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COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

August 27, 2014

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

Re: Personnel Adjustment – Department of Environment and Planning

Dear Honorable Members:

Please find enclosed a proposed resolution and accompanying memorandum regarding certain adjustments to the personnel lines within the Department of Environment and Planning budget. The requested changes will insure maintenance of accounting functions following the resignation of the Department's Chief Account Clerk (PT).

Should your Honorable Body require further information, I encourage you to contact Maria R. Whyte, Commissioner, at the Department of Environment and Planning. Thank you for your consideration on this matter.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Mark C. Poloncarz", with a long, sweeping horizontal line extending to the right.

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/cw
Enclosure

Cc: Commissioner Maria R. Whyte
Deputy Commissioner Thomas J. Dearing

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Environment and Planning
Re: Personnel Adjustment – Department of Environment and Planning
Date: August 27, 2014

SUMMARY

The Department of Environment and Planning seeks authorization to delete a Chief Account Clerk (PT) and to create a full time Chief Account Clerk.

FISCAL IMPLICATIONS

The position being created will be budgeted at a higher salary than the position being deleted. This is due to the change from part time to full time status. The base salary for Chief Account Clerk (PT) is \$15,455 (Step 1), while the base salary for the individual to be promoted to the full time Chief Account Clerk position is \$39,291 (Step 5). The difference in salary amounts (\$23,836) will be funded through the federal Community Development Block Grant budget and not the General Fund.

REASONS FOR RECOMMENDATION

The former Current Chief Account Clerk (PT) – Job Grade 7, Step 1, resigned from County employment following 45 years of service. It is necessary to continue those accounting tasks undertaken by this position in a manner that is cost efficient, budget neutral, and supports an overall succession strategy within the Department.

BACKGROUND INFORMATION

The Department of Environment and Planning has limited accounting resources and the federal Community Development Block Grant program has experienced fiscal cutbacks in recent years. It is therefore necessary to achieve cost efficiencies and a sharing of personnel whenever possible to maintain a high service level without incurring cost increases.

CONSEQUENCES OF NEGATIVE ACTION

The Department would solicit candidates to fill the vacated part time Chief Account Clerk position. The part time nature of the existing position would likely limit the pool of candidates interested in the post.

STEPS FOLLOWING APPROVAL

The necessary budget adjustments will be undertaken by the applicable County department.

A RESOLUTION SUBMITTED BY:
ENVIRONMENT AND PLANNING

RE: Personnel Adjustment – Department of Environment and Planning

WHEREAS, the Department of Environment and Planning requests legislative authorization to delete a Chief Account Clerk (PT) position and create a Chief Account Clerk (Full Time) position to provide accounting services to both the County Planning/Economic Development/Environmental Compliance Services and the federal Community Development Block Grant Program; and

WHEREAS, the aforementioned personnel adjustment is budget neutral due to the inter-fund transfer of \$23,836 in federal Community Development Block Grant monies to fund the new position.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Department of Environment and Planning is hereby authorized to delete Chief Account Clerk (PT) position 51006319 (JG7), and to create a full time Chief Account Clerk (JG7) position as noted in B-100 #7862; and be it further

RESOLVED, that the Commissioner of the Department of Environment and Planning, Commissioner of Personnel, and Division of Budget and Management are hereby authorized to make the necessary budgetary and personnel adjustments to effectuate this action; and be it further

RESOLVED, that certified copies of this resolution be sent to the County Executive's Office; the office of the Commissioner of Personnel; the Director of the Division of Budget and Management; and the Commissioner of the Department of Environment and Planning, Rath Building, 10th Floor.