



March 4, 2013

The Honorable
Erie County Legislature
25 Delaware Avenue
Buffalo, New York 14202

Re: Erie County Sheriff's Office – Personnel Adjustments

Honorable Members:

Attached please find a proposed resolution and accompanying memorandum from the Erie County Sheriff's Office requesting authorization to make the following personnel adjustments:

UPGRADE: One (1) Superintendent from Job Group XV to XVI
CREATE: One (1) Identification Clerk – Job Group IV
CREATE: One (1) Laborer – Job Group IV
DELETE: One (1) Lieutenant - Job Group X

Funding for these position adjustments is offset by the position deleted; therefore requiring no additional county funds.

I kindly request the Erie County Legislature consider and approve the resolution at its earliest possible session. If your Honorable Body requires any further information, kindly contact the Sheriff's Office and we will be happy to accommodate your request.

Very truly yours,

A handwritten signature in black ink, appearing to read "Timothy B. Howard", written in a cursive style.

TIMOTHY B. HOWARD
SHERIFF OF ERIE COUNTY

Attachments

ACCOMPANYING MEMORANDUM

Erie County Sheriff's Office - Personnel Adjustments

I. Summary of Recommended Action

The attached resolution requests authorization to upgrade the position of Superintendent, create an Identification Clerk and a Laborer and delete a Lieutenant. These personnel adjustments are required due to recent promotions, retirements and changes to the staffing agreement with the New York State Commission of Corrections.

II. Fiscal Implications of Proposal

Funding for these adjustments will be offset by the savings from the deleted position therefore, requiring no additional county funds.

III. Reasons for Recommendation

These personnel adjustments are required to adequately compensate the Superintendent at the level appropriate with his job responsibilities and to comply with the Commission of Corrections staffing requirements.

IV. Consequences of Negative Action

The Commission of Corrections conducted an extensive staffing analysis of the Erie County Holding Center and the Erie County Correctional Facility and made certain recommendations. The County Executive and the Sheriff's Office implemented a phased-in plan to meet their requirements. It has now been determined that an additional Lieutenant that was created as part of the 2013 budget process is not required however; a need for additional support staff has been identified. The Sheriff's Office must continue to meet all COC requirements or may be subject to further action.

V. Steps Following Approval of Measure

Certified copies of this resolution will be forwarded to the County Executive, the Division of Budget and Management, the Department of Personnel, and the Office of the Sheriff.

PROPOSED RESOLUTION

Re: Erie County Sheriff's Office - Personnel Adjustments

WHEREAS, recent promotions, retirements and revised requirements by the State Commission of Corrections require changes to the staffing levels in the Jail Management Division of the Sheriff's Office; and

WHEREAS, the Sheriff wishes to upgrade the Superintendent to adequately compensate him for his job responsibilities; and

WHEREAS, the State Commission of Corrections has revised their staffing requirements therefore no longer requiring an additional Lieutenant that was added to the 2013 budget but requiring additional support staff positions; and

WHEREAS, funding for these personnel changes will be offset by the position deleted, therefore requiring no additional county funds.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Sheriff's Office be authorized to upgrade the Superintendent from Job Group XV to XVI (B100 #7184) effective 03/01/13; and be it further

RESOLVED, that the Erie County Sheriff's Office be authorized to create one (1) Identification Clerk, Job Group IV (B100 #7200) effective 04/01/13; and be it further

RESOLVED, that the Erie County Sheriff's Office be authorized to create one (1) Laborer, Job Group IV (B100 #7185) effective 06/01/13; and be it further

RESOLVED, that the Erie County Sheriff's Office be authorized to delete one (1) vacant Lieutenant position, Job Group X (B100 #7185), effective 03/01/13; and be it further

RESOLVED, that certified copies be forwarded to the County Executive, Division of Budget and Management, Department of Personnel and the Office of the Sheriff.