



ECLEG JAN13'20 # 4:05

**COUNTY OF ERIE**  
**MICHAEL P. KEARNS**  
ERIE COUNTY CLERK

January 13, 2020

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

Re: Erie County Clerk – Personnel Adjustments - Registrar Division

Dear Honorable Members,

Enclosed are a proposed resolution and accompanying memorandum requesting authorization to make personnel adjustments to the County Clerk - Registrar Division. The adjustments are necessary in order for the Clerk's Office to properly staff to meet customers' needs and provide the best service possible and create a savings to the County.

The Clerk looks forward to the opportunity to discuss this request in committee. Thank you for your consideration of this matter.

Sincerely,

Michael P. Kearns  
Erie County Clerk

## MEMORANDUM

**To:** Honorable Members of the Erie County Legislature  
**From:** Michael P. Kearns, Erie County Clerk  
**Re:** Erie County Clerk - Personnel Adjustments - Registrar Division  
**Date:** January 13, 2020

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### SUMMARY

The Clerk is reorganizing and in order to do so he is deleting two (2) positions and adding two (2) positions. The proposed resolution requests authorization to make the following personnel adjustments for the balance of 2020 commencing February 29, 2020:

Senior Document Clerk (Position #8729) (CSEA)	DELETE
Senior Technical Support Service Specialist (Position #51012810) (CSEA)	DELETE
Senior Cashier (CSEA)	ADD
Principal Technical Support Services Specialist (CSEA) <sup>1</sup>	ADD

### FISCAL IMPLICATIONS

In total this resolution will provide a combined 2020 SAVINGS OF \$17,167.00.

For 2020 the Clerk's Office budgeted for a Special Assistant County Clerk position at Job Group 10, Step 5. Following a vacancy at that position, it will now be filled at Step 3 commencing on January 18, 2020 (Pay Period 3). This results in a SAVINGS OF \$9,834.00.

For 2020 the Clerk's Office budgeted for a Secretary to the County Clerk at Job Group 7, Step 3. That position will be vacant from January 18, 2020 (Pay Period 3) to June 19, 2020 (Pay Period 13). It will be filled on June 20, 2020 (Pay Period 14) at Job Group 7, Step 1. This will result in SAVINGS OF \$18,228.00.

The pro-rated (for 21 pay periods) for these personnel adjustments will be as follows:

Senior Cashier (ADD) (JG-7)	\$37,883.00
Principal Technical Support Services Specialist (ADD)(JG-14)	\$75,816.00
Senior Document Clerk (DELETE) (JG-6)	(\$34,833.00)
Senior Technical Support Services Specialist (DELETE) (JG-13)	<u>(\$67,971.00)</u>
TOTAL IMPACT	\$10,895.00

Savings from Vacancy/Fill Adjustments	(\$28,062.00)
Total Impact of Position Add/Delete	<u>\$10,895.00</u>
<b>TOTAL SAVINGS</b>	<b>\$ 17,167.00</b>

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<sup>1</sup> This is for a one-time non-competitive promotion.

**REASONS FOR RECOMMENDATION**

The proposed revisions to staffing are a result of the County Clerk's Office to provide proper oversight and supervision to the office. The Principal Technical Support Specialist will be examining the implementation of network considerations which will aid in the efficiency of electronic transactions and provide data to monitor ongoing processes within the office. The Senior Cashier will provide an official supervisory position in the absence of the Chief Document Clerk in Actions and Proceedings.

**BACKGROUND INFORMATION**

The requested deletions, delete (2) CSEA positions and the additions, add (2) CSEA positions. The overall impact is a savings of \$17,167.00.

**CONSEQUENCES OF NEGATIVE ACTION**

The County Clerk's Office will not be able to perform as effectively as desired without the approval of the requested adjustments.

**STEPS FOLLOWING APPROVAL**

The County Clerk's Office will work with the Department of Budget and Management, and Personnel Department to effectuate the adjustments as approved.

**A RESOLUTION SUBMITTED BY:**  
**Erie County Clerk Michael P. Kearns**

**RE: Erie County Clerk - Personnel Adjustments - Registrar Division**

WHEREAS, the Erie County Clerk's Office continues to meet the mandates and service demands of the Office of the County Clerk; and

WHEREAS, existing vacancies and filling of those vacancies at a lower step create savings of \$28,062.00; and

WHEREAS, the County Clerk has developed and enhanced existing programs, technology and initiatives to better serve and educate the residents; and

WHEREAS, the County Clerk's Office seeks to enhance technological conveniences for its customers through the analysis and implementation of network considerations; and

WHEREAS, a restructuring of the Actions and Proceedings Division will permit comprehensive supervision of the skilled and expert staff to serve the maximum number of customers; and

WHEREAS, the personnel adjustments requested will maintain a positive fiscal impact.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature does hereby authorize the deletion of Senior Document Clerk (Job Group 6 – Step 5) (Position #8729) (pro-rated annual salary \$34,833.00) in Fund Center 1131020; and be it further

RESOLVED, that the Erie County Legislature does hereby authorize the deletion of Senior Technical Support Service Specialist (Job Group 13 – Step C/D) (Position #51012810) (pro-rated annual salary \$67,971.00) in Fund Center 1131010; and be it further

RESOLVED, that the Erie County Legislature does hereby authorize the creation of one full time position of Senior Cashier (Job Group 7 – Step 5) in the CSEA bargaining unit (pro-rated annual salary \$37,833.00) in Fund Center 1131020; and be it further

RESOLVED, that the Erie County Legislature does hereby authorize the creation of one full time non-competitive promotion position of Principal Technical Support Services Specialist (Job Group 14 – Step C/D) in the CSEA bargaining unit (pro-rated annual salary \$75,816.00) in Fund Center 1131010; and be it further

RESOLVED, that the Director of Budget and Management, and the Commissioner of Personnel are hereby authorized and directed to make all necessary changes necessary to effectuate the implementation of this resolution; and be it further

RESOLVED, that certified copies of this resolution be forwarded to the Director of Budget and Management, Commissioner of Personnel, County Comptroller, and the County Clerk.

**FISCAL IMPACT:** *Positive for Erie County will generate \$17,167.00 in savings*