

County of Putnam
Local Law #4 of 2011
Passed at the December 7, 2010

**APPROVAL/LOCAL/LAW/AMEND ARTICLE 6/PUTNAM COUNTY CHARTER/ENTITLED
“DEPARTMENT OF PERSONNEL”**

Be it enacted by the Legislature of the County of Putnam as follows:

Section 1. Article 6 of the Putnam County Charter is hereby amended to read as follows:

**Article 6
Department of Personnel**

§6.01. Department of Personnel; Personnel Officer

There shall be a Department of Personnel under the direction of a Personnel Officer who shall be appointed by the County Executive subject to confirmation by the County Legislature. The Personnel Officer shall be appointed for a six year term in accordance with Section 15 of the New York State Civil Services Law. He or she shall hold at minimum a Bachelor’s Degree and demonstrate at least five (5) years of experience in public personnel administration. He or she shall be appointed on the basis of his or her training and experience in personnel administration and other qualifications for the responsibilities of his or her office. The Personnel Officer shall have the power, with budgetary appropriations and in accordance with County policy or as may be otherwise required by law to appoint and remove such staff as may be necessary.

Except as otherwise provided in this Charter the Personnel Officer shall have the power to:

- (a) Exercise all the powers and perform all the duties of a personnel officer as provided by the New York State Civil Service law;
- (b) Prepare and administer personnel rules for County officers and employees subject to approval by the County Executive and as otherwise provided by law;
- (c) Assist the County Executive in negotiations and administration on behalf of the County for personnel contract agreements with recognized employee representatives;
- (d) Be responsible for a comprehensive salary plan for the County, job training and development for employees and labor relations with County employees through the bargaining units in the County;
- (e) Be responsible for administration and coordination of all benefit programs and plans for all current County employees and eligible retired employees, as appropriate;
- (f) Administer civil service laws, rules and regulations for all Putnam County departments, towns, villages, school districts, public libraries and special districts;
- (g) Provide certification for payroll by reviewing County officer’s and employee’s appointments and confirming that the appointments are in compliance the law, rules and regulations;
- (h) Perform such other and related duties as may be required by the County Executive; and

(i) Perform all the duties now or hereafter conferred or imposed by law.

Section 2.

This local law shall take effect forty five (45) days after its adoption, subject to referendum on petition in accordance with the provisions of Section 24 of the New York State Municipal Home Rule Law.