



## OSWEGO COUNTY LEGISLATURE

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County Office Building ▪ 46 East Bridge Street ▪ Oswego, NY 13126  
Phone (315)349-8230 ▪ Fax (315)349-8237 [www.oswegocounty.com](http://www.oswegocounty.com)

**TO:** Leg. John Martino, Vice Chair; Leg. Shawn Doyle; Leg. Daniel Farfaglia;  
Leg. David Holst; Leg. Patrick Twiss; Leg. Stephen Walpole

**FROM:** Leg. James Weatherup, Chair

**RE:** **SPECIAL Finance and Personnel Committee Meeting**

**DATE:** March 9, 2018

**Thursday, March 15, 2018**  
**1:55 p.m.**  
**4<sup>th</sup> Floor Conference Room "E"**  
**County Office Building**

**SPECIAL MEETING - AGENDA**  
(tentative)

- a) Set OCPA Salary – Solid Waste
- b) Vacancy Review Request – Senior Account Clerk



# Oswego County Department of Solid Waste

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D. Mark Powell, P.E., Director of Solid Waste Programs

## *MEMORANDUM*

To: Carol Alnutt, Director of Human Resources

From: Mark Powell, Director of Solid Waste Programs

Re: Wages Shift Supervisor ERF

Date: March 7, 2018

A candidate has been selected to fill a vacant Shift Supervisor position. The candidate has 18 years' experience in power plant facilities maintenance including supervisory experience as Site Superintendent.

I am requesting to set the salary at \$62,640 based on the candidate's qualifications and experience. This is slightly below the high range 2017 salary of \$65,773 (SG40) for this position. A Shift Supervisor hired last year started at the same salary of \$62,640.

As you are aware this is a position that has been traditionally hard to recruit and one that has a high rate of turnover. It is for these reasons that I am requesting this starting salary in hopes of retaining qualified personnel.

**FINANCE AND PERSONNEL COMMITTEE**  
 Oswego County Office Building  
 46 East Bridge Street, Oswego, NY  
 March 15, 2018  
**AGENDA**

New Requests	Position Number	Reimbursement Percentage	Code	Vacancy Date	Recommendation by Finance & Personnel Committee
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**A. Highway**

1. Senior Account Clerk	14990013	25%	D	03/29/2018*	
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**\* Waiver of 30-day waiting period**

**Code Legend:**

- A. The position is specifically mandated.
- B. All or part of the position's duties fulfill a mandated function and it is the only position in the department that has these duties.
- C. All or part of the position's duties fulfill a mandated function and there are (specified number) of the same title and duties in the department.
- D. The position is not mandated.



COUNTY OF OSWEGO  
HIGHWAY DEPARTMENT

31 Schaad Drive  
Oswego NY 13126  
(315) 349-8331 Fax (315) 349-8256

Kurt Ospelt, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

Date: March 8, 2018

To: Vacancy Review Committee  
Finance & Personnel Committee

From: Kurt Ospelt, Superintendent

Subject: Vacancy Review Request- Senior Account Clerk

Position #: 14990013

Date Vacant: March 29, 2018

Purpose: To recommend approval to fill a Senior Account Clerks position due to retirement.

Summary: See attached duties.

Recommended

Action: The Highway Department recommends the approval to fill the vacant position of Senior Account Clerk.

03/08/2018

Date

Kurt P. Ospelt  
Highway Superintendent

**OSWEGO COUNTY VACANCY REVIEW COMMITTEE**  
**Request for Authorization to Fill Vacancy / Report of Position Deletion**

Form A

Department Name: Highway

Position No.: 14990013

Title: Senior Account Clerk

Grade: 6

- Request to Fill Vacancy at Current Grade, Title, and Hours (Complete all questions)  
 Request to Fill Vacancy at Different Grade, Title or Hours (Complete all questions)  
 Request to Delete Position (Complete questions 1, 3, 4, 5, 7 and 9)

1. Previous Hourly Rate or Salary: \$21.30

2. New Hourly Rate or Salary: \$15.87

3. Currently:  FT Permanent  PT Permanent  FT Temp.  PT Temp.  
Requested:  FT Permanent  PT Permanent  FT Temp.  PT Temp.

4. Is any portion of this position paid for by another Non-County source? If yes, identify below:  
% Federal \_\_\_\_\_ % State 25 % Non-County Local \_\_\_\_\_ Specify Local Source \_\_\_\_\_

5. Which of the following most closely applies to this position?

- A.  The position is specifically mandated. There are \_\_\_\_\_ of the same title and duties in the department.
- B.  All or part of the position's duties fulfill a mandated function and it is the only position in the department that has these duties.
- C.  All or part of the position's duties fulfill a mandated function and there are \_\_\_\_\_ of the same title and duties in the department. Average caseload: \_\_\_\_\_.
- D.  The position is not mandated. There are one of the same title and duties in the department.

If you selected A above, cite the law or regulation establishing the mandate: \_\_\_\_\_

6. Reason for Vacancy:  Resignation  Termination  Retirement  Leave  Other (explain) \_\_\_\_\_

7. Date Position Became Vacant: 03/29/2018

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8. Describe this position's duties: See attached

9. If the position is denied, or if you are eliminating the position, describe:

- A. how you will reassign duties and/or restructure within your department: \_\_\_\_\_
- B. how services and/or caseloads may be impacted: \_\_\_\_\_
- C. any revenue impact: \_\_\_\_\_

10. Describe how this position fits into department succession planning: \_\_\_\_\_

Walt P. O'Connell  
Department Head Signature

03/08/2018  
Date

Vacancy Review Committee Recommendation:  Yes  No

Finance and Personnel Committee Action:  Approved  Disapproved  Other Date: \_\_\_\_\_

**PRIMARY WORK ACTIVITIES:**

Typical activities characteristic of the class.

- Reviews a variety of more complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;
- Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;
- Renews status of accounts as adjustments are made and takes appropriate action such as authorizing payment, issuing checks or preparing bills;
- Tracks, audits and monitors a variety of accounts and verifies that adjustments are made to correct allocations;
- Supervises employees by assigning and reviewing completed work and instructing new employees in specialized account-keeping activities;
- Prepares more complex financial or statistical summary reports;
- Checks for accuracy of computations and completeness or supervises the preparation of daily, weekly and monthly reports which are compiled into summary reports or claims for Federal or State reimbursement;
- Keys forms, form letters, transcripts, invoices, vouchers, records, payrolls, reports, letters, memoranda;
- Prepares funds for deposit into accounts;
- Reconciles accounts and prepares reports from information;
- Contacts clients, vendors or other agencies to obtain additional information;
- Provides information orally or in writing in response to inquiries on status of accounts;
- Processes, sorts, indexes, records and files a variety of control records and reports;
- May assist in preparation of figures and reports for use in budget preparation;
- Does more complex payroll transactions or may do payroll for entire department and prepares related reports;
- Operates calculator, computer terminal, check writing machine and other related office equipment.

OSWEGO COUNTY HUMAN RESOURCES DEPARTMENT  
Request for Personnel Vacancy Review Authorization  
Waiver of 30-Day Waiting Period

Form B

Title: Senior Account Clerk

Position No.: 14990013

1. Complete Request for Personnel Vacancy Review Authorization questions and the following:

Explain why your department cannot wait 30 days to fill this position. Please be specific on the consequence(s) of waiting. This position is important to fill as soon as possible as this employee will be doing county payroll every two weeks for approximately 90 employees. This employee also completes payroll for the state DOT for plowing so the county can get reimbursed. The payroll is now being entered on the new system.

  
\_\_\_\_\_  
Department Head

3/8/2018  
\_\_\_\_\_  
Date of Request

Vacancy Review Committee Recommendation:  Yes  No

Finance and Personnel Committee Action:  Approved  Disapproved  Other Date: \_\_\_\_\_