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COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

May 4, 2012

HHS

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

Re: Personnel Adjustment – Commissioner of Senior Services

Dear Honorable Members:

Attached please find a resolution and accompanying memorandum detailing my request to appoint a Commissioner of Senior Services at a variable minimum step 3.

The request is budget-neutral as funding for the position was budgeted at step 5 in the Adopted 2012 County Budget. In addition, because the position of commissioner has been vacant since January 1, 2012 there are related vacancy control savings associated with the title.

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

Enclosure

9E-20

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Division of Budget and Management
Re: Personnel Adjustment – Commissioner of Senior Services
Date: May 4, 2012

SUMMARY

Authorization is requested to fill the position of Commissioner of Senior Services at step 3 (\$82,416 annually) which has been vacant since January 1, 2012.

FISCAL IMPLICATIONS

The position is funded in the Adopted 2012 Budget at step 5 (\$91,466 under the MC 2001 pay scale). The position of commissioner has been vacant since January 1, 2012 and there are related vacancy control savings associated with the position.

REASONS FOR RECOMMENDATION

The position of Commissioner of Senior Services has been vacant since the prior incumbent separated on December 31, 2011. The Poloncarz Administration wishes to fill the position with a talented candidate from outside of the County to provide immediate leadership and guidance to the Department of Senior Services and to ensure our seniors' needs are addressed.

CONSEQUENCES OF NEGATIVE ACTION

The Department of Senior Services will continue to operate without a department head providing constant leadership and oversight.

STEPS FOLLOWING APPROVAL

The Division of Budget and Management and the Department of Personnel will implement the change to allow for the filling of the position at step 3.

**A RESOLUTION SUBMITTED BY
DIVISION OF BUDGET AND MANAGEMENT**

RE: Personnel Adjustment – Commissioner of Senior Services

WHEREAS, the Erie County Department of Senior Services has been functioning with an acting commissioner (the Commissioner of Mental Health) since January 1, 2012, and

WHEREAS, the County Executive wishes to appoint a new commissioner with significant governmental, private sector and non-profit experience to oversee this department which performs vital services to our senior citizens, and

WHEREAS, the salary for the position of Commissioner of Senior Services is budgeted for 2012 at job group 17, step 5, with an annualized salary of \$91,466, and

WHEREAS, the administration wishes to fill the position with a talented candidate from outside of the county government at step 3, which is budget-neutral,

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes a variable minimum for the position of Commissioner of Senior Services at job group 17, step 3 (\$82,416 annualized salary), in the Department of Senior Services; and be it further

RESOLVED, that the Division of Budget and Management is hereby authorized to adjust the Adopted 2012 Budget of the Department of Senior Services for this position; and be it further

RESOLVED, that certified copies of this resolution will be forwarded to the County Executive, the Office of the Comptroller, the Department of Personnel, the Division of Budget and Management, and the Department of Senior Services.