (3) within Tioga County. This means in addition to all County employees, the hiring of Custodians, Bus Drivers, Food Service Helpers, Secretaries, etc. at the schools and Typists, Equipment Operators, Wastewater Treatment Plant Operators, etc. in the Towns and Villages, as well as EMTs in the Fire Districts and Soil & Water Conservation District employees are all overseen by this office. In all, 1400 classified civil service positions exist amongst all public entities in Tioga County, an increase of 27 from 2021.

Highlights:

The Personnel Department has a lot of new faces in 2022! The Personnel Officer, and the Civil Service Administrator, both retired. The Benefit Manager also announced her retirement for 2023, which led to the hiring of a Benefit Manager Trainee. We promoted from within to fill a Civil Service Technician, which led to hiring a new Civil Service Assistant.

Our Civil Service Technician (Kelly Quick) graduated from the Civil Service Institute, and our Sr. Civil Service Technician (Nancy Henry) graduated from Leadership Tioga.

Throughout 2022, the office administered 137 different civil service examinations, and 216 candidates participated in those exams.

The Personnel Department administers the Tioga County Self-insured Workers' Compensation Plan, in which all Towns and Villages participate as well as the County; the annual budget for this program was \$1.16 million in 2022, appropriated between all the municipalities.

The collective bargaining agreement with the Tioga County Law Enforcement Association expired December 31, 2020, and the negotiations began in the Fall of 2021, for a successor agreement. To date, those negotiations are still in progress.

The collective bargaining agreement with the Tioga County Corrections Association expired on December 31, 2022, and negotiations began in the late Fall of 2022, for a successor agreement.

Throughout 2022, we had 15 retirements, 65 resignations, and 9 removals. As was true for all employers, recruiting still proves to be challenging throughout 2022 for all positions, with an average of

over 43 vacancies being carried at any time. Staffing shortages have resulted in several areas, compounded by COVID related absences.

Tioga County opted to participate in an RFP process initiated by the Broome County Purchasing Alliance for the group purchase of Medicare Advantage Plans for Medicare-eligible retirees. The end result was a change in coverage as of January 2022, that provided equal to or better than coverage and saved Tioga County \$803,049, in premiums in 2022.

In the late Spring of 2022, Tioga County initiated an RFP for a salary & benefit study, which set forth with an agreement with the Burke Group to conduct a salary & benefit study. By early Fall the results were presented to the Legislature.

The Institute for Advancement training program had a graduating class of 20. Some of the courses offered included a Real Colors/Real Solutions, County Government 101, Civil Service 101, Interdepartmental Collaborations, Communication & Conflict Resolution, and Workplace Ethics. The I4A program collaborated again with the Employee Recognition program to offer an Employee Recognition & Appreciation Week – September 19th-23rd, to thank employees for their dedication and service throughout the year. Pin ceremonies were held for all departments, and lunch were provided by Country Boys Kitchen.

The Employee Recognition Program held its annual recognition ceremonies and luncheon on September 28th, at Donoli's, which recognized 5 employees for their 25 years of service to Tioga County.