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COUNTY OF ERIE

CHRISTOPHER L. JACOBS
COUNTY CLERK

January 15, 2014

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

RE: Erie County Clerk – Variable Minimum Authorization

Honorable Members:

Enclosed please find a proposed resolution and accompanying memorandum requesting authorization to fill the position of Special Assistant to the County Clerk at a variable minimum. The funds necessary to effectuate the salary level requested are available within the County Clerk's 2014 adopted budget.

Thank you for your consideration of this matter. Should your honorable body require further information, representatives from the Clerk's Office will be available to discuss.

Sincerely,

CHRISTOPHER L. JACOBS
Erie County Clerk

Attachment

ERIE COUNTY HALL • 92 FRANKLIN STREET • BUFFALO, N.Y. • 14202 • PHONE: (716) 858-8865 • FAX: (716) 858-6550

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Christopher L. Jacobs, Erie County Clerk
RE: **Erie County Clerk - Variable Minimum Authorization**
Date: **January 15, 2014**

SUMMARY

The proposed resolution and accompanying memorandum request authorization to fill the position of Special Assistant to the County Clerk at a variable minimum Step 3. This salary level will allow for the hiring of a qualified individual.

FISCAL IMPLICATIONS

The Erie County Clerk's variable minimum Step 3 authorization will incur no additional personal services costs. The previous incumbent was appropriated in 2014 at a Step 3 with an increment step due July 1. Hiring a new person at a Step 3 will actually generate a savings of approximately $1400, as they would not be entitled to that increment.

REASONS FOR RECOMMENDATION

The individual in this position reports directly to the County Clerk and is responsible for overseeing several important projects and provides general office and administrative support directly to the Clerk. This position requires superb writing skills and exceptional organizational skills. It is necessary to recruit at this higher pay level in order to hire a qualified candidate.

Additionally, this person is the sole full-time staff position dedicated to the Erie County "Thank A Vet" Discount Card Program. This program has grown dramatically over the last two years both in terms of participating businesses and veterans that are benefitting from the program. Over the last two years the program has signed-on over 500 businesses that are offering discounts to veterans and the Clerk's Office has hosted over 40 community outreaches throughout the County to provide easy access to veterans who desire to obtain a "Thank A Vet" Discount Card. To date over 7,000 cards have been issued to Erie County Veterans. The new staff person will continue to coordinate and conduct outreaches throughout Erie County.

As mentioned above, the funds necessary to recruit at this higher level have already been appropriated in the position's salary line.

BACKGROUND INFORMATION

Approval of this variable minimum will be used to fill a current position where the employee has decided to leave thereby leaving an integral position vacant. The responsibilities of this position require the attraction of a well-qualified and experienced individual.

CONSEQUENCES OF NEGATIVE ACTION

The County Clerk will be hampered in its ability to hire a qualified and experienced individual to fill the position of Special Assistant to the County Clerk.

STEPS FOLLOWING APPROVAL

The County Clerk will work with Personnel and the Department of Budget and Management to implement this proposal.

A RESOLUTION SUBMITTED BY:
ERIE COUNTY CLERK

RE: Erie County Clerk –
Variable Minimum Authorization

WHEREAS, in order for the Erie County Clerk to continue his practice of hiring the most qualified individual to fill positions within the office; and

WHEREAS, a vacancy will exist in the position of Special Assistant to the County Clerk and due to the significant and growing workload and range of responsibilities this position requires a highly skilled individual, and

WHEREAS, it is necessary to recruit for the position of Special Assistant to the County Clerk at Job Group 10, Step 3; and

WHEREAS, all requests for authority to recruit at a higher increment level must be approved by both the Legislature and the County Executive; and

WHEREAS, funds are available in the personal services appropriations of the County Clerk's 2014 Adopted Budget and will have no additional costs to the County.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature does hereby authorize a variable minimum, Step 3, for the position of Special Assistant to the County Clerk (position #9985) in Fund Center 11310; and be it further resolved

RESOLVED, that the Budget Director and Commissioner of Personnel make any changes necessary to effectuate the implementation of this resolution; and be it further

RESOLVED, that certified copies of this resolution be sent to the County Clerk, the Director of Budget and Management, the County Comptroller and the Commissioner of Personnel.