



COUNTY OF ERIE

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MARK C. POLONCARZ
COUNTY EXECUTIVE

November 4, 2013

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

Re: Authorization to Transfer Funds – Personnel Department

Dear Honorable Members:

The attached resolution requests authorization to the transfer funds within the Personnel Department in order to meet higher than anticipated year end expense related to the provision of civil service exams.

Should your Honorable Body require further information, please contact Commissioner of Personnel John Greenan. Thank you for your consideration on this matter.

Sincerely,

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/bb
Enclosure

cc: John Greenan, Commissioner of Personnel

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Erie County Department of Personnel
Re: Authorization to Transfer Funds – Personnel Department
Date: October 31, 2013

SUMMARY

Authorization is requested to transfer funds within the Personnel Department in order to meet higher than anticipated year end expense.

FISCAL IMPLICATIONS

Funding for this request in the amount of \$9,000 is available within the 2013 budget of the Personnel Department in account 502000 Fringe Benefits.

REASONS FOR RECOMMENDATION

Additional funds are required to meet year end obligations for payment of civil service monitors and the final payments of the Personnel Department's NEOGOV contract.

BACKGROUND INFORMATION

The Personnel Department is required to give Civil Service exams for the County, Municipalities, School Districts and Authorities. In the current year several large exams for Law enforcement and wide ranging clerical titles required more monitors than anticipated. The Personnel department also maintains the contracts for all County employees for services such as pre-tax deductions and EAP (employee assistance program), because these programs ran over this year additional money was needed to pay for those required contracts.

CONSEQUENCES OF NEGATIVE ACTION

Mandated Civil Service functions would be disrupted.

STEPS FOLLOWING APPROVAL

The Division of Budget and Management will transfer funds.

**A RESOLUTION SUBMITTED BY:
DEPARTMENT OF PERSONNEL**

Re: Authorization to Transfer Funds – Personnel Department

WHEREAS, it is imperative that Erie County maintain uninterrupted civil service exams, records and procedures in accordance with New York State Civil Service Law and Records Retention Law; and

WHEREAS, the Personnel Department requires an additional \$9,000 in order to meet year end operating expense to provide civil service functions.

NOW, THEREFORE, BE IT

RESOLVED, that authorization is hereby provided to the Director of Budget and Management to transfer \$9,000 of available funds from account 502000, Fringe Benefits, to account 516020, Professional Services and Contracts, within the Department of Personnel; and be it further

RESOLVED, that certified copies of this resolution be sent to the Office of the County Executive, the Department of Personnel, the Division of Budget and Management and the Office of the Comptroller.