



# COUNTY OF ERIE

**MARK C. POLONCARZ**  
COUNTY EXECUTIVE

July 10, 2015

Erie County Legislature  
92 Franklin Street, 4<sup>th</sup> Floor  
Buffalo, New York 14202

**RE: Erie County Division of Sewerage Management  
Maintenance and Administration Personnel Reorganization**

Dear Honorable Members:

The Department of Environment and Planning, Division of Sewerage Management is proposing a reorganization of staffing to enhance efficiencies in maintenance operations and administrative functions. This plan will entail the addition, deletion and reclassifying of certain positions throughout the division, resulting in improved operational efficiency and a net savings once implemented.

Should your Honorable Body require further information, I encourage you to contact Joseph Fiegl, P.E. in the Department of Environment and Planning. Thank you for your consideration on this matter.

Sincerely yours,

A handwritten signature in black ink that reads "Mark C. Poloncarz".

Mark C. Poloncarz, Esq.  
Erie County Executive

MCP:CK:cs  
Enclosure

cc: Joseph Fiegl – Environment and Planning

## **MEMORANDUM**

**To:** Honorable Members of the Erie County Legislature  
**From:** Department of Environment and Planning  
**Re:** Erie County Division of Sewerage Management  
Maintenance and Administration Personnel Reorganization  
**Date:** July 10, 2015

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### **SUMMARY**

Approval of the Department of Environment and Planning, Division of Sewerage Management's (Division's) proposed plan to reorganize its operational and administrative positions to better align its staffing for present and future needs and to maximize efficiency is requested.

### **FISCAL IMPLICATIONS**

There will be no impact to the County's General Fund. There will be an overall decrease in personnel costs for the Division of Sewerage Management.

### **REASONS FOR RECOMMENDATION**

The division's senior management evaluated operational and administrative functions considering recent personnel movement due to retirements. The proposed reorganization takes advantage of current personnel skills and abilities and better represents the needs of the Division now and for the foreseeable future. This plan will also net savings once fully implemented.

### **BACKGROUND INFORMATION**

The senior management in the Division is continuously evaluating responsibilities and functions and will make recommendations when changes are possible, warranted and beneficial. The proposed centralization of certain maintenance functions and restructuring of administrative personnel ensures that responsibilities are met in a manner that realizes maximum efficiency of the available workforce.

The proposed changes presented in the enclosed resolution represent the last step in this reorganization. The addition of Assistant Chiefs of Maintenance in the Electrical and Mechanical areas respectively will provide greater oversight on these important operational areas, while increasing efficiency by sharing these services within the Division. Additional responsibilities to effectuate this consolidation necessitate reclassifying and/or upgrading certain positions. Administrative positions will be deleted or converted to operational positions to further enhance operational efficiency. Finally, administrative positions will be reclassified and/or deleted to enhance administrative efficiency.

### **CONSEQUENCES OF NEGATIVE ACTION**

The Division will not realize the expected operational efficiencies and cost savings.

**STEPS FOLLOWING APPROVAL**

Required changes will be coordinated with the Personnel Department. Position additions and deletions, title changes, and job postings will be implemented according to Erie County policies and procedures and prevailing collective bargaining agreements.

**A RESOLUTION SUBMITTED BY:  
DEPARTMENT OF ENVIRONMENT AND PLANNING**

**RE: Erie County Division of Sewerage Management  
Maintenance and Administration Personnel Re-organization**

WHEREAS, the Erie County Department of Environment and Planning, Division of Sewerage Management has concluded that reorganization of staffing is necessary and beneficial for the effectiveness of the important public services provided; and

WHEREAS, the Division of Sewerage Management has determined that the aforementioned reorganization will improve the efficiency of its operations in a cost effective manner.

NOW, THEREFORE BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the creation of one (1) Assistant Chief of Maintenance-Mechanical (JG11, Step 2 – B100 #8378), one (1) Assistant Chief of Maintenance-Electrical (JG11, Step 2 – B100 #8374), one (1) Senior Electronics Technician – Wastewater Facilities, (JG10, Step 2 – B100 #8375), one (1) Information Technology Engineer (JG11, Step 2 – B100 #8377) effective August 1, 2015 as follows:

Number of Positions	Title	Job Group	Step	2015 Salary	2015 Salary (5 months)
1	Assistant Chief of Maintenance-Mechanical	11	2	\$49,034	\$20,431
1	Assistant Chief of Maintenance-Electrical	11	2	\$49,034	\$20,431
1	Senior Electronics Technicians-Wastewater Facilities	10	2	\$44,439	\$18,516
1	Information Technology Engineer	11	2	\$49,034	\$20,431
				\$191,541	\$79,809

And be it further

RESOLVED, that the Erie County Legislature hereby authorizes the deletion of one (1) Sewer Inspector (JG9 – B100 #8378), one (1) Data Tax Clerk (JG9 – B100 #8374), two (2) Electronics Technicians – Wastewater Facilities, (JG9 – B100 #s 8375 & 8377), and one (1) Clerk (JG1 – B100 #8378) effective August 1, 2015 as follows:

Number of Positions	Title	Job Group	Step	2015 Salary	2015 Salary (5 mos.)
1	Sewer Inspector	9	2	\$45,635	\$19,015
1	Data Tax Clerk	9	2	\$41,365	\$17,235
2	Electronics Technicians-Wastewater Facilities	9	2	\$82,730	\$34,471
1	Clerk	1	2	\$26,116	\$10,882
				\$195,846	\$81,603
	TOTAL SAVINGS			<del>\$4,145</del>	\$1,794

And be it further

RESOLVED, that authorization is hereby provided to the Division of Budget and Management, Department of Personnel, and Department of Environment and Planning to make the necessary budgetary and personnel adjustments to effectuate this resolution; and be it further

RESOLVED, that the Clerk of the Legislature be directed to send one (1) certified copy each of this resolution to the County Executive, Director of Budget and Management, Comptroller's Office; and send two (2) certified copies of this resolution to Joseph L. Fiegl, P.E., Department of Environment and Planning.