



COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

OPEN

January 1, 2012

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

**Re: 2012 Budget Personnel Adjustments
IMMEDIATE CONSIDERATION REQUESTED**

Dear Honorable Members:

Attached please find a resolution and accompanying memorandum detailing my request to restructure staffing within several departments of my Administration. This request will enable my Administration to more effectively and efficiently staff the operations of these offices.

Thank you for your consideration of this matter. If your Honorable Body requires any further information, kindly contact my office.

Sincerely yours,

Mark C. Poloncarz
Erie County Executive

MCP

1E-10

PROPOSED RESOLUTION

RESOLVED, that the title Management Consultant County Executive (position 51003511) in the Division of Budget and Management is hereby authorized to be filled at a variable minimum step 5, and be it further

RESOLVED, that the position of Senior Budget Consultant in the Division of Budget and Management is hereby authorized to be filled at a variable minimum step 5, and be it further

RESOLVED, that the title Executive Assistant-County Executive in the Division of Information and Support Services is hereby reallocated to a job group 13 and re-titled as Junior Administrative Consultant-County Executive, and be it further

RESOLVED, that the position of Special Assistant to the Commissioner of Health is hereby deleted effective 15 days from the passage of this resolution and the position of Secretary to the Commissioner of Health (JG 10) is created, and be it further

RESOLVED, that the titles of Chief Information Officer and Commissioner of Health are hereby reallocated to job group 24 on the 2001 managerial-confidential pay scale upon the departure of the current incumbents, and be it further

RESOLVED, that following said departure of the current incumbent, the position of Commissioner of Health is authorized to be filled at a variable minimum step 2, and be it further

RESOLVED, that the position of County Attorney is hereby allocated to job group 22 on the 2001 managerial-confidential pay scale and the position is authorized to be filled at a variable minimum step 3, and be it further

RESOLVED, that the Director of Budget and Management is authorized to be filled at a variable minimum step E, and be it further

RESOLVED, that the Commissioner of Central Police Services is authorized to be filled at a variable minimum step 3, and be it further

RESOLVED, that the Commissioner of Labor Relations is authorized to be filled at a variable minimum step 4, and be it further

RESOLVED, that the Deputy Director of Labor Relations is authorized to be filled at a variable minimum step 2, and be it further

RESOLVED, that the Commissioner of Public Works is authorized to be filled at a variable minimum step 5, and be it further

RESOLVED, that the Deputy Commissioner of Environmental Control is authorized to be filled at a variable minimum step B, and be it further

RESOLVED, that the Director of Legal Affairs in the Department of Social Services is authorized to be filled at a variable minimum step 2, and be it further

RESOLVED, that the Commissioner of Emergency Services is authorized to be filled at a variable minimum step A, and be it further

RESOLVED, that the Deputy Director of Probation is authorized to be filled at a variable minimum step B, and be it further

RESOLVED, that the Director of Central Data Processing is authorized to be filled at a variable minimum step 3, and be it further

RESOLVED, that the Deputy Commissioner of Emergency Medical Services is authorized to be filled at a variable minimum step 5, and be it further

RESOLVED, that one Assistant County Attorney at Job Group 16 is deleted and one Job Group 17 Assistant County Attorney position is hereby created and authorized to be filled at step 4, and be it further

RESOLVED, that the position of Executive Administrative Secretary in the Department of Law is hereby downgraded from a job group 13 to a Job Group 10 and is authorized to be filled at a variable minimum step B, and be it further

RESOLVED, that two civil service Legal Secretary positions at Job Group 6 are hereby created within the Department of Law, and be it further

RESOLVED, that the titles of Junior Administrative Consultant in the County Executive's Office are hereby reclassified to Secretarial Assistant – County Executive at Job Group 9, and be it further

RESOLVED, that three positions of Junior Administrative Consultant – County Executive are created within the Executive's Office at Job Group 13, and be it further

RESOLVED, that the position Junior Secretary -County Executive is hereby created in the County Executive's Office at Job Group 3 and is authorized to be filled at variable minimum step 3, and be it further

RESOLVED, that one civil service position of Application Systems Specialist is created in the Division of Information and Support Services, and be it further

RESOLVED, that the positions of Senior Executive Assistant in the County Executive's Office is authorized to be filled at a variable minimum step 3, and be it further

RESOLVED, that the position Director of Real Estate (position 51009920) in the Department of Public Works is hereby deleted and said funds are transferred to the County Executive's Office to effectuate the above staffing changes, and be it further

RESOLVED, that the position Senior Executive Assistant CE (position 51005725) in the Division of Information and Support Services is hereby deleted and said funds are to be transferred to the County Executive's Office to effectuate the above staffing changes, and be it further

RESOLVED, that the following staff additions are authorized in the 2012 Adopted Budget in the Division of the Sheriff to provide security services in the Rath Building associated with the Department of Social Services:

- (2) Deputy Sheriff Criminal (B-100 6728)

and be it further

RESOLVED, that the following budget amendments are hereby authorized in the 2012 Adopted Budget:

Department of Social Services, Department 120, Fund 110

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>INCREASE/ (DECREASE)</u>
911500	ID Sheriff Division Services	<u>\$204,334</u>
	Total Expenditure	<u>204,334</u>
411540	Federal Aid - Soc Services Administration	\$129,343
407540	State Aid – Soc Services Administration	<u>74,991</u>
	Total Revenue	<u>204,334</u>

Division of the Sheriff, Department 11510, Fund 110

500000	Full Time Salaries	\$110,016
500340	Line Up Pay	7,903
500320	Uniform Allowance	2,250
502000	Fringe	75,832
530000	Other Expenses	8,333
911500	ID Sheriff Division Services	<u>(204,334)</u>
	Total Expenditure	<u>-0-</u>

and be it further

RESOLVED, that all changes herein are retroactive to January 1, 2012, and be it further

RESOLVED, that the Budget Director, Comptroller and Personnel Commissioner are hereby authorized to make the necessary budgetary adjustments to effectuate these changes, and be it further

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



MEMORANDUM

TO: Honorable Legislators
FROM: County Executive Mark C. Poloncarz
DATE: January 1, 2012
RE: Executive Staff Restructuring

Summary of Recommended Action

This resolution seeks your authorization to realign staff within several Executive Departments.

Fiscal Implications of Proposal

The proposed staff realignment will result in savings in excess of \$100,000 over 2012 budgeted departmental staffing levels.

Reason for Recommendation

With the change of Administrations, it is necessary to realign staff resources so as to more efficiently and effectively address the priorities of the Poloncarz Administration.

Consequences of Negative Action

The Administration will be unable to staff its offices according to the needs.

Steps Following Approval of Measure

The Commissioner of Personnel and Budget Director will effectuate the necessary changes to implement the staffing changes.