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COUNTY OF ERIE

CHRIS COLLINS

COUNTY EXECUTIVE

July 5, 2011

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

RE: Workforce Investment Board – Special Assistant Upgrade

Honorable Members:

Attached please find a resolution and accompanying memorandum requesting approval to upgrade the civil service staff support position in the Community Development Block Grant Fund, Office of Workforce Development.

Should your honorable body require further information, I encourage you to contact the Office of the County Executive. Thank you for your consideration on this matter.

Sincerely,

CHRIS COLLINS
Erie County Executive

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Office of the County Executive
Re: Workforce Investment Board – Special Assistant Upgrade
Date: July 1, 2011

SUMMARY

Resolution seeks authorization to upgrade the Workforce Investment Board's Special Assistant position from a Job Group 8 on the Erie County Salary Scale (MC 01) to a Job Group 9 on the same scale.

FISCAL IMPLICATIONS

Costs associated with this position are reimbursed to the County by the Workforce Investment Board with Federal Workforce Investment Act funds.

REASONS FOR RECOMENDATION

The responsibilities of the Special Assistant have increased to include being the primary conduit for businesses of the seven committees of the Workforce Investment Board and the eleven partner agencies under the Workforce Investment Act.

BACKGROUND INFORMATION

In the Consortium Agreement dated May 17, 2000 establishing the Workforce Investment Act program in our area, Erie County agreed to create an Office of Workforce Development to provide staff support for the Workforce Investment Board. Staff support is supplied by two positions on the County payroll through the Community Development Block Grant Fund - the Workforce Investment Board's Executive Director and the Special Assistant. All expenses associated with these positions are reimbursed to the County under the Federal Workforce Investment Act. Over the last several years the duties and responsibilities of the Special Assistant position have expanded beyond what was originally anticipated when the position was created.

CONSEQUENCES OF NEGATIVE ACTION

Position would stay at its current salary and salary would not be commensurate with responsibilities.

STEPS FOLLOWING APPROVAL

The B-100 will be processed by the Budget Office and Department of Personnel to upgrade this position from a Job Group 8 to a Job Group 9 and adjustments will be made to Workforce Investment 2011 Budget.

A RESOLUTION SUBMITTED BY:
OFFICE OF THE COUNTY EXECUTIVE

RE: Workforce Investment Board –
Special Assistant Upgrade

WHEREAS, in the Consortium Agreement of May 17, 2000 establishing the Workforce Investment Act program in our area, Erie County agreed to create an Office of Workforce Development to provide staff support for the Workforce Investment Board; and

WHEREAS, two positions on the County payroll, the Workforce Investment Board's Executive Director and the Special Assistant, serve in this capacity; and

WHEREAS, the responsibilities of the Special Assistant have increased to include being the primary conduit for businesses of the seven committees of the Workforce Investment Board and the eleven partner agencies under the Workforce Investment Act; and

WHEREAS, the Special Assistant is involved in planning, grant application preparation and being a public representative of the Workforce Investment Board; and

WHEREAS, this position is fully reimbursed in accordance with the Federal Workforce Investment Act and current appropriations are available to cover the increase in the fringe benefit line associated with this upgrade.

NOW, THEREFORE, BE IT

RESOLVED, that the position of Special Assistant-Workforce Investment, JG 8, is hereby upgraded to Special Assistant-Workforce Investment, JG9; B-100 #6285; and be it further

RESOLVED, that the related increase in salary will be fully reimbursed in accordance with the Federal Workforce Investment Act; and be it further

RESOLVED, that authorization is hereby granted to the Director of Budget and Management to make the following adjustments to the 2011 Budget to accommodate this change:

Fund 290 –Community Development Fund
Office of Workforce Development
County Executive's Office, Fund Center 10110
Cost Center 101080 – Workforce Development

<u>Revenue</u>	<u>Increase</u>
411750 Workforce Investment Act	\$1,600.00

<u>Appropriations</u>	<u>Increase</u>
500000 Full Time Salaries	\$1,600.00

and be it further

RESOLVED, that certified copies of this resolution be sent to the County Executive; James Finamore, Executive Director, Workforce Investment Board; the Director of Budget and Management, the Office of the Comptroller, the Commissioner of Personnel and the County Attorney.