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County of Erie

DENNIS T. GORSKI
COUNTY EXECUTIVE

PHONE: 716/858-8500
FAX #: 716-858-8411

January 5, 1999

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

RE: Division of Information and Support Services - Personnel Adjustment

Honorable Members:

Attached please find a proposed resolution and accompanying memorandum relative to authorizing a personnel adjustment in the Division of Information and Support Services.

Please refer this matter to the appropriate committee of your Honorable Body. A representative the Division of Information and Support Services will be available to answer any questions.

Very truly yours,

DENNIS T. GORSKI
County Executive

DTG:kj

REF: ISSUKPER.ADJ

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PROPOSED RESOLUTION

RE: Division of Information and Support Services - Personnel Adjustment

WHEREAS, there is a need provide Records Management Services for the County, and

WHEREAS, there is a need to appropriately staff the Records Management Services function in the Division of Information and Support Services, and

WHEREAS, there is a need to appropriately compensate the staff of the Records Management Services function of the Division of Information and Support Services.

NOW, THEREFORE, BE IT

RESOLVED, that the position of Records Manager is hereby reallocated from Job Group 12 to Job Group 13, and be it further

RESOLVED, that certified copies of this resolution be forwarded to the Director of the Division of Information and Support Services, the Commissioner of Personnel and the Director of Budget and Management.

ACCOMPANYING MEMORANDUM

Division of Information and Support Services - Personnel Adjustment

I. SUMMARY OF RECOMMENDED ACTION

Authorization is requested to upgrade the title of Records Manager from Job Group 12 to Job Group 13.

II. FISCAL IMPLICATIONS OF PROPOSAL

Funds are available in the 1999 personnel services appropriation of the Division of Information and Support Services.

III. REASONS FOR RECOMMENDATION AND BACKGROUND OF PROPOSAL

The personnel adjustment allows the supervisory position in the Records Management Services function of the Division of Information and Support Services to be compensated commensurate with the level of responsibility exercised .

IV. CONSEQUENCES OF NEGATIVE ACTION

Failure to adopt this resolution will result in the Records Manager not being appropriately compensated.

V. STEPS FOLLOWING APPROVAL OF MEASURE

Certified copies of this resolution be forwarded to the Director of the Division of Information and Support Services, the Commissioner of Personnel and the Director of Budget and Management.

