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COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

September 17, 2012

Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, New York 14202

Re: Personnel Adjustment – Senior Offset Machine Operator
Division of Information and Support Services

Dear Honorable Members:

The Erie County Division of Information and Support Services is requesting authorization to delete one vacant full time Laborer position and add one part time Senior Offset Machine Operator to more effectively provide print and copy services to Erie County government.

If your Honorable Body requires further information or has any questions, please contact Chief Information Officer Michael Breeden. Thank you for your consideration.

Sincerely yours,

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/lb
Enclosure

cc: Michael Breeden, DISS

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Division of Information and Support Services
Re: Personnel Adjustment – Senior Offset Machine Operator
Division of Information and Support Services
Date: September 16, 2012

SUMMARY

The Erie County Division of Information and Support Services is requesting authorization to delete one vacant full time Laborer position and to add one part time Senior Offset Machine Operator position to more effectively provide print and copy services to Erie County government.

FISCAL IMPLICATIONS

This request will result in a cost savings to Erie County.

The vacant full time Laborer position (the prior incumbent retired) is budgeted at Job Group 3, Step B (annual salary $32,247). The part time Senior Offset Machine Operator title is Job Group 5, Step 0 (annual salary $12,420).

In addition, the Senior Offset Machine Operator position can be utilized to more effectively reduce overtime expense in the Division of Information and Support Services' Print Shop.

REASONS FOR RECOMMENDATION

A full time Print Shop Laborer was on sick leave for the entirety of 2012 and has subsequently retired leaving a gap requiring overtime expense. The Print Shop has been unable to meet demand for print and copy services due to the vacancy in the position. The needs within the Print Shop would be better served by a part time Senior Offset Machine Operator.

CONSEQUENCES OF NEGATIVE ACTION

The Division of Information and Support Services will continue to accrue overtime expense for print and copy services and will have difficulty meeting demand.

STEPS FOLLOWING APPROVAL

The Division of Information and Support Services will work with the Division of Budget and Management and Department of Personnel to implement this request.

A RESOLUTION SUBMITTED BY:
DIVISION OF INFORMATION AND SUPPORT SERVICES

RE: Personnel Adjustment – Senior Offset Machine Operator

WHEREAS, the Erie County Division of Information and Support Services Print Shop provides printing and copy services for Erie County government; and

WHEREAS, a full time Print Shop Laborer was on sick leave for the entirety of 2012 and has subsequently retired leaving a gap requiring overtime expense; and

WHEREAS, the Print Shop has been unable to meet demand for print and copy services due to the vacancy in the position; and

WHEREAS, the needs within the Print Shop would be better served by a part time Senior Offset Machine Operator; and

WHEREAS, by deleting the vacant full time Laborer title and adding a part time Senior Offset Machine Operator title, the Division of Information and Support Services will immediately have more flexibility for deployment of resources to provide print services while simultaneously working to reduce overtime expense.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the deletion of the vacant full time position of Laborer, Job Group 3, Step B (position number 5545) in the Division of Information and Support Services and the addition of one part time Senior Offset machine Operator, Job Group 5, Step 0 (B-100 #6952); and be it further

RESOLVED, that the Division of Budget and Management and the Department of Personnel are authorized to make the necessary budgetary and personal services adjustments for this request; 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 Division of Information and Support Services.