

**PERSONNEL AND COMPENSATION COMMITTEE  
AGENDA  
MONDAY, MARCH 19, 2018  
3:30 P.M.**

**COMMITTEE MEMBERS:** John S. Vero, Chairman

Leigh J. Benton, Paul Ruskiewicz, Rob Sassi, Thomas J. Faggione, Laurie R. Tautel, Joel Sierra, Kathy Stegenga

**I. JAMES P. BURPOE, COMMISSIONER, GENERAL SERVICES**

**Create one (1) Associate Account Clerk II position, Grade 10  
and create one (1) Senior Network Support Specialist position, Grade 16  
within the Department of General Services (LR#040)**

**II. STEVE GROSS, COMMISSIONER, HUMAN RESOURCES**

**Create one (1) Personnel Assistant, Grade 10 and create one (1)  
Receptionist (Spanish/English Speaking), Grade 06 (LR#062)**



Jean

# County of Orange

## LEGISLATIVE REQUEST FORM

Legislative Request #: (rev. 1/18)

2018 + 40

(County Executive Dept.'s Use Only)

DATE:*	DATE LEGISLATIVE ACTION REQUIRED:*	DEPARTMENT/DIVISION:
2/8/2018	2/8/2018	General Services
SYNOPSIS:*		
Create Associate Account Clerk II position (Grade 10) and a Senior Network Support Specialist position (Grade 16) within the Department of General Services		
INITIAL		DATE
<i>[Signature]</i>		2/9/18

I.

COUNTY EXECUTIVE'S CONCEPTUAL APPROVAL	
COMMENTS	
INITIAL	DATE
<i>[Signature]</i>	2/9/18

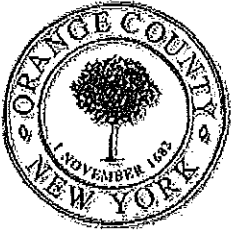
COUNTY ATTORNEY APPROVAL	
COMMENTS	
INITIAL	DATE
<i>[Signature]</i>	2/9/18

HUMAN RESOURCES - DEPARTMENT REQUEST		
TITLE:*	GRADE:*	STEP:*
DEPARTMENT COMMENTS:*		
PERSONNEL DEPARTMENT COMMENT:		
Create one (1) Associate Account Clerk II, Grade 10		
Create one (1) Senior Network Support Specialist <i>[Signature]</i>		
INITIAL		DATE
<i>[Signature]</i>		2/9/18

BUDGET					
BUDGETED:*	AMOUNT*	FUNDING - STATE:*	FUNDING - FEDERAL:*	OTHER FUNDING:*	FUNDING - COUNTY:*
<input type="checkbox"/> YES <input type="checkbox"/> NO					\$ 0.00
BUDGET COMMENTS:					
As requested.					
INITIAL				DATE	
<i>[Signature]</i>				2/9/18	

COUNTY EXECUTIVE'S FINAL APPROVAL	
COMMENTS	
INITIAL	DATE
<i>[Signature]</i>	2/14/18

LEGISLATIVE ACTION: (SYNOPSIS, VOTING AND COMMENTS)			
STATUTORY:*	NAME:	DATE:	TIME:
*	✓ Personnel + Compensation	3/20/18	3:30pm
*	Ways + means	3/28/18	3:30pm
*			
SPECIAL:**	NAME:	DATE:	TIME:
	rec'd	2/14/17	



**INTER-OFFICE MEMO  
DEPARTMENT OF HUMAN RESOURCES**

**TO: JAMES BURPOE, COMMISSIONER OF GENERAL SERVICES**

**FROM: ALISON TYACK, DIRECTOR OF PERSONNEL MANAGEMENT**

**DATE: FEBRUARY 9, 2018**

**RE: CLASSIFICATION RECOMMENDATIONS**

---

Following receipt of position classification questionnaires and subsequent meetings regarding the needs of the Department of General Services, the following is recommended:

- Create one (1) Senior Network Support Specialist, Grade 16. Currently two Senior Network Support Specialists exist within the department. It is evident that there is a need for an additional position to provide technical support in the design, configuration, and installation of network communication equipment and servers. This position will be responsible for the direction of projects and the improvement and support of the Orange County data communication network. The 2018 starting salary for a Grade 16/Step 02 is \$33.8961 per hour; \$61,690.90 annually.
- Create one (1) Associate Account Clerk II, Grade 10. This position will be responsible for independently performing account-keeping tasks for the Department of General Services. Duties will include account keeping tasks related to procurement and the centralized contract system; oversight of capital project allocation for Information Technology; and assistance in the preparation of the department's budget and other related fiscal matters. The 2018 starting salary for a Grade 10/Step 02 is \$22.4472 per hour; \$40,853.90 annually.

There is currently an eligible list in existence for both recommended positions which would be the mandatory form of recruitment.

If you concur and wish to pursue the creation of these positions, you should submit a Legislative Request to the County Executive for consideration. Should you have any questions, please do not hesitate to contact me at 291-2557.

Cc: Steven Gross, Commissioner of Human Resources



County of Orange

LEGISLATIVE REQUEST FORM

Legislative Request #: (rev. 1/18)

2018 + 062

(County Executive Dept.'s Use Only)

DATE:*	DATE LEGISLATIVE ACTION REQUIRED:*	DEPARTMENT/DIVISION:
3/13/18	March 19, 2018	Human Resources
<p>Create one (1) Personnel Assistant, Grade 10.          Create one (1) Receptionist (Spanish/English Speaking), Grade 06.          Funds from vacant Personnel Technician to be used resulting in an annual savings of \$17,171.48 for the Department of Human Resources.</p>		
INITIALS		DATE
<i>[Signature]</i>		3/14/18

COUNTY EXECUTIVE'S CONCEPTUAL APPROVAL	
COMMENTS	
INITIALS	DATE
<i>[Signature]</i>	03/14/18

COUNTY ATTORNEY APPROVAL	
COMMENTS	
INITIALS	DATE
<i>[Signature]</i>	3-14-18

HUMAN RESOURCES - DEPARTMENT REQUEST		
TITLE:*	GRADE:*	STEP:*
DEPARTMENT COMMENTS:*		
PERSONNEL DEPARTMENT COMMENT:		
<p>Create one (1) Personnel Assistant, Grade 10.          Create one (1) Receptionist (Spanish/English Speaking), Grade 06.</p>		INITIALS <i>[Signature]</i>
		DATE 3/14/18

BUDGET					
BUDGETED:*	AMOUNT*	FUNDING - STATE:*	FUNDING - FEDERAL:*	OTHER FUNDING:*	FUNDING - COUNTY:*
<input type="checkbox"/> YES <input type="checkbox"/> NO					\$ 0.00
BUDGET COMMENTS:					
Change in position titles will result in an annual savings of \$17,171. Staffing levels will remain the same.					
INITIALS					DATE
<i>[Signature]</i>					3/14/18

COUNTY EXECUTIVE'S FINAL APPROVAL	
COMMENTS	
INITIALS	DATE
<i>[Signature]</i>	3/14/18

LEGISLATIVE ACTION: (SYNOPSIS VOTING AND COMMENTS)			
STATUTORY:*	NAME:	DATE:	TIME:
*	✓ Personnel + Compensation	3/19/18	3:30 p.m.
*	NAME:	DATE:	TIME:
*	NAME:	DATE:	TIME:
SPECIAL:**	NAME:	DATE:	TIME:

rec'd 3/14/18



## INTEROFFICE MEMO DEPARTMENT OF HUMAN RESOURCES

**TO: STEVEN M. GROSS, COMMISSIONER OF HUMAN RESOURCES**

**FROM: DONNA McCAREY, DEPUTY COMMISSIONER OF HUMAN RESOURCES**

**DATE: FEBRUARY 21, 2018**

**RE: CLASSIFICATION RECOMMENDATIONS**

---

The following classification recommendations are being made in exchange for filling one vacant/budgeted Personnel Technician, Grade 14 (base annual salary \$52,947.80):

- Creation of Personnel Assistant, Grade 10. This classification will assist the Director of Workforce Development in meeting training and policy mandates. Attached is a draft job specification. Promotion of an existing Human Resources staff member from Associate Clerk, Grade 08, to Personnel Assistant, Grade 10, will result in an increase of \$2,404.58 in annual base salary.
- Creation of Receptionist (Spanish/English Speaking), Grade 06. This classification will receive visitors to the office and communicate in both English and conversational Spanish. A bi-lingual classification in Human Resources will expand services to the population seeking information concerning the civil service examination process for public employment. Recruitment will be from the existing open competitive eligible list; annual base salary is \$33,371.52 for an entry employee.

These recommendations result in an annual savings of \$17,171.48 without increase to benefit costs which are already budgeted in 2018 for the Department of Human Resources.

Please review the supporting job descriptions and advise me if you concur with this recommendation.

ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** PERSONNEL ASSISTANT **GRADE:** 10

**TITLE ABBREVIATION:** PERSONNEL ASST **TITLE NO.:**

**JURIS.CL:** C **SALARY CODE:** 07 **EEO CODE:** AS **FLSA CODE:** NE

**DEPARTMENT:** HUMAN RESOURCES

**SUPERVISOR'S TITLE:** DIRECTOR OF WORKFORCE DEVELOPMENT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing specialized personnel related support tasks. The primary responsibility of the position involves assisting with programs designed to educate employees, develop and improve job skills and career growth. The work is carried out in accordance with state and federal laws and regulations and departmental policies and procedures. The work involves considerable contact with the public and employees in carrying out assignments. Work is performed under general supervision and supervision may be exercised over subordinate clerical employees. The incumbent may be required to travel to agencies for training, workshops, and informational sessions. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Receives information from department heads or their representatives indicating training needs; compiles the information and communicates it to the appropriate Human Resources administrative staff;

Assists with new employee orientation and staff development activities;

Coordinates and schedules training sessions; arranges site locations; ensures availability of audio-visual equipment, visual aides, or other training materials are provided at training site; may operate equipment as required;

Tracks participation from sign-in sheets and records attendance of training in computerized database; may produce certificates to be presented upon completion of training;

Provides administrative support in areas involving employee relations which includes maintaining records and files pertaining to disciplinary actions and grievances;

Acts as a resource regarding personnel, payroll, and employee relations information;

Uses computer applications such as spreadsheets, power point, word processing, calendar, e-mail, and database software in performing work assignments;

Performs various administrative and clerical functions as assigned;

Gathers information and records; appropriately logs data; assembles correspondence; distributes information to the appropriate party;

Composes and prepares correspondence applying knowledge of departmental operations and regulations.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of clerical procedures involving the function of personnel transactions; good knowledge of office terminology; working knowledge of state and federal laws and regulations that apply to personnel administration; computer skill operating standard business applications such as word processing, spreadsheets, power point presentations, e-mail, etc.; ability to communicate effectively both orally and in writing; tact and resourcefulness in dealing with people; physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Completion of sixty (60) credits at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and two (2) years of clerical experience; or
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of clerical experience; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Keyboarding proficiency will be evaluated during the probationary period.