

PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL # 00-30502

ACTION TO BE TAKEN

NEW HIRE

- ☐ Interim ☐ Temporary
☐ Permanent ☐ Unclass
☐ Provisional ☐ WIA

Certification #: _____

- ☐ PROMOTION IN POSITION ☐ INTERIM APPOINTMENT
☒ PROMOTION TO VACANCY ☐ FUNDING ALLOCATION CHANGE
☐ TRANSFER ☒ SALARY CHANGE
☐ REPLACE VACANCY ☐ TITLE CHANGE
☐ TEMPORARY APPOINTMENT ☒ OTHER Grade
☐ REQUIRED FISCAL

CURRENT POSITION INFORMATION

DEPT/DIV 705-050 Finance Reimbur EMP # 013619
 PREVIOUS EMPLOYEE Alicja Baszak
 TITLE Clerk Transcriber G17.5
 SALARY \$ 76,500.00
 FUND ALLOCATIONS %100.0 County _____
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE G17.5 HOURS 70.0 Date Avail.: 4/1/22

PROPOSED POSITION INFORMATION

DEPT/DIV 705-050 Finance Reimbursement
 TITLE Keyboarding Clerk 2
 SALARY \$ 77,500.00
 FUND ALLOCATIONS 100 County _____
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE G18 HOURS 70

SELECTED CANDIDATE INFORMATION

NAME Jerusha Anderson NO: 001615 EMPLOYEE'S CURRENT SALARY \$ 74908.80
 STARTING/PROPOSED SALARY \$ 77500.00 CURRENT GRADE G17 PC# 00-23541
 GRADE G18 MIN: 59646.00 MAX: 89467.00 \$ Increase \$ 2591.20 HIRE DATE 03/22/1999
 EFFECTIVE DATE 04/01/2022 Current Title Keyboarding Clerk 2 G17
 PROMOTION IN POSITION ☒ PROMOTION TO VACANCY ☐ Current Union A50 Current CS Status PERM
 DATE OF LAST PROMOTION 05/01/2020

AUTHORIZATION FOR REQUESTED ACTION

Prepared: 03/08/2022 By: Melinda Zito DATE _____
 DEPARTMENT HEAD [Signature] 3/15/22 ADMIN. SERVICES [Signature] 3/17/22
 PERSONNEL [Signature] 3/17/22 COUNTY MANAGER [Signature] 3/17/22
 FINANCE [Signature] 3/15/22 90 DAY WAIVER APPROVAL INITIAL _____

COMMISSIONERS ACTION (If required)

RESOLUTION NO. _____ DATE ADOPTED _____

ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

EEO 4 FUNCTION CODE _____

PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL # 00-30683

ACTION TO BE TAKEN

NEW HIRE

- ☐ Interim ☐ Temporary
☐ Permanent ☐ Unclass
☐ Provisional ☐ WIA

Certification #:

- ☐ PROMOTION IN POSITION ☐ INTERIM APPOINTMENT
☒ PROMOTION TO VACANCY ☐ FUNDING ALLOCATION CHANGE
☐ TRANSFER ☒ SALARY CHANGE
☐ REPLACE VACANCY ☒ TITLE CHANGE
☐ TEMPORARY APPOINTMENT ☒ OTHER
☐ REQUIRED FISCAL

CURRENT POSITION INFORMATION

DEPT/DIV EMP #
 PREVIOUS EMPLOYEE
 TITLE
 SALARY
 FUND ALLOCATIONS County
 UNION/EXCLUSIONARY BA# A50 Non-contractual
 GRADE HOURS Date Avail.:

PROPOSED POSITION INFORMATION

DEPT/DIV
 TITLE
 SALARY
 FUND ALLOCATIONS County
 UNION/EXCLUSIONARY BA# A50 Non-contractual
 GRADE HOURS

SELECTED CANDIDATE INFORMATION

NAME NO: EMPLOYEE'S CURRENT SALARY
 STARTING/PROPOSED SALARY CURRENT GRADE PC#
 GRADE MIN: MAX: \$ Increase HIRE DATE
 EFFECTIVE DATE Current Title
 PROMOTION IN POSITION ☒ PROMOTION TO VACANCY ☐ Current Union Current CS Status
 DATE OF LAST PROMOTION

AUTHORIZATION FOR REQUESTED ACTION

Prepared: 03/08/2022 By: Melinda Zito DATE

DEPARTMENT HEAD Patricia C. [Signature]	3/15/22	ADMIN. SERVICES Lynn M. Suttar	3/15/22
PERSONNEL Lauda Martin	3/17/22	COUNTY MANAGER Lynn M. Suttar	3/17/22
FINANCE Lynn M. Suttar	3/15/22	90 DAY WAIVER APPROVAL Lynn M. Suttar	INITIAL

COMMISSIONERS ACTION (If required)

RESOLUTION NO. DATE ADOPTED

ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

EEO 4 FUNCTION CODE

PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL # 00-90961

ACTION TO BE TAKEN

NEW HIRE

- ☐ Interim ☐ Temporary
☐ Permanent ☐ Unclass
☐ Provisional ☐ WIA

Certification #: _____

- ☒ PROMOTION IN POSITION ☐ INTERIM APPOINTMENT
☐ PROMOTION TO VACANCY ☐ FUNDING ALLOCATION CHANGE
☐ TRANSFER ☒ SALARY CHANGE
☐ REPLACE VACANCY ☐ TITLE CHANGE
☐ TEMPORARY APPOINTMENT ☐ OTHER _____
☐ REQUIRED FISCAL

CURRENT POSITION INFORMATION

DEPT/DIV 705-070 Finance Comptro EMP # 013823
 PREVIOUS EMPLOYEE Gina Bishop
 TITLE Payroll Clerk G17.5
 SALARY \$ 65215.24
 FUND ALLOCATIONS %100.0 County
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE G17.5 HOURS 70.0 Date Avail.:

PROPOSED POSITION INFORMATION

DEPT/DIV 705-070 Finance Comptroller
 TITLE Payroll Clerrk G17.5
 SALARY \$ 72000.00
 FUND ALLOCATIONS 100
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE G17.5 HOURS 70

SELECTED CANDIDATE INFORMATION

NAME Gina Bishop NO: 013823 EMPLOYEE'S CURRENT SALARY \$ 66519.54
 STARTING/PROPOSED SALARY \$ 72000.00 CURRENT GRADE PC# 00-90961
 GRADE G17.5 MIN: 55675.00 MAX: 83512.00 \$ Increase \$ 5480.46 HIRE DATE 07/18/2004
 EFFECTIVE DATE 04/01/2022 Current Title Payroll Clerk G17.5
 PROMOTION IN POSITION ☒ PROMOTION TO VACANCY ☐ Current Union A50 Current CS Status PERM
 DATE OF LAST PROMOTION 01/01/2018

AUTHORIZATION FOR REQUESTED ACTION

Prepared: 03/09/2022 By: Melinda Zito DATE
 DEPARTMENT HEAD *[Signature]* 3/15/22 ADMIN. SERVICES *[Signature]* 3/17/22
 PERSONNEL *[Signature]* 3/17/22 COUNTY MANAGER *[Signature]* 3/17/22
 FINANCE *[Signature]* 3/15/22 90 DAY WAIVER APPROVAL INITIAL

COMMISSIONERS ACTION (If required)

RESOLUTION NO. _____ DATE ADOPTED _____

ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

EEO 4 FUNCTION CODE _____

PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL # 00-23791

ACTION TO BE TAKEN

NEW HIRE

- ☐ Interim ☐ Temporary
☐ Permanent ☐ Unclass
☐ Provisional ☐ WIA

- ☐ PROMOTION IN POSITION ☐ INTERIM APPOINTMENT
☐ PROMOTION TO VACANCY ☐ FUNDING ALLOCATION CHANGE
☐ TRANSFER ☐ SALARY CHANGE
☐ REPLACE VACANCY ☒ TITLE CHANGE
☐ TEMPORARY APPOINTMENT ☐ OTHER
☐ REQUIRED FISCAL

Certification #:

CURRENT POSITION INFORMATION

DEPT/DIV 705-070 Finance Comptrol EMP # 024410
 PREVIOUS EMPLOYEE Alejandro Bonfrisco
 TITLE Keyboarding Clerk 1
 SALARY \$ 55,000.00
 FUND ALLOCATIONS 100% County
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE 16 HOURS 70 Date Avail.:

PROPOSED POSITION INFORMATION

DEPT/DIV 705-070 Finance Comptroller
 TITLE Keyboarding Clk 1 (Accounts Payable Clerk)
 SALARY \$ 55,000.00
 FUND ALLOCATIONS 100% County
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE 16 HOURS 70

SELECTED CANDIDATE INFORMATION

NAME Alejandro Bonfrisco NO: 024410 EMPLOYEE'S CURRENT SALARY \$ 55,000.00
 STARTING/PROPOSED SALARY \$ 55,000.00 CURRENT GRADE 16 PC# 00-23791
 GRADE 16 MIN: 45,155.00 MAX: 67,736.00 \$ Increase 0.00 HIRE DATE 05/02/2022
 EFFECTIVE DATE 09/01/2022 Current Title Keyboarding Clerk 1
 PROMOTION IN POSITION ☐ PROMOTION TO VACANCY ☐ Current Union A50 Current CS Status PERM
 DATE OF LAST PROMOTION

AUTHORIZATION FOR REQUESTED ACTION

Prepared: 09/15/2022 By: John Z Dziedzic DATE
 DEPARTMENT HEAD *[Signature]* ADMIN. SERVICES *[Signature]* 9/19/2022
 PERSONNEL *[Signature]* 9/19/2022 COUNTY MANAGER *[Signature]* 9/22/2022
 FINANCE *[Signature]* 9/16/22 90 DAY WAIVER APPROVAL INITIAL

COMMISSIONERS ACTION (if required)

RESOLUTION NO. DATE ADOPTED

ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

EEO 4 FUNCTION CODE 1

PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL # 00-23791

ACTION TO BE TAKEN

NEW HIRE

- ☐ Interim ☐ Temporary
☒ Permanent ☐ Unclass
☐ Provisional ☐ WIA

- ☐ PROMOTION IN POSITION ☐ INTERIM APPOINTMENT
☐ PROMOTION TO VACANCY ☐ FUNDING ALLOCATION CHANGE
☐ TRANSFER ☒ SALARY CHANGE
☒ REPLACE VACANCY ☒ TITLE CHANGE
☐ TEMPORARY APPOINTMENT ☒ OTHER Grade Change
☐ REQUIRED FISCAL

Certification #:

CURRENT POSITION INFORMATION

DEPT/DIV 705-070 Finance Comptro EMP #
 PREVIOUS EMPLOYEE Floribela Gomes (Vacant)
 TITLE Fiscal Analyst
 SALARY \$ 85,000.00
 FUND ALLOCATIONS 100% County
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE 18.5 HOURS 70 Date Avail.: 04/01/2022

PROPOSED POSITION INFORMATION

DEPT/DIV 705-070 Finance Comptroller
 TITLE Keyboarding Clerk 1 (Account Clerk)
 SALARY \$ 55,000.00
 FUND ALLOCATIONS 100% County
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE 16 HOURS 70

SELECTED CANDIDATE INFORMATION

NAME Bonfrisco, Alejandro M. NO: EMPLOYEE'S CURRENT SALARY
 STARTING/PROPOSED SALARY \$ 55,000.00 CURRENT GRADE PC#
 GRADE 16 MIN: 45,155.00 MAX: 67,736.00 \$ Increase HIRE DATE
 EFFECTIVE DATE 5/1/22 Current Title
 PROMOTION IN POSITION ☐ PROMOTION TO VACANCY ☐ Current Union Current CS Status
 DATE OF LAST PROMOTION

AUTHORIZATION FOR REQUESTED ACTION

Prepared: 04/18/2022 By: John Z Dziedzic DATE
 DEPARTMENT HEAD [Signature] 4/18/22 ADMIN. SERVICES [Signature] 4/19/22
 PERSONNEL [Signature] 4/19/22 COUNTY MANAGER [Signature] 4/20/22
 FINANCE [Signature] 4/18/22 90 DAY WAIVER APPROVAL INITIAL [Signature]

COMMISSIONERS ACTION (If required)

RESOLUTION NO. DATE ADOPTED 20 / 4 / 2022

ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

EEO 4 FUNCTION CODE 1

PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL # 00-61041

ACTION TO BE TAKEN			
NEW HIRE ☐ Interim ☐ Temporary ☐ Permanent ☐ Unclass ☐ Provisional ☐ WIA Certification #:		☐ PROMOTION IN POSITION ☐ PROMOTION TO VACANCY ☐ TRANSFER ☐ REPLACE VACANCY ☐ TEMPORARY APPOINTMENT ☐ INTERIM APPOINTMENT ☐ FUNDING ALLOCATION CHANGE ☐ SALARY CHANGE ☒ TITLE CHANGE ☐ OTHER ☐ REQUIRED FISCAL	
CURRENT POSITION INFORMATION		PROPOSED POSITION INFORMATION	
DEPT/DIV 705-070 Finance Comptroller EMP # 024172 PREVIOUS EMPLOYEE Erica Catarella TITLE Keyboarding Clerk 1 G18 SALARY \$ 83,640.00 FUND ALLOCATIONS 100% County UNION/EXCLUSIONARY A50 BA# A50 Non-contractual GRADE 18 HOURS 70 Date Avail.:		DEPT/DIV 705-070 Finance Comptroller TITLE Keyboarding Clerk 1 (Fiscal Analyst) SALARY \$ 83,640.00 FUND ALLOCATIONS 100% County UNION/EXCLUSIONARY A50 BA# A50 Non-contractual GRADE 18 HOURS 70	
SELECTED CANDIDATE INFORMATION			
NAME Erica Catarella NO: 024172 STARTING/PROPOSED SALARY \$ 83,640.00 GRADE 18 MIN: 59,646.00 MAX: 89,467.00 EFFECTIVE DATE 09/01/2022 PROMOTION IN POSITION ☒ PROMOTION TO VACANCY ☐ DATE OF LAST PROMOTION 10/01/2021		EMPLOYEE'S CURRENT SALARY \$ 83640.00 CURRENT GRADE 18 PC# 00-61041 \$ Increase 0.00 HIRE DATE 05/15/2021 Current Title Keyboarding Clerk 1 Current Union A50 Current CS Status PERM	
AUTHORIZATION FOR REQUESTED ACTION			
Prepared: 09/14/2022		By: John Z Dziedzic	
DEPARTMENT HEAD		DATE	
PERSONNEL		ADMIN. SERVICES	
FINANCE		COUNTY MANAGER	
		90 DAY WAIVER APPROVAL	
		INITIAL	
COMMISSIONERS ACTION (if required)			
RESOLUTION NO.		DATE ADOPTED	
ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)			
EEO 4 FUNCTION CODE			

PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL # 00-23561

ACTION TO BE TAKEN

NEW HIRE

- ☐ Interim ☐ Temporary
☐ Permanent ☐ Unclass
☐ Provisional ☐ WIA

Certification #: _____

- ☐ PROMOTION IN POSITION ☐ INTERIM APPOINTMENT
☐ PROMOTION TO VACANCY ☐ FUNDING ALLOCATION CHANGE
☐ TRANSFER ☐ SALARY CHANGE
☐ REPLACE VACANCY ☒ TITLE CHANGE
☐ TEMPORARY APPOINTMENT ☐ OTHER _____
☐ REQUIRED FISCAL

CURRENT POSITION INFORMATION

DEPT/DIV 705-070 Finance Comptroller EMP # 001860
PREVIOUS EMPLOYEE Adeline Cirone
TITLE Sr Clerk Transcriber
SALARY \$ 72,000.00
FUND ALLOCATIONS 100% County _____
UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
GRADE 17.5 HOURS 70 Date Avail.: _____

PROPOSED POSITION INFORMATION

DEPT/DIV 705-070 Finance Comptroller
TITLE Sr Clerk Transcriber (Payroll Clerk)
SALARY \$ 72,000.00
FUND ALLOCATIONS 100% County _____
UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
GRADE 17.5 HOURS 70

SELECTED CANDIDATE INFORMATION

NAME Adeline Cirone NO: 001860 EMPLOYEE'S CURRENT SALARY \$ 72,000.00
STARTING/PROPOSED SALARY \$ 72,000.00 CURRENT GRADE 17.5 PC# 00-23561
GRADE 17.5 MIN: 55,675.00 MAX: 83,512.00 \$ Increase 0.00 HIRE DATE 10/15/1994
EFFECTIVE DATE 09/01/2022 Current Title Sr Clerk Transcriber G17.5
PROMOTION IN POSITION ☒ PROMOTION TO VACANCY ☐ Current Union A50 Current CS Status PERM
DATE OF LAST PROMOTION 04/01/2022

AUTHORIZATION FOR REQUESTED ACTION

Prepared: 09/14/2022 By: John Z Dziedzic DATE _____

DEPARTMENT HEAD	<i>[Signature]</i>	ADMIN. SERVICES	<i>[Signature]</i>	9/19/2022
PERSONNEL	<i>[Signature]</i>	COUNTY MANAGER	<i>[Signature]</i>	9/22/2022
FINANCE	<i>[Signature]</i>	90 DAY WAIVER APPROVAL	INITIAL _____	

COMMISSIONERS ACTION (if required)

RESOLUTION NO. _____ DATE ADOPTED _____

ADDITIONAL INFORMATION (including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

EEO 4 FUNCTION CODE 1

PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL # 00-23561

ACTION TO BE TAKEN

NEW HIRE

- ☐ Interim ☐ Temporary
☐ Permanent ☐ Unclass
☐ Provisional ☐ WIA

Certification #: _____

- ☒ PROMOTION IN POSITION ☐ INTERIM APPOINTMENT
☐ PROMOTION TO VACANCY ☐ FUNDING ALLOCATION CHANGE
☐ TRANSFER ☒ SALARY CHANGE
☐ REPLACE VACANCY ☐ TITLE CHANGE
☐ TEMPORARY APPOINTMENT ☒ OTHER Grade change
☐ REQUIRED FISCAL

CURRENT POSITION INFORMATION

DEPT/DIV 705-070 Finance Comptro EMP # 001860
 PREVIOUS EMPLOYEE Adeline Cirone
 TITLE Sr Clerk Transcribr G16
 SALARY \$ 63420.94
 FUND ALLOCATIONS %100.0 County _____
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE G16 HOURS 70.0 Date Avail.: _____

PROPOSED POSITION INFORMATION

DEPT/DIV 705-070 Finance Comptroller
 TITLE Sr Clerk Transcribr G17.5
 SALARY \$ 72000.00
 FUND ALLOCATIONS 100 County _____
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE G17.5 HOURS 70

SELECTED CANDIDATE INFORMATION

NAME Adeline Cirone NO: 001860 EMPLOYEE'S CURRENT SALARY \$ 64689.36
 STARTING/PROPOSED SALARY \$ 72000.00 CURRENT GRADE G16 PC# 00-23561
 GRADE G17.5 MIN: 55675.00 MAX: 83512.00 \$ Increase \$ 7310.64 HIRE DATE 10/15/1994
 EFFECTIVE DATE 04/01/2022 Current Title Sr Clerk Transcribr G16
 PROMOTION IN POSITION ☒ PROMOTION TO VACANCY ☐ Current Union A50 Current CS Status PERM
 DATE OF LAST PROMOTION 01/01/2018

AUTHORIZATION FOR REQUESTED ACTION

Prepared: 03/09/2022 By: Melinda Zito DATE _____

DEPARTMENT HEAD <u>Bia. [Signature]</u> <u>3/15/22</u>	ADMIN. SERVICES <u>Anna M. Surtain</u> <u>3/17/2022</u>
PERSONNEL <u>[Signature]</u> <u>3/17/22</u>	COUNTY MANAGER <u>[Signature]</u> <u>3/17/22</u>
FINANCE <u>[Signature]</u> <u>3/15/22</u>	90 DAY WAIVER APPROVAL INITIAL _____

COMMISSIONERS ACTION (If required)

RESOLUTION NO. _____ DATE ADOPTED _____

ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

EEO 4 FUNCTION CODE _____

PROPOSED PERSONNEL ACTION

000735436

AGENDA #:

POSITION CONTROL # 00-23531

ACTION TO BE TAKEN			
NEW HIRE ☐ Interim ☐ Temporary ☐ Permanent ☐ Unclass ☐ Provisional ☐ WIA		☐ PROMOTION IN POSITION ☐ INTERIM APPOINTMENT ☒ PROMOTION TO VACANCY ☒ FUNDING ALLOCATION CHANGE ☐ TRANSFER ☒ SALARY CHANGE ☐ REPLACE VACANCY ☒ TITLE CHANGE ☐ TEMPORARY APPOINTMENT ☒ OTHER <u>Grade Change</u> ☐ REQUIRED FISCAL	
Certification #: 			
CURRENT POSITION INFORMATION		PROPOSED POSITION INFORMATION	
DEPT/DIV <u>705-070 Finance Comptrol</u> EMP # <u>001580</u> PREVIOUS EMPLOYEE <u>Vacant - Melinda Zito</u> TITLE <u>Spvr Fiscal Op Hosp G21.5</u> SALARY <u>\$ 113,622.38</u> FUND ALLOCATIONS <u>100%</u> <u>County</u> UNION/EXCLUSIONARY <u>A50</u> BA# <u>A50 Non-contractual</u> GRADE <u>21.5</u> HOURS <u>70</u> Date Avail.: <u>04/30/2022</u>		DEPT/DIV <u>705-070 Finance Comptroller</u> TITLE <u>Keybrding Clk1 (Division Head, Internal Audit)</u> SALARY <u>\$ 103,622.38</u> FUND ALLOCATIONS <u>100%</u> <u>County</u> UNION/EXCLUSIONARY <u>A50</u> BA# <u>A50 Non-contractual</u> GRADE <u>20.5</u> HOURS <u>70</u>	
SELECTED CANDIDATE INFORMATION			
NAME <u>John Dziedzic</u> NO: <u>020759</u> STARTING/PROPOSED SALARY <u>\$ 103,622.38</u> GRADE <u>20.5</u> MIN: <u>84,803.00</u> MAX: <u>127,210.00</u> EFFECTIVE DATE <u>09/01/2022</u> PROMOTION IN POSITION ☒ PROMOTION TO VACANCY ☐ DATE OF LAST PROMOTION <u>05/01/2021</u>		EMPLOYEE'S CURRENT SALARY <u>\$ 86,698.98</u> CURRENT GRADE <u>18</u> PC# <u>00-23801</u> \$ Increase <u>\$ 16,923.40</u> HIRE DATE <u>09/13/2014</u> Current Title <u>Keyboarding Clerk 1 G18</u> Current Union <u>A50</u> Current CS Status <u>PERM</u>	
AUTHORIZATION FOR REQUESTED ACTION			
Prepared: <u>09/15/2022</u> By: <u>John Z Dziedzic</u>		DATE	
DEPARTMENT HEAD <u>[Signature]</u>	ADMIN. SERVICES <u>[Signature]</u>	<u>10/13/2022</u>	
PERSONNEL <u>[Signature]</u>	COUNTY MANAGER <u>[Signature]</u>	<u>10/13/2022</u>	
FINANCE <u>[Signature]</u>	90 DAY WAIVER APPROVAL REQUIRED INITIAL <u> </u>		
COMMISSIONERS ACTION (If required)			
RESOLUTION NO. 		DATE ADOPTED 	
ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)			
85% - X-01-20-705-070-011 15% - X-01-27-791-623-011			
EEO 4 FUNCTION CODE <u> </u> <u> </u> <u> </u>			

PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL # 00-23801

ACTION TO BE TAKEN

NEW HIRE

- ☐ Interim ☐ Temporary
☐ Permanent ☐ Unclass
☐ Provisional ☐ WIA

- ☐ PROMOTION IN POSITION ☐ INTERIM APPOINTMENT
☐ PROMOTION TO VACANCY ☒ FUNDING ALLOCATION CHANGE
☒ TRANSFER ☐ SALARY CHANGE
☐ REPLACE VACANCY ☐ TITLE CHANGE
☐ TEMPORARY APPOINTMENT ☐ OTHER
☐ REQUIRED FISCAL

Certification #:

CURRENT POSITION INFORMATION

DEPT/DIV 705-070 Finance Comptro EMP # 020759
 PREVIOUS EMPLOYEE John Dziedzic
 TITLE Keyboarding Clerk 1 (Fiscal Analyst) G18
 SALARY \$ 86,698.98
 FUND ALLOCATIONS 100% County
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE 18.5 HOURS 75.83 Date Avail.:

PROPOSED POSITION INFORMATION

DEPT/DIV 705-030 Finance Directors Office
 TITLE Keyboarding Clerk 1 (Fiscal Analyst) G18
 SALARY \$ 86,698.98
 FUND ALLOCATIONS 100% County
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE 18.5 HOURS 75.83

SELECTED CANDIDATE INFORMATION

NAME John Dziedzic NO: 020759 EMPLOYEE'S CURRENT SALARY \$ 86,698.98
 STARTING/PROPOSED SALARY \$ 86,698.98 CURRENT GRADE 18.5 PC# 00-23801
 GRADE 18.5 MIN: 64,160.00 MAX: 96,235.00 \$ Increase 0 HIRE DATE 09/13/2014
 EFFECTIVE DATE 01/01/2022 Current Title Keyboarding Clerk 1 (Fiscal Analyst) G18
 PROMOTION IN POSITION ☒ PROMOTION TO VACANCY ☐ Current Union A50 Current CS Status PERM
 DATE OF LAST PROMOTION 05/01/2021

AUTHORIZATION FOR REQUESTED ACTION

Prepared: 04/18/2022 By: John Z Dziedzic DATE
 Finance: 5/9/22 ADMIN. SERVICES 5/9/22
 PERSONNEL: Claudia Martin 5/5/22 COUNTY MANAGER 5/11/22
 Dept. Head: 5/6/22 90 DAY WAIVER APPROVAL INITIAL

COMMISSIONERS ACTION (if required)

RESOLUTION NO. DATE ADOPTED

ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

2022 Budget

16.2695% - X-01-20-705-030-011
 83.7305% - X-01-27-791-623-011

EEO 4 FUNCTION CODE

PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL # 00-30582

ACTION TO BE TAKEN			
NEW HIRE ☐ Interim ☐ Temporary ☐ Permanent ☐ Unclass ☐ Provisional ☐ WIA		☒ PROMOTION IN POSITION ☐ PROMOTION TO VACANCY ☐ TRANSFER ☐ REPLACE VACANCY ☐ TEMPORARY APPOINTMENT	
Certification #: _____		☐ INTERIM APPOINTMENT ☐ FUNDING ALLOCATION CHANGE ☒ SALARY CHANGE ☒ TITLE CHANGE ☒ OTHER <u>Grade Change</u> ☐ REQUIRED FISCAL	
CURRENT POSITION INFORMATION		PROPOSED POSITION INFORMATION	
DEPT/DIV <u>705-050 Finance Reimbur</u>	EMP # <u>024385</u>	DEPT/DIV <u>705-050 Finance Reimbursement</u>	
PREVIOUS EMPLOYEE <u>Denise Harris</u>			
TITLE <u>Keyboarding Clerk 1 G16</u>		TITLE <u>Keyboarding Clerk 1 / Fiscal Analyst</u>	
SALARY <u>\$ 67,500.00</u>		SALARY <u>\$ 70,500.00</u>	
FUND ALLOCATIONS <u>100.0%</u> <u>County</u>		FUND ALLOCATIONS <u>100%</u> <u>County</u>	
UNION/EXCLUSIONARY <u>A50</u> <u>BA# A50 Non-contractual</u>		UNION/EXCLUSIONARY <u>A50</u> <u>BA# A50 Non-contractual</u>	
GRADE <u>16</u> HOURS <u>70.0</u> Date Avail.: _____		GRADE <u>17</u> HOURS <u>70</u>	
SELECTED CANDIDATE INFORMATION			
NAME <u>Denise Harris</u>	NO: <u>024385</u>	EMPLOYEE'S CURRENT SALARY <u>\$ 67500.00</u>	
STARTING/PROPOSED SALARY <u>\$ 70,500.00</u>		CURRENT GRADE <u>16</u> PC# <u>00-30582</u>	
GRADE <u>17</u> MIN: <u>51902.00</u> MAX: <u>77849.00</u>		\$ Increase <u>\$ 3,000.00</u> HIRE DATE <u>04/04/2022</u>	
EFFECTIVE DATE <u>7/5/22</u>		Current Title <u>Keyboarding Clerk 1 G16</u>	
PROMOTION IN POSITION ☐ PROMOTION TO VACANCY ☐		Current Union <u>A50</u> Current CS Status <u>PERM</u>	
DATE OF LAST PROMOTION _____			
AUTHORIZATION FOR REQUESTED ACTION			
Prepared: 06/23/2022 By: John Z Dziedzic		DATE	
DEPARTMENT HEAD <u>[Signature]</u> <u>6/23/22</u>	ADMIN. SERVICES <u>[Signature]</u> <u>6/23/22</u>		
PERSONNEL <u>[Signature]</u> <u>6/23/22</u>	COUNTY MANAGER <u>[Signature]</u> <u>6/23/22</u>		
FINANCE <u>[Signature]</u> <u>6/23/22</u>	90 DAY WAIVER APPROVAL	INITIAL _____	
COMMISSIONERS ACTION (if required)			
RESOLUTION NO. _____	DATE ADOPTED _____		
ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)			
EEO 4 FUNCTION CODE _____			

PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL # 00-30582

ACTION TO BE TAKEN

NEW HIRE

- ☐ Interim ☐ Temporary
☒ Permanent ☐ Unclass
☐ Provisional ☐ WIA

Certification #: _____

- ☐ PROMOTION IN POSITION ☐ INTERIM APPOINTMENT
☒ PROMOTION TO VACANCY ☐ FUNDING ALLOCATION CHANGE
☐ TRANSFER ☒ SALARY CHANGE
☐ REPLACE VACANCY ☐ TITLE CHANGE
☐ TEMPORARY APPOINTMENT ☐ OTHER _____
☐ REQUIRED FISCAL

CURRENT POSITION INFORMATION

DEPT/DIV 705-050 Finance Reimbur EMP # 020563
 PREVIOUS EMPLOYEE Joseph Labruzzo
 TITLE Keyboarding Clerk 1 G16
 SALARY \$ 63750.00
 FUND ALLOCATIONS %100.0 County _____
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE G16 HOURS 70.0 Date Avail.: 4/1/22

PROPOSED POSITION INFORMATION

DEPT/DIV 705-050 Finance Reimbursement
 TITLE Keyboarding Clerk 1 G16-Fiscal Analyst
 SALARY 67,500
 FUND ALLOCATIONS 100 County _____
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE G16 HOURS 70

SELECTED CANDIDATE INFORMATION

NAME Denise Harris NO: _____ EMPLOYEE'S CURRENT SALARY _____
 STARTING/PROPOSED SALARY 67,500 CURRENT GRADE _____ PC# _____
 GRADE G16 MIN: 45155.00 MAX: 67736.00 \$ Increase _____ HIRE DATE _____
 EFFECTIVE DATE 4/1/22 Current Title _____
 PROMOTION IN POSITION ☐ PROMOTION TO VACANCY ☐ Current Union _____ Current CS Status _____
 DATE OF LAST PROMOTION _____

AUTHORIZATION FOR REQUESTED ACTION

Prepared: 03/08/2022

By: Melinda Zito

DATE

DEPARTMENT HEAD <i>[Signature]</i> 3/15/22	ADMIN. SERVICES <i>[Signature]</i> 3/17/22
PERSONNEL <i>[Signature]</i> 3/17/22	COUNTY MANAGER <i>[Signature]</i> 3/17/22
FINANCE <i>[Signature]</i> 3/15/22	90 DAY WAIVER APPROVAL INITIAL _____

COMMISSIONERS ACTION (If required)

RESOLUTION NO. _____ DATE ADOPTED _____

ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

EEO 4 FUNCTION CODE _____

PROPOSED PERSONNEL ACTION

600017847

AGENDA #:

POSITION CONTROL # 00-23571

ACTION TO BE TAKEN			
NEW HIRE ☐ Interim ☐ Temporary ☐ Permanent ☐ Unclass ☐ Provisional ☐ WIA		☒ PROMOTION IN POSITION ☐ INTERIM APPOINTMENT ☐ PROMOTION TO VACANCY ☐ FUNDING ALLOCATION CHANGE ☐ TRANSFER ☒ SALARY CHANGE ☐ REPLACE VACANCY ☒ TITLE CHANGE ☐ TEMPORARY APPOINTMENT ☒ OTHER <u>Grade Change</u> ☐ REQUIRED FISCAL	
Certification #: 			
CURRENT POSITION INFORMATION		PROPOSED POSITION INFORMATION	
DEPT/DIV <u>705-080 Finance Internal</u> EMP # <u>013320</u> PREVIOUS EMPLOYEE <u>Almerinda Henriques</u> TITLE <u>Clerk 1 (System Analyst)</u> SALARY <u>\$ 84,110.80</u> FUND ALLOCATIONS <u>100%</u> <u>County</u> UNION/EXCLUSIONARY <u>A50</u> <u>BA# A50 Non-contractual</u> GRADE <u>18</u> HOURS <u>70</u> Date Avail.: 		DEPT/DIV <u>705-080 Finance Internal Audit</u> TITLE <u>Clerk 1 (Fiscal Analyst)</u> SALARY <u>\$ 89,110.80</u> FUND ALLOCATIONS <u>100%</u> <u>County</u> UNION/EXCLUSIONARY <u>A50</u> <u>BA# A50 Non-contractual</u> GRADE <u>18.5</u> HOURS <u>70</u>	
SELECTED CANDIDATE INFORMATION			
NAME <u>Almerinda Henriques</u> NO: <u>013320</u> STARTING/PROPOSED SALARY <u>\$ 89,110.80</u> GRADE <u>18.5</u> MIN: <u>64,160.00</u> MAX: <u>96,235.00</u> EFFECTIVE DATE <u>09/01/2022</u> PROMOTION IN POSITION ☐ PROMOTION TO VACANCY ☒ DATE OF LAST PROMOTION <u>07/01/2022</u>		EMPLOYEE'S CURRENT SALARY <u>\$ 84,110.80</u> CURRENT GRADE <u>18</u> PC# <u>00-23571</u> \$ Increase <u>\$ 5,000.00</u> HIRE DATE <u>01/31/2004</u> Current Title <u>Clerk 1 (System Analyst)</u> Current Union <u>A50</u> Current CS Status <u>PERM</u>	
AUTHORIZATION FOR REQUESTED ACTION			
Prepared: <u>09/15/2022</u> By: <u>John Z Dziedzic</u>		DATE	
DEPARTMENT HEAD <u>[Signature]</u> <u>9/16/22</u>		ADMIN. SERVICES <u>[Signature]</u> <u>10/13/2022</u>	
PERSONNEL <u>[Signature]</u> <u>10/13/22</u>		COUNTY MANAGER <u>[Signature]</u> <u>10/13/22</u>	
FINANCE <u>[Signature]</u> <u>9/16/22</u>		90 DAY WAIVER APPROVAL INITIAL 	
COMMISSIONERS ACTION (If required)			
RESOLUTION NO. 		DATE ADOPTED 	
ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)			
<u>\$5,000 PIP from PC # 00-23571</u>			
EEO 4 FUNCTION CODE <u>1</u>			

PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL # 00-23571

ACTION TO BE TAKEN

NEW HIRE

- ☐ Interim ☐ Temporary
☐ Permanent ☐ Unclass
☐ Provisional ☐ WIA

- ☐ PROMOTION IN POSITION ☐ INTERIM APPOINTMENT
☒ PROMOTION TO VACANCY ☐ FUNDING ALLOCATION CHANGE
☐ TRANSFER ☒ SALARY CHANGE
☐ REPLACE VACANCY ☒ TITLE CHANGE
☐ TEMPORARY APPOINTMENT ☒ OTHER Grade Change
☐ REQUIRED FISCAL

Certification #: _____

CURRENT POSITION INFORMATION

DEPT/DIV 705-080 Finance Internal EMP # 002446
 PREVIOUS EMPLOYEE Linda Ferraro
 TITLE Office Services Mgr G17.5
 SALARY \$ 78,550.20
 FUND ALLOCATIONS 100.0% County _____
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE 17.5 HOURS 70.0 Date Avail.: 7/1/22

PROPOSED POSITION INFORMATION

DEPT/DIV 705-080 Finance Internal Audit
 TITLE Clerk 1 (System Analyst)
 SALARY \$ 84,110.80
 FUND ALLOCATIONS 100% County _____
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE 18 HOURS 70

SELECTED CANDIDATE INFORMATION

NAME Almerinda Henriques NO: 013320 EMPLOYEE'S CURRENT SALARY \$ 80110.80
 STARTING/PROPOSED SALARY \$ 84,110.80 CURRENT GRADE 17.5 PC# 00-23701
 GRADE 18 MIN: 59646.00 MAX: 89467.00 \$ Increase \$ 4,000.00 HIRE DATE 01/31/2004
 EFFECTIVE DATE 07/01/2022 Current Title Clerk 1 G17.5
 PROMOTION IN POSITION ☒ PROMOTION TO VACANCY ☐ Current Union A50 Current CS Status PERM
 DATE OF LAST PROMOTION 05/01/2020

AUTHORIZATION FOR REQUESTED ACTION

Prepared: 06/23/2022

By: John Z Dziedzic

DATE

DEPARTMENT HEAD <u>[Signature]</u> <u>6/23/22</u>	ADMIN. SERVICES <u>[Signature]</u> <u>6/23/22</u>	DATE
PERSONNEL <u>[Signature]</u> <u>6/23/22</u>	COUNTY MANAGER <u>[Signature]</u> <u>6/23/22</u>	
FINANCE <u>[Signature]</u> <u>6/23/22</u>	90 DAY WAIVER APPROVAL	INITIAL _____

COMMISSIONERS ACTION (if required)

RESOLUTION NO. _____ DATE ADOPTED _____

ADDITIONAL INFORMATION (including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

Incumbent to PC# 00-23701

EEO 4 FUNCTION CODE _____

PROPOSED PERSONNEL ACTION

000695660

AGENDA #:

POSITION CONTROL # 00-23731

ACTION TO BE TAKEN

NEW HIRE

- ☐ Interim ☐ Temporary
☐ Permanent ☐ Unclass
☐ Provisional ☐ WIA

Certification #: _____

- ☒ PROMOTION IN POSITION ☐ INTERIM APPOINTMENT
☐ PROMOTION TO VACANCY ☐ FUNDING ALLOCATION CHANGE
☐ TRANSFER ☒ SALARY CHANGE
☐ REPLACE VACANCY ☒ TITLE CHANGE
☐ TEMPORARY APPOINTMENT ☒ OTHER Grade Change
☐ REQUIRED FISCAL

CURRENT POSITION INFORMATION

DEPT/DIV 705-070 Finance Comptroller EMP # 017248
 PREVIOUS EMPLOYEE Ryan Kuber
 TITLE Clerk 1 G17.5
 SALARY \$ 78,030.00
 FUND ALLOCATIONS 100% County
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE 17.5 HOURS 70 Date Avail.: _____

PROPOSED POSITION INFORMATION

DEPT/DIV 705-070 Finance Comptroller
 TITLE Clerk 1 (Fiscal Analyst)
 SALARY \$ 83,030.00
 FUND ALLOCATIONS 100% County
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE 18 HOURS 70

SELECTED CANDIDATE INFORMATION

NAME Ryan Kuber NO: 017248 EMPLOYEE'S CURRENT SALARY \$ 78,030.00
 STARTING/PROPOSED SALARY \$ 83,030.00 CURRENT GRADE 17.5 PC# 00-23731
 GRADE 18 MIN: 59,646.00 MAX: 89,467.00 \$ Increase \$ 5,000.00 HIRE DATE 01/05/2011
 EFFECTIVE DATE 09/01/2022 Current Title Clerk 1 G17.5
 PROMOTION IN POSITION ☒ PROMOTION TO VACANCY ☐ Current Union A50 Current CS Status PERM
 DATE OF LAST PROMOTION 05/01/2020

AUTHORIZATION FOR REQUESTED ACTION

Prepared: 09/15/2022 By: John Z Dziedzic

	DATE
DEPARTMENT HEAD <u>[Signature]</u>	10/13/22
PERSONNEL <u>[Signature]</u>	10/13/22
FINANCE <u>[Signature]</u>	9/16/22
ADMIN. SERVICES <u>[Signature]</u>	10/13/22
COUNTY MANAGER <u>[Signature]</u>	10/13/22
90 DAY WAIVER APPROVAL	INITIAL _____

COMMISSIONERS ACTION (If required)

RESOLUTION NO. _____ DATE ADOPTED _____

ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

\$5,000 PIP From PCA 00-23531

EEO 4 FUNCTION CODE 1

PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL # 00-23731

ACTION TO BE TAKEN

NEW HIRE

- ☐ Interim ☐ Temporary
☐ Permanent ☐ Unclass
☐ Provisional ☐ WIA

- ☐ PROMOTION IN POSITION ☐ INTERIM APPOINTMENT
☐ PROMOTION TO VACANCY ☐ FUNDING ALLOCATION CHANGE
☐ TRANSFER ☐ SALARY CHANGE
☐ REPLACE VACANCY ☐ TITLE CHANGE
☐ TEMPORARY APPOINTMENT ☒ OTHER Grade Change
☐ REQUIRED FISCAL

Certification #:

CURRENT POSITION INFORMATION

DEPT/DIV 705-070 EMP # 017248
 PREVIOUS EMPLOYEE Ryan Kuber
 TITLE Clerk 1 G17
 SALARY \$ 77849.00
 FUND ALLOCATIONS %100.0 County
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE G17 HOURS 70.0 Date Avail.:

PROPOSED POSITION INFORMATION

DEPT/DIV 705-070
 TITLE Clerk 1 G17.5
 SALARY \$ 77849.00
 FUND ALLOCATIONS 100% County
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE G17.5 HOURS 70.0

SELECTED CANDIDATE INFORMATION

NAME Ryan Kuber NO: 017248 EMPLOYEE'S CURRENT SALARY \$ 77849.00
 STARTING/PROPOSED SALARY \$ 77849.00 CURRENT GRADE G17 PC# 00-23731
 GRADE G17.5 MIN: 54906.00 MAX: 82359.00 \$ Increase 0 HIRE DATE 01/05/2014
 EFFECTIVE DATE 01/01/2022 Current Title Clerk 1 G17
 PROMOTION IN POSITION ☒ PROMOTION TO VACANCY ☐ Current Union A50 Current CS Status PERM
 DATE OF LAST PROMOTION 05/01/2020

AUTHORIZATION FOR REQUESTED ACTION

Prepared: 01/11/2022 By: Florbela S Gomes DATE
 DEPARTMENT HEAD *[Signature]* 1/11/22 ADMIN. SERVICES *[Signature]* 1/12/2022
 PERSONNEL *[Signature]* 1/12/22 COUNTY MANAGER *[Signature]* 1/13/22
 FINANCE *[Signature]* 1/11/22 90 DAY WAIVER APPROVAL INITIAL

COMMISSIONERS ACTION (if required)

RESOLUTION NO. DATE ADOPTED

ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

EEO 4 FUNCTION CODE

PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL # 00-23541

ACTION TO BE TAKEN			
NEW HIRE ☐ Interim ☐ Temporary ☐ Permanent ☐ Unclass ☐ Provisional ☐ WIA		☐ PROMOTION IN POSITION ☐ PROMOTION TO VACANCY ☐ TRANSFER ☐ REPLACE VACANCY ☐ TEMPORARY APPOINTMENT ☐ INTERIM APPOINTMENT ☐ FUNDING ALLOCATION CHANGE ☐ SALARY CHANGE ☒ TITLE CHANGE ☐ OTHER _____ ☐ REQUIRED FISCAL	
Certification #: <u>OL220547</u>			
CURRENT POSITION INFORMATION		PROPOSED POSITION INFORMATION	
DEPT/DIV <u>705-050 Finance Reimbur</u> EMP # <u>020563</u> PREVIOUS EMPLOYEE <u>Joseph Labruzzo</u> TITLE <u>Keyboarding Clerk 1 / Fiscal Analyst</u> SALARY <u>\$ 74,900.00</u> FUND ALLOCATIONS <u>100.0%</u> County _____ UNION/EXCLUSIONARY <u>A50</u> BA# <u>A50 Non-contractual</u> GRADE <u>18</u> HOURS <u>70.0</u> Date Avail.: _____		DEPT/DIV <u>705-050 Finance Reimbursement</u> TITLE <u>Fiscal Analyst</u> SALARY <u>\$ 74,900.00</u> FUND ALLOCATIONS <u>100%</u> County _____ UNION/EXCLUSIONARY <u>A50</u> BA# <u>A50 Non-contractual</u> GRADE <u>18</u> HOURS <u>70</u>	
SELECTED CANDIDATE INFORMATION			
NAME <u>Joseph Labruzzo</u> NO: <u>020563</u> STARTING/PROPOSED SALARY <u>\$ 74,900.00</u> GRADE <u>18</u> MIN: <u>59646.00</u> MAX: <u>89467.00</u> EFFECTIVE DATE <u>07/01/2022</u> PROMOTION IN POSITION ☐ PROMOTION TO VACANCY ☒ DATE OF LAST PROMOTION <u>04/01/2022</u>		EMPLOYEE'S CURRENT SALARY <u>\$ 74900.00</u> CURRENT GRADE <u>18</u> PC# <u>00-23541</u> \$ Increase <u>-0-</u> HIRE DATE <u>06/01/2018</u> Current Title <u>Keyboarding Clerk 1 G18</u> Current Union <u>A50</u> Current CS Status <u>PERM</u>	
AUTHORIZATION FOR REQUESTED ACTION			
Prepared: 06/23/2022		By: John Z Dziedzic	
		DATE	
DEPARTMENT HEAD	<u>[Signature]</u> <u>6/23/22</u>	ADMIN. SERVICES	<u>[Signature]</u> <u>6/23/22</u>
PERSONNEL	<u>[Signature]</u> <u>6/23/22</u>	COUNTY MANAGER	<u>[Signature]</u> <u>6/23/22</u>
FINANCE	<u>[Signature]</u> <u>6/23/22</u>	90 DAY WAIVER APPROVAL	INITIAL _____
COMMISSIONERS ACTION (if required)			
RESOLUTION NO. _____		DATE ADOPTED _____	
ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)			
Civil Service Certification # <u>OL220547</u> Permanent Appointment to Fiscal Analyst			
EEO 4 FUNCTION CODE _____			

PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL # 00-23541

ACTION TO BE TAKEN

NEW HIRE

- ☐ Interim ☐ Temporary
☐ Permanent ☐ Unclass
☐ Provisional ☐ WIA

Certification #: _____

- ☐ PROMOTION IN POSITION ☐ INTERIM APPOINTMENT
☒ PROMOTION TO VACANCY ☐ FUNDING ALLOCATION CHANGE
☐ TRANSFER ☒ SALARY CHANGE
☐ REPLACE VACANCY ☐ TITLE CHANGE
☐ TEMPORARY APPOINTMENT ☒ OTHER Grade
☐ REQUIRED FISCAL

CURRENT POSITION INFORMATION

DEPT/DIV 705-050 Finance Reimbur EMP # 001615
 PREVIOUS EMPLOYEE Jerusha Anderson
 TITLE Keyboarding Clerk 2 G17
 SALARY \$ 73,440.00
 FUND ALLOCATIONS %100.0 County _____
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE G17 HOURS 70 Date Avail.: 4/1/22

PROPOSED POSITION INFORMATION

DEPT/DIV 705-050 Finance Reimbursement
 TITLE Keyboarding Clerk 1 - Fiscal Analyst
 SALARY \$ 74,900.00
 FUND ALLOCATIONS 100 County _____
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE G16 HOURS 70

SELECTED CANDIDATE INFORMATION

NAME Joseph Labruzzo NO: 020563 EMPLOYEE'S CURRENT SALARY \$ 65025.00
 STARTING/PROPOSED SALARY \$ 74900.00 CURRENT GRADE G16 PC# 00-30582
 GRADE G16 MIN: 59646.00 MAX: 89467.00 \$ Increase \$ 9875.00 HIRE DATE 06/01/2018
 EFFECTIVE DATE 04/01/2022 Current Title Keyboarding Clerk 1 G16
 PROMOTION IN POSITION ☒ PROMOTION TO VACANCY ☐ Current Union A50 Current CS Status PERM
 DATE OF LAST PROMOTION 05/01/2020

AUTHORIZATION FOR REQUESTED ACTION

Prepared: 03/08/2022

By: Melinda Zito

DATE

DEPARTMENT HEAD <u>[Signature]</u> <u>3/15/22</u>	ADMIN. SERVICES <u>[Signature]</u> <u>3/17/22</u>
PERSONNEL <u>[Signature]</u> <u>3/17/22</u>	COUNTY MANAGER <u>[Signature]</u> <u>3/17/22</u>
FINANCE <u>[Signature]</u> <u>3/15/22</u>	90 DAY WAIVER APPROVAL INITIAL <u>_____</u>

COMMISSIONERS ACTION (If required)

RESOLUTION NO. _____ DATE ADOPTED _____

ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

EEO 4 FUNCTION CODE _____

PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL # 00-23621

ACTION TO BE TAKEN

NEW HIRE

- ☐ Interim ☐ Temporary
☐ Permanent ☐ Unclass
☐ Provisional ☐ WIA

Certification #:

- ☒ PROMOTION IN POSITION ☐ INTERIM APPOINTMENT
☐ PROMOTION TO VACANCY ☐ FUNDING ALLOCATION CHANGE
☐ TRANSFER ☒ SALARY CHANGE
☐ REPLACE VACANCY ☐ TITLE CHANGE
☐ TEMPORARY APPOINTMENT ☒ OTHER Grade change
☐ REQUIRED FISCAL

CURRENT POSITION INFORMATION

DEPT/DIV 705-070 Finance Comptrol EMP # 001588
 PREVIOUS EMPLOYEE Antonette Muscaritolo
 TITLE Pr Account Clerk G16
 SALARY \$ 65230.16
 FUND ALLOCATIONS %100.0 County
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE G16 HOURS 70.0 Date Avail.:

PROPOSED POSITION INFORMATION

DEPT/DIV 705-070 Finance Comptroller
 TITLE Pr Account Clerk G17.5
 SALARY \$ 72000.00
 FUND ALLOCATIONS 100 County
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE G17.5 HOURS 70

SELECTED CANDIDATE INFORMATION

NAME Antonette Muscaritolo NO: 001588 EMPLOYEE'S CURRENT SALARY \$ 66534.76
 STARTING/PROPOSED SALARY \$ 72000.00 CURRENT GRADE G16 PC# 00-23621
 GRADE G17.5 MIN: 55675.00 MAX: 83512.00 \$ Increase \$ 5465.24 HIRE DATE 07/05/1997
 EFFECTIVE DATE 04/01/2022 Current Title Pr Account Clerk G16
 PROMOTION IN POSITION ☒ PROMOTION TO VACANCY ☐ Current Union A50 Current CS Status PERM
 DATE OF LAST PROMOTION 01/01/2018

AUTHORIZATION FOR REQUESTED ACTION

Prepared: 03/09/2022 By: Melinda Zito DATE

DEPARTMENT HEAD <u>[Signature]</u> <u>3/16/22</u>	ADMIN. SERVICES <u>[Signature]</u> <u>3/17/22</u>
PERSONNEL <u>[Signature]</u> <u>3/17/22</u>	COUNTY MANAGER <u>[Signature]</u> <u>3/17/22</u>
FINANCE <u>[Signature]</u> <u>3/16/22</u>	90 DAY WAIVER APPROVAL INITIAL <u> </u>

COMMISSIONERS ACTION (If required)

RESOLUTION NO. DATE ADOPTED

ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

EEO 4 FUNCTION CODE

PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL # 00-23511

ACTION TO BE TAKEN			
NEW HIRE ☐ Interim ☐ Temporary ☐ Permanent ☐ Unclass ☐ Provisional ☐ WIA Certification #:		☐ PROMOTION IN POSITION ☐ INTERIM APPOINTMENT ☐ PROMOTION TO VACANCY ☐ FUNDING ALLOCATION CHANGE ☐ TRANSFER ☐ SALARY CHANGE ☐ REPLACE VACANCY ☒ TITLE CHANGE ☐ TEMPORARY APPOINTMENT ☐ OTHER ☐ REQUIRED FISCAL	
CURRENT POSITION INFORMATION		PROPOSED POSITION INFORMATION	
DEPT/DIV 705-060 Finance Treasurer EMP # 001600 PREVIOUS EMPLOYEE Julie Origliato TITLE Budget Examiner G20 (D. Div. of Treasurer) SALARY \$ 118,320.00 FUND ALLOCATIONS 100% County UNION/EXCLUSIONARY A50 BA# A50 Non-contractual GRADE 20.5 HOURS 70 Date Avail.:		DEPT/DIV 705-060 Finance Treasurer TITLE County Division Head SALARY \$ 118,320.00 FUND ALLOCATIONS 100% County UNION/EXCLUSIONARY A50 BA# A50 Non-contractual GRADE 20.5 HOURS 70	
SELECTED CANDIDATE INFORMATION			
NAME Julie Origliato NO: 001600 STARTING/PROPOSED SALARY \$ 118,320.00 GRADE 20.5 MIN: 84803.00 MAX: 127210.00 EFFECTIVE DATE 09/01/2022 PROMOTION IN POSITION ☒ PROMOTION TO VACANCY ☐ DATE OF LAST PROMOTION 05/01/2021		EMPLOYEE'S CURRENT SALARY \$ 118,320.00 CURRENT GRADE 20.5 PC# 00-23511 \$ Increase 0.00 HIRE DATE 06/01/1996 Current Title Budget Examiner G20 Current Union A50 Current CS Status PERM	
AUTHORIZATION FOR REQUESTED ACTION			
Prepared: 09/15/2022		By: John Z Dziedzic	
DATE			
DEPARTMENT HEAD	<i>[Signature]</i>	ADMIN. SERVICES	<i>[Signature]</i> 9/19/2022
PERSONNEL	<i>[Signature]</i> 9/19/22	COUNTY MANAGER	<i>[Signature]</i> 9/22/2022
FINANCE	<i>[Signature]</i> 9/16/22	90 DAY WAIVER APPROVAL	INITIAL
COMMISSIONERS ACTION (If required)			
RESOLUTION NO.		DATE ADOPTED	
ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)			
EEO 4 FUNCTION CODE 1			

PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL # 00-94631

ACTION TO BE TAKEN

NEW HIRE

- ☐ Interim ☐ Temporary
☐ Permanent ☐ Unclass
☐ Provisional ☐ WIA

- ☒ PROMOTION IN POSITION ☐ INTERIM APPOINTMENT
☐ PROMOTION TO VACANCY ☒ FUNDING ALLOCATION CHANGE
☐ TRANSFER ☒ SALARY CHANGE
☐ REPLACE VACANCY ☒ TITLE CHANGE
☐ TEMPORARY APPOINTMENT ☒ OTHER Grade Change
☐ REQUIRED FISCAL

Certification #:

CURRENT POSITION INFORMATION

DEPT/DIV 705-070 Finance Comptrol EMP # 013174

PREVIOUS EMPLOYEE Jason Shanley

TITLE Asst Comptroller

SALARY \$ 116,455.44

FUND ALLOCATIONS 100.0% County

UNION/EXCLUSIONARY A50 BA# A50 Non-contractual

GRADE 20.5 HOURS 70.0 Date Avail.:

PROPOSED POSITION INFORMATION

DEPT/DIV 705-070 Finance Comptroller

TITLE County Division Head (Comptroller)

SALARY \$ 125,000.00

FUND ALLOCATIONS 100% County

UNION/EXCLUSIONARY A50 BA# A50 Non-contractual

GRADE 21 HOURS 70

SELECTED CANDIDATE INFORMATION

NAME Jason Shanley NO: 013174

EMPLOYEE'S CURRENT SALARY \$ 116455.44

STARTING/PROPOSED SALARY \$ 125,000.00

CURRENT GRADE 20.5 PC# 00-94631

GRADE 21 MIN: 90748.00 MAX: 136122.00

\$ Increase \$ 8,544.56 HIRE DATE 11/08/2003

EFFECTIVE DATE 07/01/2022

Current Title Asst Comptroller G18.5

PROMOTION IN POSITION ☐ PROMOTION TO VACANCY ☒

Current Union A50 Current CS Status PERM

DATE OF LAST PROMOTION 07/01/2021

AUTHORIZATION FOR REQUESTED ACTION

Prepared: 06/23/2022 By: John Z Dziedzic

DATE

DEPARTMENT HEAD [Signature] 6/23/22

ADMIN. SERVICES [Signature] 6/23/22

PERSONNEL [Signature] 6/23/22

COUNTY MANAGER [Signature] 6/23/22

FINANCE [Signature] 6/23/22

80 DAY WAIVER APPROVAL INITIAL

COMMISSIONERS ACTION (If required)

RESOLUTION NO.

DATE ADOPTED

ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

93.16% - X-01-27-789-128-011
 6.84% - X-01-20-705-070-011

EEO 4 FUNCTION CODE

PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL # 00-23821

ACTION TO BE TAKEN

NEW HIRE

- ☐ Interim ☐ Temporary
☐ Permanent ☐ Unclass
☐ Provisional ☐ WIA

Certification #: _____

- ☒ PROMOTION IN POSITION ☐ INTERIM APPOINTMENT
☐ PROMOTION TO VACANCY ☐ FUNDING ALLOCATION CHANGE
☐ TRANSFER ☒ SALARY CHANGE
☐ REPLACE VACANCY ☐ TITLE CHANGE
☐ TEMPORARY APPOINTMENT ☐ OTHER _____
☐ REQUIRED FISCAL

CURRENT POSITION INFORMATION

DEPT/DIV 705-070 Finance Comptro EMP # 000177
 PREVIOUS EMPLOYEE Ellen Stefanik
 TITLE Spvng Payroll Clerk G17.5
 SALARY \$ 70120.05
 FUND ALLOCATIONS %100.0 County _____
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE G17.5 HOURS 70.0 Date Avail.: _____

PROPOSED POSITION INFORMATION

DEPT/DIV 705-070 Finance Comptroller
 TITLE Spvng Payroll Clerk G17.5
 SALARY \$ 77500.00
 FUND ALLOCATIONS 100 County _____
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE G17.5 HOURS 70

SELECTED CANDIDATE INFORMATION

NAME Ellen Stefanik NO: 000177 EMPLOYEE'S CURRENT SALARY \$ 71522.45
 STARTING/PROPOSED SALARY \$ 77500.00 CURRENT GRADE _____ PC# 00-23821
 GRADE G17.5 MIN: 55675.00 MAX: 83512.00 \$ Increase \$ 5977.55 HIRE DATE 09/10/1986
 EFFECTIVE DATE 04/01/2022 Current Title Spvng Payroll Clerk G17.5
 PROMOTION IN POSITION ☒ PROMOTION TO VACANCY ☐ Current Union A50 Current CS Status PERM
 DATE OF LAST PROMOTION 05/01/2019

AUTHORIZATION FOR REQUESTED ACTION

Prepared: 03/09/2022 By: Melinda Zito DATE _____

DEPARTMENT HEAD	<i>[Signature]</i> 3/17/22	ADMIN. SERVICES	<i>[Signature]</i> 3/17/22
PERSONNEL	<i>[Signature]</i> 3/17/22	COUNTY MANAGER	<i>[Signature]</i> 3/17/22
FINANCE	<i>[Signature]</i> 3/15/22	90 DAY WAIVER APPROVAL	INITIAL _____

COMMISSIONERS ACTION (if required)

RESOLUTION NO. _____ DATE ADOPTED _____

ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

EEO 4 FUNCTION CODE _____

PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL # 00-00281

ACTION TO BE TAKEN

NEW HIRE

- ☐ Interim ☐ Temporary
☐ Permanent ☐ Unclass
☐ Provisional ☐ WIA

Certification #:

- ☐ PROMOTION IN POSITION ☐ INTERIM APPOINTMENT
☐ PROMOTION TO VACANCY ☐ FUNDING ALLOCATION CHANGE
☐ TRANSFER ☐ SALARY CHANGE
☐ REPLACE VACANCY ☒ TITLE CHANGE
☐ TEMPORARY APPOINTMENT ☐ OTHER
☐ REQUIRED FISCAL

CURRENT POSITION INFORMATION

DEPT/DIV 705-070 Finance Comptrols EMP # 023875
 PREVIOUS EMPLOYEE Marie Tanis
 TITLE Keyboarding Clerk 1 G18.5
 SALARY \$ 84,150.00
 FUND ALLOCATIONS 100% County
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE 18.5 HOURS 70 Date Avail.:

PROPOSED POSITION INFORMATION

DEPT/DIV 705-070 Finance Comptroller
 TITLE Keyboarding Clerk 1 (Fiscal Analyst)
 SALARY \$ 84,150.00
 FUND ALLOCATIONS 100% County
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE 18.5 HOURS 70

SELECTED CANDIDATE INFORMATION

NAME Marie Tanis NO: 023875 EMPLOYEE'S CURRENT SALARY \$ 84,150.00
 STARTING/PROPOSED SALARY \$ 84,150.00 CURRENT GRADE 18.5 PC# 00-00281
 GRADE 18.5 MIN: 64,160.00 MAX: 96,235.00 \$ Increase 0.00 HIRE DATE 10/01/2020
 EFFECTIVE DATE 09/01/2022 Current Title Keyboarding Clerk 1 G18.5
 PROMOTION IN POSITION ☐ PROMOTION TO VACANCY ☐ Current Union A50 Current CS Status PERM
 DATE OF LAST PROMOTION

AUTHORIZATION FOR REQUESTED ACTION

Prepared: 09/15/2022

By: John Z Dziedzic

DATE

DEPARTMENT HEAD	<i>[Signature]</i>	9/15/22	ADMIN. SERVICES	<i>[Signature]</i>	9/19/2022
PERSONNEL	<i>[Signature]</i>	9/29/22	COUNTY MANAGER	<i>[Signature]</i>	9/22/2022
FINANCE	<i>[Signature]</i>	9/16/22	90 DAY WAIVER APPROVAL	<i>[Signature]</i>	INITIAL

COMMISSIONERS ACTION (if required)

RESOLUTION NO. DATE ADOPTED

ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

EEO 4 FUNCTION CODE 1

PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL # 00-30612

ACTION TO BE TAKEN

NEW HIRE

- ☐ Interim ☐ Temporary
☐ Permanent ☐ Unclass
☐ Provisional ☐ WIA

Certification #:

- ☒ PROMOTION IN POSITION ☐ INTERIM APPOINTMENT
☐ PROMOTION TO VACANCY ☐ FUNDING ALLOCATION CHANGE
☐ TRANSFER ☒ SALARY CHANGE
☐ REPLACE VACANCY ☐ TITLE CHANGE
☐ TEMPORARY APPOINTMENT ☒ OTHER Grade Change
☐ REQUIRED FISCAL

CURRENT POSITION INFORMATION

DEPT/DIV 705-060 Finance Treasure EMP # 020868
 PREVIOUS EMPLOYEE Sandra Torres
 TITLE Keyboarding Clerk 1 G16
 SALARY \$ 62000.00
 FUND ALLOCATIONS %100.0 County
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE G16 HOURS 70.0 Date Avail.:

PROPOSED POSITION INFORMATION

DEPT/DIV 705-060 Finance Treasurer
 TITLE Keyboarding Clerk 1 G16.5
 SALARY \$ 67500.00
 FUND ALLOCATIONS 100 County
 UNION/EXCLUSIONARY A50 BA# A50 Non-contractual
 GRADE G16.5 HOURS 70

SELECTED CANDIDATE INFORMATION

NAME Sandra Torres NO: 020868 EMPLOYEE'S CURRENT SALARY \$ 63240.00
 STARTING/PROPOSED SALARY \$ 67500.00 CURRENT GRADE G16 PC# 00-30612
 GRADE G16.5 MIN: 48539.00 MAX: 72811.00 \$ Increase \$ 4260.00 HIRE DATE 01/20/2018
 EFFECTIVE DATE 04/01/2022 Current Title Keyboarding Clerk 1 G16
 PROMOTION IN POSITION ☐ PROMOTION TO VACANCY ☒ Current Union A50 Current CS Status PERM
 DATE OF LAST PROMOTION 07/01/2021

AUTHORIZATION FOR REQUESTED ACTION

Prepared: 03/09/2022 By: Melinda Zito

	DATE
DEPARTMENT HEAD	3/13/22
PERSONNEL	3/17/22
FINANCE	3/15/22
ADMIN. SERVICES	3/17/22
COUNTY MANAGER	3/17/22
90 DAY WAIVER APPROVAL	INITIAL

COMMISSIONERS ACTION (If required)

RESOLUTION NO. DATE ADOPTED

ADDITIONAL INFORMATION (Including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

EEO 4 FUNCTION CODE