TIMOTHY B. HOWARD
SHERIFF OF ERIE COUNTY

April 8, 2013

The Honorable
Erie County Legislature
25 Delaware Avenue
Buffalo, New York 14202

Re: Erie County Sheriff's Office – Worker's Compensation Clerk - PT

Honorable Members:

Attached please find a proposed resolution and accompanying memorandum from the Erie County Sheriff's Office requesting authorization to create one (1) Worker's Compensation Clerk - Part Time, Job Group V.

Funds to cover the cost of this position will be transferred from the Sheriff's Division Account #530000 Other Expenses; therefore requiring no additional county funds.

I kindly request the Erie County Legislature consider and approve the resolution at its earliest possible session. If your Honorable Body requires any further information, kindly contact the Sheriff's Office and we will be happy to accommodate your request.

Very truly yours,

TIMOTHY B. HOWARD
SHERIFF OF ERIE COUNTY

Attachments

TEN DELAWARE AVENUE, BUFFALO, NEW YORK 14202-3999
(716) 858-7608 FAX: (716) 858-7680 WEBSITE: http://www.erie.gov/sheriff

PROPOSED RESOLUTION

Re: Erie County Sheriff's Office – Worker's Compensation Clerk - PT

WHEREAS, the Sheriff's Office Worker's Compensation Clerk retired on March 26, 2013 without sufficient time to train a new employee ; and

WHEREAS, the Sheriff wishes to re-hire the former employee on a part time basis to provide the essential training needed to fulfill the job responsibilities of the new Worker's Compensation Clerk; and

WHEREAS, funding for this new position will be offset by the transfer of funds from the Sheriff's Division Account #530000, Other Expenses, therefore requiring no additional county funds.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Sheriff's Office be authorized to create one (1) Worker's Compensation Clerk PT, Job Group V (B100 #7281) effective 05/01/13; and be it further

RESOLVED, that the Sheriff is authorized to compensate this employee at the same hourly rate of $16.283 at which she was last employed; and be it further

RESOLVED, that the following budgetary transactions are hereby authorized:

ERIE COUNTY SHERIFF'S OFFICE- Business Area # 115

APPROPRIATION		Decrease
530000	Other Expenses	2,800
Total Decrease		2,800

APPROPRIATION		Increase
500010	Part Time – Wages	2,600
502000	Fringe Benefits	200
	Total Appropriations	2,800

and be it further

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

ACCOMPANYING MEMORANDUM

Erie County Sheriff's Office – Worker's Compensation Clerk - PT

I. Summary of Recommended Action

The attached resolution requests authorization to create a Worker's Compensation Clerk Part Time in the Sheriff's Administrative Services Division.

II. Fiscal Implications of Proposal

Funding for this position will be offset by the transfer of funds from Account #530000 Other Expenses therefore, requiring no additional county funds.

III. Reasons for Recommendation

The Sheriff's Office Worker's Compensation Clerk retired on March 26, 2013 without sufficient time to train her replacement. This position will allow the retired clerk to return on a part time basis until such a time as the new employee has been thoroughly trained in all aspects of the position.

IV. Consequences of Negative Action

The Worker's Compensation Clerk in the Sheriff's Office administers all matters related to employee injuries and illness covered by NYS Workers' Compensation insurance. Additionally this position requires a good working knowledge of General Municipal Law 207-c. Inadequate training could lead to improper payments resulting in increased costs to the County.

V. Steps Following Approval of Measure

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