



Resolution
Board of Supervisors
County of Columbia
New York

RESOLUTION NO. 316 -2012

DATE: October 10, 2012

BY SUPERVISOR _____
HEALTH MEDICAL SERVICES COMMITTEE
CHAIRMAN: LAWRENCE ANDREWS

**AUTHORIZATION FOR THE DEPARTMENT OF HUMAN SERVICES (DHS) TO CREATE
AND FILL A 1.0 FTE ACCOUNT CLERK POSITION**

UPON, recommendation of the Health and Medical Services Committee at a meeting held on the 18th day of September 2012, the Budget and Salary Review Committee at a meeting held on the 27th day of September 2012; and the Finance Committee at a meeting held on the 2nd day of October 2012;

WHEREAS, the Department of Human Services (DHS) has a need to expand and open a satellite office in Valatie, and

WHEREAS, the DHS has previously been authorized to create and fill an Account Clerk position for 17 hours per week, and

WHEREAS, the DHS has requested that a current vacant .5 FTE Account Clerk position be eliminated due to recent proposed operational hours expansion of the satellite in order to redirect use of these resources (\$16,471.00/yr) to the proposed position, and

WHEREAS, the DHS has recently elected not to pursue reauthorization for a part time temporary Clerk Typist in order to redirect use of these resources (\$10,000.00) to the proposed position, and

WHEREAS, the DHS has recently found appropriate space at a slightly higher leasing cost which will require an expansion of the proposed satellite hours from 9hours/wk to 17hours/week, and

WHEREAS, the DHS, on a temporary basis, will utilize the remaining 18 hours/week available at our 325 Clinic location, and anticipate the eventual FT use of this position at the Valatie site once we are fully operational, and

WHEREAS, the DHS will recoup \$7,250.00 annually of the staffing expenses from Twin County Recovery Services (in exchange for their use of our support staff);

NOW, THEREFORE BE IT

RESOLVED, that the Department of Human Services is authorized to hire a full time Account Clerk, GR 10B at a grade rate (\$32,942.00) of \$18.10 to staff the new satellite office in Valatie; and be it further

RESOLVED, that this position will be paid for by the insurance reimbursement revenue generated by this satellite office and this new position is subject to the 15%/10%/5% reduction for the first 3 years; and be it further

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

Approved:

County Attorney

**Resolution
Committee**

