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# COUNTY OF ERIE

**MARK C. POLONCARZ**  
COUNTY EXECUTIVE

May 1, 2014

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

**Re: Personnel Adjustment – Office of Veterans Affairs**

Dear Honorable Members:

The Erie County Office of Veterans Affairs is requesting legislative authorization to fill the newly-vacated position of Assistant Service Officer at variable minimum step 3.

If your Honorable Body requires further information or has any questions, please contact Veterans Service Officer Francis McLaughlin. Thank you for your consideration.

Sincerely,

Mark C. Poloncarz, Esq.  
Erie County Executive

MCP/mc  
Enclosure

## **MEMORANDUM**

**To:** Honorable Members of the Erie County Legislature  
**From:** Office of Veterans Affairs  
**Re:** Personnel Adjustment – Office of Veterans Affairs  
**Date:** May 1, 2014

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### **SUMMARY**

Authorization is requested to fill the newly-vacated position of Assistant Service Officer at variable minimum step 3. The Office of Veterans Affairs is critically important in helping provide services for veterans, including those returning from southwest Asia. Having an experienced veteran who was deployed multiple times work as an Assistant Service Officer will be tremendously valuable.

### **FISCAL IMPLICATIONS**

Assistant Service Officers are compensated at job group 8. At step 3, the starting annual salary will be \$38,896, the same budgeted salary as the separated employee.

### **REASONS FOR RECOMMENDATION**

It is essential to find qualified and capable military professionals to work in the Office of Veterans Affairs to best understand how to provide critical services to our veterans.

### **CONSEQUENCES OF NEGATIVE ACTION**

There will be a vacancy in the Office of Veterans Affairs while a search for potentially less-qualified candidates is continued.

### **STEPS FOLLOWING APPROVAL**

The Office of Veterans Affairs will hire the desired candidate to provide critical services to veterans.

**A RESOLUTION SUBMITTED BY  
OFFICE OF VETERANS AFFAIRS**

RE: Personnel Adjustment – Office of Veterans Affairs

WHEREAS, the Office of Veterans Affairs plays a critical role in helping provide services for veterans, including those returning from southwest Asia and having an experienced veteran who was deployed multiple times work as an Assistant Service Officer to fill a newly-vacated position will be tremendously valuable.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the establishment of a variable minimum step 3 for the position of Assistant Service Officer (job group 8, position number 51009776) in the Office of Veterans Affairs; and be it further

RESOLVED, that certified copies of this resolution will be forwarded to the County Executive, the Department of Personnel, the Division of Budget and Management, and the Office of Veterans Affairs.