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COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

June 18, 2012

Erie County Legislature
92 Franklin Street, Fourth Floor
Buffalo, New York 14202

Re: Personnel Adjustment - Building Guard
Department of Public Works, Division of Buildings and Grounds

Dear Honorable Members:

The Erie County Department of Public Works is requesting authorization to delete one vacant Watch Attendant position and add one Building Guard to more effectively provide security services in the County's Rath Building and other downtown complexes.

If your Honorable Body requires further information or has any questions, please contact Public Works Commissioner John Loffredo. Thank you for your consideration.

Sincerely,

Mark C. Poloncarz, Esq.
Erie County Executive

By: Richard M. Tobe
Deputy County Executive

MCP/tc
Enclosure

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Public Works
Re: Personnel Adjustment - Building Guard
Department of Public Works, Division of Buildings and Grounds
Date: June 18, 2012

SUMMARY

The Erie County Department of Public Works is requesting authorization to delete one vacant Watch Attendant position of a retiree whose cash out is ending on June 20, 2012 and to add one Building Guard position to more effectively provide security services in the County's Rath Building and other downtown complexes.

FISCAL IMPLICATIONS

No additional county dollars are required to implement this request.

The deleted Watch Attendant position of the retiree is budgeted at job group 3, step E (annual salary $33,690). The Building Guard title is job group 4. On an annualized basis, if the top candidate on the preferred (recall) list previously in the position prior to the 2011 layoffs returns to her former title, her salary will total $33,041, which is less than the annualized salary of the retired Watch Attendant.

In addition, the Building Guard positions can be utilized to more effectively offset overtime expense in the Department of Public Works' Division of Buildings and Grounds.

REASONS FOR RECOMMENDATION

In the 2011 Budget, the former administration deleted 9 out of 10 Building Guard titles and 1 out of 6 watch attendants, leaving the County with only 5 Watch Attendants, 1 Building Guard and 2 Shift Supervisors to provide security services for all County buildings. However, by virtue of their title and qualifications, Watch Attendants cannot perform all of the same security functions as Building Guards.

One Watch Attendant retired in March 2012 and his cash-out of accumulated leave time ends on June 20. By changing the title, the Department of Public Works will immediately have more flexibility for scheduling and deployment of resources to provide security.

CONSEQUENCES OF NEGATIVE ACTION

The Department of Public Works will continue to accrue significant overtime expense for building security and will have gaps in coverage.

STEPS FOLLOWING APPROVAL

The Department of Public Works will work with the Division of Budget and Management and Department of Personnel to implement this request.

A RESOLUTION SUBMITTED BY DEPARTMENT OF PUBLIC WORKS

RE: Personnel Adjustment - Building Guard
Department of Public Works, Division of Buildings and Grounds

WHEREAS, the Erie County Department of Public Works' Division of Buildings and Grounds provides security services for buildings in Erie County government; and

WHEREAS, in 2010, the prior administration deleted 9 out of 10 Building Guard titles and 1 out of 6 watch attendants, leaving the County with only 5 Watch Attendants, 1 Building Guard and 2 Shift Supervisors to provide security services for all County buildings; and

WHEREAS, by virtue of their title and qualifications, Watch Attendants cannot perform all of the same security functions as Building Guards; and

WHEREAS, one Watch Attendant retired in March 2012, leaving a gap in coverage and new overtime expense, and the former employee's cash-out of accumulated leave time ends on June 20th; and

WHEREAS, by deleting the vacant Watch Attendant title and adding a Building Guard title, the Department of Public Works will immediately have more flexibility for scheduling and deployment of resources to provide security while simultaneously working to reduce overtime expense.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the deletion of the vacant position of Watch Attendant, job group 3 (position number 10434) in the Department of Public Works and the addition of one Building Guard, job group 4 (B-100 #6914); and be it further

RESOLVED, that said personnel transaction does not require 2012 budget adjustment, for the budgeted salary of the deleted position offsets the cost of the position added; and be it further

RESOLVED, that certified copies of this resolution will be forwarded to the County Executive, the Office of the Comptroller, the Department of Personnel, the Division of Budget and Management, and the Department of Public Works.