



Resolution
Board of Supervisors
County of Columbia
New York

RESOLUTION NO. 355- 2012

DATE: October 10, 2012

BY SUPERVISOR _____
COUNTY GOVERNMENT COMMITTEE
CHAIRMAN: KEVIN MCDONALD

**AUTHORIZING THE CHIEF TECHNOLOGY OFFICER TO CREATE AND
FILL A FULL-TIME CLERK/TYPIST IN THE MANAGED INFORMATION
SERVICES DEPARTMENT**

UPON, recommendation of the County Government Committee at a meeting held on the 25th day of September, 2012, the Budget & 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 Managed Information Systems (MIS) Department is currently utilizing a temporary Clerk/Typist to meet the payroll, accounts payable, and general office support needs of the department; and

WHEREAS, the term of the temporary Clerk/Typist expires on or about October 11, 2012 but the functions that position performs will be still be needed on a permanent basis, and

WHEREAS, the MIS department desires to create and fill a permanent, full-time, Clerk/Typist position to perform the payroll, accounts payable and general office support functions of the department.

NOW, THEREFORE BE IT

RESOLVED, that the Chief Technology Officer is authorized to create and fill the permanent, full-time position of Clerk/Typist in the MIS Department effective immediately; and be it further

RESOLVED, that the 2012 Grade Rate for Clerk/Typist is GR10, \$31,391, but should there be a reinstatement of an eligible candidate to the Clerk/Typist position in accordance with Civil Service Law, the filling of said position will be first subject to a written agreement on the reinstatement between the County and UPSEU; and be it further

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

Approved:

County Attorney

**Resolution
Committee**

