

July 9, 2014

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

**Re: Erie County Department of Personnel – Personnel Adjustments**

Dear Honorable Members:

Attached please find a proposed resolution and accompanying memorandum requesting authorization to create one (1) Chief of Classification and Compensation (Full Time), Job Group XVI position and to delete one (1) Senior Personnel Specialist Job Group XIV.

If your Honorable Body requires any additional information, please contact Commissioner of Personnel David Palmer.

Sincerely yours,

Mark C. Poloncarz, Esq.  
Erie County Executive

MCP/mc  
Enclosure

# **MEMORANDUM**

**To:** Honorable Members of the Erie County Legislature  
**From:** Personnel Department  
**Re:** Personnel Adjustments  
**Date:** July 9, 2013

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## **Summary**

The attached resolution requests authorization to create the position of Chief of Classification and Compensation (Full Time), Job Group XVI and to delete one (1) Senior Personnel Specialist Job Group XIV.

## **Fiscal Implications**

Funding for new position will be generated through the position deletion and from available vacancy savings in the Personnel Department. The net cost for salary and fringe benefits is estimated at \$7,860 for the remainder of the year. No additional county funds are required.

## **Reasons for Recommendation**

The Erie County Department of Personnel needs to maintain a professional level staff member with the required knowledge base to ensure that all required Civil Service responsibilities of the office are consistently maintained. The position of Chief of Classification and Compensation had existed previously in the Department for years; however in 2010 it was deleted following a retirement and has not since been replaced. This position and knowledge base is crucial to the functioning of the Department which includes legal oversight of approximately 24,000 classified positions in Erie County. Erie County Personnel and the Personnel Officer are legally required to administer Civil Service for all Towns, Villages, School Districts, the Erie County Water Authority, Erie Community College, Erie County Medical Center Corporation and Erie 1 BOCES. This position will be legally authorized to act for and in the place of the Commissioner of Personnel (Personnel Officer) in the event of an absence and to ensure civil service functions can continue.

## **Consequences of Negative Action**

Should your Honorable Body decide to not create the position of Chief of Classification and Compensation, the County will again, in the event of any lapse in appointment or absence of a Personnel Officer, find itself in a Civil Service shutdown for all jurisdictions in which Erie County is mandated by law to provide services for. This would yet again halt all position creation, list establishment and eligible list certification for all County Departments and agencies including all Towns, Villages, School Districts, the Erie County Water Authority, Erie Community College, Erie County Medical Center Corporation and Erie 1 BOCES.

## **Steps Following Approval**

Certified copies of this resolution will be forwarded to the County Executive, the Division of Budget and Management, and the Department of Personnel.

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

Re: Erie County Department of Personnel – Personnel Adjustments

WHEREAS, the Department of Personnel lacks a position requiring the appropriate knowledge base, skill set and ability to maintain the required County Civil Service functions and act for and in the place of the Personnel Officer; and

WHEREAS, the Commissioner of Personnel wishes to hire an existing County employee into said position who has the necessary and required qualifications to administer Civil Service and ensure continuity in the office in the absence of the Personnel Officer; and

WHEREAS, the Department of Personnel will remain in need of an additional clerical staff member to carry out the necessary Civil Service functions required by law; and

WHEREAS, funding for these positions will be offset by the deletion of (1) Senior Personnel Specialist and the use of vacancy savings generated in the Department of Personnel.

NOW, THEREFORE, BE IT

RESOLVED, that authorization is granted to create one (1) Chief of Classification and Compensation, Job Group XVI, and to delete one (1) position of Senior Personnel Specialist, Job Group XIV, funding to be made available from the position deletion and vacancy savings within the Personnel Department; and be it further

RESOLVED, that the preceding personnel adjustments shall be authorized to take effect two weeks after approval of this resolution to provide sufficient time for the Commissioner of Personnel to choose a candidate for the Chief of Classification from qualified Senior Personnel Specialists within the Department, B-100 to follow; and be it further

RESOLVED, that the position of Chief of Classification and Compensation, by virtue of this honorable body's authority, be granted the power to act for and in the place of the Commissioner of Personnel/Personnel Officer whenever necessary, including in the absence of an appointed Personnel Officer; and be it further

RESOLVED, that certified copies be forwarded to the County Executive, Division of Budget and Management, and the Department of Personnel.