

**PERSONNEL COMMITTEE MEETING
40 Gleneida Avenue Room #318
Carmel, NY 10512**

Committee Members: Chairman Jonke, Legislators Castellano & Nacerino

Monday **6:30p.m.** **March 27, 2023**
(The Audit & Administration Meeting Immediately Followed)

The meeting was called to order by 6:30PM by Chairman Jonke who requested Legislator Nacerino lead in the Pledge of Allegiance. Upon roll call Legislators Castellano, Nacerino and Chairman Jonke were present.

Item #3 - Acceptance/Personnel Committee Meeting Minutes – February 21, 2023

Chairman Jonke stated the minutes were accepted as submitted.

Chairman Jonke stated he would be going out of order. He stated the first agenda item to be discussed was #5.

Item #5 - Approval/ Fund Transfer 23T065/ Reclassification – District Attorney’s Office – 2: Senior Office Assistant -Legal Positions/ District Attorney Robert Tendy

District Attorney Chief of Staff Christina Rizzo stated the goal of this request is to get the three (3) positions in the front office to have the same title, since they have the same job responsibilities. She stated two (2) of the three (3) positions currently have a much lower classification.

Chairman Jonke questioned if a desk audit was conducted.

Sr. Personnel Specialist Patricia Rau stated there was not a full desk audit done. She explained she had the employees who are in the lower classified positions submit their work duties to her. She stated based on her review of those documents she determined their work duties were that of the higher title. She stated additionally a large part of the evaluation was considering the high degree of responsibility, professionalism, and the high level of judgement, related to their access to highly confidential and sensitive information. She stated because all three (3) of the positions have the same responsibilities, it was determined that they share the same job title.

Chairman Jonke requested clarification that there are three (3) positions.

Sr. Personnel Specialist Patricia Rau stated there are three (3) positions total in the front office. She explained the positions she evaluated were: Office Assistant – Legal and the Office Assistant. She stated currently there is a vacancy. She stated the District Attorney’s Office cannot run with only two (2) people there. She stated she is aware that the District Attorney is working to make sure the vacancies are filled in the front office.

Chairman Jonke requested they explain the proposed fund transfer.

Sr. Personnel Specialist Patricia Rau stated there is a grant that the District Attorney’s Office applies for and has been awarded for the past two (2) years. She stated they plan to do that again, if awarded it is used towards the positions. She stated the current Senior Office Assistant – Legal is the position that is vacant, and it was a Step 3. She explained that is where funding will be transferred from. She stated the new hire would come into the position as a Step 1.

Chairman Jonke stated in his review of the fund transfer 23T065 it shows that a total of \$80,314.00 is being moved. He requested an explanation.

Sr. Personnel Specialist Patricia Rau and Chief of Staff Rizzo provided an explanation.

Legislator Nacerino stated this has been done in the past, and she supports having parity.

Legislator Castellano questioned the two (2) positions that are being reclassified, will the original positions be filled.

Sr. Personnel Specialist Patricia Rau stated no they will not.

Legislator Montgomery expressed her support for putting in employees in the proper title and compensating them appropriately for the work they are doing.

Chairman Jonke made a motion to approve Fund Transfer 23T065/ Reclassification – District Attorney’s Office – 2: Senior Office Assistant -Legal Positions; Seconded by Legislator Nacerino. All in favor.

Item #4 - Approval/ Reclassification to Fiscal Technician - Office for Senior Resources/ Director of the Office for Senior Resources (OSR) Michael Cunningham

Chairman Jonke requested that Sr. Personnel Specialist Patricia Rau speak to this request for the OSR Office.

Sr. Personnel Specialist Patricia Rau explained a classification was conducted by one of her co-workers in 2022. She stated the employee appealed the decision. She stated then the matter is handed off to another person in the Personnel Department, which in this case was her. She stated

when an appeal is handled a fresh set of eyes conducts the review, and none of the work done by the previous co-worker is reviewed. She stated after carrying out the process it led to this decision to reclassify the position to a Fiscal Technician- OSR.

OSR Director Cunningham stated that he is in support of this proposal. He explained the employee is getting more involved with the grant work for the OSR department. He stated as the OSR department evolves, and New York State is pushing them to get into new sources of revenue, the skillset of a Fiscal Technician should prove to be very helpful.

Chairman Jonke stated his appreciation to Director Cunningham for inviting him to ride along with the OSR food deliveries earlier that day. He stated it was educational to see firsthand the work that is done, and the level of service provided to those the food is delivered to. He stated he recommends his colleagues take Director Cunningham up on his offer.

Legislator Nacerino requested clarification on how this position differs from a Senior Account Clerk of Principal Account Clerk. She stated she is not familiar with this position: Fiscal Technician.

Sr. Personnel Specialist Patricia Rau stated the reason she landed on the title of Fiscal Technician is because the employee handles a lot of budgeting, specific to New York State Grants. She stated it was shocking to her in terms of the number of grants OSR juggles at one time and the amount of money that needs to be reported to New York State. She stated additionally there is a tremendous amount of budget work that needs to be done for each individual grant for all of their recording procedures. She stated this employee handles a great amount of that work. She stated it is the budgeting specific work that really set this apart from the other titles.

Chairman Jonke made a motion to approve Reclassification to Fiscal Technician - Office for Senior Resources; Seconded by Legislator Castellano. All in favor.

Item #6 – FYI/ Accident Report – Duly Noted

Item #7 - FYI/ Incident Report – Duly Noted

Item #8 - Other Business- None

Item #9 - Adjournment

There being no further business at 6:50 PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Nacerino. All in favor.

Respectfully submitted by Deputy Clerk Diane Trubulsky.