



COUNTY OF ERIE
STEFAN I. MYCHAJLIW
COMPTROLLER

January 22, 2013

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

Re: Reorganization of the Office of the Comptroller

Dear Honorable Members:

The attached resolution requests authorization to make various staffing changes in the Office of the Comptroller to address recommendations made by a review of my office and the management letter issued to the County by Drescher & Malecki LLP, the County's outside auditors.

Should your Honorable Body require any further information, I and members of my staff are available to answer any of your questions. Thank you for consideration of this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stefan I. Mychajliw".

Stefan I. Mychajliw
Erie County Comptroller

Summary of Recommended Action

This resolution seeks your authorization to make various staffing changes in the Office of the Comptroller to provide adequate professional staff to facilitate the duties and responsibilities of the Office. Replacement of vacant clerical titles with Accounting and IT titles will allow the Office to address various needs as identified in a recent review of the operations of the Office and address an issue raised in the Management Letter from the County's outside auditors..

Fiscal Implications of Proposal

Positive. Job count will not change and all changes will result in a savings in the 2013 budget.

Reason for Recommendation

An opportunity existed in the Office of the Comptroller to replace five vacancies in clerical and accounting titles with necessary Accounting and IT titles to improve the operation of the Office as recommended by a recent review of the Office and to provide a succession plan as recommended by Drescher & Malecki LLP, the County's outside auditors, in their Management Letter to the County dated June 27, 2012.

Consequences of Negative Action

The Office will not have a staff succession plan nor adequate IT support and will miss an opportunity to address various needs as recommended by a recent review.

Steps Following Approval of Measure

Filling the newly authorized positions from available Civil Service lists or advertisements for positions that do not have a Civil Service list.

Proposed Resolution

Re: Reorganization of the Office of the Comptroller's staff.

WHEREAS, Drescher & Malecki, LLP, the County's outside auditors, in their Management Letter to the County dated June 27, 2012 made an observation about the accounting staff in the Office of the Comptroller and advised the County to institute a succession plan to address anticipated retirements of key accounting staff as well as address formalized accounting policy; and

WHEREAS, a recent review of the operations of the Office of the Comptroller was completed that identified a number of issues: need for IT support; documentation of various accounting policies and procedures; and dependency on paper in the Accounts Payable section; and identified opportunities to improve the operations and efficiency of the office: and

WHEREAS, there are a number of vacancies in clerical and junior accounting positions in the Office of the Comptroller; and

WHEREAS, the opportunity exists to address the issues and provide adequate staff to assure an efficient and cost effective operation; and

WHEREAS, these changes will not change the job count in the Office of the Comptroller and will result in tax payer savings in the 2013 Adopted Budget.

NOW, THEREFORE, BE IT

RESOLVED, the following vacant positions are eliminated in the Office of the Comptroller effective with passage of this resolution:

Billing Collections Specialist Grade X

Junior Accountant Grade VII

Principal Clerk Grade VI

Account Clerk Typist Grade IV

and be it further

RESOLVED, that the following position be eliminated no later than March 31, 2013: Account Clerk Typist Grade IV; and be it further

RESOLVED, that the following positions be established in the Office of the Comptroller:

Application Systems Specialist Grade XIV

Accountant Analyst Grade XI

Accountant Grade IX

Accountant Grade IX

Accountant Grade IX

and be it further

RESOLVED, that certified copies of this resolution be forwarded to the Budget Director, Commissioner of Personnel and the Comptroller.

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Sincerely,

Stefan I. Mychajliw
Erie County Comptroller