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COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

August 17, 2012

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

Re: Personnel Adjustments – Department of Public Works

Dear Honorable Members:

The Erie County Department of Public Works is requesting authorization for personnel adjustments in the professional staff of the Division of Buildings and Grounds which will result in less expense and a net reduction of one full-time position.

In addition, the Department of Public Works is requesting authorization to fill the vacant position of Deputy Commissioner-Highways at a variable minimum at step 4. This position has been vacant since May 2012.

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

MCP/jl
Enclosure

cc: John Loffredo, Department of Public Works

MEMORANDUM

To: Erie County Legislature
From: Department of Public Works
Re: Personnel Adjustments – Department of Public Works
Date: August 17, 2012

SUMMARY

Authorization is requested to delete three positions, create two positions and upgrade one position in the Division of Buildings and Grounds in order to provide critical oversight of the County's physical plant infrastructure as follows:

Deleted positions:

- Principal Stores Clerk (JG 7/E)
- Building Maintenance Mechanic (JG 7/1)
- Code Compliance Officer (JG 10/3)

Created positions:

- Project Engineer Construction (Public Works) (JG 13/1)
- Assistant Mechanical Engineer (JG 11/1)

Upgraded position:

- Deputy Commissioner of Buildings and Grounds from JG 15/5 to JG 16/5

Authorization is also requested to fill the vacant position of Deputy Commissioner-Highways (JG 18) at step 4. The position has been vacant since May 2012.

FISCAL IMPLICATIONS

The Buildings and Grounds position changes are budget-neutral with an annualized savings of \$30,608 in the General Fund including salary and fringe.

The Highways position request is budget-neutral because the position has been vacant since May 2012 and vacancy control savings will cover the difference between the prior incumbent's salary and the proposed new incumbent's step 4 salary.

REASONS FOR RECOMMENDATION

The Department of Public Works administers the County's physical plant and all building construction. In 1988 the Building design and construction staff consisted of 11 professional positions. In 2011 that number was reduced to 3. With the requested changes in this resolution, the Division of Buildings and Grounds' design staff will consist of five positions which is the minimum necessary to fulfill its responsibilities.

The position of Deputy Commissioner of Buildings and Grounds is classified as a Job Group 16 in the Civil Service classifications. However when the prior administration created the new position of Director of Real Estate, it downgraded the position of Deputy Commissioner of Building and Grounds to Job Group 15. Since the position of Director of Real Estate has been eliminated, the Deputy Commissioner of Building and Grounds position has now assumed its previous responsibilities. The incumbent has successfully reduced overtime expense in Buildings and Grounds, established a second shift in the afternoon/evening to perform maintenance and other tasks and enhanced security functionality in the Rath Building while remaining on-budget.

The prior incumbent in the Deputy Commissioner-Highways position separated from the County in May 2012 and it is necessary to fill this vital role as soon as possible with a qualified candidate. The selected candidate is a career civil servant in Highways and would be promoted at a step lower than his current step.

CONSEQUENCES OF NEGATIVE ACTION

The Department of Public Works will have difficulty in fulfilling its mission to properly monitor all ongoing building and highway design and construction projects and maintain County facilities.

STEPS FOLLOWING APPROVAL

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

**A RESOLUTION SUBMITTED BY
DEPARTMENT OF PUBLIC WORKS**

RE: Personnel Adjustments – Department of Public Works

WHEREAS, the Erie County Department of Public Works administers the County's physical plant and all building construction, and

WHEREAS, in 1988 the professional design and construction staff consisted of 11 positions and in 2011 that number dropped to three, and

WHEREAS, five professional design and construction positions is the minimum necessary for the Department to properly monitor all ongoing building design and construction projects, and

WHEREAS, there is a need for one additional professional position in building design, and

WHEREAS, when the position of Director of Real Estate was created by the prior administration, the position of Deputy Commissioner of Building and Grounds was reduced one Grade level to JG 15 from its previous job grade JG 16, and since the position of Director of Real Estate has been eliminated, the Deputy Commissioner of Building and Grounds position is now assuming its previous responsibilities of also monitoring construction projects, and

WHEREAS, there is a critical need to fill the vacant position of Deputy Commissioner-Highways overseeing the County's 2,400 lane miles of roads.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes, in the Office of the Commissioner of Public Works, the creation of one position of Project Engineer Construction (Public Works) (JG 13/1), B-100 #6959, and one position of Assistant Mechanical Engineer (JG 11/1), B-100 #6971; and be it further

RESOLVED, that the Erie County Legislature hereby authorizes the deletion of one position of Principal Stores Clerk (JG 7/E) (position number 7437), one position of Building Maintenance Mechanic (JG 7/1), (position number 51005563) and one position of Code Compliance Officer Position (JG 10/3) (position number 51008110), B-100 #6958; and be it further

RESOLVED, that the position of Deputy Commissioner of Buildings and Grounds is hereby upgraded to JG 16, B-100 #6972; and be it further

RESOLVED, that the position of Deputy Commissioner-Highways is hereby authorized to be filled at variable minimum step 4; and be it further

RESOLVED, that the Division of Budget and Management and Department of Personnel are hereby authorized to make the necessary adjustments; 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.