



Board of Legislators

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

PERSONNEL COMMITTEE **AGENDA** **June 5, 2019**

- 1. Approval of Minutes**
 - May 1, 2019

- 2. Heather Bedow, Workers Compensation Executive Secretary**
 - 2020 Proposed Workers Compensation Budget
 - 2020 Budgeted Participant Assessments

- 3. Rob Christman, County Clerk**
 - Request to fill part-time temporary Index Clerk

- 4. Old Business**

- 5. New Business**

- 6. Good of the Order**

- 7. Questions from the Media**

- 8. Adjournment**

MEMORANDUM OF EXPLANATION

INTRODUCTION NO: _____

(Clerk's use only)

Committee of Jurisdiction: Personnel

Date: June 05, 2019

The County Clerk request to fill an existing temporary position. The title of this temporary part time position is Index Clerk. The current employee is leaving as they have graduated from SUNY College. The position is staffed for only ninety days per year. There are no benefits relating to this position. The hourly wages are \$16.44. The temporary Index Clerk assist with our ongoing computer digitization projects, customer service and basic clerical assistance. We would fill this position as soon as possible. Civil service review has been completed and acceptance.

FISCAL IMPACT: The annual cost to the County is \$10,356. This was budgeted for the 2019 fiscal year.

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

Request to Fill Position Form

Date: 05 June 2019

Committee of Jurisdiction: Personnel

Request to Fill: Title of Position: Part Time (90 Days) Index Clerk

Dept.: County Clerk

Will any positions be eliminated? NONE

If yes, which position(s): _____

This position is an:

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

This position will be:

Full Time? _____ Part Time? YES Permanent? _____ Temporary? 90 Days per Year

This position will be:

Non Union? YES Union? _____ covered by the _____ bargaining unit.

Grade: 6 Step: 0 Hourly pay rate: 16.43 Annual salary of position: \$10,356.00

Cost of benefits for position: NONE

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: N/A % County _____ % State _____ % Federal _____ % Other

Amount in 2019 year's budget for this position: \$10,356

Rationale justifying the need to fill this position at this time. Please include in your rational where applicable:
The County Clerk uses the temporary Index Clerk to assist with computer digitization projects, customer service and basic clerical assistance. We request to fill the position as our current employee has graduated from Houghton College.

1. The specific duties that cannot be accomplished by another employee.
Time constraints and general clerical duties prevent full time employee from focusing on special projects.
2. The goals your organization will not be able to accomplish as a result of not filling this position.
Completion of integrating all maps and appropriations (road maps) into the system. During the summer hours the temporary index clerk backfills the full time employees (who are on vacation) in assisting with the public.
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.
Integrating all maps and appropriations (road maps) into the system, During the summer hours the temporary index clerk backfills the full time employees (who are on vacation) in assisting with the public.

Department Head Name: Robert L. Christ

Date: 5-31-19

County Administrator Authorization: _____

Date: _____

Personnel Officer Authorization: J. J. Jones

Date: 5-31-19