



Personnel Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

~ Agenda ~

Thursday, June 15, 2017

9:00 AM

Room 304

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Legislative District 1 John R Troy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
District 4 Richard Bushnell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
District 13 Kevin Whitney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
District 14 Sandra Price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chair George Wagner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
District 5 Luke Snyder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
District 7 Raylynn Knolls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MINUTES

Personnel Committee - Committee Meeting - May 16, 2017 9:00 AM

Old Business

Workplace Violence Policy Update -Personnel

RESOLUTIONS

Board of Elections

County Attorney

Legislature/Historian

ON MOTION OF WAGNER

AGENDA ITEM NO. 1

Authorize Agreement - Accela, Inc. - Minute Traq/Civic Streaming Subscription - Cortland County Legislature

WHEREAS, Cortland County desires to continue to create a more efficient legislative process, and a more transparent government, AND

WHEREAS, Accela, Inc. provides MinuteTraq to provide for the creation of agendas and minutes, and Civic Streaming for posting these documents, as well as audio and video proceedings in a user-friendly format for public use, AND

WHEREAS, Accela has provided a cost \$1,134 per month (MinuteTraq-\$630; Civic Streaming-\$504), AND

WHEREAS, these funds are included in the 2017 Roll-up budget in Account No. A10405.54002 Computer Maintenance, and is better noted as A10405.54004, Computer Software, NOW THEREFORE BE IT

RESOLVED, that the Chairman of the Legislature, upon approval of the County Attorney is hereby authorized and directed, to enter into a two-year Agreement with Accela, Inc., 2633 Camino Ramon, Suite 500, San Ramon, CA 94583, for the above services and costs, AND BE IT FURTHER

RESOLVED, that the Budget and Finance Director is hereby directed to create Account A10405 54004, Computer Software within the Clerk of the Legislature's budget to accurately reflect this agreement.

Personnel Department

ON MOTION OF WAGNER

AGENDA ITEM NO. 2

Standard Workday Reporting 2017

ON MOTION OF WAGNER

AGENDA ITEM NO. 3

Extension of Agreements with Nationwide Retirement Solutions, Nationwide Financial Services, Inc. and Nationwide Trust Company for the Continuation of the Cortland County Deferred Compensation Plan - Personnel Department

WHEREAS, the Cortland County Deferred Compensation Plan has been provided administrative services by Nationwide Retirement Solutions, with Nationwide Financial Services, Inc. serving as financial organization and Nationwide Trust Company serving as trustee, AND

WHEREAS, agreements between Cortland County and such entities to provide such services expires on October 12, 2017, AND

WHEREAS, Cortland County has the option of extending such agreements for an additional one (1) year period to expire on October 12, 2018, AND

WHEREAS, there is no cost to the County for this service, NOW THEREFORE BE IT

RESOLVED, the Chairman of the Legislature, upon review and approval by the County Attorney is authorized to execute the contract extension for the above referenced agreements with Nationwide Retirement Solutions, Nationwide Financial Services, Inc. and Nationwide Trust Company for a one (1) year period, ending on October 12, 2018.

DISCUSSION/REPORTS

Discussion Items

1. June Vacancy Report
2. Proposed Hiring Freeze
3. Proposed Legislative Rules of Order Revisions



Personnel Committee

Committee Meeting

~ Minutes ~

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

George Wagner

Tuesday, May 16, 2017

9:00 AM

Room 304

CALL TO ORDER

Attendee Name	Title	Status	Arrived
John R Troy	District 1 - Committee Member	Present	
Richard Bushnell	District 4 - Committee Member	Present	
Kevin Whitney	District 13 - Committee Member	Present	
Sandra Price	District 14 - Vice Chair	Present	
George Wagner	Chair	Present	
Luke Snyder	District 5 - Committee Member	Present	
Raylynn Knolls	District 7 - Committee Member	Present	
Donnell Boyden	Legislative District 8	Present	
Karen Howe	County Attorney	Present	
Robert Howe	Republican County Election Commissioner	Present	
Annette Barber	Personnel Director	Present	
Mary Ann Discenza	District 6	Present	
Eric Mulvihill	Clerk of the Legislature	Present	

MINUTES

Tuesday, August 09, 2016

Tuesday, April 11, 2017

RESOLUTIONS

Board of Elections

Commissioner Howe reported that the petition process for those individuals seeking County office begins June 6th, and petitions are due July 1st.

County Attorney

Ms. Howe reviewed her current budget and expenditures to date. She said 64% of her budget is unspent which is consistent with where we are in the year. Ms. Howe provided the committee with a raise the age legislation facts and questions document. She expects to see an increase in the number of cases involving youth being prosecuted by her office. Ms. Howe reported that her office has processed 180 contracts so far this year. She recently attended a New York State Association of Counties meeting where Worker's Compensation was discussed. She will also be attending County Attorney Training classes. Ms. Howe reported that she recently attended a Cortland County Bar Association meeting where several topics were discussed including a 30 day deadline for the submission of assigned council vouchers, in addition there were conversations regarding the shared services plan.

Minutes Acceptance: Minutes of May 16, 2017 9:00 AM (MINUTES)

Mr. Wagner asked if 30 days for assigned council voucher submission is reasonable. Ms. Howe said yes because the submission process has been streamlined with most vouchers being paid in 30 days or less. She said there may be some delays related to vouchers from town Courts. Ms. Howe said some town Justices only convene once a month which delays their sign off of the Assigned Council vouchers.

Mr. Wagner asked Ms. Howe how the Raise the Age Legislation will impact her office. Ms. Howe said she expects 100 additional cases per year. She discussed being called in after hours to respond to a juvenile detention order. Ms. Price asked if there would be funding for the legislation. Ms. Howe said yes but there will be strict reimbursement criteria, among other things the County must stay within the property tax cap to see funding.

Legislature/Historian

Personnel Department

Ms. Barber updated the committee on the status of employee fingerprinting. She said there is currently a backlog that is beginning to be addressed. Her office is administering the agility exams and is interacting with the towns and villages it has been a positive opportunity.

1. Resolution 223-17

End Temporary Waiver for Leave of Absence - Department Heads, Management Employees
Management/Confidential Employees - Grant Administration

RESULT:	APPROVED [UNANIMOUS]	Next: 5/25/2017 6:00 PM
MOVER:	Richard Bushnell, District 4 - Committee Member	
SECONDER:	John R Troy, District 1 - Committee Member	
AYES:	Troy, Bushnell, Whitney, Price, Wagner, Snyder, Knolls	

DISCUSSION/REPORTS

I. Discussion Items

1. Discussion Item (ID # 4467)

Workplace Violence Policy Update -Personnel

COMMENTS - Current Meeting:

Ms. Barber explained the policy has been updated and expanded to address firearms and

Minutes Acceptance: Minutes of May 16, 2017 9:00 AM (MINUTES)

weapons. A form has been added for those wishing to apply for a permit to carry their properly licensed firearm into a County facility. Ms. Barber outlined the application and appeals process as proposed. Mr. Wagner asked what incidents would warrant employees to carry a concealed weapon. Ms. Howe outlined some scenarios and particular incidents. Mr. Wagner suggested tabling the policy until July to allow the committee to review and comment. Mr. Whitney asked if local police agencies have been consulted on this policy. Ms. Howe said they would be notified if an employee would be allowed to carry a weapon. Mr. Whitney asked about the liability if an employee is shot. Mr. Wagner said the policy should be vetted with the Sheriff and City police chief. Ms. Howe said by creating this permitting process it lessens the county's liability. Mr. Whitney said he is concerned there is no training component for those carrying firearms and that having armed employees may complicate an active shooter situation.

ATTACHMENTS:

- WORKPLACE VIOLENCE POLICY PROGRAM Rev 2017 (PDF)

RESULT: COMPLETED

2. Discussion Item (ID # 4519)

May Vacancy Report

COMMENTS - Current Meeting:

Ms. Barber reviewed the vacancy report, she said corrections officer test results have been delayed which is delaying the hiring process.

ATTACHMENTS:

- May 2017 (DOC)

RESULT: COMPLETED

Minutes Acceptance: Minutes of May 16, 2017 9:00 AM (MINUTES)



**CORTLAND COUNTY
WORK PLACE VIOLENCE PREVENTION POLICY/PROGRAM**

Policy Statement: Cortland County is committed to promoting a safe and secure work environment for all its employees. All County employees are expected to maintain a work environment free from violence, threats of harassment, intimidation, bullying or coercion. The purpose of this policy is to address the issue of potential workplace violence, prevent workplace violence from occurring to the fullest extent possible, and set forth procedures to be followed when such violence has occurred.

Workplace violence is defined by the New York State Department of Labor, as any physical assault, threatening behavior, or verbal abuse occurring where the public employee performs any work-related duty in the course of his or her employment.

Such actions include but are not limited to:

- Causing physical injury to another person.
- Making threatening remarks, statements or expressions of intention to hurt, destroy, or punish.
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally and wrongfully damaging employer property or property of another employee.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Therefore, except as may be required as a condition of employment and/or as tools required for the performance of job duties:

- No employee shall bring into any work site any weapon or other dangerous instrument that might reasonably be used as a weapon.
- No employee shall use, attempt to use, or threaten to use any weapon or dangerous instrument in a work site.
- No employee shall cause or threaten to cause physical injury to any individual, or intentionally cause damage to property in a work site.
- No employee shall make threatening or bullying* remarks towards another person.

* Workplace Bullying is defined by the Workplace Bullying Institute as:
Repeated, health-harming mistreatment of one or more persons (targets) by one or more perpetrators that consists of one or more of the following:

- Verbal abuse; “verbal abuse” is a broad term that encompasses a wide array of actions. Affected individuals perceive verbal abuse differently. The effects are not the same for everyone and they are relative to the victim. By nature, verbal abuse is subject to personal interpretation and is difficult to neatly define. “Workplace Violence Prevention – CSEA.”
- Accusatory, threatening, humiliating or offensive behavior or actions.
- Work interference – sabotage which prevents work from getting done.

Bullying at work means harassing, offending, socially excluding someone, or negatively affecting someone’s work tasks. It usually occurs repeatedly and regularly over a period of time.

While bullying, yelling, tantrums, cursing at someone, sabotage, insults, intimidation, back-stabbing, belittling, “icing,” one upping, finger pointing, humiliation, offensive actions and the like are not illegal acts, they are not acceptable behaviors.

Types of Workplace Violence

1. Criminal intent – violent acts carried out for the purpose of committing a crime, like burglary.
2. Customer or client – violence directed at employees by customers or clients.
3. Personal – violence committed by an individual who does not work at the business, but has a personal relationship with an employee.
4. Co-worker – violence committed against employees by current or former employees.

Firearms & Weapons

Firearms and weapons of any kind are prohibited while on County property; in County-owned, leased, rental or personal vehicles while conducting County business; at work sites, constituent locations, or any other location during working hours or while representing the County. Exceptions are granted for those who are required to carry firearms or weapons in accordance with their job responsibilities and/or for anyone who, with proper licensing, has received the required approval to carry a firearm or weapon due to an extreme circumstance.

In order to obtain approval to be considered an exception, petitioner must provide proof of appropriate licensing and complete an *Application to Carry a Firearm/Weapon on County Property*.

If you see someone on/in County property and you suspect they are carrying a firearm or weapon, you should report it to security for investigation.

Any staff member found to be carrying a firearm/weapon on/in County property without the required approval shall be subject to disciplinary action ranging from a verbal warning up to and including termination and/or legal action. Any client or visitor found to be carrying a firearm/weapon on/in County property without the required approval may be asked to leave the property; repeated violations may result in further legal action.

Scope of Policy

All County employees, vendors, contractors, consultants, and others who do business with the County, whether in a County facility or where official County business is conducted, are covered by this policy. This policy also applies to other persons not affiliated with the County, such as former employees and visitors. When employees have complaints about other employees, they should contact their immediate supervisor. If the complaint involves their immediate supervisor, they should contact their department head. If supervisor and/or department head is unavailable the complaint should be routed to the Personnel or Safety Officer.

Cortland County prohibits workplace violence. Complaints involving workplace violence will be given the serious attention they deserve. Individuals who violate this policy may be removed from County property and employees may be subject to disciplinary action up to and including termination, consistent with County policies, rules and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution. The County, at the request of an employee, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee on County property unless necessary to transact County-related business. This policy particularly applies in cases where the employee suspects that an act of violence will result from an encounter with said individual(s).

Reporting of Incidents

It is the responsibility of all employees to report threatening behavior to their supervisor or department head immediately; if the supervisor and/or department head is unavailable the report should be made to the Personnel or Safety Officer. Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any County employee. Workplace violence should promptly be reported using the Workplace Violence Incident Report form at the end of this policy. Additionally, County employees are encouraged to report behavior that they reasonably believe poses a potential for workplace violence.

Any person experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call 911 immediately. All individuals who believe a crime has been committed against them have the right, and are encouraged, to report the incident to the appropriate law enforcement agency. Employees who make false and malicious complaints of workplace violence, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action and/or referral to law enforcement authorities as appropriate.

Administrative Procedures for Incident Reporting

1. The supervisor or department head to whom the employee reports the threat will review the threat with that employee and with any other appropriate staff.
2. The supervisor or department head will notify all appropriate personnel, including law enforcement, if necessary.

3. The supervisor or department head will complete the Workplace Violence Incident Report and forward it to the Personnel Officer who will convene the Workplace Violence Advisory Team.

Incident Assessment

The assessment of the threat is an evaluation of the threat itself and of the threatener. Together, these evaluations can help lead to an informed judgment on whether someone who has made a threat is likely to carry it out – a determination that is described as differentiating between when someone is making a threat versus posing a threat. Someone posing a threat, is defined as someone who is engaging in inappropriate behavior, verbal or nonverbal communication, or expression that would lead to the reasonable belief that an act has occurred or may occur which may lead to physical and/or psychological harm to the threatened, to others, or property.

Timeliness of Reporting

It is the policy of Cortland County to investigate reports of workplace violence in a reasonable time period. Because there are limits to Cortland County's ability to provide effective safeguards, primary responsibility for protecting against harm must remain with the threatened employee through the exercise of vigilance, common sense and his/her rights to police protection as a citizen. Nothing in this procedure limits the threatened employee from exercising his/her legal rights to make additional arrangements for protections which do not impede his/her ability to perform his/her work duties.

Confidentiality

The County shall maintain the confidentiality of investigations of workplace violence to the fullest extent possible. The County will act on the basis of anonymous complaints where it has a reasonable basis to believe that there has been a violation of this policy and that the safety and well being of County employees would be served by such action

Employee Assistance Program (EAP)

The County shall maintain an employee assistance program for all employees to utilize for counseling purposes. Victims of workplace violence will be offered and encouraged to use this program and may access it by contacting the Personnel Officer.

Retaliation

Retaliation against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action may be subject to discipline up to and including termination.

Education

The County is responsible for the dissemination and enforcement of this policy as described herein, as well as for providing opportunities for training in the prevention and awareness of workplace violence. The County Safety Officer, department heads and supervisors are responsible to assist in identifying available training opportunities, as well as other resources and

tools, (such as reference materials detailing workplace violence warning signs) that can be incorporated into County prevention materials for dissemination to County Employees.

All County employees will receive workplace violence training during their new employee orientation and annually thereafter. It is the responsibility of the Safety Officer and department heads to ensure that all employees receive this training.

Bomb Threat Protocol

In the event an employee receives notice, by telephone or otherwise, of a bomb threat, the employee shall immediately call 911 and notify their department head and/or supervisor.

Responsibilities

The County shall establish a Risk Assessment Team, Workplace Violence Advisory Team, and a Workplace Violence Committee. The Risk Assessment Team will be comprised of the Safety Officer and Deputy Personnel Officer with participation of the authorized employee representatives. This team will be responsible for evaluating all worksites and continually monitoring them for potential workplace violence hazards.

The Workplace Violence Advisory Team will be comprised of the Personnel Officer, County Administrator and Chairman of the Legislature. The Workplace Violence Advisory Team will make changes to the policy/program as appropriate and be responsible for investigating reports of workplace violence incidents. Policy/program changes will be provided to the employees.

The Workplace Violence Committee includes members of the workplace Violence Advisory Team, Risk Assessment Team, authorized management and employee representatives from each bargaining unit.

Questions regarding the policy/program should be directed to the Personnel Officer at 607-753-5076.



WORKPLACE VIOLENCE INCIDENT REPORT

Name of Employee Completing Report: _____

Job Title: _____

Department: _____

Today's Date: _____

Date of Incident: _____

Time of Incident: _____

Name of victim: _____

Name of alleged perpetrator: _____

Address/location where incident took place:

How was the threat made? *(select all that apply)*

- | | |
|---|--|
| <input type="checkbox"/> In person | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> On County property | <input type="checkbox"/> Written (note, text, email, etc.) |
| <input type="checkbox"/> At home | <input type="checkbox"/> Other: _____ |

Describe the incident *(attach police report if appropriate)*

Has this happened before? *(If so, give details)*

Attachment: WORKPLACE VIOLENCE POLICY PROGRAM Rev 2017 (4622 : Workplace Violence Policy Update -Personnel)

Is there a catalyst? _____

What was the immediate action taken? _____

History of the person making the threat? _____

Is the County about to take an action which may exacerbate the situation?

Police Notified:

Department _____ Name of Officer _____

Date _____ Time _____

Was the alleged perpetrator arrested? Yes _____ No _____

Who was notified?

Other actions taken: _____

Return completed report to supervisor, department head, Personnel Officer or Safety Officer.



APPLICATION TO CARRY A FIREARM / WEAPON ON COUNTY PROPERTY

COUNTY EMPLOYEE? () YES () NO

TODAY'S DATE: _____

NAME: _____

JOB TITLE (if applicable): _____

LOCATION(S) TO BE COVERED BY THIS REQUEST: _____

PERIOD OF TIME COVERED BY THIS REQUEST: _____

REQUEST RATIONALE (attach additional pages if necessary): _____

PLEASE INDICATE THE TRAINING YOU HAVE HAD SPECIFIC TO THE WEAPON YOU ARE REQUESTING TO CARRY:

APPLICABLE LICENSE(S): _____

(submit copies)

SIGNATURE: _____

Return completed application and permit copies to: DEPUTY PERSONNEL OFFICER, COUNTY OFFICE BUILDING, 60 CENTRAL AVENUE, CORTLAND, NY 13045

IF YOUR APPLICATION IS DENIED, YOU HAVE THE RIGHT TO APPEAL THE DECISION IN WRITING TO A COMMITTEE COMPRISED OF THE FOLLOWING INDIVIDUALS: THE PERSONNEL OFFICER, THE CORTLAND COUNTY ATTORNEY, AND THE CHAIRMAN OF THE LEGISLATURE.

FOR OFFICE USE ONLY

APPLICATION APPROVED () YES () NO

DATE: _____

BY: _____

Deputy Personnel Officer

Safety Officer

Chair of Legislature

A list of approved exceptions will be maintained by the PERSONNEL OFFICER. Only the following individuals will be granted access to the list: Department Heads (only to verify approval for own staff members), the Cortland County Sheriff or his/her designee (for investigation and follow-up related to reports of weapons on/in County property), and the Appeal Committee (if the application was denied and is being appealed).

BE IT RESOLVED, that the Cortland County / 10011 hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities:
(Name of Employer) (Location Code)

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check Only If member Is in Tier 1)	Current Term Begin & End Dates <i>(mm/dd/yy- mm/dd/yy)</i>	Record of Activities Result*	Not Submitted (Check only if Official did not Submit their Record of Activities)
Appointed								
Election Commissioner	7	Thomas Brown			<input type="checkbox"/>	1/1/17 – 12/31/18	20.00/30.00	
					<input type="checkbox"/>			
					<input type="checkbox"/>			
Elected								
District Attorney	7	Patrick Perfetti			<input type="checkbox"/>	1/1/17-12/31/20	20.00/30.00	
County Treasurer	7	Ralph Canfield			<input type="checkbox"/>	1/1/17-12/31/20	20.00/30.00	
					<input type="checkbox"/>			
					<input type="checkbox"/>			
					<input type="checkbox"/>			

I, Eric Mulvihill, secretary/clerk of the governing board of the Cortland County, of the State of New York, do hereby
(Name of secretary or clerk) (Choose one) (Name of Employer)
 certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 23 day of June, 2016 on files as part of the minutes of such meeting, and that same is true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Cortland County, on this _____ day of _____, 20____,
(Name of Employer)

(Signature of the secretary or clerk)

Affidavit of Posting: I, _____, being duly sworn, deposes and says that the posting of the Resolution began on _____ and _____ and
(Name of the Secretary or clerk) (Date)

continued for at least 30 days, That the Resolution was available to the public on the

- Employer’s website at _____
- Official sign board at _____
- Main entrance secretary or clerk’s office at _____

Attachment: Standard Work Day Reporting 2017 (4544 : Standard Workday Reporting 2017)

POSITION VACANCY REPORT As of June 01, 2017

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/11	3/28/11	3/31/11	3/31/11	Posted/Adv.
Driver, per diem (1) Grade 2, \$11.9997-14.8915/hr.	Nutrition	New Position	7/25/13	7/26/13	7/29/13	7/31/13	Posted
Call Taker (12 Hours week) Grade 1 \$14.5723-19.1761/hr.	ERAC	New position	1/1/15	2/19/15	2/20/15	3/6/15	Posted/Advertised
Nurse Practitioner \$31.7996-37.0650/hr.	Health	Retirement	12/31/15	10/7/15	10/8/15	10/8/15	Posted/Advertised
Correction Officer Grade 1 \$16.8281-28.9584/hr.	Sheriff	New position	7/5/16	6/29/16	7/6/16	7/6/16	Cert/exam
Heavy Equipment Maintenance Mechanic Grade 14 \$18.0962-22.4580/hr.	Highway	Resignation	9/27/16	9/21/16	9/22/16		
Correction Officer Grade 1, \$16.8281-28.9584	Sheriff	Promotion	9/19/16	11/8/16	11/8/16	11/8/16	Cert/exam
Correction Officer Grade 1, \$16.8281-28.9584	Sheriff	Promotion	9/19/16	11/16/16	11/16/16	11/16/16	Cert/exam
Grant Administrator, Grade 5, \$33,974-41,334/yr	E&T	Resignation	11/18/16	11/28/16	11/28/16	11/28/16	5/26/17
Food Service Helper Grade 2, 12.1317-15.0552	Aging	Resignation	2/24/17	2/24/17	2/24/17	2/24/17	5/8/17
Case Supervisor Grade B Grade 21, 23.3881-31.2640	DSS	Retirement	6/9/17	2/27/17	2/28/17	3/1/17	6/12/17
Secretary II Grade 2, \$17.6023-\$21.4159/HR	Health	Resignation	3/17/17	3/3/17	3/3/17	3/6/17	5/15/17
Probation Officer Grade 17, \$20.2682-\$25.1526/HR	Probation	Resignation	3/10/17	3/7/17	3/7/17	3/7/17	5/8/17
Correction Officer Grade 1, \$17.0805-\$29.3928/HR	Sheriff	Promotion	3/6/17	3/6/17	3/8/17	3/10/17	Cert/Exam
Aging Services Worker Grade 7, \$14.6787-\$18.2160/HR	Aging	Resignation	3/31/17	3/13/17	3/13/17	3/13/17	5/8/17
Dispatcher Grade 5, \$15.4800/HR Hire rate	ERAC	Death	3/11/17	3/13/17	3/16/17	3/16/17	Canvass/Cert
Seasonal Aides (5 positions/Temp) \$10.70/HR	Highway	Seasonal	May 2017	3/27/17	3/31/17	3/31/17	5/15, 5/29,
Wade Pool Attendant (2 positions/Temp) \$11.70/HR	Highway	Seasonal	May 2017	3/27/17	3/31/17	3/31/17	5/15, 5/29
Park Attendant (5 positions/Temp) \$10.4738/HR	Highway	Seasonal	May/June	3/27/17	3/31/17	3/31/17	5/22, 5/29
Investigator Grade 2, \$17.6023-\$21.4159/HR	Public Defender	Resignation	4/29/17	3/30/17	3/31/17	3/31/17	6/12/17
Caseworker Grade 17, \$20.2682-\$25.1526/HR	DSS	Resignation	5/8/17	3/31/17	4/3/17	4/3/17	6/12/17
Principal Account Clerk Grade 13 \$17.6892-\$21.9645	Budget & Finance	Retirement	6/1/17	4/7/17			

Attachment: June 2017 (4581 : June Vacancy Report)

POSITION VACANCY REPORT As of June 01, 2017

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled
Caseworker Grade 17, \$\$20.2682-\$25.1526/HR	DSS	Promotion	6/12/17	5/5/17	4/12/17	4/12/17	Cert
Heavy Equipment Operator Grade 12, \$16.9459-\$21.0297	Highway	Abolish/Create	1/1/17	4/13/17	4/17/17	4/17/17	Posted
Food Service Helper Grade 2, \$12.1317-\$15.0552	Aging	Resignation	5/15/17	4/18/17	4/18/17	4/18/17	Posted
Custodian Grade 3, \$12.8549-\$15.9528	Buildings & Grounds	Retirement	4/28/17	4/17/17	4/19/17	4/19/17	Cert/Posted
Correction Officer Grade 1, \$16.8281-28.9584	Sheriff	Termination	4/21/17	4/27/17	5/1/17	5/1/17	Cert/Exam
Senior Caseworker Grade 19, \$21.7529-\$26.9951/hr	DSS	Promotion	6/9/17	5/5/17	5/8/17	5/8/17	6/12/17
Social Welfare Examiner Trainee Grade 9, \$15.5873-\$19.3436/hr	DSS	Termination	5/9/17	5/9/17	5/9/17	5/9/17	Canvass/Cert
Social Welfare Examiner Trainee Grade 9, \$15.5873-\$19.3436/hr	DSS	Termination	5/31/17	5/17/17	5/17/17	5/17/17	Canvass/Cert
Motor Vehicle Clerk Grade 5, \$15.1197-\$18.7633/hr	County Clerk	Resignation	5/24/17	5/15/17	5/17/17	5/17/17	Canvass/Cert
E&T Special Programs Counselor Grade 9, \$15.5873-\$19.3436/hr	E&T	Temporary	6/12/17	5/15/17	5/17/17	5/17/17	6/5/17
Highway Construction Mechanic Grade 12, \$17.1323-\$21.2610/hr	Highway	Retirement	5/31/17	5/23/17	5/23/17	5/23/17	Posted
RN (per diem) 26.0358-30.3468	Health	New	5/26/17	5/26/17	5/30/17	5/30/17	Posted
Aging Services Specialist Grade 15, \$18.9244-\$23.4849/hr	Aging	Temporary	5/26/17	5/26/17	5/30/17	5/30/17	Canvass

Attachment: June 2017 (4581 : June Vacancy Report)

