

**SENECA COUNTY
BOARD OF SUPERVISORS
SPECIAL MEETING**

**Thursday, May 18, 2017
4:30 p.m.**

GOVERNMENT OPERATIONS

(Garlick Lorenzetti, Chair; Davidson, Vice-Chair; Westfall, McGreevy, Kaiser)

1. **ISSUE:** Revise Policy No. 102.100 "Job Evaluation/Management Salary System" Policy ([Click here to view the draft resolution](#))
2. **ISSUE:** Proposed Local Law Establishing Residency Requirements for the Positions of Assistant County Attorney and Deputy Commissioner of Social Services and Providing for a Public Hearing ([Click here to view the draft resolution](#))

Unfinished Business:

3. **ISSUE:** Enhanced Expectations of the Purchasing Agent/Confidential Secretary to the County Manager ([Click here to view the draft resolution](#))
4. **ISSUE:** Appointment of John Sheppard As County Manager ([Click here to view the draft resolution](#))

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REVISE POLICY NO. 102.100 "JOB EVALUATION/MANAGEMENT SALARY SYSTEM" POLICY

WHEREAS, the current policy for management employees does not allow for precise salary amounts in the annual budget; and

WHEREAS, the Government Operations Committee reviewed the policy at its meeting on May 18, 2017 and authorized revisions to the policy; now, therefore it be

RESOLVED, the Seneca County Board of Supervisors approves changes to the Seneca County Policy Manual, 102.100, SENECA COUNTY MANAGEMENT SALARY SYSTEM PERFORMANCE PROCESS to read as follows:

102.100 Job Evaluation/Management Salary System

PURPOSE

Job evaluation is the process of creating a hierarchy that establishes the worth of each job to the organization. Job evaluations are conducted to determine the relative rank order of positions with various duties, responsibilities and job qualifications, and assigns positions to grade levels with corresponding salary ranges. Therefore, job evaluation is a critical part of wage and salary administration, since an employee's salary is directly affected by the grade level assignment of his or her position.

Through job evaluation, an analysis is conducted to determine the differentials between positions in terms of their relative requirements, thus providing a factual basis for obtaining such differentials. Job evaluation does this by measuring each position in terms of its "minimum requirements" and "essential job functions" to determine the degree of skill, effort, responsibility and job conditions in relation to other positions within the organization. The job is evaluated without considering the qualifications or the performance of the employee performing the job or the wage rate being paid. Job evaluation thus provides a means for establishing and maintaining the equitable wage relationship between jobs, which is fundamental to good employee relations and sound wage and salary administration.

POINT FACTOR METHOD

Seneca County has adopted the Point Factor Method as the technique it uses to evaluate and assign jobs to appropriate salary grade levels. This method is based on the premise of "position equity" both inside and outside the County.

The Point Factor Method involves selecting a limited number of compensable factors, breaking down these factors into degrees, and then assigning a different number of points to each degree. The compensable factors are also weighted appropriately for the group of jobs being evaluated. The jobs being evaluated are then "matched" against each of the compensable factors and assigned a total number of points. Jobs are then placed in the grade level that corresponds with the number of points scored.

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COMPENSABLE FACTORS

The first task in applying the *Point Factor Method* involves selecting and defining the compensable factors to be used. Seneca County has selected the following categories in determining compensable factors. Each category contains a number of “related” factors:

I KNOWLEDGE AND SKILLS	II RESPONSIBILITY AND COMPLEXITY
1. Education	1. Guidelines
2. Experience	2. Complexity of Duties
3. Communication Skills	3. Reasoning Ability
4. Mathematical Skills	4. Decision Making and Work Impact
	5. Contact With Others
	6. Budgetary Responsibility

III SUPERVISION AND LEADERSHIP
1. Type of Supervision
2. Scope of Supervision

The second task of the *Point Factor Method* is to define each compensable factor and the degrees or levels for each factor. Once the factors are defined, a Job Evaluation Worksheet is developed. Therefore, each time a position is evaluated, the same factors and scales are applied in a uniform process.

SENECA COUNTY MANAGEMENT SALARY SYSTEM PERFORMANCE PROCESS

PURPOSE: The Seneca County Board of Supervisors has adopted a wage and salary schedule for all management (non-union), full-time employees. The following process will be used to determine wages in future years:

The County Manager and Department Heads who have subordinate employees in this category will evaluate those employees’ performance by requiring the employee to complete a self-appraisal. Such evaluation will take place ~~in the month of the employees’ birthdates before April 30th of each year.~~ After reviewing the employee’s self-appraisal the County Manager/Department Head will complete their appraisal of the employee. The County Manager/Department Head will meet with the employee to review both appraisals and finalize the evaluation. Copies of All final performance evaluations for Department Heads will be sent to the County Manager, who will maintain them in the County Manager’s Office copies of the evaluations in his/her office.

The County Board of Supervisors upon recommendation of the Personnel Committee will adopt a cost of living percentage increase to be applied to the whole schedule for the next year.

In addition to the cost of living increase, employees will be eligible for a merit increase under the following conditions:

- A. Employees ~~in steps 1 through 4,~~ receiving an evaluation of at least 3.0 on a scale of 5.0, will move 1 step higher in their grade.

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B. ~~Employees in step 5 or greater, receiving an evaluation of at least 4.0 on a scale of 5.0, will move 1 step higher in their grade.~~

C. Employees who did not meet the above evaluation scores will not be eligible for a merit increase, and will receive the cost of living increase previously determined by the Board of Supervisors

D. If there is no cost of living increase adopted by the Board of Supervisors, employees who are at step 15 and met the above evaluations scores will receive an increase equal to a step increase.

The exceptions to this policy are the County Clerk, County Treasurer, County Sheriff, Election Commissioners and Deputy Election Commissioners. These employees will automatically move a step higher since they are evaluated by the electorate or political parties.

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A RESOLUTION TO INTRODUCE PROPOSED LOCAL LAW C OF 2017 ESTABLISHING RESIDENCY REQUIREMENTS FOR THE POSITIONS OF ASSISTANT COUNTY ATTORNEY AND DEPUTY COMMISSIONER OF SOCIAL SERVICES AND PROVIDING FOR A PUBLIC HEARING

WHEREAS, Section 3 of the New York State Public Officers Law establishes residency requirements for certain public officers; and

WHEREAS, Exceptions to §3 P.O.L. have been passed rendering that law a special rather than general law and permitting municipalities to similarly create exceptions pursuant to New York State Municipal Home Rule Law; and

WHEREAS, it is the recommendation of the Government Operations Committee that a Local Law be enacted exempting from the residency requirements of §3 P.O.L., the following positions: Assistant County Attorney and Deputy Commissioner of Social Services; now, therefore, be it

RESOLVED, that proposed Local Law C of 2017 entitled "A Local Law to Establish Residency Requirements for the Positions of Assistant County Attorney and Deputy Commissioner of Social Services in Seneca County" be and the same is hereby introduced before the Board of Supervisors of Seneca County, New York to read in substantially the following form:

SECTION 1 The provisions of §3 New York State Public Officers Law requiring a person to be a resident of the political subdivision or municipal corporation of the state for which he or she shall be chosen or within which his or her official functions are required to be exercised, shall not prevent a person from holding the office of Assistant County Attorney for the County of Seneca, provided that such person resides in Seneca County or in an adjoining county within the state of New York.

SECTION 2 The provisions of §3 New York State Public Officers Law requiring a person to be a resident of the political subdivision or municipal corporation of the state for which he or she shall be chosen or within which his or her official functions are required to be exercised, shall not prevent a person from holding the office of Deputy Commissioner of Social Services for the County of Seneca, provided that such person resides in Seneca County or in an adjoining county within the state of New York.

SECTION 3 This local law shall take effect immediately upon filing with the Secretary of State in accordance with §27 of the Municipal Home Rule Law.

And be it Further

RESOLVED, that copies of the aforesaid proposed local law be laid upon the desks of each member of the County Board; and be it further

RESOLVED, that the County Board hold a public hearing on said proposed Local Law at the County Office Building, 1 DiPronio Drive, Waterloo New York at or about 6:00 P.M., on July 11, 2017; and be it further

RESOLVED, that the Clerk to the Board publish or cause to be published a notice of said public hearing in the official newspapers of the County at least ten (10) days prior thereto. ([Click here to go back](#))

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**SENECA COUNTY BOARD OF SUPERVISORS (BOS) ACKNOWLEDGES THE ENHANCED EXPECTATIONS
OF THE PURCHASING AGENT/CONFIDENTIAL SECRETARY TO THE COUNTY MANAGER**

WHEREAS, the position of Confidential Secretary to the County Manager is expected to accomplish Purchasing Agent functions as well as clerical support to the Manager; and,

WHEREAS, Seneca County has been and will continue to require far more emphasis on purchasing functions than merely clerical support to the Manager; and,

WHEREAS, the County Manager, Personnel Officer and County Labor Consultant re-evaluated the salary grade of the Purchasing Agent/Confidential Secretary to the County Manager, considering the enhanced expectations of authority and accountability, to be in salary grade 4; and,

WHEREAS, this change to the salary schedule will not require any new appropriations for FY2017; and,

WHEREAS the Government Operations Committee met on May 18, 2017 and recommended the BOS adopt this resolution; now therefore be it

RESOLVED, that the BOS directs the Purchasing Agent/Confidential Secretary to the County Manager's position be placed in grade 4 of the salary schedule.

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APPOINTMENT OF JOHN SHEPPARD AS COUNTY MANAGER

WHEREAS, Resolution 227-15 appoints John Sheppard as County Manager as outlined in Local Law 9 of 2007; and

WHEREAS, this appointment expires December 31, 2017; and

WHEREAS, this reappointment must be made no later than six (6) months prior to the term expiration; and

WHEREAS, the Government Operations Committee has reviewed and approved this resolution at its May 18, 2017 meeting; now, therefore be it

RESOLVED, the Seneca County Board of Supervisors appoints Mr. John Sheppard as County Manager to a four (4) year term expiring December 31, 2021 as outlined in Local Law 9 of 2007.

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