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ERIE COUNTY LEGISLATURE

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County of Erie

DENNIS T. GORSKI
COUNTY EXECUTIVE

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January 5, 1999

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

RE: 1999 Underfill and Trainee Appointments

Honorable Members:

Attached please find a proposed resolution and accompanying memorandum relative to underfill and trainee appointment requests for 1999.

Please refer this matter to the appropriate committee of your Honorable Body. Representatives of the Department of Personnel will be available to answer any questions.

Very truly yours,

A handwritten signature in blue ink, appearing to read "D. Gorski", is written over a horizontal line. The signature is stylized and includes a large loop at the beginning.

DENNIS T. GORSKI
County Executive

DTG:kj

1E-16

ERIE COUNTY DEPARTMENT OF PERSONNEL

MEMORANDUM

FROM: Leonard R. Lenihan, Commissioner of Personnel
TO: Legislature, County of Erie
DATE: December 30, 1998
SUBJECT: 1999 Underfill (Trainee) Authorization

I. RECOMMEND ACTION:

It is recommended that the Legislature grant authorization to underfill positions where recruitment would otherwise be impossible, or in situations where serving a traineeship is required.

II. FISCAL IMPLICATIONS:

All funds needed would come from existing salary accounts in the departments involved.

III. REASON FOR RECOMMENDATION:

It is often necessary to recruit candidates for some County positions as underfills or trainees. In order to ensure adequate staffing levels, it is necessary to recruit these employees and train them for their job.

IV. BACKGROUND:

Many County positions are regularly filled at a trainee level in order to provide sufficient time for the training of candidates. Many of the skills required of County employees are not available outside of County service. Therefore, our only means of obtaining qualified applicants is to hire and train them.

V. CONSEQUENCES OF NEGATIVE ACTION:

If underfill (trainee) appointments are not approved, it would be difficult to recruit candidates for many County positions which would then disrupt the delivery of County services.

VI. STEPS FOLLOWING APPROVAL:

The Personnel Department would maintain a list of approved underfill (trainee) positions and notify departments involved.

1999 UNDERFILL AND TRAINEE APPOINTMENTS

WHEREAS, many Erie County Competitive and Non-Competitive Class Civil Service positions require specialized training and experience which is difficult to obtain or unavailable outside of County service, and

WHEREAS, in order to fill these Competitive Class and Non-Competitive Class positions, it is necessary to hire individuals and provide specialized training to them, and

WHEREAS, in order to facilitate the hiring of individuals to receive this specialized training and experience, certain County positions are filled on a trainee or underfill basis from trainee Civil Service lists or in the absence of a valid trainee list, on a provisional or temporary basis, and

WHEREAS, since the specific budget amendment authorizing the filling of County positions on a trainee or underfill basis was eliminated from the budget, departments will not be able to fill such positions which will then impair the departments ability to render services to the public,

NOW, THEREFORE, BE IT

RESOLVED, that effective January 1, 1999 funds appropriated for the Competitive and Non-Competitive Class positions listed below, may be used to pay a trainee or underfill a lesser amount until such employee becomes qualified to fill such positions:

Charge Nurse
Child Protective Worker
Computer Operator
Interne Personnel Specialist
Probation Officer
Probation Officer (Spanish Speaking)
Public Health Technician
Sewage Treatment Plant Operator
Social Services Program Specialist

and be it further

RESOLVED, that certified copies of this resolution be forwarded to the County Executive's Office, the Division of Budget, Management and Finance and the Department of Personnel.