



COUNTY OF ERIE

CHRISTOPHER L. JACOBS
COUNTY CLERK

January 14, 2016

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

Re: Personnel Adjustments – Erie County Clerk's Office

Dear Honorable Members:

Please find enclosed a proposed resolution and accompanying memorandum regarding certain adjustments to the personnel lines within the Erie County Clerk's budget. The requested reallocation of two titles will more accurately reflect the duties of the positions. Additionally, approval is sought to fill one of the positions at a Step 1. No additional funding is required as funds are available in the Clerk's 2016 Adopted Budget.

Should your honorable body require further information, representatives from the Clerk's Office will be available to discuss. Thank you for your consideration on this matter.

Sincerely,



CHRISTOPHER L. JACOBS
Erie County Clerk

Attachment

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Christopher L. Jacobs, Erie County Clerk
Re: Personnel Adjustments – Erie County Clerk’s Office
Date: January 13, 2016

SUMMARY

The Erie County Clerk’s Office seeks authorization to reallocate two positions in the Clerk’s Office and fill one of the reallocated titles at a Step 1.

FISCAL IMPLICATIONS

Sufficient funds are available in the Clerk’s 2016 Adopted Budget. The net result will be a slight savings of just over \$900.

REASONS FOR RECOMMENDATION

Adjusting the job grades of two managerial confidential positions will more accurately reflect the job duties required. Additionally, recruiting a candidate for the Administrative Secretarial Assistant CC at a JG 15, Step 1, is within the budgetary allotment and will assist with recruitment of a qualified candidate.

BACKGROUND INFORMATION

As we reengineer areas of the Clerk’s Office to increase efficiency a need was identified to reassign work duties between existing job titles. The Clerk’s Office seeks to change the job group of these two positions, while leaving the titles the same.

CONSEQUENCES OF NEGATIVE ACTION

Staff will not be utilized in the most efficient manner.

STEPS FOLLOWING APPROVAL

B-100s will be processed and the applicable County departments will undertake the necessary personnel adjustments.

**A RESOLUTION SUBMITTED BY:
ERIE COUNTY CLERK'S OFFICE**

RE: Personnel Adjustments – Erie County Clerk's Office

WHEREAS, the County Clerk's Office is responsible for recording, filing and maintaining a central repository of legal documents and records affecting property titles as well as managing all the local Auto Bureau's; and

WHEREAS, managerial staff to oversee these functions is critical to the efficient operations of the office; and

WHEREAS, to reflect accurately duties of certain budgeted positions the reallocation of two titles within the 2016 approved budgetary allotment is necessary.

NOW, THEREFORE, BE IT

RESOLVED, that the following titles in the County Clerk's 2016 Budget are reallocated as follows:

Administrative Secretarial Assistant CC: from Job Group 16 to Job Group 15 (B100 #8574)

Assistant Deputy County Clerk Admin: from Job Group 11 to Job Group 14 (B100 #8575)

and be it further

RESOLVED, that authorization is granted to fill the Administrative Secretarial Assistant CC, JG 15 at a Step 1, and be it further

RESOLVED, that the County Clerk, Commissioner of Personnel, and Division of Budget and Management are hereby authorized to make the necessary adjustments to effectuate this action; and be it further

RESOLVED, that certified copies of this resolution be sent to the office of the Commissioner of Personnel; the Director of the Division of Budget and Management; and the County Clerk.