



Resolution
Board of Supervisors
County of Columbia
New York

RESOLUTION NO. 41-2012

DATE: February 8, 2012

BY SUPERVISOR _____
HEALTH/ MEDICAL SERVICES COMMITTEE
CHAIRMAN: LAWRENCE ANDREWS

AUTHORIZATION TO HIRE A FT ADMINISTRATIVE ASSISTANT FOR THE BILLING DEPARTMENT

UPON, recommendation of the Health/ Medical Services Committee at a meeting held on the 17th day of January 2012, the Budget and Salary Review Committee at a meeting held on the 26th day of January 2012, and the Finance Committee at a meeting held on the 7th day of February 2012;

WHEREAS, the Department of Human Services/Behavioral Health Center’s primary biller, an administrative assistant, is planning for retirement on April 30, 2012, and

WHEREAS, the Department of Human Services/Behavioral Health Center has an approved budgeted GR14 position to fill the duties of a biller;

NOW, THEREFORE BE IT

RESOLVED, that the Department of Human Services/Behavioral Health Center is authorized to hire a full time Administrative Assistant, GR 14 with a Step 1 salary of \$37,356.00 to replace the retiring current administrative assistant in the billing department; and be it further

RESOLVED, that this authorization is contingent upon confirmation of a retirement date; and be it further

RESOLVED, that certified copies of this resolution be forwarded to the Columbia County Human Resources Department, the Payroll/ Accounts Payable Department, the Controller, Department of Human Services, the Civil Service Department, the Columbia County Attorney, and the Columbia County Treasurer.

Approved:

County Attorney

**Resolution
Committee**

