



Board of Legislators

County Office Building, Room 201
7 Court Street
Belmont, New York 14813
Phone: 585-268-9222

Click here for Facebook live streaming:
<https://www.facebook.com/alleganycountyny/>

PERSONNEL COMMITTEE AGENDA **May 5, 2021**

- 1. Roll Call**
- 2. Approval of Minutes**
 - April 7, 2021
 - April 21, 2021
- 3. County Clerk, Rob Christman**
 - Request to Abolish Intern (90-Day) Index Clerk Position
 - Request to Abolish Permanent Part-Time Index Clerk Position
 - Request to Create and Fill Permanent Full-Time Index Clerk Position
- 4. County Administrator, Carissa Knapp**
 - Salary Study
- 5. Old Business**
- 6. New Business**
- 7. Good of the Order**
- 8. Adjournment**

MEMORANDUM OF EXPLANATION

INTRODUCTION NO: _____

(Clerk's use only)

Committee of Jurisdiction: Personnel

Date: Nov 16, 2020

The County Clerk requests to create and fill a full-time Index Clerk starting January 1, 2021.

Twelve years ago I converted two fulltime Index clerk positions to one permanent part-time index clerk and one ninety-day per year intern position.

The current request is to terminate both the intern and permanent part-time index positions. We would offer this new full time position to the current permanent part-time employee or request a new civil service list to be developed.

This position would fill the legal indexing requirements for both civil and real property tasked to this office.

FISCAL IMPACT: The annual cost will be \$31,247 – \$36,584.

**For further information regarding this matter, contact: Robert Christman, County Clerk
268-9280**

Request to Fill Position Form

Date: **16 November 2020**

Committee of Jurisdiction: **Personnel**

Request to Fill: Title of Position: **Full Time Index Clerk** (starting January 1st, 2021)
Dept.: **County Clerk**

Will any positions be eliminated? **Yes**

If yes, which position(s): **Intern Index Clerk & Permanent Part Time Index Clerk**

This position is an:

Existing position? Newly Created Position? **YES** Created by Resolution #: _____

This position will be:

Full Time? **YES** Part Time? Permanent? **YES** Temporary?

This position will be:

Non Union? Union? **YES** covered by the **A.F.S.C.M.E 86** bargaining unit.

Grade: **6** Step: **0 - 7** Hourly pay rate: **\$17.10 – \$20.02** Annual salary of position: **\$31,247 – \$36,584**

Cost of benefits for position: **\$15,623 – \$18,292**

Does position support a mandated program/grant? **No** Name of program: _____

Source of funding for position: **100% County** _____% State _____% Federal _____% Other

Source of funding for benefits: **100 % County** _____% State _____% Federal _____% Other

Amount in 2021 year's budget for this position: **\$22,428**

Rationale justifying the need to fill this position at this time. Please include in your rational where applicable:

1. The specific duties that cannot be accomplished by another employee.
This position would fill the legal indexing requirements for both civil and real property tasked to this office
2. The goals your organization will not be able to accomplish as a result of not filling this position.
Maintaining legal requirements related to document access and public assistance.
3. The funding available to fill the position from external sources.
All funds are generated through County Clerk fees.
4. The benefit to the County generated by this specific position.
For over two hundred years the clerk's office has provided reliable access to legal and real property documents. Indexing those documents is critical to maintaining continuity and consistency for future use.

Department Head Name: _____

Date: _____

County Administrator Authorization: _____

Date: _____

Personnel Officer Authorization: _____

Date: _____

MEMORANDUM OF EXPLANATION

Introduction No: _____
(clerk's use only)

COMMITTEE: Personnel

DATE: May 5, 2021

Requesting authorization to enter into an agreement with DI Jacobs Consulting Company to conduct a compensation study of 65 non-bargaining positions (Non-Unit and Section IV) in Allegany County and develop a compensation plan.

Typical of many Board tenures, this Board has considered over 50 deviations to the Non-Unit and Section IV salary plans through requests to create or abolish positions or through requests to change to the salaries of existing titles. Several other changes are either currently pending approval or will be presented to this Board prior to the end of 2021.

Going forward, a compensation plan would serve as a guidance document for such decisions and would aid our budgeting, planning, and recruiting purposes by ensuring the compensation of positions and employees is managed in a consistent and competitive manner. The cost for the study and final report is \$20,000.

Additionally, the proposal includes optional tasks of development a personnel manual (\$5,000) and development of a performance management system (\$3,000).

DI Jacobs was the successful response in RFPs recently circulated across New York State and has completed similar studies for Steuben, Cayuga, Yates, and Sullivan counties.

Fiscal Impact: \$30,000

For further information regarding this matter, contact:

Carissa Knapp, County Administrator 585-268-9217

**Allegany County, New York
Proposed Compensation Study
Price Proposal**

STAFF	ESTIMATED HOURS	SUBTOTAL
Project Manager	180	\$15,000
Associates	96	\$5,000
TOTAL	276 hours	\$20,000

Pricing Schedule per Project Task

PROJECT PHASE	ESTIMATED HOURS	TOTAL COST
Prepare Accurate Job Descriptions	60	\$3,000
Prepare a draft Grade Plan	92	\$8,000
Conduct a Salary Survey	40	\$4,000
Prepare a Draft Compensation Plan	60	\$3,000
Prepare and Present a Final Compensation Report	24	\$2,000

OPTIONAL PROJECT TASKS	ESTIMATED HOURS	TOTAL COST
Review and Development of a Personnel Manual	32	\$5,000
Review and Development of a Performance Management System	24	\$3,000

