

VACANCY OR ANTICIPATED VACANCY CHECKLIST

Part Time appointed position being vacated: Sr. Investigator

Date aware of vacancy: February 1, 2012

Date position will be vacated: March 21, 2012 Why? To become judge for Hudson Falls Village Court

Hours a week in this position: 20

Length of time this person been in this position: 3 months

Date the last person left this position? Jeff Murphy Why? Elected Sheriff

Is there a position with similar duties? No

Has there been a recent review of job description (with specific duties done by employee)?

How many people in this title in unit/department? none

Are the duties performed by this vacated position mandated duties? No If yes, where does the funding/reimbursement come from?

Can the work be absorbed by others in the department? No – extreme confidentiality is a must as this position requires case file investigations, service of trial subpoenas, evidence locker inventory and documentation of incoming and outgoing evidence, implementation and participating in the Washington County Drug Task Force to include operation of the confidential informant database

Are there duties within this position that don't have to be done in your department? No

How or who will get this work done if you don't have permission to fill? We will not be able to continue with the Evidence locker as we store controlled substance and as such requires a police officer as well as investigations into felony cases as required by the District Attorney.

If this is a full-time position can it be done with a part-time person or a temporary person? This position has already been reduced to a part-time single person position.

VACANCY OR ANTICIPATED VACANCY CHECKLIST

Civil Service Title of job being vacated: Typist

Date aware of vacancy: 12/22/11

Date position will be vacated: 1/4/12

Why? Hired to fill SWE position

Hours a week in this position: 35

Length of time this person been in this position: 2 years

Date the last person left this position? 12/09

Why? resigned

Is there a position with similar duties? Yes, we have multiple typists, though they all have separate and distinct duties of which only a small share involves typing.

Has there been a recent review of job description (with specific duties done by employee)? Yes

How many people in this title in unit/department? 15

Are the duties performed by this vacated position mandated duties? yes **If yes, where does the funding/reimbursement come from?** 50% Federal – 25% State – 25% Local

Can the work be absorbed by others in the department? No, though we continue to be hopeful that once the Department has completely converted all files to "imaging" the reduced need for filing may result in the reduction of a Typist position.

Are there duties within this position that don't have to be done in your department? No, the work that is done in the front reception area serves the full Department via several positions to include: Switchboard; processing visitors to the Agency; typing; filing; photocopying; managing the outgoing mail; imaging and indexing Agency records & Automated Finger Imaging.

How or who will get this work done if you don't have permission to fill? The work that is assigned to this pool will add delays in the work that other, interconnected, staff complete as a part of their own duties.

If this is a full-time position can it be done with a part-time person or a temporary person? No, the duties fulfilled in the reception area are done through a rotational coverage plan and is developed based on the number of typists that are contained in the organizational structure.

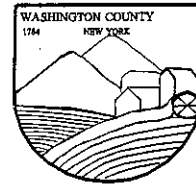
A copy of job specification will be attached to this checklist for staffing review committee consideration.

WASHINGTON COUNTY DEPARTMENT OF SOCIAL SERVICES

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Tammy L. DeLorme, Commissioner

Request: Change organizational structure of DSS Accounting/Claiming Unit and fill vacancy of two Sr. Account Clerks and one Account Clerk. Timing of this request is due to the retirement of a 30 year employee. This request will not alter the number of total staff and results in the hiring of one new individual from the Civil Service list.

Current Organization of Accounting/Claiming Unit:

Grade B Accounting Supervisor

Bookkeeper

Bookkeeper -	Grade 13, Step 4	@ 19.59/hr X 7 X 261 days =	\$35,791
Account Clerk -	Grade 8, Step 4	@ 14.68/hr X 7 X 261 days =	\$26,820
Account Clerk -	Grade 8, Step 4	@ 14.68/hr X 7 X 261 days =	\$26,820
Account Clerk			\$89,431
BICS Operator			

Requested Change to Current Org:

(all other positions to current organization would remain unchanged)

Grade B Accounting Supervisor

Bookkeeper

Sr. Account Clerk -	Grade 10, Base	@ 15.76/hr X 7 X 261 days =	\$28,794
Sr. Account Clerk -	Grade 10, Base	@ 15.76/hr X 7 X 261 days =	\$28,794
Account Clerk -	Grade 8, Base	@ 13.76/hr X 7 X 261 days =	\$25,140
Account Clerk			\$82,728
BICS Operator			

gross savings of: \$6,703

Background Information:

Prior to 2008 DSS had one Bookkeeper position and one Sr. Account Clerk within the Accounting unit. In 2008 the collaboration between DSS and OFA to form the ADRC merged the OFA Bookkeeper into the DSS Accounting Unit. Within close proximity a retirement within the Agency lead to the Sr. Account Clerk taking a different position. Due to the addition of the Bookkeeper the Senior Account Clerk was backfilled at the Account Clerk level, thus saving money at that time.

Foundation for request to change current structure:

Planning for the retirement of the (former OFA) Bookkeeper, who had 30 years of experience in the role, has involved much cross training and an integration of all of the Accounting Unit functions in order to eliminate program specific silos of knowledge. There is concern that more of the duties, as they exist, are outside the title of Account Clerk thus necessitating the change to the structure. The duties of Sr. Account Clerk are more complex and the level of responsibility is higher than that of an Account Clerk. In addition, it has been strongly recommended through past Audit results to have a Segregation of Duties with the functions of processing vouchers and submitting claims being separate. Segregation of duties is critical to effective internal control because it reduces the risk of mistakes and inappropriate actions. It helps fight fraud by discouraging collusion and maintains the control that is required to be reliable during audits.

Reviewed at 1/25/12 Human Services Committee Meeting

Forwarded to 2/9/12 Staffing Review Committee Meeting

VACANCY OR ANTICIPATED VACANCY CHECKLIST

Civil Service Title of job being vacated: *Infection Control Nurse/ BT Preparedness Coord.*

Date aware of vacancy: *1/3/2012*

Date position will be vacated: *1/20/2012*

Why? *Resignation*

Hours a week in this position: *37.5*

Length of time this person been in this position: *7 years*

Date the last person left this position? *7 years ago*

Why? *Resignation*

Is there a position with similar duties? *Yes one other in the Title*

Has there been a recent review of job description (with specific duties done by employee)? *Yes*

How many people in this title in unit/department? *2 total*

Are the duties performed by this vacated position mandated duties? *Yes* If yes, where does the funding/reimbursement come from? *Program funding, State Aid funding, BT and preparedness federal and state dollars.*

Can the work be absorbed by others in the department? *No*

Are there duties within this position that don't have to be done in your department? *No all duties done by this title are required under the Article 6 State Aid or health department program requirements centering around communicable disease, disease control and epidemiology, TB control, Hepatitis, multiple reporting and deliverables for the preparedness and Bioterrorism funding.*

How or who will get this work done if you don't have permission to fill? *Work would be parsed out to other mid level staff, or nursing staff. Currently, Director is assisting as able. With recent resignations, other midlevel staff is taking on additional duties. Some reports are delayed.*

If this is a full-time position can it be done with a part-time person or a temporary person? *No this requires a full time RN. This is a busy position. We have one ICN on duty in the office at all times. Vacation times and days off are staggered to allow this coverage. Rarely for specific training opportunities both are out of the office but always available remotely via blackberry.*

A copy of job specification will be attached to this checklist for staffing review committee consideration.